

# Welcome Parents!

Dear Parents and Families,



On behalf of First Presbyterian Christian School and the FPCS school board, I would like to welcome you and your child to First Presbyterian Christian School. We are truly excited that you and your family will be a part of our school and through that association will also be connected to our church family. We are looking forward to a year filled with joyful activities that we can share with your child and with your family.

Our purpose is to provide a safe and loving environment for your child which includes strong academics and enriching hands-on activities that will allow your child to learn through interaction with his or her world.

We provide a challenging, yet developmentally appropriate curriculum that fosters spiritual, social, emotional, physical, and cognitive growth of each individual child.

We value and are committed to excellence in education and up-to-date teacher training from our teaching staff, principal, and support staff. We continue to grow and collaborate together as adult learners in order to provide the best quality program for your child.

Your child will encounter the love and grace of God each day through interactions with our staff and peers, as well as through our faith-based curriculum. Children will come to understand how God is personally involved in their lives and in every aspect of the world around them. As a staff and school board, we want to support you in your role as your child's primary teacher in the early years of growth and development. We are committed to being available to you in any way that we are able. We hope that you will take advantage of the opportunities we offer throughout the year for you to join your child in learning at school and in the classroom during this exciting time of life.

This policy handbook will acquaint you with our mission, our goals, our programs, and our policies and procedures. Please do not hesitate to call me or any member of our staff if you have any questions, concerns, or celebrations! We feel that it is both a blessing and a privilege that you have entrusted your child to us so that we can be a part of your child's life and education.

Sincerely,

*Tracy Blue*

Tracy Blue  
Principal

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## First Presbyterian Christian School Mission Statement

**Developing life-long learners who are grounded in the joy of the Lord and the values of His kingdom.**

### Ministry Statement:

First Presbyterian Christian School is a recognized and celebrated ministry of its partnering church where children and their families learn about the love of Jesus. FPCS exists for the purpose of providing quality Christ-centered education for a diverse student population. We offer a strong educational foundation using current instructional strategies to meet the needs of each student. Our goal is to honor each child's God-given gifts and to help them grow in confidence socially, emotionally, academically, and spiritually.

FPCS will fulfill its mission by providing:

- An educational program that includes a mix of academics, play, and personal engagement carried out in a manner that honors and glorifies God.
- A student-centered learning environment designed for a diverse population that addresses the needs of each child.
- Christian themes and curriculum woven throughout all academic areas.
- An intentional partnership with parents, the church, and the community toward our goal of encouraging each child to develop his or her own gifts and strengths.
- Qualified, Christian teachers who will promote strong academics and who implement current instructional strategies.
- School staff that love and nurture each child and are role models for children and families through the way they live out their faith and incorporate Christian values into every aspect of the school day.
- A place where children in our community who would not otherwise be able to attend a Christian school are invited and able to attend by the provision of tuition assistance.

## Admission Procedures

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### General Policies for Enrollment

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Enrollment is open to all children without regard to race, color, creed, sex, or national origin. All children need to meet the following criteria to be considered for enrollment.

- Children need to be between 3 and 8 years by August 31 of the school year for which they are applying. Pre-3's need to be 3 by January 31<sup>st</sup> of the school year.
- Children need to be physically, emotionally, and socially developed to the extent that they are not a hazard to themselves and do not endanger the well being of other children at the school.
- Children must be toilet trained and be able to use the restroom facilities independently (even for the young 3's class). Parents will be asked to provide an extra set of clothing in case of an accident.
- Children must be ready for the type of group and program offered by First Presbyterian Christian School.

### Children with Special Needs

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Children with special needs, such as emotional, physical, or cognitive challenges, will be accepted if it is determined that they will benefit from the program and the staff feels able to meet their needs in addition to the needs of the other children. Professional support/intervention such as an inclusion specialist or "shadow teacher" may need to be provided and paid for by the parent in order to provide the least restrictive environment possible for all children. Please arrange for individual consultation with the principal before enrolling if you have a child with special needs.

Our school does not have behavior specialist teachers or special education teachers on site. The school reserves the right to determine that our program is not the best placement for a child with special needs and in that case we will work with the parents to help them find an appropriate alternative for their child.

## Registration Policies and Procedures

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### Open House

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In January or February, there will be an Open House. Anyone interested in enrolling a child can come to the school, talk with the principal and other staff, take a tour of the classrooms and facility, and receive an enrollment packet that will answer questions they might have about the school. Tuition assistance applications will be available at this time.

