

*Les Enfants and  
Los Ninos  
de Seattle*

**School Parent  
Handbook  
2014-2015**

**Important Contact Information**

asabarots@lesenfantsdeseattle.com

Direct to School: 206-325-6435

August 2015

Dear Families,

I would like to personally welcome you to *Les Enfants de Seattle and Los Ninos de Seattle*. Our staff works hard to create a stimulating, fun environment where the French and Spanish language and traditions are celebrated. We are honored that you have chosen *Les Enfants/Los Ninos* and we encourage you to be part of your child's education. Please contact me with whatever question, concern or idea you may have.

Sincerely,

Antoinette Sabarots Etulain

*Les Enfants/Los Ninos de Seattle*

Owner

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## **About the Owner**

Antoinette Marie Sabarots Etulain

Les Enfants de Seattle is enjoying its ninth year and Los Ninos its fourth. Seattle is a vibrant, intellectual and passionate community filled with amazing children. We feel honored to serve this community with our French curriculum and teachers. The concepts imbedded in “Les Enfants de Seattle” began many years ago.

My parents were born in small villages in the Basque Country of France. As adults, they immigrated to the Los Angeles area where they opened a restaurant and raised my sisters and me. Growing up, we regularly visited our relatives in France, often touring Paris as well. Being raised bi-culturally was an interesting experience. I didn’t realize how different it was until I began staying the night over at American friends’ homes. I now have dual citizenship: USA and France.

As an undergraduate at Scripps College in Claremont, California, I had the fortunate opportunity to study at the Sorbonne University fall semester 1989. This experience allowed me to truly immerse myself in classes and activities about French history and culture. I’ll never forget the art

history class excursion to the Louvre or traveling to Berlin on a last minute planned week-end excursion because the Wall had come down. After receiving my B.A. in History, I went on to earn a Masters degree in Education at UCLA. The UCLA area was a mecca for children whose native language was Spanish. I was saddened that there was only one truly bilingual school in the LA area. By a bilingual school, I mean where native speakers learned, interacted, studied with non-natives so that after so many years (usually by fourth grade) both are fluent in the two languages. After earning my M.A., I moved to the Seattle area and taught fourth through eighth grades for almost a decade. Then I entered the Danforth Program at University of Washington and earned my Educational Leadership certificate and administrative credentials. I've worked as an assistant principal at Madrona K-8, Eckstein, and Washington Middle Schools. From 2001-2004, I served on the board of the French American School of Puget Sound as well as president for the Seattle Basque Club ([www.seattleuskal.org](http://www.seattleuskal.org)).

Meanwhile, many changes occurred in my personal life. I have four children. My eldest, Alexandria, attended the French American School of the Puget Sound. It was this wonderful experience that truly honed her ability to speak French fluently. As an educator, the hands-on, thought provoking curriculum impressed me as well. In 2005, my son, Jean Mikel, was born. Now I had the forethought and energy to always speak French with him. I believe it's very important to speak a different language to children while they are very young, when the brain is growing at such a rapid pace; it is a critical time to take advantage of the pliable conditions of the brain. In August 2006, Patxi & Elisabeth Maitexa were delivered. Yes, twins! My husband and I were elated and shocked when we found out we were expecting twins, instead of a singleton, but life deals you cards that you sometimes can't predict.

*Les Enfants* began in July 2007 and has blossomed into a true community of Francophile learners. Daily the children enjoy each other's company, dancing, singing, doing art and playing. In 2012, *Los Ninos* began in our home in the Mt. Baker neighborhood of Seattle. Later that same year, it was moved to the *Les Enfants* campus, thus allowing students to take place in both programs.

### **Mission of Les Enfants/Los Ninos de Seattle**

*Les Enfants de Seattle/Los Ninos* is dedicated to immersing children ages 2 to 4 ½ in the French/Spanish language, culture & academic tradition. We support parents in this effort as well. *Les Enfants* is an enriching environment filled with positive social interaction, choices and physical activities. Daily, our children sing, dance, do art, play outside, have fun, and speak French!

