



## **Parent Handbook 2019-20**

**3530 Interlake Ave North  
Seattle, WA 98103**

**(206) 547-4054**

**[www.fremontcommunityschool.org](http://www.fremontcommunityschool.org)**

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## **Welcome!**

### **About FCS**

Fremont Community School (FCS) is an independent, non-profit school providing a multi-age preschool and pre-kindergarten program in a progressive early childhood learning environment. Our program is inspired by Rudolf Steiner's Waldorf education curriculum. As a non-profit, we are governed by a volunteer Board of Directors.

Fremont Community School was established in 1986 and, in 2003, we moved our school to a home on Interlake Avenue North in south Wallingford. FCS has a close relationship with Tara's Tots, Inc., the school located directly next door. We are two separate, independent schools that collaborate to share curriculum, ideas, and host joint events. Together, we form one community, but maintain *separate registration, finances, and administration*.

### **The Board**

The FCS Board is made up of both current and former FCS parents and community members who maintain a balance between the short term and long term interests in FCS' success and presence in the community. Board members are volunteers who oversee the management of facilities, finance, fundraising, and personnel functions for the school. In addition, the Board takes an active role in the various special events, parent meetings, and festivals throughout the year. The Board works in conjunction with the Director of Education and the School Administrator to ensure the foundation of the school is strong.

### **Staff**

#### **Tara Katz**

Tara serves as our Director of Education and one of the Morning Lead Teachers. She studied the principles of Rudolf Steiner and Waldorf Education at Emerson College in England. Prior to that, Tara completed a degree in Speech Communications with an emphasis in Theatre Arts at Oregon State University. She has taught kindergarten and first grade at Waldorf schools in Seattle, Whidbey Island, and England, playing founding roles in some instances, and active roles in all! Tara was the first preschool teacher at FCS in 2001. We are pleased to have her enthusiasm and commitment serve as the heart of our school. Tara is the mother of Rachel, Phoebe, and Alexander.

#### **Maria Jimenez**

Maria, Morning Lead Teacher, joined FCS in 2007. Maria was born and raised in Spain and brings a passion for diversity to her teaching. As a native Spanish speaker, she sings songs and tells stories in Spanish, adding a bilingual component to the FCS classroom. She has a degree in Sociology from the Universidad Complutense in Madrid, and earned a Master in Divinity degree at New York Theological Seminary in 1992. Maria also studied Waldorf education at Sound Circle in Seattle and Rudolph Steiner College in California. Extensive travel throughout Europe, Central America, and South Africa has broadened her world view and given her a passion for including marginalized voices. She enjoys reading, knitting, felting, and gardening. She loves crafts, travel with her children Hugo and Ana, and spending time with friends and family.

#### **Dominic Cavalero**

Dominic, Assistant Teacher, joined FCS in July 2018. A Seattle native, Dominic was raised in the "north-end" and attended Hamilton Middle School and Roosevelt High School. He brings with him many years of experience in the service sector from his manager position at Fred Meyer, as well as a wealth of knowledge around coaching and youth development through his involvement in Ultimate Frisbee. Dominic is a Frisbee player and a coach, and over the years has gained titles in each both on the local, national, and international scenes. He currently coaches the boys' varsity team at Nathan Hale High School.

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### **Erica Ward**

Erica, Administrative Assistant, joined us in fall of 2017. She has a background in political science with a Master's in Public Administration and came to us after finishing a year as an AmeriCorps VISTA Volunteer. She values early childhood education and feels it is never too early to build a sense of community that fosters, nurtures, and propagates good will. Erica is passionate about reducing post-consumer waste, specifically, but not limited to, textiles. In her spare time, Erica creates vintage inspired dresses and separates with upcycled, recycled, and rescued fabrics. She supports our school's administration throughout the school year.

### **Jelicia Givens**

Jelicia, Assistant Teacher, joined FCS the beginning of 2019. Jelicia feels she is fortunate and blessed to be teaching in an amazing school that provides a nurturing and loving environment for children. Jelicia appreciates that FCS is a place where, through play, children can learn and experience new challenges to help build their confidence. Jelicia enjoys having a positive impact on the children's growth and is happy to be part of a creative team of teachers always seeking new discoveries.

### **Phoebe Katz**

Phoebe, our school cook, comes from both a teaching and a culinary background. She cooked at numerous restaurants all over Seattle, including Cafe Flora and No Bones Beach Club. Both restaurants are vegetarian and vegan establishments, which compliments her vegetarian lifestyle. Phoebe also worked extensively as a nanny, at Tara's Tots Preschools, and is a returning member of the Fremont Community School team. She is very excited to once again join the school and cook delicious things for the kids! They are some of the toughest critics!

### **Sarah Bethel**

Sarah, Lead Assistant Teacher, joined FCS in the 2018 after relocating to Seattle from the Northeast, where she was working as a classroom teacher and a farm-to-school educator. Sarah is a passionate environmental educator and is particularly interested in getting children involved in the food they eat. She loves working with children to take part in growing and preparing food whenever possible. She is very excited to dig in to gardening with FCS! During her free time, Sarah loves bike riding, hiking, cooking, and eating with friends.

### **Teresa Donovan**

Teresa, School Administrator, has served as the gentle liaison between parents, staff, and the board since 2011. Previously, she served as the Deputy Director for Seattle's Plymouth Housing Group which serves individuals who are homeless, While raising her family in Virginia, Teresa was Director of Planning and Budget for Virginia's largest residential school serving children with developmental disabilities. Her life-long commitment to volunteerism includes serving on school boards, co-chairing fundraising campaigns, and mentoring teenage girls. She also made periodic trips to South Africa and China where she taught women business skills, tutored children and college students, or nurtured infants who have medical complications. Teresa and her husband, David, enjoy spending time with their four adult children and their spouses, eight grandchildren (one more on the way!), and one great-grandchild.

### **Violetta Wilson**

Violetta, Lead Teacher, joined FCS in the fall of 2019. Violetta was born and raised in Russia where she earned her Master's Degree in choir conducting and music education. She completed her Waldorf education at Waldorf Institute of Southern California. Violetta then taught music and early grades in Los Angeles and Seattle. For the last ten years, Violetta was the director and lead teacher for the Mt. Baker Waldorf cooperative preschool in Seattle. In her spare time, Violetta loves teaching music, growing veggies in her garden, reading, hiking, and making delicious food with her son, Joseph.

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## **Philosophy**

### **Mission, Vision and Value Statements**

#### **Mission:**

Our mission is to cultivate curiosity, friendship, and wonder through play and exploration of the natural world in a joy-filled home away from home.

#### **Vision:**

Our vision is to nurture each child's own competence by providing a healthy environment where children can collaborate, create, and care for one another.

#### **Values:**

- **Hearts**  
We foster empathy and an appreciation of beauty that promotes the emergence of the whole child. Exposure to art and to nature opens our hearts.
- **Hands**  
We empower children to discover their physical selves in the outdoors, learning about the natural world and the connections to their daily life. Free play learning allows the natural capacities of the child to flourish.
- **Minds**  
We introduce children to the complexity and beauty of the world around them, instilling a sense of curiosity and wonder. Children learn about the world by actively engaging in the environment.

## **Curriculum and Rhythms**

Fremont Community School is a warm, loving home-like environment that is a bridge between home and a larger world. Inspired by the principles of Waldorf Education and guided by a reverence for life and natural rhythms, teachers guide the children, as individuals, to learn about the world and their relationship to it. Through imagination, creative indoor and outdoor play, and movement, children develop their own natural joy, compassion, appreciation for beauty, and love of learning.