### Current Student Re-enrollment

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In late February or early March, forms will be sent to currently enrolled students giving them the opportunity to enroll for the following year. Each child will need to return a re-enrollment application and registration fee to re-enroll. After these are received, each family will receive a letter offering them a spot in a certain program. At this time, the family will need to return the *enrollment agreement* with the deposit of the tuition for the last month of the following school year. Programs are filled from the day re-enrollment begins. However, if there are more current students than places for those students in a specific class offering, we will have a lottery for those spots. If the program you are applying for is filled by the lottery drawing, you will be offered a spot in another appropriate program as available or offered the chance to be on the waiting list.

### Teacher Requests

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We are not always able to accommodate requests for a specific teacher. You will be guaranteed placement in the program only and not placement with a specific teacher.

All of our teachers are wonderful, faithful people who work hard to teach the students in their classrooms. Teachers work collaboratively to plan lessons so that students in each classroom will receive similar content instruction, even if it may look a little different in each room.

## Church Families and Alumni:

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There will be a two week window from after re-enrollment of current families for alumni families and people connected to First Presbyterian Church through membership and other involvement to enroll their children.

## Open Enrollment

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This will occur near the beginning of April. Enrollment applications and registration fees will be accepted. All classroom openings not filled by current students and church/alumni enrollments may be filled at this time. We will hold a lottery for all registrations turned in by the end of the third day after Open Enrollment begins. If a classroom placement is not available, families may choose another class offering or may choose to be placed on a waiting list. Waiting lists are only for that school year and do not extend into the enrollment period for the following fall.

## Canceling Classes

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Our budget depends on full classes in order for us to cover our operating expenses and salaries. Therefore, if a class does not fill, we will have to cancel the class and your registration fee and deposit will be returned. If you choose to stay on a waiting list for another class, your registration fee will be retained and your deposit will be returned. If you choose to withdraw from a class for another reason, your last month deposit and registration fee are non-refundable.

## Tuition Assistance/Scholarships

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We do not want tuition to prohibit any child from joining us in our school. Please ask for an application if you would like to request tuition assistance. Decisions will be made by a small group of school board members and are based on need and on the lowest tuition cost of a program appropriate for your child in which there is availability. For example, kindergarten assistance will be based on the cost of the half-day program if there is room in that program. If you feel there are extenuating circumstances that should be considered, you will be asked to attach your explanation in writing.

We will inform applicants of financial assistance decisions as soon as possible. Tuition assistance requests will be accepted throughout the year, but assistance is dependant on the money remaining in our scholarship fund.

## Program Offerings and Class Hours for 2011-2012

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**Pre-3's:** T/TH 9:15 - 12:15

(must be 3 by Jan. 31 of the school year and toilet trained before school)

**Two Day 3 Year Old Classes: Morning Session** T/TH 9:15 - 12:15

(must be 3 by August 31 and toilet trained)

**Two Day 3 Year Old Class: Afternoon Session** T/TH 1:00 - 3:30

(must be 3 by Aug. 31 and toilet trained)

**Three Day 3 Year Old Class:** MWF 9:15 - 12:15

(must be 3 by Aug. 31 and toilet trained)

**Three Day 4 Year Old Classes: Morning Session** MWF 9:15 - 12:15

(must be 4 by Aug. 31)

**Three Day 4 Year Old Class: Afternoon Session** MWF 1:00 - 3:30

(must be 4 by Aug. 31)

**Five Day 4 Year Old Class: Morning Session** M-F 9:15 - 12:15

(must be 4 by Aug. 31)

**Five Day 4 Year Old Class - Afternoon Session** M-F 1:00 - 3:30

(must be 4 by Aug. 31)

**Kindergarten- Half Day: Morning Session** M-F 9:15 - 12:15

(must be 5 by Aug. 31)

**Kindergarten- Half Day: Afternoon Session** M-F 1:00 - 3:30

(must be 5 by Aug. 31)

**Kindergarten- Extended Day:** M-F 9:15 - 1:30

*Electives of Art, Music, PE, and Spanish are included*

(must be 5 by Aug. 31)

**Kindergarten- Full Day:** M-F 9:15 - 3:15

*Electives of Art, Music, PE, and Spanish are included*

(must be 5 by Aug. 31)

**First, Second and Third Grades:** M-F 9:15 - 3:15

*Electives of Art, Music, PE, and Spanish are included*

(must be 6, 7, or 8 respectively by August 31)

## Enrichment Electives for Morning Classes and Lunch Bunch

Electives are additional programs offered by qualified instructors that will be offered in 5- 8 week sessions throughout the year. Although electives vary, some electives that may be offered are: Soccer Tots, Spanish (Little Amigos), Art (Little Picassos), Science (Little Einsteins), Creative Movement and Dance (Little Dancin' Feet), and other electives. These are offered on a first-come-first-served sign up basis and have an additional fee.