Les Enfants/Los Ninos de Seattle Philosophy & Curriculum

*Les Enfants/Los Ninos de Seattle*'s curriculum is designed to enhance the whole child and recognize that each child is unique. *Les Enfants de Seattle* believes that each child has a gift in their love of learning and his/her absorbent mind. *Les Enfants de Seattle* provides a safe, stimulating and accepting environment that will allow him/her to:

- Learn the French/Spanish language in a natural and organic way.
  - Appreciate music, by dancing every day.
  - Develop individually through play that encourages learning.
  - Develop gross motor skills by being active outside daily.
  - Develop socially through activities that encourage participation and cooperation.
  - Practical lifeactivities including cooking, stringing, self-care & other activities designed to increase fine motor skills.
- Develop appreciation and awareness of art by doing art daily with a variety of materials.
  - Develop a sense of community that nurtures respect, understanding, and acceptance of all people.

*Les Enfants/Los Ninos de Seattle* offers Parent French/Spanish classes to encourage continued French instruction at home and Parents Nights Out to support healthy parenting.

### **Notice of Non-discriminatory Policy**

*Les Enfants de Seattle* admits students of any race, color, national and ethnic origin who are entitled to all the rights, privileges, programs and activities made available to students at the school. *Les Enfants/Los Ninos de Seattle* does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, and other school programs.

### **Administration and Structure**

The school is administered by the Director/Directrice. The Director/Directrice is responsible for the day to day operations of the school. The Director, staff, and parents work together to advise the school on matters of importance.

### **Religious Activity**

*Les Enfants/Los Ninos de Seattle* does not provide specific religious instruction. Instead we provide an environment that is inclusive of all religions. We do celebrate the Galette des Rois,

which is based on the Catholic Epiphany, but it is celebrated in a secular fashion. We welcome you to add to our knowledge with cooking projects, music, or art relating to other celebrations.

## Enrollment Papers Due Prior to Admission

Please be sure to return the following forms prior to your child's first day at school.

- Application for Enrollment
- Consent for Emergency Medical Treatment
- Registration Forms
- Consent Form
- Admission Agreement
- Signed Parent Handbook/Agreement Page

## Financial Information

Enrollment Deposit: \$300.00. All parents are required to pay the enrollment deposit at the time of enrollment. The deposit is credited towards the last tuition bill (June) or it can be rolled over to the following school year. The deposit is forfeited in case of withdrawal without proper notice.

Tuition: Les Enfants de Seattle

Mornings: 8:45 am -12:30 pm or Afternoons: 12 – 3:45 pm

10% discount if your child is signed up for both sessions

2 mornings or afternoons \$420

3 mornings or afternoons \$610

4 mornings or afternoons \$775

5 mornings or afternoons \$880

**3:45 – 5:15 pm**

2 days \$150

3 days \$170

4 days \$195

5 days \$215

**Supply Fee: diapers, food, general**

2 days \$150

3 days \$170

4 days \$195

5 days \$215

The school asks that all parents use the direct deposit services provided through Vanco Services, to streamline payments to the school.

Supply Fee: \$150.00-\$215.00 a year. This fee is applied to the cost of art materials, cooking, various celebrations, diapers (if needed) snack & lunch supplies.

Billing Procedure: Bills are not normally sent. Please make a request if you would like to be billed monthly by invoicing. Tuition is due by the 25<sup>th</sup> of the month prior. A late payment charge of \$10.00 per day will be assessed if payment is not received by the 5<sup>th</sup> of the month.

Receipts: Receipts are not normally sent. Receipts are available upon request. Please allow five business days to prepare a proper receipt. The school Tax ID number is available upon request. We also prepare an end of the year statement for parents upon request.

Penalty Fees: If you are late to pick up your child you will be charged \$1 per minute. We understand if you are late once in a while due to traffic, etc. but when it becomes a pattern, it affects the teacher's ability to fulfill her/his planning and cleaning duties. There is a \$10.00 fee for returned checks.

Enrollment Deposit: A deposit of \$300 is required to hold a child's place in the class. Deposits are due for returning parents on March 23<sup>rd</sup>, 2012 or when the child is accepted to the program and are refundable only until July 1, 2015. After July 1, 2015 the enrollment deposit will be refunded only with thirty days written notice between the months of September – December; deposits will be credited to the last thirty days tuition. This deposit is applied (credited) to the

final month of school tuition. Enrollment deposits will not be refunded after January unless we are able to fill your child's spot in the program during the late winter/spring season.