FCS is a Waldorf inspired preschool. Its leanings are compassionate and inclusive. The school works with its families to understand the nature of the young child and to nurture that quality seeking to bring forth a well-balanced, happy, and secure child. Through this working together of parents and teachers there develops a harmonious relationship that embraces the child.

At FCS, rhythm and repetition play a central role. As with the seasons of the year, the rhythms of each day and week carry us through life in a pattern on which we can rely. From waking in the morning until bedtime at night we follow a certain order, and when that order is disrupted, we quite often feel out of sorts.

Repetition of actions and events establish a sense of well-being within children while fostering a feeling of trust in the world around them. Children love to know that after breakfast they will get dressed and then go to school. So too at school, it is best when each day has a rhythm on which the children can rely. It carries them through the morning as if it were their own breath. After the "in breath" of arrival and greetings comes the "out breath" of free-play. We create this rhythm by ascribing specific free play activities to the same day week after week.

It is often difficult to establish these rhythms at home with the pace of modern life, but the more you can, the greater sense of peace you may achieve. Perhaps take the time to light a candle at dinner time and thank Mother Earth for her bounty. You will notice a marked difference to the following day by setting a rhythm at bed time for your children, not just in your children, but also in yourself! Each of us has our own struggles establishing a rhythm, but once in place, it gives great peace to the mind and body alike. Please feel free to talk to a teacher if you need some

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ideas to help your family in this process.

Our class is made up of a natural mix of ages giving our students more years together than traditional preschools. This means that the class can take on some aspects of a “family” – supporting one another’s growth and development. The developmental diversity of our students in this family style learning environment is a valuable and integral feature of our classroom practice.

The rhythm of play and work come together as children take care of the school's chickens. The children help us gather fresh eggs each morning and help prepare organic snacks and lunches. They are taught to be aware of what they are eating and learn about the origins of the food they consume.

Additionally, our teachers enjoy incorporating Spanish into the program in a most natural and easy going way. Children quickly develop an extensive Spanish vocabulary through its repetitious use in weekly songs and stories.

Where other schools encourage children to learn academics at an early age, we approach early childhood education from a very different angle. Indoor and outdoor play is at the heart of our curriculum. Playing without interruptions allows children to play out life's roles and develop faculties such as concentration and creativity. Natural materials, cloth dolls, cradles, blankets, costumes, hats, capes, wooden structures, boards, stumps, and more all create an environment that feeds their imagination. We honor this age of fantasy and movement in the child.

In September 2012, FCS began offering a morning pre-kindergarten program (the Owls) to meet the wishes of our community and to further support the needs of the children in our care through their 5th year. In this program, the pre-kindergartener becomes an Owl upon reaching the age of 5. The Owls sew, knit, and craft in greater depth than the younger children. Additionally, they begin to learn writing and math using the guidelines of Waldorf Education. The alphabet is not taught by rote, but discovered through story and art, and likewise math is awakened in the child in a highly visual, playful way that makes it accessible to all.

In a world that is all too hurried and filled with activity, Fremont Community School provides an oasis, a respite, where young minds and bodies can do what they need to do at their own pace, and thus gain the confidence they will need to meet the destiny that lies ahead.

***Truth, Beauty, and Goodness: the cornerstone and our strength.***

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## General Information

### Before School Care

For parents whose children attend Tara's Tots for their morning program and need childcare earlier than 9:00 am, FCS offers a before school child care program between 8am and 9am for an hourly fee. We will provide breakfast upon request.

If you do schedule your child for Before School Care, you must drop your child off prior to 8:45. We lock our doors at 8:50 so the teachers can meet prior to the start of the morning program. If you arrive later than 8:50, please take your child next door to Tara's Tots and wait for their morning program to open at 9am.

This program is only open to children either attending the morning program at Tara's Tots or our afternoon program. If a child attends the Before School Program, they may only attend our afternoon program until 4pm to avoid exceeding our 4-hour rule of time at the school. Tara's Tots offers a similar Before School Care program which is available for our morning students.

Before School Care is available during both the school year and summer program. The only exception to this is during Play Days. **Before School Care is not available during Play Days.**

### Morning Program

Our preschool and pre-kindergarten (Owls) programs enroll children two to five days a week. The preschool and pre-kindergarten programs are a four-hour morning program. A daily rhythm is established from the outset, as listed below. Our weekly rhythm of focused activity includes baking, painting, seasonal projects, and scheduled periods of free play both inside and outdoors.

Here is a typical schedule for our morning.

9:00 am	Our morning begins - Greetings! Ladybugs have a choice of free play inside or outside Bumblebees and Owls start their morning outside
9:45-10:30	Ladybugs (2 ½-3 years old) come in, toilet, wash hands and eat "Lunch"
10:45	Morning Circle: songs, verses, and movement Ladybugs outside for free play until 12:15
11:00-11:45	Lunch for Bumblebees (4 years) and Owls (5 years)
11:45-12:15	Free play outside for everyone
12:15	Ladybugs come in, wash hands and eat snack
12:30-12:45	Snack outside for Bumblebees and Owls
12:45-1:00	Pick up

We open our garden gate at 8:45am; you are welcome to come and play in the garden with your child until 9:00am when our school begins. Please note that our doors are unlocked at 9am.

**Prior to this, teachers are meeting and cannot be disturbed so our cubby room and bathrooms are not available until 9am.** Our school day ends at 12:45pm; children must be picked-up no later than 1:00pm. As a licensed preschool, children may only be at the school for 4 hours. ***Any child not picked up by 1:00pm will be taken next door to Tara's Tots which will bill for a minimum of two hours of childcare. If your child is not registered at Tara's Tots, your child will remain at FCS and you will be charged \$5 for every minute you are late past 1:00pm.***

If you need your child to stay beyond 1:00, you may register with Tara's Tots or another school to attend an afternoon program. For children who attend Tara's Tots' Songbirds next door in the afternoon, staff will transfer those students from FCS to Tara's Tots at 1:00.

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## Afternoon Program

FCS also offers an afternoon child care program. This is an hourly program that uses the same facilities and philosophies as the morning program, but it is hourly child care and thus has a looser structure. We maintain a daily rhythm of scheduled periods of free play both inside and outdoors, arts and crafts, seasonal projects, and snack time

Afternoons are available on an hourly basis with a 2-hour minimum. There is no partial hour billing. We bill by the whole hour on the top of the hour. (Example: arriving at 1:20 is billed the same as if you arrived at 1:00. Leaving at 3:20 is billed as leaving at 4:00.) Reservations and payments are all made using our online scheduling program. You will receive a username, password, and instructions once you have submitted a signed afternoon contract.

FCS has a very strict policy about end of the day pick up at 5pm. Please arrive on time: **Any child not picked up by 5:00pm will be billed \$5/minute as a late pickup fee.** Please have a backup plan in place for your child in the event you are not able to arrive by 5pm. The School Administrator can help connect you with another parent who may be able to serve as an approved pick up person.

As a preschool, children are legally only allowed to be at FCS for a maximum of four hours per day. We have a close relationship with Tara's Tots, a similar school next door which also offers a morning and afternoon program. If a child attends FCS in the morning, but needs full day care, they can be taken to Tara's Tots' Songbirds for the afternoon. Children are welcome to attend the FCS afternoon program on days they do not attend the FCS morning program. Separate enrollment is required to attend Tara's Tots. Contact Tara's Tots at [info@tarastots.com](mailto:info@tarastots.com).