We also offer *Lunch Bunch* before each elective. Your child will need to bring a nut-free lunch and have a supervised lunch time after school before going on to the elective for which they have signed-up. There is an additional fee for this supervision.

Classes are offered after the regular morning classes. Lunch bunch is from 12:15-12:45 and the elective is from 12:45 - 1:30. Children are picked up at their elective class at 1:30. Information will come home before each session registration begins. The first session will begin the first week of October.

**Tuition and Fees - See website or ask in the office for tuition for the current year.**

## Withdrawal Procedures and Liability

A parent-initiated withdrawal must be done in writing. Billing will continue until a written withdrawal is received.

Withdrawal before Aug. 31st	Nonrefundable Registration Fee & Last Month Tuition Deposit
Withdrawal after Aug. 31st	Nonrefundable Registration Fee & Last Month Deposit and all tuition up to and including the last month of attendance.

**Please note: Accounts from the previous year must be settled before students will be admitted for the following fall.**

## General Guidelines

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### Arrival

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School begins at 9:15 a.m. for the morning classes and 1:00 p.m. for the afternoon classes. Please do not drop-off your child any sooner than 15 minutes before the start of your child's class. We will only have supervision in the quad for the 15 minutes prior to the start of the morning and afternoon classes. Please do not leave your child unattended at school or on the school grounds at any time. Students will line up in the quad behind their classroom sign when they arrive. They may sit and visit quietly with classmates until the dismissal song is played and their teacher arrives to walk them to class. There will be a teaching assistant and/or a parent volunteer supervising until the children are dismissed to class. If you choose to use the drop-off service, your child will receive a drop off tag and the teacher will note that they were dropped off outside. We do not allow children to be dropped off outside and walk in alone. If you do not use our drop-off service, please park and walk your child to the quad or to class.

### Late Arrival

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Classes will begin promptly. Please make every effort to have your child in class by 9:15 for morning classes and 1:00 for afternoon classes. A large part of the getting settled, class sharing time, and community building occurs within the first 15 minutes of the day. It is disruptive to the class and can be unsettling to your child when he/she arrives late to class. Please help us to get a good start to the day and help your child develop good habits for life by making sure to be in class on time. Attendance will be taken and send to the office by 9:25 or 1:10.

***If you arrive late (after 9:25 a.m. or 1:10 p.m.), you must sign your child in at the office and note the time of your arrival.*** Your child will receive a check-in slip from the administrative assistant to take to class. If your child is continually late, you will receive a call from the teacher or the principal.

### Doctor's Appointments

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Since our days with your child are short, we would ask that you try to schedule appointments outside of the school day. If your child leaves early or comes late from an appointment, you will also need to sign in or out at the office.

## Drop-Off

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Drop off is a service that we provide to families so that they do not have to leave their car in order to drop their child off at school. You may drive up on the North side of the building (please enter from the West entrance off of Maple), beginning at 8:55 a.m. and going until 9:15 a.m. and in the afternoons from 12:45 - 1:00. We will take your child out of your car for you, give them a drop off tag, and walk them down to class. We will have 2-3 adults helping with this process every day in order to keep all children safe. ***Please remain in your car*** and place your child on the right hand side of the car in their car seats if at all possible. This really helps move things along. Please do not arrive later than 9:15 or 1:00 for drop-off as it is very important to us to begin all classes on time.

## End of the Class Pick-Up:

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Please pick up your child at his/her classroom door. It is extremely important that children be picked up promptly after class to avoid anxiety and worry for your child. This also allows our staff time to prepare for upcoming classes. If you are more than 5 minutes late, your child will be brought to the office to wait. ***After 10 min., you will be asked to pay a \$1 per minute late fee to the front desk staff*** person at the time of pick-up. Please phone the school at 747-9192 if you will be late for either arrival or dismissal so that we may notify your child's teacher.

## Sign-Out and Pick-Up Lists:

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Children are dismissed from class one-by-one and the teacher makes a note about who is picking up the child. The person picking up your child must be on your pick-up authorization list. If they are not on the list, we will not send your child home with them. Please keep this list updated through the administrative assistant in the office. If the teacher does not recognize the person picking up your child, they will ask to see identification.

***Please note: All visitors and volunteers must sign in at the office and receive a visitor or volunteer identification sticker. Volunteers must also fill out a Washington State Patrol background check before volunteering.***

## Absence Notification

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Children who will be absent from the program are asked to phone the office by 9:00 a.m. on the day of the absence. If the parent is aware of planned absences such as vacation, a written notice or phone call ***to the office*** is requested two weeks in advance of the absence. Please do this in addition to letting your child's teacher know.

