

Northwest Children's School

Handbook of Policies

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School Policies

Tuition Payments and Financial Obligations

Upon enrolling your child(ren) at NWCS, please be very certain you understand and agree to the following policies. You will be held fully responsible for them and will sign a contract with your application. This holds and guarantees your child's position in school.

1. REGISTRATION: There is a non-refundable yearly registration fee of \$40.00 due with your application. This guarantees your child's position in the class you have selected.

2. TUITION: School tuition is based on our entire school year and thus remains the same amount for each month, regardless of vacation days, your child's illness, teacher workshop days, holidays, or school closures due to snow. To make sure our tuition is kept as low as possible and still maintain the highest quality programs we run on an extremely tight budget; therefore, if your child is absent because of a family vacation or illness, the tuition cannot be reduced or refunded. Tuition payments are due in advance, the 1st of each month. Payments received after the 5th of the month will automatically be billed an additional \$25.00 late charge (unless previous arrangements have been made). There are 10 monthly payments, the first payment being due on or before September 1st. You may choose to pay for an entire year, part of a year, or with our monthly payment coupon books. When paying, please enclose the correct monthly coupon with your tuition payment and place it in the tuition mailbox located next to the school office for your convenience. There will be a \$15.00 service charge for any NSF checks returned by the bank. Any account 60 days delinquent will be automatically turned over to a collection agency.

****Tuition prices will be raised by \$20 per month beginning September 2022. This increase is due to increased cost of living.****

3. INSURANCE: As I'm sure you are all aware of the nationwide dilemma pertaining to private schools, I will honestly tell you that insurance is almost impossible to acquire at a reasonable rate anymore. Policies are doubling and tripling each year. In an effort to help solve this problem, we are forced to assess each child with a small annual fee of \$40.00, which is due with your first month's tuition. If you have any questions, please contact the director.

4. WITHDRAWING A CHILD: When you enroll your child, it is expected that he or she will be enrolled for the entire school year. If you have to drop from school and it is unavoidable, the school requires one month's advance notice in writing. This is a required policy and withdrawal without this proper notification of one month will leave you financially and legally responsible for one month's tuition. Please be aware that the school issues no refunds whatsoever.

5. HEALTH GUIDELINES: In order to have a successful year at school while we follow the CDC guidelines (released June 24, 2020) and Northwest Children's School's private policies, it is important that your child **stay home when he or she is ill or has shown the following symptoms (cough, fever/chills, shortness of breath, difficulty breathing, sore throat, muscle/body aches, headache, fatigue, new loss of taste or smell, nausea, vomiting, or diarrhea)**. Students must stay home for **10 days after symptom onset or 72 hours after symptoms resolve without the aid of medication**, unless you have a doctor's release.

NWCS will follow CDC guidelines (released June 24, 2020) in addition to our own private policies and before entering the school building, children will have a temperature check at the front door. Should your child have a temperature of 99.5 or above, they will be unable to attend school and must follow the guidelines for staying home as stated above. Parents will also be asked if any student has shown the following symptoms of cough, fever/chills, shortness of breath, difficulty breathing, sore throat, muscle/body aches, headache, fatigue, new loss of taste or smell, nausea, vomiting, or diarrhea. Should the answer be yes, your child will need to follow the stay at home guidelines as stated above. Once your child enters the building, they will immediately have their hands washed with soap and water before beginning their school day.

If during the course of the school day a staff member at NWCS feels your child is too ill to be at school you will be contacted to pick him or her up immediately.

For this reason, please make sure we have the correct phone contacts for both parents/guardians at home, cell, and work. Emergency numbers are always appreciated.

According to Washington State and CDC guidelines (released June 24, 2020), in addition to Northwest Children's School private policies, preschool, pre-kindergarten and kindergarten students will need to have a mask on while in class. Masks will be removed when outside during recess time but will remain on while in the classroom. **Masks are are strongly encouraged to be worn by all parents when attending pickup and dropoff.**

****Should any updates occur in regards to health guidelines required by Snohomish Health District or policy updates determined by Northwest Children's School, parents will be notified in the "Welcome Packet" mailer in August or by staff should the school year be in progress****

6. SNACKS FOR SPECIAL HELPER DAY: Your snack day is marked on the monthly calendar that your teachers hand out to you at the beginning of each month. Each child will have a snack day approximately once a month. Each parent is responsible for bringing enough snacks for 15 students. **Snacks and drinks cannot be homemade and must be individually store packaged for each student.** Snacks can include individual bags of crackers, fruits, or vegetables, while drinks can be small water bottles or juice boxes.

If you have forgotten to provide snack on your designated day, please bring in replacement snacks and drinks to restock our supply.

7. PROGRESS REPORTS: For reviewing the progress of your child, NWCS will provide progress reports in February and again at the end of the school year. Of course, parents are always welcome to call and chat with the teacher should you have any questions or concerns. Our staff will make every possible adjustment to their schedule to have time to talk to the parents of our students.

8. HOLIDAYS: The school will be closed for all legally recognized and public school holidays. A yearly calendar will be given to you that will outline each holiday. Please place this where it is handy.

9. DISCIPLINE: NWCS follows the “Love and Logic” program as much as possible.

10. SNOW DAYS: We follow the Lakewood School District in regards to our snow schedule. Should Lakewood have a two hour delay, we will cancel our morning classes with afternoon classes continuing as normally scheduled. If Lakewood closes for the entire day, we will as well. NWCS may choose to close the school during snowy or icy weather even though the local school districts do not. The school’s outgoing voicemail message will be updated once Lakewood releases their schedule. The school does not make up snow days.