## Signing In and Out

FCS requires all parents to sign children in and out every day their child attends. Your signature or initials are required as this is a legal document. You must sign for the children in your carpool as well. Children will only be released to authorized adults on file with FCS. See the School Administrator to add names to your child's file. You may grant one-time permission for someone to pick up your child by writing on the daily sign in sheet "Notes" section "going home with X today."

## Arrival and Departure

In order to create a sense of security and wellbeing for the children, we ask your help in establishing rhythm and repetition from the first moment on the first day of school.

### Arrival

- ❖ Our morning program begins at 9am. The teachers are meeting prior to our opening the doors at 9am so please do not knock on the door and request to use the bathroom or make other requests prior to 9am. This is valuable time for the teachers to prepare for your children each day.
- ❖ Our school grounds are technology free. **Please put away your cell phone once you enter our play yard.** If you must take a call, please step out into the front yard.
- ❖ **Encourage your child to walk into school independently by having them enter into the play yard on their own two feet.** Allowing them the independence of entering their play yard on their own awakens their little bodies and prepares them to enter into play. Let them show you their favorite toys, skills, or engage with their new friends. We encourage you to plan on taking a little extra time to arrive and share a few of these moments prior to 9am when our doors open. Much of our work allows young children the time to walk on their own

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building both muscle strength and self-confidence.

- ❖ Upon arrival, please encourage your child to use the bathroom and then put on their raingear if it is wet outside. This is training like any other discipline and helps to establish order within a child. You and your child are in training for Kindergarten where their school will expect children to arrive on time and independently manage their own outerwear and clothing. Please encourage your child's independence with these activities. Owls have their cubbies in the Owlry. To help your child foster their independence, we ask that parents refrain from entering the Owlry. This is a time for your child to prepare for their independence prior to attending Kindergarten.
- ❖ Sign in using your signature or initials. In the "Notes" section, write any relevant brief messages to staff, especially if someone else is picking up your child that day.
- ❖ After signing in, please bring your child to the teacher so that the teacher can welcome your child. If you need to inform the teacher of something concerning your child, please do so briefly. Pick up time is a better time for short discussions with the teachers. You may arrange a meeting or phone call with the Teachers during their posted office hours. The School Administrator will assist you with scheduling a meeting.
- ❖ **The best goodbyes are kept short and sweet.** If your child is struggling with your departure, the longer you stay, the greater their sadness. We know this through years of experience. Give them a big hug and kiss, tell them you know they are going to have a fun time, and then head off. If you need help, ask any teacher.
- ❖ Acknowledging that the real work of these students is what we call "play;" we want to encourage our young charges to do just that. With this in mind, please do not linger at drop off in the morning because your presence may inhibit your child's ability or desire to move into his or her circle of friends to begin another day of work and play. If your child refuses to enter the classroom or put on raingear for going outdoors, please kiss them goodbye and leave. We will take it from there.

### **Departure**

The **morning program** ends at 12:45pm. Please pick up your child between 12:45 - 1:00 pm. If you do not pick up your child by 1:00, we will take your child next door to Tara's Tots and Tara's Tots will bill you for a minimum of 2 hours. We also request that you leave by 1:05. You are welcome to visit and play in our front yard or at the neighborhood playground on Carr and 35<sup>th</sup>. We need our school ready for our afternoon program which starts at 1:00. If you do play in the front yard, please ensure your child returns the yard to its original state.

The **afternoon program** ends at 5:00. Please be on time! If you pick up your child after 5:00pm, you will be billed \$5.00 per MINUTE that you are late.

### **Please inform those picking up your child about the importance of being on time.**

- ❖ The Ladybugs will be inside when you pick up your child from the morning program. The School Administrator will inform the teacher you are here and will send your child out to you in the coat room. Please do not come into the lunch room as it is very crowded. You're welcome to peek around the corner and observe. Please keep any conversation away from the entrance to the classroom. The teacher is often telling a story or singing songs and conversations can be disruptive to the children.
- ❖ All other children will be outside when you come to pick up your child from the morning program.
- ❖ Before leaving, please help your child tidy up their cubby. Please check for soiled clothing,

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take home any wet or dirty clothing, and restock clothing, as needed. This is a great help to the teachers and encourages the child to form good habits in caring for their things.

- ❖ Sign out using your signature or initials. Your child will only be released to someone authorized by you on your child's contact form or on that day's sign-in sheet.

### **Authorized Pick up**

Upon enrollment, you must fill out a Contact Form whereby you list individuals who may pick up your child from school. We will release your child only to parents and those individuals you have listed. To add names to the list, you must personally add their names. We cannot accept verbal or email permissions to add a name. If you wish to add someone to your child's pick up list, please request your child's Contact Form from the School Administrator

### **Back-up Plan (if child is ill or you are late)**

Please have a prepared back-up plan for unexpected situations whereby your child may have to be picked up early or you are unable to pick your child up on time. There are times when a child is sick, hurt, or may have to go home early. There are also times when you may be held up at work, miss your bus, or get caught in traffic. It is important that you designate another individual who can pick up your child and wait for you during these times. Their names must be listed on your child's "Contact" form in the "pick-up" permission section. **If you need assistance with meeting another parent who may be able to help you with this, please contact the School Administrator.**

### **Cellphone-Free School**

To ensure our attention is always fully on the children in our care, staff are not allowed to have cell phones while working. Lead teachers only have cell phones for emergencies or to take photos to share with parents. We request that parents reinforce our cellphone-free environment and not have their cell phones out during drop-off and pick-up of children. We understand there are times (emergencies, etc.) when you must use your cell phone. We request that you remain outside the inner gate to complete your conversation before entering the school play yard.

### **Absences and Late Arrivals**

Please call or email the School Administrator to notify the staff of any planned or unplanned absences.

**Please arrive on time.** Children arriving late to school have a more difficult time entering in on play with their friends and often do not fully engage with others because of this. It can also disrupt magical moments such as birthday celebrations and festivals. We encourage you to see the importance of arriving on time and build that time into your drive and parking or your walk to ensure you are not rushed. Arriving on time or even 15 minutes early and allowing yourself the time to play with your child or meet other parents before school opens is hugely rewarding. Of course, everyone has days when they are running late, so please enter quietly and respectfully so as to not disrupt the activities in which the class is engaged.

### **Extra Days (for morning students)**

A child enrolled in the morning program may attend school on a morning for which they aren't normally registered - if space is available and for an additional cost. Throughout the year, families take their vacations and their child is absent from school – especially prior to the holidays. At the same time, other families may have unexpected appointments or work days and need an extra day of school for their children.

- **If you know in advance of days your child will not be attending school, please let the School Administrator know.** This helps us with letting a parent, who needs an extra day, know that there is room for their child.

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- On the flip side, if you would like to schedule your child for an "Extra Day," **please contact the School Administrator who will let you know if the day you need is available.** This is on a first-come, first-serve basis for morning students only.

Extra days are \$80 and paid at drop off or the end of the month billing. You will be billed if you have made a reservation and don't cancel by 9:00am the day before.