We will take attendance each day by 9:25 or 1:10 and we will call parents of all children in kindergarten and up if the child is not in school to determine the reason. State Law mandates that all children ages 6 and up may not have more than 5 consecutive unexcused absences in a given school year. If they do, the school must contact the state agency. Since we are a state approved private school, we are obligated to follow these requirements.

### Dress Code

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We ask that all children arrive at school wearing comfortable, washable, modest clothing suitable for active and messy play. It is important that children feel free to become involved in any activity without worrying about harming their clothes. Clothing needs to be easy for your child to get on and off for bathroom independence. Students are asked to wear closed-toed shoes for safety reasons and we recommend well-constructed, washable tennis shoes to allow for the greatest freedom of movement. It is also important that your child be dressed appropriately to spend recess time outdoors, weather permitting. In the winter, this will include coats, hats, boots and gloves. Be sure to mark each item. If your child is in extended-day kindergarten, full day kindergarten or first through third grade, please make sure they wear or bring tennis shoes on their PE day(s). This will be required for participation. Hats may not be worn in class, but may be worn out to recess.

### Field Trips

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Each class will arrange to meet at field trip destinations. Transportation for our field trips must be provided by the parent or guardian of the child or an arranged carpool. You must have car seats for additional children (and your own) that conform to the Washington State car seat laws.

### Supplies

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Prior to the first day of class, students will be given a list of supplies they need to bring for the year. In addition, each student should have a backpack large enough to hold 9" x 12" papers. From time to time, additional supplies may be needed during the year for special projects. The teacher will let you know if donations are needed. Please let us know if purchasing the requested supplies is a financial burden and we will be happy to help.

### Nutrition, Snacks and Lunch

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We want to help our students to understand the importance of healthy eating choices and nutrition at an early age. Please limit the snack items your student brings to low-sugar, healthy choices such as fruit, vegetables and dip, cheese,

crackers, pretzels etc. Please do not send juice, cake, cupcakes or candy for a regular classroom snack.

**FPCS is a NUT FREE school.** This means no nuts or nut products of any kind are allowed at school. Do not send any nut products for snacks, school events or even in your own child's lunch (including for lunch bunch), even if there is not a child in his/her class with a nut allergy. Children share the playground, bathrooms, drinking fountains, and lunch rooms for electives. If your child does come with a nut product, we will place it in his or her backpack to take back home. If a nut-product snack is sent, including anything processed in a factory with nuts products, we will not be able to hand it out and will return it home to you. We apologize for any inconvenience, but every child's safety is our first concern. Please read labels carefully before sending food to school.

Preschool classrooms have a snack calendar and the teacher will assign each student a turn to bring snacks for the class for that week. Please keep the letter/sound of the week or theme in mind for the shared snack so even snack can be an opportunity for learning. If you are unable to bring snacks on your assigned week, please switch with another student and let the teacher know. Kindergarten and primary grade rooms will ask children to bring individual snacks.

Extended-day kindergarten, full day kindergarten, and primary grade students will also be asked to bring a lunch. A nutritious, well-balanced lunch is very important not only to a child's physical growth, but also helps their ability to think and learn in the classroom. Please do not pack soda or candy for your child. Students should eat the lunch sent from home, and due to food allergy concerns as well as flu and cold prevention, sharing of lunch items with other students is not allowed. Please do not send food that needs to be heated.

## Birthdays

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Each child's birthday will be assigned on the snack calendar, with summer birthdays being celebrated in the manner decided on by the child's teacher, so that every child has a special day at school. Parents may send a special treat for the class to share on their child's birthday. Please be careful of store-bought cupcakes and cakes as they can often not guarantee that they are nut free. Popsicles have become a popular alternative to cake and cupcakes.

In order to value each child's birthday equally, please do not send party favors (toys), balloons or party characters to school. **Please do not hand out party invitations at school for parties that will occur outside of school unless every child in the class is being invited.** This includes handing out invitations anywhere on school grounds before or after school. If you are inviting only a few students, the invitations should be mailed.

## Holiday Parties and Special Events

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Holiday classroom celebrations will include Halloween, Christmas, Valentine's Day, and End of the Year Picnics. There will also be a Palm Parade and other special events during Holy Week. These parties and other special events require additional efforts by the parents. Your child's teacher will provide you with information about these special celebrations and any extra assistance that might be required. Limited treats will be planned for these days by the teacher and room parent(s). Please do not send any extra treats, candy, or goodie bags on these days.

## Toys/Sharing Days

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Please do not allow your child to bring personal toys from home unless it is your child's sharing day and this is accepted as a sharing item in your child's classroom. The teachers may request that items brought for sharing correlate with a specific unit or theme being taught in the classroom, making it part of the educational process. Due to time constraints, it is vital that the child bring only one item on the assigned sharing day. We know that some preschoolers will bring a special stuffed animal for comfort during the day and that's fine.

