

Family Pre-K

PARENT HANDBOOK



Edmonds School District

Early Learning Program

pre-k@edmonds.wednet.edu | (425)431-1018

Family Pre-K Registration

Participants of the Family Pre-K Program are now required to complete the Edmonds School District registration form and provide the child's immunization history using the Certificate of Immunization Status (CIS) form. These forms must be submitted to the Pre-K Facilitator by the second day of class. Failure to submit the required forms may result in your child being excluded from the program until completed forms are provided.

Immunization records may be obtained from your child's doctor or healthcare provider. For children who have been vaccinated in Washington State, parents may sign up for MyIR to view, download, and print your child's immunization information [State Immunization Records \(https://wa.myir.net/register\)](https://wa.myir.net/register).

Volunteer Form

To ensure safety of all children in the school, parents in the Family Pre-K Program are also required to fill out the Edmonds School District Volunteer Disclosure Statement, the Volunteer form, and a Washington State Patrol Request for Criminal History. Please submit these forms by the second day of class to your Pre-K Facilitator.

Procedures

Attendance procedures

Please sign the attendance sheet at the beginning of each class.

Please be on time. Important learning opportunities begin at the start of class!

In case of absence:

Your family's attendance in the Edmonds Family PreK program is important. When you miss sessions, we notice and miss you.

- If absence is unexpected due to illness or emergency, please call your PreK school at the number provided by your PreK instructor. Please ask office staff to inform your PreK instructor of absence.
- When an absence is planned, such as for a vacation, please let your PreK instructor know as soon as possible, preferably a week in advance.
- If you miss two (2) weeks of class without letting your PreK instructor know, we will call you to see if you would like to continue with the program.

Bathroom Procedures

If your child is independent in using the restroom, they may use the student restrooms. If parent assistance is required, please use the staff/family restrooms.

Adults are not allowed in children's bathroom. Parents may use the staff/family restrooms instead.

Younger Siblings

Focus on your PreK Child - While younger siblings are welcome in our program, this program focuses on PreK skills. Younger children should be closely supervised. If younger siblings cause distraction to the program, we may ask that you find other arrangements for them.

Needs Cleaning Bin – When small children place any toy in their mouths, this item must be cleaned prior to any other child playing with it. Please place any toy or item in the “Needs Cleaning Bin” before another child or adult handles it.

- If possible please keep younger babies/toddlers in front packs to allow you to interact with your PreK child.
- Please be aware that classroom materials may not be appropriate for younger children.
- Diapers should be changed and disposed of properly within designated restrooms.

Classroom Food Policy

Due to allergy concerns, no food is allowed in the Edmonds Family PreK program.

Edmonds School District strongly discourages the use of food as an incentive or reward.

Emergency procedures

Sign in and out at the school office each day. Sign in and out lists are used by school staff to account for all those on campus during any drill or emergency. **Please sign in yourself and add the number of children with you. (Example: Sally Jones + 1).**

Each school has unscheduled drills to practice emergency procedures. If you are in a session during a drill, you must follow all school procedures.

Fire drills – You must stay with your child at all times. All children and adults must walk together to the location pre-assigned by the school. Your PreK instructor will direct you to this location. You must remain with this group until the school gives the “all clear”.

Lockdowns – In case of lock down, doors and windows must be locked and curtains/blinds closed. No child or adult may leave the area until given an all clear by the school.

Daily Schedule

Each PreK session is 2 hours. In general, your session will include these activities:

15 minutes	Circle Time
15 minutes	Read Aloud
15 minutes	Writing Time
1 hour	Choice Time
15 minutes	Large Group Activity or Outdoor Time

Parent Involvement

Homework – Homework may be suggested for you and your child to complete together.

Classroom Expectations

Observe your child as they play. Ask open ended questions and allow them to discover and explore independently.

- **PLEASE, NO CELL PHONES** – If you need to take an emergency call, please let your instructor know before you step out of the classroom.
- Allow your instructor to coach your child in social interactions. Solving problems is an important skill in preparation for kindergarten.
- We all work together. Help all children in class when needed.
- Be on time! Important learning opportunities happen all the time.
- Encourage independence in your child: let them do it! Let them cut, draw, fix, glue, play, etc. This is their opportunity to learn and grow!

Additional Resources

Sno-Isle Libraries: For information regarding local library events, hours, and resources.

www.sno-isle.org

Washington State Department of Children, Youth, and Families (DCYF): For information regarding early learning and developmental support for your growing child.

www.dcyf.wa.gov

Community Health Center of Snohomish County: For information regarding personal health including mental health, dentistry, immunizations, prenatal care, and child wellness checks.

www.chcsno.org

Edmonds School District: For information regarding your neighborhood school and all things related to the Edmonds school district.

www.edmonds.wednet.edu

Child Find: If you have questions or concerns about your child's development, contact Child Find for services that may be available for your child.

Edmonds School District > Departments >Special Education > Child Find

<http://www.edmonds.wednet.edu>

Kindergarten Readiness Guidelines: A checklist of skills your child needs to be prepared for Kindergarten. Available in multiple languages.

Edmonds School District > Families > Kindergarten > Kindergarten Readiness Guidelines

<http://www.edmonds.wednet.edu>

Helpful Information

Kindergarten Registration – Kindergarten registration for incoming kindergarteners typically begins in late winter/early spring. Contact your neighborhood school for more information regarding registration and orientation dates.

Jump Start – Jump Start is a program available at our schools in August to incoming kindergarteners prior to the beginning of the school year. This program is an introduction to your child’s school site, kindergarten teachers and the school environment. More information will be available as the summer approaches.

Welcome to the Family Pre-K Program!