11. We encourage comfortable play clothes for NWCS. We do a lot of painting and playing outside and want the children to feel comfortable and not worried about their clothes getting dirty. We also encourage self-help clothes. This makes it much easier on them to use the bathroom by themselves instead of having to ask for help. We are always there to help the students, if needed, but they love being able to do things themselves. Please make sure all your child’s clothing (sweaters, jackets, etc.) is labeled so we can return it to the right student. There are always extra clothes available at the school for those “fall in the mud” days. If this happens to your child, please wash and return the clothing as soon as it is convenient for you.

12. ARRIVAL AND DEPARTURE: Pickup and dropoff will occur at the front door of the school as we unfortunately have closed our lobby in order to follow CDC guidelines (released June 24, 2020) in addition to Northwest Children’s School’s private policies. Parents need to make sure their student is standing with them at drop off and holding hands as our school building shares a parking lot with other businesses. **All adults doing pickup and dropoff are strongly encouraged to wear a mask.** A staff member will meet you at the front door and will follow the CDC guidelines (released June 24, 2020) by taking your child’s temperature and asking the parent if the student has exhibited any symptoms of COVID-19. Once the teacher has brought the student into the lobby, the parent may then leave.

Parents will wait outside the school building by the front door for a staff member to open the door at the end of class. Students will be brought to the front door and the parent will hold hands and walk them back to their car.

We want to make every minute count during our school day. For this reason, please, please make sure your student arrives on time. Our front door will open for class right at class time. It is also just as important to pick your child up on time. Children worry and get scared when they are not picked up on time. Because our teachers are on a tight schedule and are preparing for the next class, there will be a \$15.00 late charge for every 15 minutes a parent is late picking their child up.

IF YOU ARE UNABLE TO PICK UP YOUR CHILD, PLEASE WRITE A NOTE STATING WHO HAS PERMISSION TO PICK YOUR CHILD UP THAT DAY. WE WILL ONLY RELEASE YOUR STUDENTS TO AUTHORIZED ADULTS. THERE WILL BE NO EXCEPTIONS TO THIS RULE!!

Those who are authorized adults to pick up students will need to wait until all other children have been picked up for the day. This will accommodate checking the ID of the individual and ensuring they have authorization from the student's parents.

13. FIELD TRIPS: NWCS will be following CDC guidelines (released June 24, 2020) and unfortunately we will not be scheduling field trips for any of our classes. There will be some great opportunities in our classrooms for the students to enhance their learning adventures.

14. NEWSLETTERS/CALENDARS/ANNOUNCEMENTS: The school will keep parents informed in three ways:

- * Monthly calendars from the teachers
- * Monthly newsletters from the director
- * "End of Day" letters will be sent home every class day explaining our adventures for the day

15. LOST AND FOUND: Jackets will be left in the lobby when not brought home at the end of the day. For easy identification, please be sure to label your child's belongings. If you believe you have left one of your belongings, please let a staff member know and we will check the lost and found for you. All articles left at the end of the school year will be donated to a local charity. Lots of coats look alike so make sure to make your child's clothing clearly.

16. HOME PARTIES: Home parties are a lot of fun, but it is important that they be conducted with sensitivity. We are in no way asking that you invite the whole school to your child's event, but if you do wish to invite some, we ask that you do this by phone or by mail. If the whole class is being invited, feel free to bring the invitations to school and we will be happy to deliver them for you.

17. ABSENCE FROM SCHOOL: Please call the school and let the staff know that your child will be absent that day and when they will be returning. If possible, it would be helpful if you stated the reason your child is not in school, i.e. cold, flu, etc.

Please be aware that we are following the CDC guidelines (released June 24, 2020) in addition to Northwest Children's School's private policies and ask that **any student who has shown the following symptoms (cough, fever/chills, shortness of breath, difficulty breathing, sore throat, muscle/body aches, headache, fatigue, new loss of taste or smell, nausea, vomiting, or diarrhea) stay home for 10 days after symptom onset or 72 hours after symptoms resolve without the aid of medication, unless you have a doctor's release.**

18. Any time money is being requested by the school, it would be so helpful if the parent could send the exact amount in a sealed envelope with your student's name and the reason for the money. Checks and money orders are always accepted.

19. SCHOLASTIC BOOK CLUB: Every few weeks a Scholastic Book order will be sent home with your student. Should you choose to order any of these items, you will always have two weeks to make your selections. You may order online or attach a check made out to Scholastic with your order.

20. PARENT/TEACHER COMMUNICATION: Communication is key to success in any setting. Please feel free to contact any of the staff at our school to answer any of your questions or direct you to the person that can. It is always a good idea to talk to your child's main teacher as she is more qualified to answer any questions you may have. Please call the school to reach your child's teacher via phone as teachers will not be giving out their personal cell phone numbers.

Your comments and suggestions are what we count on to make our school the best in Washington!

Most important rule of all... have a great time with us! Enjoy all that your child will be a part of. They grow up so fast. This is a perfect time to make some great memories with your child as they get ready for a whole new life in school!!!

We plan to make every attempt to have this be the most positive experience you and your child could possibly have in a preschool/pre-kindergarten/kindergarten setting. Thank you for all of your understanding and cooperation as we navigate keeping our school a safe learning environment while staying within CDC guidelines (released June 24, 2020) and the policies determined by Northwest Children's School. We appreciate each and every one of you! If you have any questions or concerns, please do not hesitate to contact the office. We are here to support the safety of our students and their families.

Let us know how we are doing!

Kathleen Ruesken
Owner