



Evolutions Preschool

Policies & Procedures

Evolutions Preschool

1004 NE 4th Ave

Camas, WA 98607

360-608-8387

Overview

Our number one priority is the safety and well-being of our students. The following policies and procedures ensure that we are able to maintain a safe and well-structured environment for all students.

Absences & Illness

For the health of all children please do not send your child to school if they exhibit the following symptoms:

watery eyes

deep cough

inflamed nostrils

heavy nasal discharge

fever

rash

contagious diseases


head lice

Please call (before class starts) or e-mail the school if your child will be absent. Children should remain home 24 hours after a fever has subsided and 48 hours after vomiting. In the event of head lice, please notify the school so that we may take the proper precautions in the classroom. Please remember that the child must stay out until all the live lice are gone. This information will remain confidential. The school cannot deduct tuition for any absences caused by vacations, colds or other illness.

Accident & Emergency Procedure

An emergency injury or illness that occurs during school hours will be reported to you immediately. Please make sure we have all emergency forms and current phone numbers.

Waiver of Liability It is mutually agreed that in the event of an accident or illness of a child while in the care of teachers with Evolutions Preschool, the certified teacher shall use their best efforts to contact the parent immediately. In the event the parent is not immediately available, however, Evolutions Preschool teachers are authorized to secure such care as the situation may reasonably warrant. When the parents cannot be immediately contacted,



Evolutions Preschool teachers will use their best efforts to contact your emergency contact as listed on the registration form. The parent agrees that where the Evolutions Preschool teachers have acted in good faith to comply with an accident

and/or illness procedure, it shall not be liable for any accident or illness to the child, any and all liability as might otherwise exist expressly waived by the parent.

First Aid Permission

Hydrogen Peroxide

Benadryl Spray Calamine Cream

Neosporin Bactine First Aid Spray

Antibacterial Wipes

Ice Packs

Adhesive bandages Children's

Given only after verbal parental authorization If any of the above items are used, you will be notified at pick up time.

Clothing

If there is an outdoor activity planned such as a nature walk we ask that you dress your child accordingly; jackets in colder weather and appropriate shoes. Please mark clothing and belongings to avoid loss. If your child is potty trained we ask that you pack an extra pair of clothing and in case of accidents, or if your child is still in training pants we ask that you pack extra supplies (Wipes, diapers, training pants) for changing. PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME, so that we know what belongs to each child.

Communication

We would like communication to be two-way. Please feel free to contact your teacher or director with any joys or concerns about your child. Morning drop off or afternoon pick up is a great time to arrange a meeting. If you need to get in touch with your child's teacher after school hours, Procure is the preferred method of communication. Please send an email to our program director requesting a meeting. We have a private Facebook group for parents of Evolutions Preschool only, where we post pictures from daily activities, weekly announcements and information about upcoming events.

Arrival

As teachers will be busy preparing for the daily activities, children will be allowed to enter the building 5 min before their scheduled class time. If you need to drop off a few minutes early you can arrange extended care in our daily care room.

Late Arrival

We understand that late arrivals are sometimes necessary due to extenuating circumstances. Preschool circle time starts at 9:15 for Kinder Ready, 9:30 for AM preschool class and 1:00 for PM classes, late arrivals after these times can be disruptive to the class. We allow 15 mins of open play time at the beginning of the day to give enough time for all students to join the class, let us know ahead of time if you will be arriving late.

Departure

Please be prompt in picking up your children after class. It can be distressing for children whose parents arrive late. Teachers have other responsibilities to attend to after class.

School Release


A written note, email or text will be required from you any day someone else will be picking up your child. This person must then show their valid ID and have your 4-digit pin code at the time of pick up. The teachers cannot release your child to a stranger.

Discipline

We approach discipline in a very positive way. We first try a variety of positive guidance techniques such as time-in with the teacher or teaching assistant. If we are unsuccessful in preventing inappropriate behavior, a short regrouping time may be necessary.

Tuition & Payment Procedure

Tuition is calculated as a yearly figure and divided into equal payments for your convenience. This means that holidays and vacations (fall, winter and spring) do not change the monthly tuition rate. Tuition is due the first week of every month. If any circumstances



prevent continued enrollment, notice must be given to the director by the fifteenth of the month prior to withdrawal or the next month's tuition will be invoiced. Current tuition rates are listed on the registration form. **Please note that the registration/supply fee is non-refundable.** We offer discounts for advance payments in-full;

Full Year 10 months-10% discount

Field Trips

Parents are responsible for transporting and supervising their children or for making carpooling arrangements on field trips. Teachers must be available to all students in their class. Teachers will notify you of the place, date and time to meet. In some cases, there will be no classroom time on the day of a field trip for the participating class. Siblings are not covered in the cost of field trips but are welcome to join us for field trips for an additional fee.

Food

No gum will be allowed in the classrooms. A healthy snack will be provided daily for preschool students. If you have special dietary stipulations or food allergies we ask that you provide a healthy snack from home. Please provide us with documentation of all allergies before the new school year. Water, in a spill proof water bottle, is the only drink allowed at school.


Toys

We prefer that children do not bring toys from home except on special sharing days.

School Work

Your child will regularly bring work home from school. We will occasionally ask you to look at and discuss something with your child and then return it to class. Please be prompt when returning things to school.

Parent Participation



We have an open door policy for parents. You are welcome any time to help or simply visit and observe your students' class at any time, we just ask that you set up a time with the teacher and director so that we can notify other parents that we have a classroom visitor.

Visitors/Siblings

Parents and children interested in our program may visit the classrooms together to see first-hand the variety of opportunities for young children we offer. Unfortunately, we cannot allow friends of our students to attend class sessions.

Snow Days & Inclement Weather

Evolutions Preschool classes will be canceled if the Camas School District announces school cancellation. We will also post cancellations and delays on our website and school FaceBook page. Any canceled days will be made up.

Mandatory Reporting

Schools are considered mandated reporters in cases of suspected child abuse or neglect. Under Washington state law, mandated reporters who knowingly fail to make a report, or cause a report to be made, shall be guilty of a gross misdemeanor (RCW 26.44.080)