### **Areas of the School**

The school is divided into different areas of study. There are two floors: la Premier Etage and the Rez de Chaussée. La Premier Étage has five rooms: the Grand Salle, Salle de Jeux, Bibliothèque/PK classroom, bathroom and cuisine/kitchen. The large area where you enter the main floor is called the 'Grand Salle.' Here children eat snack, lunch, do the morning routine of the comptines, non fiction reading and dance. We also use the Grande Salle for our Literacy time. The other room adjacent to the Grande Salle is called the Salle de Jeux, playroom. This room is filled with a variety of games, including puzzles, building blocks, etc. The PK classroom is for instruction and book reading. It also serves as a quiet area in the school. The outside play space is used for before and after school entry/exit times as well as recess/recreation. It is reasonable to assume that your child will be playing in all areas of the classroom and playground areas during the year. The bathroom has a changing table, sinks and toilets. There is no food allowed in the bathroom, art room and/or library. We expect children to sit when they are eating at all times.

In the Rez de Chaussée, there is the cuisine/kitchen, the "L" shaped room, the gymnasium, la salle de sieste (nap room), the art room, bathroom and foyer area. The outside play space is used for before and after school entry/exit times as well as recess/recreation. It is reasonable to assume that your child will be playing in all areas of the classroom and playground areas during the year. The bathroom has a changing table, sinks and toilets. There is no food allowed in the bathroom, art room and/or library. We expect children to sit when they are eating at all times.

### **Yearly Calendar and Holiday Breaks**

The school is open year-round. The school year runs from September through July. *Les Enfants/Los Ninos de Seattle* is closed for a two-week winter break, a one week spring break, and for all Federal holidays. Please check the website [www.lesenfantsdesseattle.com](http://www.lesenfantsdesseattle.com)

### **Sample Daily Schedule**

Classes and activities may vary due to special projects or weather.

## A Day at School

**8:45- 9 :15** Students arrival, transition time, fine motor skills groups

**9:20-9:45** Circle time Finger Songs, Non fiction reading and dances

**9:50-10 :00** Bathroom break

**10:00-10-15** Snack

**10:15-10:50** Recess Outdoor Play – Science walk

**11:00-11:50** Art – story time

**11:50 – 12:00** Organize, wash hands, and prepare for lunch

**12:00-12.20** Lunch Time

**12:20-12:30** Clean Up together/bathroom break

**12:30-12:45** Pick up time

### Afternoon Session:

**1:00-2:00** Quiet Rest Time/Story Reading

**2:00-2:30** Art: Pottery

**2:30-3:00** Coloriage Snack

**3:00-4:00** Outlook Play

**4:00-5:00** Individual Académique Time: Reading, Graphisme, Fine motor skills

### **Food/Food Services**

The food is prepared at school.

### **Snacks**

Snacks will be prepared by the staff daily. Snacks are wholesome, organic when possible, low in sugar, and contain protein. A typical snack includes fruit and a starch. For example, orange slices and crackers or blueberries and bread. Water/milk is offered to drink.

### **Lunches**

We cook healthy, home-made lunches daily. Students typically have a protein such as fish or chicken, a vegetable and a starch. Polite manners and conversation are encouraged during meal time. Food is served family-style, where a serving platter is brought to the table and food is dished out accordingly. Water & milk are offered for to drink. We utilize the services of Madres Kitchen for most of our meals.

### **Special Diet Restrictions**

Let the school know about the preference food. Please provide lunch and snack for your child.

## **Admission Policy and Procedure**

The children accepted and the staff hired are accepted into the program without discrimination on the basis of race, color or ethnic origin, or political belief.

### **Placement**

Admission is based on the availability of space and the determination by the Director and staff that the program will meet the needs of the child. Children with special needs will not be discriminated against on the basis of their disability. The Director and the child's parents are responsible for evaluating the special needs of the child and determining the ability of the school to meet those special needs. An applicant's age and sex will only be considered in order to achieve a balanced class. Siblings of *Les Enfants de Seattle* students are given priority for enrollment. Other vacancies are filled in order of application date.

### **Application Procedure**

1. Please arrange a visit to the school to evaluate the program and ask whatever questions you may have. Please speak to the Director at this time regarding your expectations for a toddler, preschool, and/or pre-kindergarten program.
2. Arrange a morning visit for your child if this is suggested by the Director or staff.
3. At the time of acceptance, if you wish to enroll your child in *Les Enfants/Los Ninos de Seattle*, please fill out all the necessary paperwork and submit it with the current non-refundable enrollment deposit. Tuition and other fees are due before the first day that your child attends school.