Toy guns, swords, knives (including pocket knives) or other toy weapons are prohibited at the school at all times. If a child brings these items, they will be kept for them in the office and parents may pick them up when it is convenient.

## Lost and Found

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Please check the lost and found shelf in the school office periodically for missing items. Items are donated to our rummage sale every two months if not claimed. We simply do not have room to store all of the items that are collected. Thank you for your understanding.

## Discipline Policy and School Grounds Rules

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We are a Love and Logic School. Teachers and staff will be trained in the general recommendations of this program. Teachers and staff will make every effort to:

- Teach children to treat each other with love and respect based on Biblical principles and scripture.
- Redirect the child and engage them in the activity
- Talk to the child and encourage them to solve their own problems
- Encourage children to talk to each other and help mediate between children when the issue involves more than one child.
- Help children make a plan that helps them develop confidence in making good choices and monitoring their own behavior.

We also have a school-wide positive behavior acronym that states:

**First Pres. Students Have HEART!**

We Are:

Helpful

Eager to Learn

Always Kind

Respectful and Responsible

Trustworthy.

Students will learn these expectations school-wide and will be taught what this looks like in each area of the school. They will learn how these relate to Biblical principles as well. They will then be rewarded both by class and individually (for older students) for doing a great job!

Some situations, such as when a child is hurting themselves or others, require that they be removed from the classroom activities for a time. This may happen in the classroom in a "thinking space" or as a next step may require that they spend time out of the classroom, in the office. Please check the policy area of our website for the expanded School Discipline Policy and behavior notification process ([www.fpchristianschool.org](http://www.fpchristianschool.org)).

The teacher is encouraged to keep the lines of communication open with parents about any situations that are occurring at school so that the parents, teacher, and child can work together to turn the child's behavior in a positive direction.

### Common Area and Playground Rules

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Running is not allowed in the common area or "Quad" at any time - even before and after school. Parents are asked to help maintain this rule for students and younger siblings, even after children have been released from their class for the day. We also ask that your child refrain from playing piano, as classes run until 3:30 each day.

Rules on the playground are as follows:

1. Slide feet first only in a forward facing position. No climbing up the slide.
2. Swings must be used in a sitting position only. Jumping off of the swings is not allowed.
3. No pretend fighting or rough-play is allowed at any time.
4. Treat others with respect and kind words outside too!

## Curriculum

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### Christian Curriculum

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Christian ideas and concepts will be taught through Scripture memory, Bible stories and Biblical themes, Chapel in the sanctuary once per month, Christian songs in music, and a Christian worldview woven throughout all learning themes.

We will be using the *Wee Believe* curriculum for preschool through third grade. It is published by the Presbyterian Church USA.

### Reading and Writing

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In each classroom we want to lift up the fun and joy of reading and writing. We use writer's workshop to help kids see themselves as authors (even 3 year olds!) and play with sounds and language during circle time through songs, finger-plays, and games. Teachers use interactive writing, shared reading with songs, poems, and big books, guided groups with appropriate books for those who are ready, literacy centers, activities to practice letter and sound recognition, and use both fiction and non-fiction texts during lessons.

In kindergarten and primary grades, we will continue to encourage students to explore the joy of reading and writing and to begin developing life-long reading habits. They will build reading skills through making words with common spelling patterns, learning high frequency words, learning problem solving strategies to use when they come to an unknown word, practicing comprehension strategies during whole class lessons and small group instruction, enjoying the rhythm and fun of poems and shared reading, as well as spend time practicing what they are learning in literacy centers and during independent reading time.

In writing, kindergarten through third grade students will explore writing personal stories, simple reports, how-to books, poetry, fiction, essays, and other forms of non-fiction. They will have a chance to go through the writing process with one piece from each genre, publish, and share their work with others in a writing celebration.

Some of the specific curriculum pieces and books used for teaching reading and writing will be:

- Lucy Calkins *Writer's Workshop Series*
- Debbie Miller's *Reading with Meaning*
- *Starting with Comprehension* by Andie Cunningham
- *The Primary Comprehension Toolkit* by Stephanie Harvey
- Work by Linda Dorn on spelling and literacy centers
- *Already Ready* and *Engaging Young Writer's* by Katie Wood Ray and Matt Glover. This focuses on writer's workshop with preschool and kindergarten children.

- Explorations in Non-Fiction Writing: By Tony Stead and Linda Hoyt
- Guided Reading concepts from Gay Su Pinnell and Irene Fountas
- A library of leveled guided reading books and big books
- The DRA 2 kit for assessment of readers
- Classroom non-fiction magazines will be used in kindergarten through third grade to help readers engage with and comprehend non-fiction text.