### **Play Days**

FCS understands that many of you are working parents and that your jobs often continue even on non-school days (holidays, breaks, and event days). We make every effort to offer child care on these days for an extra fee. Play Days are offered at FCS for the morning session 9am to 1pm (held for students from both FCS and Tara's Tots) and at Tara's Tots for the afternoon session 1pm to 5pm (held for students from both schools). Registration is done online and is first-come, first-serve. We will cancel if fewer than 5 students sign up. Cancellations must be made by 1:00pm, 3 days in advance. Please note that there is **NO Before School Care** available on Play Days nor are Play Day Mornings available on event days (such as the Pumpkin Farm or May Day).

### **Parking**

Fremont Community School is located in a residential and commercial neighborhood. We like this about our school and we want to be good neighbors.

Drop off and pick up times can cause inconvenience to our neighbors. As a result, we ask you to park respectfully of our neighbors. Please do not park in front of the driveways of the warehouse across the street on Interlake and be aware of "No Parking" signs and "Zoned" parking areas where you will get ticketed. **Parking Enforcement is intense in our neighborhood and cars parked in "no parking" zones will be ticketed by the City of Seattle.** There is two-hour parking on 36<sup>th</sup> avenue heading east and on Interlake heading north.

#### *Parking Lot Next Door:*

The managers of the parking lot next door to the school have donated one parking spot to the school to serve as a load/unload spot for parents with babies. The parking spot is just inside the gate near the Owlry (Garage). The parking spot runs parallel to the Owlry (along what would be a fence line). There is a sign noting that it is reserved for FCS parents with Babes in Arms.

Unless you meet the requirement above (Babes in Arms), **please do not use the parking lot during drop off, especially if our one parking spot is occupied.**

If you are a parent with a baby, we do ask that you try to keep your drop off time to a minimum so that other families have access to the spot. If you arrive and have a sleeping baby and need us to bring out your older child, just give us a call. One of the staff will bring your child to you.

### **Food**

**During the school year, please do not bring food from home. We have children with specific allergies and, for their safety, we must monitor what is at school. The only exception to this is during the summer when we ask children to pack their own lunch and we do send out specific information on types of foods to not send to school.**

Each child's special needs are considered. If your child has allergies or dietary restrictions or there is a change with your child's allergies or dietary restrictions, you must ensure this is clearly noted on the Allergy Waiver Form. Please contact the School Administrator if you need to update your child's form.

**Snack** — *During the school year,* snacks are served daily during both the morning and afternoon programs along with a warm herbal tea or water. We make sure that the snacks we

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provide are of the highest quality: where possible, organic foods, non-sugar, natural sweeteners are used, etc. The cost of these snacks is included in your tuition and fees. This year's menu for both morning and afternoon snack is posted on the bulletin board.

**Lunch** — FCS provides a hot lunch during the morning program. All meals are cooked daily at school and are of the highest quality, freshest ingredients possible. Meals are vegetarian and take into account as many allergies and dietary restrictions as possible. All lunches include fresh vegetables and fruit. The menu is posted and is subject to change based upon seasonal options available.

### **Clothing**

At FCS, the children are encouraged to explore play to the fullest. Children often encounter mud, sand, rough surfaces, and the elements. As a result, children can get messy, wear holes in their clothing, get wet, or become cold. It is no fun to keep playing if a child is distracted by discomfort. A warm, dry child is a happy child. As we reside in the Northwest, where weather is quick to change from sun to rain and from warm to cold, it is critical that children dress in layers. FCS provides raingear and boots for every child. We also keep a large inventory of mittens for the children. This school-owned gear stays at school. The raingear fits over their regular clothing as well as their winter coat.

*Winter Tips for dressing your child for school:*

- ❖ Dress in layers of warm clothes. Natural fibers insulate best.
- ❖ A warm hat and mittens keep in the warmth.
- ❖ Provide extra layers in their backpack – a fleece jacket is excellent for layering.

*Summer Tips for dressing your child for school:*

- ❖ Provide a variety of back up clothes which children may add or reduce. Many summer mornings start out cold and by mid-morning the temperatures are very warm.
- ❖ A variety of long- and short-sleeved shirts plus shorts and pants are best.
- ❖ A sun hat and sunscreen help provide added protection.

*Shoes:*

- ❖ Provide shoes which your child can put on and take off with minimum help. Unless a child is able to tie their own shoes, please do not send your child in laced shoes.
- ❖ Children who want to climb trees must wear sneakers. Boots, crocs, and non-tread sandals are not safe for tree-climbing.

*Commercial television or movie images:*

Through our work we have noted how commercial television or movie images printed on clothing and other personal items limit the imaginative play of the little children. We ask that you refrain from sending your child to school with these.

We also discourage the wearing of jewelry, sunglasses, and other precious accessories as they will most likely get broken or lost.

*Please keep in their cubby:*

- ❖ A small backpack containing a complete change of clothes (shirt, pants, two pairs of underwear, socks, slippers or inside shoes – please avoid commercial characters, etc.) As these things become soiled, wet, or damaged over time, please maintain an awareness of them and take them home to clean, mend, or replace as necessary.
- ❖ A water bottle with their name clearly labeled. We will refill throughout the day.

*To be stored on site:*

- ❖ A Comfort Kit for each child needs to be stored at school and is used only in the case of a

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facility or regional emergency. This kit is separate from your child's change of clothing bag. The comfort kit needs to fit into a **gallon size zip-lock bag** and should include essentials like a change of clothes, flashlight with batteries removed, non-perishable snacks, family picture, letter, medications, small book or toy. For a complete list, please see the handout in the new school year mailing or talk to the School Administrator.

**Please LABEL all of these items with your child's name.**

There is a lost and found at the school. Please check it periodically for lost clothes, toys, etc. Clothes left in this box will be donated to charity at the end of each season, unless they have your child's name written on the inside. **Please write your child's name on all items that come to school!** Some parents find it useful to buy iron on labels with their child's name. Options are available on the internet for low prices.

**Rain and Muddy Buddies**

The Pacific Northwest is a beautiful part of the country because of its rain. Therefore, we want our children to enjoy this gift of rain and celebrate dressing appropriately for it. Please speak positively of our weather and the benefits of wearing Muddy Buddies and boots. Make a game of getting into the rain gear and talk about the fun of jumping in puddles, building dams and standing under downspouts (with the rain hood on, of course!).

FCS provides rain gear, insulated Bog boots and mittens. We have sizes to meet every child's needs. You are welcome to send your child to school in their own rain gear, but **you must label all items with your child's name** – especially mittens. We cannot guarantee that mittens will find their way home to you.

**Toys, Library Books, Umbrellas and Gifts from Home**

Children bringing toys from home present a number of challenges. Our school policy is that toys from home are not allowed. One exception to this is a small cuddly brought for comfort and security. When not in use, this toy can be put away by the teacher. Of course we understand that children sometimes require more care and assistance transitioning into school and/or the day, so exceptions are always possible when it is in the best interest of the child. Once again we ask that these items contain no scary, violent or commercial aspects. Toy guns and other toy weapons are prohibited on school grounds.

Do not send Library Books to school with your child. If you send personal books, please ensure your child's name is in the book. If you do send a book from home, please note that we cannot be responsible for its condition or that it will return home.

We love the rain so please, no umbrellas at school.

In addition, please do not bring gifts for other children to school unless you bring enough for each member of the class. If your child has a special gift for another child at school, please have your child share this outside of school.

If your child wants to share a special item at school, please bring the item directly to the Lead Teacher and they will assist your child with sharing it with the class.