### **No Smoking Policy**

Please note that we do not allow smoking on or near our property. Please be at least 100 feet from our building before smoking. Thank you!

### **Medical Requirements Prior to Attending:**

State law requires certain immunizations must be administered prior to entry into the school or a waiver to be signed if your child is not immunized.

## **Medication**

- Medications will be stored in the refrigerator or cabinet in the kitchen reserved for such use and will be inaccessible to children. Medicine must be in its original packaging with the child's name printed on it clearly.
- A Doctor's note must accompany any medicine that reads "Consult physician for children under two years of age" if the child is under two years of age.
- Unused medications will be sent home or discarded.
- Authorization notices will be kept on the kitchen notice board and then put in child's file when not applicable. This information includes the child's name, name of medicine, the dosage, and the date and time to be administered.
- We will make every effort to administer medication at the proper time; however, we cannot guarantee it.
- Medications will be recorded in file.
- State licensing requires us to have parental consent before any topical creams or ointments can be applied to your child while in our care. Sunscreen, diaper cream, Vaseline, etc. need to be approved by a parent in writing every thirty days.

### **If Medicine is Prescribed, Please Follow These Conditions:**

1. Medication must be prescribed and brought in the prescription bottle by a parent.
2. Parents must sign and date a letter requesting that we administer the medicine. Authorization notices will be kept on the kitchen notice board, and then put in child's file. The letter should specify:
  - a. The name of the child
  - b. The name of the medicine
  - c. The dosage/amount to be administered
  - d. The dates and times to be administered
3. Medication will be stored in the refrigerator or cabinet in the kitchen reserved for such use (inaccessible to children).
4. We will make every effort to administer medication at the proper time; however, we cannot guarantee it. Unused medications will be sent home or discarded.

## **About colds**

Studies have shown that temperature changes do not cause colds; viruses do. There are over 200 cold viruses so it is very possible to get over one cold and become ill with a new one. Children with simple colds may not be excluded from our care, but accompanying symptoms may require exclusion. If your child's "runny nose" is running other than clear fluid, you may be asked to have your child evaluated by a physician. Parents sometimes express concern about children going outside, especially during extremes in weather. We believe outdoor play is a valuable part of our curriculum. Fresh air, sunshine and outdoor play are desirable for children and adults. Play outside can reduce stress and improve moods. If your child is healthy enough to be in our care, s/he is healthy enough to play outside. Requests to keep your child inside cannot be accommodated.

## **Diapering/Toilet Training**

Children in diapers will be diapered by the staff each morning during the four hours that the child is in our care (more if needed). Diapers are provided. We will then assist the children in washing their hands. When transitioning a child to using the toilet, we will work with the parents to be consistent with the training method that is being used at home. Please discuss with us your child's progress and any incidents relevant to helping us help your child to succeed like the words you use while toilet training. We also ask that parents bring an extra set of clothes for children transitioning to the toilet in case of an accident. These clothes are in addition to the ones that the child has at the school for general changing (i.e. s/he gets wet from the rain during recess for example).

## **Cleaning/Disinfecting**

The classroom will be cleaned daily to minimize the spread of germs. All school bathrooms are disinfected daily. All school classrooms are vacuumed daily, and school wood floors (art room/main room, etc.) are swept and mopped daily.

## **Ill Staff**

When a staff member is ill we will make every effort to find a qualified pre-screened substitute teacher to cover his/her absence. In an extreme emergency, parents will be notified by phone if we are unable to open the school due to staff illness and inability to locate a substitute.

## **Caring For Ill Children**

If a child becomes ill while attending school (fever, vomiting, diarrhea, etc.):

- The parent will be notified to pick up their child as soon as possible.
- Illness incidents are to be recorded in the child's file.

Some communicable disease must be reported to the local health department.