## Spelling

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In preschool classrooms, spelling will be taught through learning letters and sounds and through simple high frequency words. Children will be encouraged to hear the sounds in words, play with words, recognize the words in big books, games and centers, and try to use them in their own books they write.

In kindergarten through third grade, spelling is taught through high frequency sight words and then by high frequency word patterns. Children will practice noticing these words in books the class is reading, making lists, making words during directed spelling lessons with magnetic letters, hearing the sounds in each word, and applying the spelling patterns in literacy centers and in their own writing during writer's workshop. Curriculum used will be a combination of Rebecca Sitton Spelling for first through third grade, Making Words by Patricia Cunningham, and Words Their Way.

## Constructivist Math

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Children are encouraged to experience and discuss mathematical concepts in a way that allows for deep understanding and not just rote memorizing of facts. Children are encouraged to interact as they work and to explain their thinking to classmates.

In kindergarten through third grade we use a curriculum called Investigations that honors the way kids develop and learn math. It also meets the state standards for K-3 math concepts. We will also use a program called Contexts in Learning which involves kids in authentic situations and math is taught within a problem solving contexts. We believe learning math should be explored by children from the ground up and understood in a concrete way.

## Science

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We teach through the use of connected themes. Children are encouraged to learn by doing through exploration and discovery with the whole class and in small groups. Learning about the theme continues throughout the day in circle time, reading, and writing, and even snack! They will learn about the scientific process, practice observation, create hypotheses, and test their theories through experiments.

## Science Units

Although each teacher may teach additional science themes, there will be some common kits that all children at each age will get to experience. For kindergarten through third grade, these will follow the new K-3 Science Standards for Washington State.

Science Kits will be:

### 3's and 4's - Year A (2011-2012)

Owls/Owl Pellets  
Magnetism  
Eggs/Animals that lay eggs  
Bubble-ology

### 3's and 4's - Year B (2012-2013)

Bugs/Insects/Spiders  
Sink and Float  
Bodies/Senses  
Plants and Seeds

### Kindergarten:

Electricity  
Earth Materials/Geology/Fossils  
Seeds and Plants  
Life Cycles: Butterflies

### First Grade:

Habitats: Classifying Plants and Animals  
Sun, Moon, and Stars  
Liquids and Solids  
Balance and Motion (2010-2011)

### Second Grade and Third Grade (2011-2012):

Life Science: Classifying Animals and Plants  
Water and Weather  
Properties of Matter

## Handwriting

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The curriculum Handwriting Without Tears will be used for our handwriting program in preschool through third grade. Third graders will begin learning cursive.

## Social Studies/History

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Students in Pre-K and Kindergarten will be learning about their families, themselves, and their communities in Social Studies. They will also use the world and United States map to study places in the world. For preschoolers, history will be studied by learning about the first Thanksgiving, African

American heroes and civil rights events during Black History month, Columbus Day, and stories from the Bible.

First graders will also study the above events and concepts, but they will also practice simple map reading/directional skills on city/community maps. Second and third graders will do a more in-depth study of Native American groups, studying environments, and will begin learning where the states and continents are on the map.

### Music Classes

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Students in preschool through third grade will attend music class at least once per week with our music teacher. In class, they will learn about all aspects of music appreciation. They will learn about rhythm, tone, expression, parts of an orchestra, playing musical instruments, singing individually and with a group, and musical notation.

All students are also brought together for a time of Group Music once per month in our common area and a once per month time in our sanctuary for Chapel. Students will perform at the Veteran's Day Assembly, Christmas programs, Mother's Day Teas, Kindergarten graduation, and end of the year primary music programs.

### Art

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Art is brought into the classroom for all students. Art is taught in a developmental way that allows children to express themselves through different medium. The process is valued over the product.

Great artists in history and their work will be studied in extended kindergarten, full day kindergarten, and first -third grades. Students will practice using the techniques that great artists used. Elements of art such as line, color, balance, texture, will be introduced at these grade levels as well. Many different ways of doing art will be explored: painting, clay, drawing, and other forms and media.

### Health

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Children at each age level will learn about health topics appropriate to their age such as: Dental Hygiene, Personal Safety, and Nutrition. Some of these topics will be taught to kindergarten through third graders in Health and Fitness class.

### Technology Education

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Computers will be incorporated into the learning centers in preschool and kindergarten classrooms. In first through third grade, students will learn

beginning word processing, how to save documents, and will use the computer to research and publish some of their stories and reports. Third graders will use a Type to Learn software program to learn keyboarding skills.

## Physical Education

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First through third graders will receive instruction in physical education for 45 minutes twice per week in a PE class which will meet the state requirements for what should be covered in first through third grade in Health and Fitness. The extended day kindergarten and full day kindergarten will also have PE class once per week.