**Birthday Celebrations**

During the school year, children turning 5 years old are honored with a special celebration. This consists of the telling of a birthday story, which, through the imagination, describes an understandable picture of the human birth experience. The story is followed by the lighting of candles by the parents, and a special gift given by the teacher to the child. The unique birthday

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ceremony given by the teacher can be a memorable occasion for your child and parents are warmly encouraged to participate. The School Administrator will contact you to schedule the birthday celebration. For all other children (not turning 5), the school will recognize their birthday with a smaller celebration at school among the teachers and students only (no parents). Please note that for children turning 5 during the summer, we are not able to provide the birthday celebration since our Lead Teacher is not here.

### **Blessings**

Prior to and at the end of each meal, the teacher leads the children in a special blessing. In this way we help the children to foster an attitude of gratitude for life and the food we are receiving.

#### **Intro:**

Hands together  
Hands Apart  
Hands over our Heart

\*\*\*

For the golden corn and the apples from the tree  
For the golden butter and the honey from the bee  
For fruits and nuts and berries  
We gather on the way  
We praise our loving Mother Earth and thank her every day.

#### ***Following each song, this is spoken:***

Blessings on our food  
Peace be on the Earth  
And harmony in our classroom

\*\*\*

Thank you for the sun  
Thank you for the rain  
Thank you for the flowers  
And thank you for our food

Gracias por el sol  
Gracias por la lluvia  
Gracias por las flores  
Y Gracias por la comida

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Give thanks to the Mother Gaia  
Give thanks to the Father Sun  
Give thanks to the flowers in the garden  
Where the Mother and Father are one.

### **Story-telling**

Story-telling is an important part of each meal during snack time and lunchtime. Children love to hear not only our everyday events but the rhythmical stories of The Nursery Rhymes, The Little Red Hen, or The Three Billy Goats. Children love repetition; this is why we tell the same story for one or two weeks. This gives them time to really live into the images and language of the story. By telling a story from the heart, children can create their own pictures and hence further their imagination. At times, the story is told only in English; other times, the story may be told in Spanish by introducing Spanish words and telling the story in a mix of English and Spanish. The School Administrator emails these stories to parents so they may share the story at home.

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## Birthday Parties

For FCS families only, FCS facilities are available for use on weekends for groups up to a total of 40 people. It is a very fun place to host a birthday party with room for a lot of friends. We require a \$100 refundable cleaning deposit that covers any professional cleaning needs or replacement of broken items that result from your use of the facilities. The family hosting the party is required to sign a liability waiver. A donation of \$100 is suggested, but the donation is whatever you are willing and able to pay. Please contact the School Administrator if you wish to use the school for a birthday party.

## Field Trips

FCS also schedules field trips for students which involve parents. This is usually a visit to an organic farm before Halloween or a play at the Seattle Children's Theater. Suggestions for field trips are always welcome.

Field trips are noted on the school calendar and parents are informed of upcoming field trips by email. Please watch for these emails and bring your children on adventures. It is mandatory that a parent either accompanies her/his child or has made prior arrangements with another parent to both drive and act as this child's guardian on the trip. Parent drivers on field trips must have adequate liability insurance and each child must have a car seat. **If you are unable to attend an event and need assistance finding a parent to host your child, please contact the School Administrator who maintains a list of parents willing to host children.**

Some of these events do require additional fees and the school will inform you of these costs in advance of the event. Most of these events are held on a weekday and there is no morning school that day. Afternoon Play Days are usually available at Tara's Tots.

## Community Events and Festivals

We have a series of events to celebrate the seasons, give rhythm to the year, and bring us together as a community. Events include:

- ❖ Parent Meetings — Held once per term, this is a time to learn about the school philosophy, discuss your child's education, and have a little fun and social time.
- ❖ Family Saturdays – Held the third Saturday of each month, this is a Family Association sponsored-event that gives parents an opportunity to come to school with their children and meet other families.
- ❖ Seattle Children's Theatre (SCT) – For productions throughout the year, parents attend the performance with their child. We meet at the Theatre and enter as a group. SCT offers reduced rates to school groups and parents reserve and pay for their tickets in advance through the school. There is no morning preschool on the day we attend the theatre.
- ❖ Guac-Off/Hoe-Down - Following the September Parent Orientation, the FCS Board hosts a social event for our families to begin the process of building community. The board provides the chips and lemonade and parents provide the guacamole. Parents bring their favorite guacamole and recipe for a tasting contest! This gives families a chance for some relaxed fun at the start of the school year.
- ❖ Camping Trip/Harvest Festival – In late September or early October, we celebrate the harvest abundance all around us with the Harvest Festival on the Friday evening of our overnight camping trip at Cornet Bay (Whidbey Island). The children make corn husk dolls, tie-dye t-shirts, carve pumpkins, do face painting, sing harvest songs and take a walk through the surrounding woods. FCS provides the food and the parents help cook, build bonfires, and make music. We welcome instruments and voices for singing around the campfire in the evening as children enjoy roasting marshmallows and creating the traditional

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campfire treat of s'mores. The school reserves the entire campground which has heated cabins and an area for pitching tents. Families sign up and pay for this in advance through the school.

- ❖ Pumpkin Farm - Each October, the entire school community makes a trip to a Pumpkin Farm. The Pumpkin Farm is a working biodynamic farm and holds educational tours about farm life complete with a hay ride to the pumpkin field. There is no morning preschool on the day we attend the Farm. Families sign up and pay for this in advance through the school.
- ❖ Lantern Walk — In early November after the clocks have changed, we host a celebration of light with an evening lantern stroll, cider, and shared snacks near the Bathhouse Theatre at Green Lake. The Lantern Walk honors the changing of the light and the celebration of the last of the golden autumn glow. Lanterns are made by the parents, using the children's paintings, at the November parent meeting.
- ❖ Winter Garden — In December for children turning age 5 by August 31st, the winter solstice is celebrated in a unique and wonderful way full of holiday music. The room is decorated with a large spiral of greenery on the floor, creating a pathway for the children to walk inward toward the center of the spiral. The children carry an unlit candle, resting in a beautiful apple, to the center where a lighted candle glows. After lighting their candles, the children walk outward from the center and place their candle along the spiral. At the end, the entire spiral is lit up, and the community sings a final song together. It typically takes place in the late afternoon or early evening at FCS.
- ❖ Work Party — Twice a year, join the staff for these fun days to help and improve facilities and other yard projects. Children are welcome (always!) and we provide a pizza lunch. It is a great social event and opportunity to meet other families and our staff.
- ❖ May Day Celebration — On the 1<sup>st</sup> of May (if on a week day), we celebrate May Day and the arrival of spring! We meet at Meridian Park where we sing and dance around the May pole. In preparation, the children learn songs and dances for May pole dancing. Parents bring flowers to the event and help create flowered May crowns for their children. Once we have assembled these crowns, we dance around the May Pole tree. Afterwards we have picnic lunches which the parents provide for their families.
- ❖ Jumping the Log - Following the last day of the school year, Jumping the Log is a very special day for all the children. It is particularly special for morning preschool children who have been with us for two to three years and will make the exciting transition to Kindergarten or First Grade next school year. For all of us, it is the magical exchange between the younger child seeing where they are going and the older child looking back from where they have journeyed. Families meet at Meridian Park for a festive picnic lunch.
- ❖ Summer Freedom – Our school year ends with “Jumping the Log” and our Summer Program begins the following Monday. To participate in Summer Freedom, parents must complete a Summer Freedom Enrollment/Registration Form.