## **Health Policy/Exclusion of Ill Children/ Communicable Disease**

On the advice of health care experts we will not allow children with any of the following symptoms to remain at school or to come to school:

- Fever of more than 100 degrees under the arm (i.e. within a 24 hour period) and who have one or more of the following: (fever alone does not automatically mean that children go home – decisions are made on a case by case basis)

-diarrhea      -sore throat      -earache      -rash      -irritability/confusion      -nasal drainage  
-cough

- Vomiting on 2 or more occasions within a 24 hour period.
- Diarrhea of 3 or more watery stools within a 24 hour period or 1 bloody stool.
- Oozing rash or sore
- Eye discharge or pink eye. Children and staff may be readmitted after medical diagnosis or 24 hour antibiotic treatment
- Fatigue preventing the child from being a part of regular activities
- Children and staff with open sores that cannot be covered will not be admitted to the center until 24 hours following antibiotic treatment if appropriate, sores are properly covered or sores are healed
- Lice and scabies. Children may be readmitted after treatment and when no nits are visible

If the staff has concerns about a child's ability to safely return to care, we reserve the right to request a note from the child's healthcare provider.

We ask that ill children, as described above in 1 – 8, not attend school for the following reasons:

- They are unable to be a part of our daily program
- They expose other children and staff to illness/infection and
- They are at risk for being exposed to other disease when their resistance is low

When a child is excluded from attending our program the staff will make note of the absence. Parents will always be notified via e-mail if there is a child with a communicable disease in our school program. In the rare case that a communicable disease becomes widespread throughout the school and staff, school may be closed until everyone returns to good health. Washington State Child Care Licensing and King County Public Health may be contacted regarding the possible spread of disease in our program.

### **Hand washing Policies**

Staff will always wash their hands after using the toilet, helping a child to use the toilet, and/or changing a diaper. Staff will wash their hands after contact with bodily fluids (stool, urine, blood, drool, or mucus). Staff will always wash their hands before cooking and before eating.

Children in our program will be assisted in washing their hands after toileting, before eating, before cooking, after putting hands/items in their mouth, or whenever the staff deems necessary.

### **Health Records**

Certain information such as food allergies should be noted on child's health record by her/his physician.

### **Child Abuse Reporting**

Staff member are required by law to report suspected child abuse, neglect, and exploitation to the local and state authorities.

### **Insurance**

We carry liability insurance.

### **First Aid and Emergency**

Minor accidents will be treated by staff members. This includes treatment with first aid supplies. **Please note: a common first aid practice is the removal of splinters from the children's hands.** Our policy on splinter removal is that we will remove a splinter with exposed ends. If the splinter is embedded in the skin, we will leave the splinter for the parent/guardian to remove.

If the child has a skin injury such as a skinned knee the staff will clean the injury with soap and water. Staff members are not authorized to clean a wound with alcohol or hydrogen peroxide.

The school will maintain an Emergency Form containing the names, phone numbers, and addresses and telephone numbers of relatives or others who can assume responsibility for the child if the parent cannot be reached in an emergency. Parents will be asked to sign a consent form for emergency medical treatment. It is essential to keep the Emergency Form information up to date.

In the event of an accident or sudden onset of illness, *Les Enfants de Seattle* will not hesitate to seek proper care for your child. The child's on-file emergency instructions will be consulted immediately and the parents will be called. If necessary, the child will be transported via ambulance to Group Health on Capital Hill (15<sup>th</sup> between Madison & Aloha) for emergency medical attention. The consent statement will accompany the child so that treatment can be given immediately in the absence of a parent.

**In case of an accident requiring emergency medical or emergency dental treatment, the following procedures will be followed:**

1. Parents or persons responsible for the child, as listed on the Emergency Form, will be notified. In a truly urgent situation we will call 911 and will phone the parent *after* 911 is called.
2. If parents or persons responsible for the child cannot be reached, the physician or dentist listed on the Emergency Form will be contacted and his/her recommendations will be followed.
3. If neither the parent nor the doctor/dentist can be contacted, 911 will be called for paramedics and possible transportation to Childrens' Hospital or a nearby medical facility.

## **Emergency Procedure: Fire/Natural Disaster Plan**

In case of a local or national disaster we will stay in our classroom unless it is not safe to do so. The director's cell number is 206-321-2107. If the classroom has been damaged and we need to evacuate, we will take the teacher's cell phone, our school's earthquake packs, the children's files for emergency contact information, first aid kit and walk with the children to Madrona K-8 School or the Madrona Library (located across the street from each other), approximately five blocks east of the school. If there is radioactive damage we will remain indoors, seal the doors and windows, move to the basement with our emergency supplies, and continue to listen to our radio for instructions from health officials. If we do move to the Library/School, we will remain in the basement at the school until all children have been picked up by their parents. If we are not at our school and an emergency has occurred, please assume we are at the Madrona Library or Madrona K-8 School when you come to pick up your child.