Children of all ages will have a chance to run and play outside as well as in the gym upstairs. The gym will be used for all recesses during inclement weather.



## Health and Safety

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The welfare of each child is of the utmost importance to the staff at First Presbyterian Christian School and therefore we request that all parents abide by the following guidelines.

### Immunizations and Forms

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Upon enrollment each child must submit a health and immunization form signed by the parent. State regulations require that each school-age child is to have standard immunizations. Any student that does not have up-to-date immunizations will not be allowed to participate in the school program unless a waiver signed by the parent is on-file at the school.

### Illness

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A sick child should never be sent to school. If your child has any of the following symptoms, please keep him/her at home until the symptoms have disappeared for at least 24 hours or until a doctor has deemed him/her non-contagious.

- ✦ Temperature of 100 degrees or more accompanied by behavior changes or other symptoms of illness.
- ✦ Sore throat
- ✦ Chills or fever
- ✦ Nausea or vomiting
- ✦ Ear ache
- ✦ Rash
- ✦ Diarrhea
- ✦ Mouth sores with drooling or other draining sores
- ✦ Conjunctivitis (pink-eye) - this includes any crustiness in the morning or draining of the eye.
- ✦ Head-lice - must be treated and child must have *no nits* before they can return to school
- ✦ Scabies - must be seen and treated by a doctor
- ✦ Impetigo
- ✦ Chicken pox; exclude from school 6 days after onset of rash or until all sores have dried and crusted.
- ✦ Mumps; exclude until 9 days after onset of gland swelling
- ✦ Measles; exclude for 6 days after onset of rash
- ✦ Rubella; exclude for 6 days after onset
- ✦ Shingles
- ✦ Fifth disease
- ✦ Hepatitis

Please note that some illnesses may require a physician's note before re-admission to school.

All parents will be notified if a child in a classroom is diagnosed with a contagious illness and asked to watch carefully for symptoms in their own child.

If a child suffers from allergy symptoms a physician's confirmation and a list of suspected allergies will be required.

### Recovery

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When a child is sent home ill, it is recommended that they not attend school the following day. Children should not return to school until they are symptom free.

If a child vomits at school or in the evening at home, he/she may not attend school the following day.

If a physician has prescribed an antibiotic, the child must stay home until he/she has completed the first 24 hours of the antibiotic.

When it is necessary to send a child home, it is imperative that the parent or another authorized representative pick up the child immediately. We do not have adequate sick-room space to keep your child comfortable at school. Please remember to have a current list of friends/relatives on file in the office with authorization for pick-up for those times when parents cannot come to the school immediately or cannot be reached.

### Medications

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No medications will be administered at school except for in the case of life-threatening circumstances when Benadryl and/or an Epi-pen may be necessary.

### Allergies

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When a doctor diagnoses a child as having a food, medical or environmental allergy, we must have list of those things in our medical records. If the allergy is severe, a updated **Life Threatening Allergy Plan signed by the doctor** must be in place in our office along with the list of allergies and a recommendation of precautions and treatment procedures. **If an Epi-pen and Benedryl are required as an action on the plan, the parent must provide these to the school.**

### Asthma

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**Asthma is considered a life-threatening condition, so we must also have a plan in place for students with Asthma.** If there is an inhaler on-site, it must say in the plan where it is and how and when it can be administered.

### Accidents and Minor Injuries

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Minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Minor injuries are handled at school by the teachers

or support staff. Our staff will treat minor bumps and scrapes with soap, water, ice and a bandage. If further anesthetic or medication is needed, a parent or authorized representative must apply it to the injured area.

Parents will be called immediately in the event of any serious or questionable injury. An accident report will be filled out by the teacher who witnessed the incident. A copy will be sent home with the parents and one will be kept on file.

If the parent or guardian cannot be reached and an emergency exists, the school director will seek medical care as needed and as designated by the emergency authorization form.

### File Maintenance

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We ask that all information in your child's file be kept current. If you have any changes in home or work telephone numbers or addresses, doctors or dentists, emergency contacts, cell phone numbers or beeper numbers, health conditions, family situations, or persons authorized to take your child, please notify the school as soon as possible. This information is all of the utmost importance for your child's safety and well-being. All information in the file will be kept confidential unless the parents are notified otherwise.

### Medical Emergencies

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Upon enrollment, parents sign a permission slip enabling the school to take steps in the event their child needs emergency medical care. If warranted, these emergency steps include but are not limited to:

- Attempt to contact the parent or authorized representative.
- Administering First Aid if necessary
- Attempt to contact parent or authorized representative through any persons listed on the emergency information form.
- Attempt to contact the child's physician
- In life threatening situations, call 911 for emergency medical care and administering CPR if necessary.