Specific dates and a full account of events will be provided at the beginning of each school year. You will be informed of any additional events added during the school year.

### **School Calendar, Holidays, and Closings**

Our school calendar is designed to mimic the Seattle Public School **holiday** schedule with a few exceptions. We set the annual calendar in the spring/summer of each year. Parents will receive the new school calendar in August, if not earlier. Updates to the calendar will be provided through email or monthly newsletters. **We encourage families to add all school calendar**

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## **dates to their personal calendar at the beginning of the school year.**

In the event of extreme weather conditions, please tune into KING 5 television for school closure information — FCS will follow Seattle Public School closure decisions for their Preschool and Headstart programs. If Seattle Public School's Preschool and Headstart programs are closed due to extreme weather, FCS will be closed. If Seattle Public Schools are delayed 2 hours, their Preschool and Headstart programs are closed; therefore the FCS morning program will be closed. If the Public Schools are on a two-hour delay, the Afternoon program will run 1:00-5:00, unless evening conditions require us to close early. Please understand that we also take in to consideration the ability of our teachers to make it to school safely. So although the roads may be clear at school, the roads where our teachers live may be unsafe for cars and buses.

There will be no make-up days for the first 5 CANCELLED school days. Starting with the sixth cancelled day, FCS will provide each **morning student who missed 6 days** or more of school with a Mindbody credit of 4 hours for each day after the 5<sup>th</sup> cancelled day. *For example, if a student misses 7 days of school due to weather, the student will receive a Mindbody credit of 8 hours.* These credited hours may be used towards a play day or summer freedom visit and must be used by August 31st for the current calendar year.

### **Summers at FCS**

Every year we offer our community the opportunity to take advantage of our Summer Freedom program. This program is very flexible to fit with your other summer plans. The Summer Freedom program begins the Monday following the last day of school and runs from 9:00am-1:00pm (morning program) and 1:00-5:00pm (afternoon program). FCS is closed for the July 4<sup>th</sup> holiday. This program is a great way for children new in the fall to get to know the school, other children, and teachers. To participate in Summer Freedom, parents must complete a Summer Freedom Enrollment/Registration Form. Non-FCS children are also welcome to attend.

During the mornings, for several weeks of the summer, FCS also offers week-long Art Camps for children (age requirements vary by camp). Non-FCS children are invited to attend. Details on our summer programs will be available in early spring. Ask the School Administrator if you want more information.

### **Discipline**

In the youngest of years, we strive to create a schedule which allows for an appropriate balance of “breathing in” and “breathing out” activities. This can eliminate some of the difficulties which are often found in these years. In the preschool setting, we build in long periods of free play, both indoors and outside. Add a consistent rhythm to this formula and we believe you have a child who is better able to understand what is expected of them at other times of the school day.

Teachers provide guidance to children on ways of resolving issues or conflicts. Teachers strive to use positive discipline when more intervention is necessary. They do this through gentle reminders, redirection, and facilitating communication between students and staff. Discipline should never be shameful.

If difficulties are persistent, a teacher may request a conference with the parents. The adults can assess the situation and work together to find ways to help the child express him or herself in more socially appropriate ways. Sometimes children can also be helped by changes in diet and daily routines.

Most importantly, we want to emphasize that good communication among adults is most helpful for the children during these formative years. It is important that parents inform teachers of changes at home that may result in unusual behavior by their child.

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## **Accidents and Incidents**

It is normal for children to get bumped or bruised in the course of a day of play. Although we will not report every bump, if a child has a minor accident or incident at school, staff will help the child. If they feel the injury warrants your attention, staff will notify the parent in person (if possible) and in writing by sending home a parent notification on the school's minor incident report form.

If a child has a serious accident or incident at school, the school will notify the parent as soon as possible by phone and a course of action will be taken. In the event of an emergency, the school will call 911. Teachers are certified in First Aid/CPR to assist a child in need.

If a parent is aware of an incident or accident involving their child that occurred at school and it was not reported to them, please contact the School Administrator to inform her of the incident.

## **Communication**

As a school built on community, communication is critical. We are committed to clear, timely, and open communication regarding school business. We ask that you recognize the challenges presented by a busy life with kids, work, school, and other demands on a family's life.

To minimize meetings, mailings, and phone calls, preschool communication is directed mainly via email. However, anyone who would like a hard copy of notices should put a request in with the School Administrator, who will distribute them to these parents in their child's folder located above the cubbies. **Parents are expected to read all email notices, as well as any other notes sent home.** Please check your child's student folder weekly as teachers often place a child's art work in the folder.

Information about school policies is found in this parent handbook. Additionally, staff will communicate with parents personally about issues of individual concern in order to minimize potential conflicts. Please discuss with your child's teacher or the School Administrator any changes in your child's routine, such as moving, changes in the family, major trips, family crises, etc. Communication between staff and parents is a vital part of the continuity we provide children.

If you are interested in talking with the staff about your child's activities at the school, please contact the School Administrator to arrange a time to meet with the teacher(s) during posted office hours. Due to the nature of the school day, it is best to minimize demand on the teacher's time during the school day.

The School Administrator acts as the liaison between parents, staff, and the Board. Any questions or concerns should be sent to the School Administrator who will either help you or direct you to the appropriate person.

## **Teacher Office Hours**

Teachers are available at pick up time to have a quick conversation with a parent. For lengthier conversations, Teachers are available to meet from 1:30-2:30 on Tuesdays and Wednesdays. Please contact the School Administrator to schedule a time with the teachers. If you are unavailable at this time, the teachers are happy to schedule at another time or talk on the phone.

## **Parent Involvement and Participation**

Fremont Community School, as implied by its name, is more than a place parents send their children for some length of time each day – it is a community — of parents, children, their teachers, and their other care providers. To make this school a community requires a commitment from all those involved and we encourage parents to participate as fully as

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possible.

We are a family school and by giving yourself in some way, you help define our community and create a deeper bond with all of its members. There are many ways to do this: some of you are able to give of your time, wisdom, and experience, while some of you are able to give additional financial support. Know that we welcome your contribution in areas where you feel you have a particular interest or expertise.

We understand that every family has a different gift of resources they are able to share with the school. We want you to feel comfortable with and good about what you are able to offer - be it serving on committees or our board, participating in our spring-cleaning effort, helping with maintenance or site improvements, or taking a leadership role with fund-raising or community outreach. We encourage you to partner with us in demonstrating to our children the value of service and giving back.

There are several ways we may request your involvement during the year. These include:

- ❖ Parent meetings — Held throughout the year to update parents of the goings on at the school or to provide educational information. These are parent-only meetings held two to three times per year. For afternoon meetings, parents may schedule and pay for their child's care through the Mindbody scheduling site. We do not provide childcare for evening meetings.
- ❖ FCS Board — Serve on the Board or a Board Committee. This is where we conduct the business of running the school.
- ❖ Events — Volunteer to help or bring needed items to one of the school events or festivals.
- ❖ Parent/Staff Work Parties — Twice during the school year (fall and spring) we do a deep clean of the school facility, prune and garden the yard, apply fresh paint or other facility touch-ups where and when needed, etc. The entire family may attend and the school provides pizza for lunch (made fresh in our kitchen).
- ❖ Family Association – This is a new group serving the community of FCS. This group of parents organizes family social events, supports families with unexpected needs, and identifies areas where the school may build community.
- ❖ Fundraising - We offer opportunities to assist with fundraising events which fund our Financial Aid Program – Seedling Fund, to serve on the school's development committee (which oversees fundraising), or to help with creating a development plan.