## **Absence from School**

When a child is absent, the staff will make note of the absence. Please call the school 325-6435 between 8:10-8:45am if your child will not be attending school that day. Please do not call the school directly once school has started as this interruption takes us away from adequate supervising and teaching your children! Call if something needs to be communicated. You may call the school between 8:00-8:45 and 12:30-12:40 or after 3pm in the afternoons.

Please notify the school immediately if your child contracts a communicable disease (i.e. lice).

Absences due to illness or family vacations can be made up, up to the amount of days allowed. The amount of days allowed per school year is determined by the number of days your students is at school per week times 1. For example, if your child attends school three days a week, then s/he can make up to three days during the school year for family vacations or illnesses. Please make arrangements with the teacher or Director for this. We ask that you do not let more a 2 week period expire, before planning a make up day.

## **Discipline Policy**

*Les Enfants/Los Ninos de Seattle* strongly believes that when children are engaged in stimulating activities the need for discipline decreases. We follow Michael Grinder's Non Verbal management, John Gottman's Emotional Coaching and Jim Fay's Love and Logic approach to

discipline, where natural consequences are given with empathy. We treat our students with respect and ask that the students in turn respect each other and their teachers. We also give students choices with our guidelines. We believe this allows children some sense of control and also teaches them to be responsible citizen long term. Our environment is prepared for the children to achieve a strong sense of independence and worth which fosters self-discipline and self-direction. We believe that busy, productive children are happy children.

When a child is causing physical harm to another, the child will be removed from the group for a "time out." If the child continues this behavior on a regular basis, the parents will be called and the child sent home. A conference will be scheduled with the parents.

If the child cannot operate successfully in the classroom, a parent conference will be required to discuss the child's continued participation in the program. The Director and the child's teacher will make the final determination of whether our program meets the needs of an individual child. If the determination is made that the program is not meeting the needs of a child, the parents will be informed in writing of the decision along with the appropriate refund of tuition.

Corporal punishment is forbidden at *Les Enfants de Seattle*.

## **General Policies and Procedures**

### **Arrival and Dismissal**

It is important to closely adhere to arrival and dismissal times. We ask that you arrive no earlier than and pick up your child no later than your scheduled drop off/pick up times. Please keep in mind that children who arrive early or late and are picked up late often feel awkward and uncomfortable.

The school prefers that all children arrive by 9:15 for so that group time is not disrupted by late arrivals. If you need to arrive after 9:10 on a regular basis, please notify the Director.

**When arriving at school, parents must release the child to a teacher. We ask that you please exit as soon as possible so that the child may settle into his/her morning routine without distraction. Please note that your child's safety is your responsibility as long as you remain on campus; please be sure to indicate to the staff when you are leaving so that we can make sure your child is safely engaged in an activity and being supervised by a teacher as you leave the school.**

**If your child will be picked up by a friend or family member, please notify the school in writing. Please ask any new person picking up your child to show a piece of identification to a teacher so that we may verify his/her identity for your child's safety.**

### **Tardy for Pick Up**

There is a \$1 per minute charge for the first ten minutes when a parent is late picking up his/her child. After 10 minutes up to 20 minutes, the charge is \$2 a minute and after 20 minutes, the charge is \$3 a minute. This payment can be made to the staff member who is taking care of your child.

### **Afternoon Session**

If your child is attending the afternoon session, please pack a blanket, pillow, and/or special animal with which to snuggle with as there will be nap/rest/quiet time enforced during this part of the day.

### **Weather & Emergency Closures**

When inclement weather happens, please check the school's website. ([www.lesenfantsdesseattle.com](http://www.lesenfantsdesseattle.com)) or call the Director directly at 206-321-2107 to ask if school is in session. We will also attempt to call you by

### **Newsletter & Parent communication**

A newsletter or parent communication will be sent home or e-mailed to you periodically. Please read each communication/newsletter very closely as there are often important dates and classroom information in each one notify the Director if you do not want your child pictured on the website. Digital photos will not be posted without a signed consent form and no names will be used.

### **Treats & Birthdays**

For allergy and/or hygiene concerns, outside food should not be brought to school by the kids unless it is for a special celebration: birthdays, Valentine's Day, gifts... or previously discussed by the teacher or special diet restrictions. The children enjoy having a birthday treat at school. Parents may provide, for example, a special snack for the morning, pizza for lunch, or cookies, mini cupcakes, or another treat for after lunch. Please consult your child's teacher before setting your plans. In lieu of goody bags, it is suggested that you donate a book to the school in honor of your child's birthday. We will mark your child's name and the date in the book to commemorate the gift!

### **Toys & Special Items**

We ask that students do not bring toys or boys into the school, unless it is a donation for the school, for a specific project or asked for by the staff. This creates tension between the students and we have enough play and learning materials at the school for everyone there is enough learning material at the school. The only exception to this is a specific transition object or 'lovey' that would ease the transition in the very first days or something used for naps. Food or drinks can not be considered as transitional objects.

### **Clothing**

Play clothes are recommended for school. Please make sure your children wear simple, washable, sturdy, and easy to manage clothes. We are not responsible for stains that may occur due to art materials, etc. Sneakers or rubber soled shoes are recommended for school. Children wearing loose-fitting sandals and flip flops can easily trip and fall, injuring themselves. Please put your child's name on all of your child's clothing. Please be sure that your child has something warm to wear on the playground each day.

Please make sure your child has an extra set of clothing at school, in case of an accident.

While at school, children are not to wear clothing with violent, frightening, or aggressive characters illustrated on them. Examples of inappropriate clothing include images of Mighty Morphin Power Rangers, Batman, Teenage Mutant Ninja Turtles, etc. . If a child arrives at school in such clothing, it will be changed or turned inside out so the illustration does not show.

### **Conference**

We have a fall and spring conference each school year. This is a great time for teachers to discuss your child's progress and for you to discuss with teachers how you feel things are going and any concerns.

## Field Trips

During the course of the year, field trips may be taken to enhance your child's education. Parents may organize field trips for the school also. Please speak to your child's teacher if you would like to plan a field trip. The school requires that most parents participate in field trips to assure proper supervision.

## Security

Every effort has been made to make *Les Enfants/Los Ninos de Seattle* a safe and secure environment for your child. An access code is required for entrance to insure that no unauthorized access can be gained from street visitors. A fence surrounds the playground to assure that the children are not visible playing from the street. Once the children have been accepted into our care, students will not leave the facility until collected from the teachers by an authorized guardian. Please be sure to inform us in writing if someone other than the normal parent or guardian will be picking your child up from school. Children will not be released to another adult without prior consent.

## Parent Visits and Meetings

Parents are welcome to observe the classroom at any time. Please be aware that observing classroom activities should not interfere with the activities in the classroom. Visitors are encouraged to make arrangements with the teacher or Director prior to visiting but we have a "free access" policy at our school; parents are free to visit our classroom at any time unannounced. Parents are also guaranteed free access to their child's records, and communicating with staff during business hours. Parents who wish to speak with the teacher or Director for an extended amount of time are kindly asked to make an appointment. **Please understand the teachers have work to do during prep time before and after school so this is not a good time for them to meet without a prior appointment being made.** Teachers may not be available for extensive discussion during these prep times when an appointment has not been made and may have to excuse themselves in order to complete their duties. For more information contact the Director.

## Police and Fire Inspections

The police and fire department and Child Care Licensing may visit and inspect the school premises without notice.

## **Parent Participation**

*Les Enfants/Los Ninos de Seattle* encourages participation from our parents. It is expected that parents volunteer a total of 10 hours(per family). There is a notebook in the main area of the school with pages to sign in for volunteering. There is also a place in this notebook to track volunteer hours. We will also use a electronically shared gspreadsheet/document that will be used to track hours. There is also a place in this notebook to track volunteer hours. We ask that each family tracks their hours. They are invited to help in the classroom in a variety of ways. We welcome parents to come in and share with the children any special talent or hobbies they have; for example musical instruments, cooking, art, etc. It is beneficial for the children to be exposed to the variety of careers people have; for example dentistry, police, musicians, etc. Volunteers are always welcome to help with field trips and days of celebration. We'll host an annual Mardi Gras célébration in the community that we ask parents to participate in. Please be a part of your child's education!

## **Babysitting**

We ask that parents refrain from using staff at *Les Enfants/Los Ninos de Seattle* for childcare or babysitting purposes. This is a professional practice observed in many preschools. An exception is made when it is a gift for the Mardi Gras auction. If you are in dire need of childcare, please ask for other resources. It is also stated in our staff handbook that staff are not used as babysitters. Thank you in advanced for following this.