## **Fundraising**

Parents are critical to FCS' fundraising development efforts and we encourage participation in our fundraising which focuses on raising money for financial aid. Though the school runs its operating budget primarily on tuition income, many other investments in the school, such as financial aid scholarships, the purchase of special equipment, and major improvements to our property, come from fundraising. Without this support, FCS would be unable to provide our preschool experience to families at current tuition levels.

FCS attempts to keep fundraising meaningful and worthwhile. We try to avoid fundraising that requires you to sell things and all fundraising efforts are optional.

*Seedling Fund (Financial Aid):* The Seedling Fund directly funds our Financial Aid Program for children and we invite donors to help make our school affordable for families in our community. We joyfully accept any level of giving and strive for 100% family participation. We encourage parents (and grandparents!) to participate in making a direct and positive difference in the lives of our children. We raise a majority of these funds on the first day of spring.

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*Amazon Purchases:* If you enter the Amazon website through the FCS website, FCS will receive 4% of the total amount of purchases you make. Prior to adding items to your cart, **Simply go to the Donate page of our website [www.fremontcommunityschool.org](http://www.fremontcommunityschool.org) and click on the Amazon button.** We ask that you encourage family and friends as well to make Amazon purchases through our website and increase the return to our school.

*PCC Scrip:* PCC Markets (Co-op grocery store with a market just down the street on 34th and Fremont and other locations throughout the area) offers a wonderful scrip card program. FCS receives 5% of all of your PCC purchases when you pay for your groceries using your scrip card. There is NO cost to you! Scrip cards are like gift cards. You load them with money and then pay for your groceries with that card. You can even ring up your purchase, give the card to the cashier and have them load the card with the total due, and then pay with the scrip card. Cards are available from FCS for \$10 (they come pre-loaded with \$10 already on the card).

### **Parent Conferences**

Parent/teacher conferences are held once a year with each family whose child is eligible to enter enter Kindergarten or First Grade in the fall. Conference days are scheduled on the school calendar and typically held the last week of November. Play Days are offered during conferences. Of course you are always free to arrange conferences with any staff member when you feel you have special questions or concerns. This is a great way for you to spend some time with your child's teacher.

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## Health

*Health Record* — Health information is required for each child upon admission. This includes an immunization history (please see immunization policy below), allergies, conditions which require special attention, name and phone numbers of your family physician, and name and phone number of persons to be contacted in case of emergency.

*Allergies* — If your child has allergies, please inform the School Administrator as to what your child is allergic, possible reactions, and the steps the school must follow if your child comes in contact with the allergen. If it is not possible for the school to provide foods a child can eat, parents may be asked to help supply snack items. All families are asked to sign an additional release form. Please note that sometimes children with life-threatening peanut or other allergies attend FCS.

*Dietary Restrictions* – Please distinguish between an allergy and a dietary restriction on the Allergy Waiver form. It is important for staff to know what is an **identified health risk** for a child.

**If there are any changes to your child's allergies or dietary restrictions, you must update the Allergy Waiver Form which is available from the School Administrator. This is our only method of ensuring all staff are made aware of changes. Comments made in passing to a teacher will not be considered as a form of communicating changes.**

*Sick Children* — As parents, you know best how your child appears and acts when he or she is ill. The lively environment of school is not a good environment for a child who is not well. It is your responsibility to have a backup plan in place in the event your child is ill. If the teacher feels your child is coming down with an illness, the school will call you.

*Medications from Home* – Please administer medication to your child prior to bringing them to school. For medications to be administered at school, please provide a permission slip and instructions from your child's doctor. All medicines must be in their original containers and Epi-pens must have the child's name on them.

Childhood illnesses are inconsistent in their presentation. One moment your child may seem fine, a few hours later, your child may be feverish and uncomfortable. **Please do not bring your child to school if they display any symptoms of illness such as general listlessness and fatigue or glazed eyes.** In order to minimize transfer of illnesses to classmates and staff and to keep sick children in an environment better suited to healing, we ask that you observe the following guidelines for keeping your child at home:

- ❖ Diagnosed Strep Throat or Bacterial Conjunctivitis (Pink Eye) - child must stay home 24 hours after first dose of antibiotics
- ❖ Diarrhea — three or more watery stools in a 24-hour period, especially if child looks or acts ill. Your child they may not return to school until a full 24 hours has passed since the last diarrhea episode.
- ❖ Eyes — thick mucus or pus draining from eye, or unusual redness or pink eye
- ❖ Fatigue - unusually tired, pale, lack of appetite or is difficult to wake, confused, or unusually irritable
- ❖ Fever — If your child has a fever of 100, please keep them at home; they may not return to school until a full 24 hours has passed fever free WITHOUT any acetaminophen or ibuprofen. If your child develops a temperature of 99 while at school, we will notify you and, depending upon other symptoms, we will decide whether you should pick your child up from school. If the fever is 100 or higher, we will contact you to pick up your child from school.
- ❖ Lice, scabies — must be treated for lice and nits before returning to school; after scabies is treated, children may return to school & parents must monitor children for the next 3 weeks.

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- ❖ Persistent coughing - unable to participate in activities due to persistent coughing
  - ❖ Rash — unknown origin or those known to be contagious such as ringworm, impetigo, or scabies or any draining rash or sore especially with fever or itching
  - ❖ Sore throat — especially with fever or swollen glands
  - ❖ Vomiting — one or more times within the past 24 hour period. Your child may not return to school until a full 24 hours has passed since the last vomiting episode.

If your child shows any of the above symptoms at school, the School Administrator will call you to pick up your child. We recommend that you also consult with your health care provider. **If your child is sent home from school due to illness, your child must remain home for at least 24 hours to ensure your child is well enough to return to school (no exceptions).**

### **Communicable Diseases**

If your child has been diagnosed with or is exhibiting symptoms of a communicable disease (see list below), please keep your child out of school until you are certain they are no longer contagious.

If any member of your household is ill with a communicable disease, your child must remain at home until the contagion period is over. If a child comes down with the communicable disease, FCS may require a doctor's clearance for the child to return to school.

In the event of an outbreak of a contagious disease, all children who are not vaccinated will be required to stay at home until the incubation period is over. Information on other options is available from Seattle King County Public Health Department, Communicable Disease Section.

Any outbreaks of the following must be reported to all parents, and to Seattle King County Public Health Department, Communicable Disease Section:

- German Measles (*rubella, 3 day measles*)
- Hepatitis
- Measles (*rubella, 10 day measles*)
- Mumps
- Meningitis (*bacterial and viral*)
- Salmonella
- Whooping Cough (*pertussis*)
- Tuberculosis

Parents will also be notified in cases of:

- Chicken Pox
- Scarlet Fever
- Strep Throat
- Pink Eye (*conjunctivitis*)
- Lice and Scabies
- Impetigo

### **Chicken Pox**

If you choose to intentionally expose your child to chicken pox (share lollipops, play with a child known to be infected), you are required to keep your child home from school Day 12-14 after exposure (exposure is Day 1). If a rash does develop, you must stay home until all lesions are crusted over. Chicken Pox rash usually occurs on Day 14 - Day 16, but the child is most contagious 2 days BEFORE rash and until all lesions are crusted over. (Window of developing illness is anytime from Day 10-Day 21 post exposure). Please use your personal judgment and err on the side of caution when deciding whether or not it's time to return to school.

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## **Immunization Policy**

Fremont Community School (FCS) follows the Seattle Public School's Immunization Policy which complies with Washington State's Vaccine Requirements. Washington State law requires that children must be immunized before attending school.

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the FCS Board requires a student to present evidence of his/her having been immunized against diseases as required by the Washington State Board of Health. For a child to attend FCS, parents and guardians must submit a completed "Certificate of Immunization Status:"

1. By September 1st for children entering the beginning of each new school year
  2. By the beginning of the 2nd week of attendance for children entering mid-year
  3. Parents must update forms on file prior to the beginning of each new school year
- Children whose forms are not on file by the required timeline noted above will be sent home.

### ***Immunization Requirements for Students to Attend FCS:***

1. Hepatitis B – 3 doses
2. DTaP (Diphtheria, Tetanus, Pertussis) – 4 doses
3. Hib (Haemophilus influenza type B) – 4 doses
4. IPV (Polio) – 3 doses
5. PCV (Pneumococcal Conjugate) – 4 doses
6. MMR (Measles, Mumps, Rubella) – 1 dose
7. Varicella (Chickenpox) – 1 dose or verification child had disease

### ***Exemptions from Immunization:***

If parents or guardians choose to exempt their child from one or more required vaccines, they must fill out the "Certificate of Exemption." FCS will allow for exemptions from immunization requirements only as allowed for by Washington State Law:

1. FCS does not allow Personal/Philosophical exemptions for the MMR vaccine.
2. FCS requires that a licensed health care provider sign the "Certificate of Exemption" for a parent or guardian to exempt their child from school and child care immunization requirements. The signature verifies that the provider gave the parent or guardian information about the benefits and risks of immunization.
3. A parent or guardian can also turn in a signed letter from a health care provider stating the same information.
4. A health care provider doesn't need to sign the form for parents or guardians who demonstrate membership in a church or religious group that does not allow a health care provider to provide medical treatment to a child.

Children with exemptions on file may be sent home during an outbreak. They can only return to school once the outbreak is over or get vaccinated. FCS will notify all parents of an outbreak. Immunizations save lives and diseases can spread quickly in schools. Unimmunized children are more likely to get a disease that vaccines can prevent and spread it in their communities. This particularly compromises children who are not vaccinated because of confirmed medical reasons. Having fewer philosophical or convenience-based exemptions will reduce the burden on our schools and the risk to medically-compromised children and to infants not yet old enough to receive routine immunizations.

## **Abuse**

We are required by the Department of Social and Health Services to immediately report to Child Protective Services any suspicion of child abuse.

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## **Tuition and Fees**

### **Tuition – Morning Preschool Program**

#### **2019-20 Tuition**

2 mornings per week: \$4,743

3 mornings per week: \$6,781

4 mornings per week: \$8,733

5 mornings per week: \$10,771

**Afternoon Care Program - Hourly Rate:** \$11.50/hour, two hour minimum

**Application Fee** - A non-refundable \$50 fee is charged along with the submittal of your application for enrollment. This is a one-time, per child fee payable by check, cash, or money-order. Once you have paid this for your child, you do not pay it again for any other FCS program in which they might participate.

#### **Payments – Morning Program**

All tuition payments may be made through the Inuit payment site (emailed with invoice from our bookkeeper), mailing a payment directly to our school, or placing a payment in the payment box next to the sign-in sheet.

Fremont Community School  
3530 Interlake Ave N  
Seattle, WA 98103

For questions about billing, contact Julie Russillo, our bookkeeper, at: [julie@jrussillo.com](mailto:julie@jrussillo.com)

**Deposit** – A non-refundable deposit of one tenth of the total tuition is required upon submission of the signed tuition contract. This is payable by check, cash, or money-order. If a child leaves or reduces the number of days they attend prior to the end of the school year, including prior to the beginning of the school year, the deposit will not be refunded or transferable under any circumstances.

**Tuition** —Two tuition plans are available:

- Plan A: Single Payment due for annual tuition less the deposit and a 5% discount. If a parent withdraws their child during the school year, the parent loses the Plan A discount.
- Plan B: Monthly Payment on a nine month installment payment schedule, starting August 1st and extending through April 1st. Other payment schedules may be available upon request.

**Late Fee** — A late fee penalty of \$25.00 for all payments received after the 10th of the month.

**Bounced Check Fee** — There is a \$40.00 fee for insufficient funds and if the same check bounces a second time, there will be an additional fee of \$20.00.

**Lunch Fee** — The annual lunch fee for each child who attends the morning program is payable along with the tuition on a nine-month installment payment schedule. This fee is based upon the number of days per week the child attends.

**Registration Fee** - If you choose to accept an offered morning place for your child, a non-refundable \$110 fee is charged along with your non-refundable deposit to hold your child's place. This is a one-time, per child fee to cover bookkeeping and administrative costs associated with enrollment. This fee is collected for the morning program and is only paid once per child and is payable by check, cash, or money-order.

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*Financial Commitment for full school year* – For children attending the morning preschool program, there is no reduction, refund, credit, day tradeoffs, or other allowance made for snow days, absence, illness, travel, school closures, or missed classes due to other programs.

### **Non-Discrimination Policy**

Fremont Community School admits children of any race, color, religion, and national or ethnic origin. It does not discriminate on the basis of sex, race, color, religion, sexual orientation, or national or ethnic origin or the presence of any physical, mental, or sensory handicap in the administration of its hiring policies, educational policies, admission policies, tuition assistance programs, athletic, and other school administered programs. Acceptance will be made with consideration of gender and age-balanced goals.

### **Re-Enrollment**

For families already enrolled at FCS, we ask that you inform us of your intention to re-enroll for the next school year by the first week in February. A deposit of 1/10 of the total tuition is due by May 2nd to secure your space.

### **Deposits: Changes/Withdrawal**

If a family wishes to withdraw before the end of the school year, the family must give notice in writing. The family will forfeit their deposit in all cases. If notice is given on or before the 10th of the month to withdraw at the end of that month, the family is only responsible for previous and current month's tuition. If notice is given between the 11th and the end of the month, tuition is also collected for the following month unless the School Administrator can fill the vacated space before the last day of the month. Tuition is collected a month in advance.

If a family chooses to reduce the number of days their child attends, they will be charged a \$40 change fee.

The Board reserves the right to consider alternative arrangements in the case of withdrawal or schedule change due to financial hardship.

### **Financial Aid**

FCS offers limited tuition assistance, when possible, to families with demonstrated financial need. For more information about this program, contact the School Administrator. You will need to complete our financial aid form and include your most recent year's tax return. Your request will be reviewed by the Board's Financial Aid Committee with consideration for the deepest need and availability of school funds. All financial aid applications are kept confidential.

### **Hardship Assistance**

It is our commitment at Fremont Community School to help those in our school community who are facing unforeseen financial difficulties. If you find yourself in this situation, please contact our School Administrator and let her know what is going on. If we can help at all, we will. Some examples would be loss of job or severe health problems. While this isn't a guarantee of any kind and final resolutions are at the sole discretion of the Board, we are committed to helping our students and families, so please talk to our School Administrator to see how we can help. All hardship information shared with the Board will be kept confidential.

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