Any expenses incurred as a result of injury while on school/church grounds and or during any school-sponsored events will be the responsibility of the child's family.

### Personal Hygiene

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It is expected that all children in school are toilet trained and fully capable of tending to their own personal hygiene. However, we understand that occasional accidents may happen or that the child may need assistance at times.

## Clothing

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For three year olds and four year olds, please send an extra set of clothing in a large, zip-lock bag labeled with your child's name to be stored at the school for accidents *if this is still an issue for your child*. This includes socks and underwear. Although we do have some extra clothing in the office, children are often more comfortable having their own clothes in their size to wear in the event of an accident.

## Emergency Procedures: Crisis Plan

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In the event of an emergency or natural disaster, all children will be kept at the school until they are picked up by an authorized person as indicated on the emergency authorization form. Please DO NOT attempt to take your child during an emergency event. All threats of danger must be over before a child can be released. During a fire drill, children will meet at the far end of the North Parking lot with their class.

Our teachers and children will practice fire drills, lock-down drills and other emergency drills during the school year. Should it be necessary to evacuate the children to an alternate location, the emergency location will be the Global Credit Union lobby or parking lot. Every effort will be made to notify parents in the event of this type of an emergency.

## School Closures

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The closing of school due to weather will be announced on the television stations. We will try to post the closure by 6:30 a.m. FPCS will always follow the school closure decisions of Spokane School District 81. If they are closed, we are closed. The phone tree will only be activated if a decision has been made about school closure the night before. Phone trees are located at the back of your school directory.

## Child Abuse

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Child abuse under the law includes the following;

- ✚ Failure to provide a child with necessary food, shelter or medical care so as to cause physical or mental conditions to be seriously impaired.
- ✚ Causing physical injury.
- ✚ Sexual abuse of a child
- ✚ Allowing a child to endanger his or her own health or the health of another.

First Presbyterian Christian School complies with all policies of the State of Washington regarding reporting suspected child abuse. Washington State law requires that any individual who has reason to believe that a child is a victim of child abuse or neglect must report immediately to a local child protection agency or a local law enforcement agency.

## Parental Involvement

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We believe that parents are a child's first and most important teachers. We want to be partners with you in your child's education. We strive for the kind of communication and involvement opportunities that encourage you to participate in your child's education both at home and at school. Our goal is to find many ways that you can be a part of your child's educational experience and a part of the community of families at FPCS. ***We ask every family to give 15 hours per year to volunteering in the school in some way.*** All volunteers must complete a Washington State Patrol background check.

## Parent Participation in the Classroom

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We welcome parents to be a part of the classroom experience. You could be a guest reader, help with learning centers, or share about a hobby or career. You might be a weekly or monthly helper for your child's teacher or help with occasional special projects. We do ask that you pre-arrange these special times with the teacher and sign in at the office to receive your volunteer badge. Classroom drop off and pick up times also give you the opportunity to check the student mailboxes for information from the school and classroom.

## Parent Teacher Communication

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Your teacher will be communicating with you on an ongoing basis. Teachers will send home notes, e-mails, and newsletters to keep you informed about what your child is doing in the classroom and to help you ask your child questions about his/her learning during the week.

## Parent-Teacher Conferences

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Conferences will be held in the fall and the spring. The teacher will share with you about all of the ways your child is growing cognitively, socially, and academically. As a parent, you will be able to share with the teacher how you feel your child's learning is progressing and any concerns you may have. The communication goes both ways.

Each child will be assessed on various skills appropriate to his/her age and aligned with the state standards. Examples of work that demonstrate the student's learning and activities will be shared. If you feel additional conferences are needed during the year, you are welcomed to contact your child's teacher to arrange a time to meet.

## Field Trips

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Each class will have the opportunity to go on at least one or two field trips each year. These trips provide a community building time and a shared experience for the class that they can then refer to in their learning in the classroom. They might be writing a personal story about their trip or a shared story may be written as a class based on the recollections of the group. Some field trips might provide a more in depth look at a science topic being studied or the chance to see a musical or theater performance. We feel that these field trips add to the richness of each child's school experience.

Parents or legal guardians will provide the transportation to off-site field trips via their own personal vehicles. Parents may arrange a carpool with another school parent for the fieldtrips. It is the sole responsibility of the parent of the child being transported to provide a child car seat that conforms to the Washington State Child Passenger Restraint Law (RWC 46.61.687). It is also the child's parent's responsibility to oversee its correct installation. Be sure you have communicated with your teacher about your plans for the field trip at least two school days prior to the event so that parent child ratio and driver cell phones may be part of the confirmation for the event.

## Fundraising for School Enrichment and Tuition Assistance

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Each year's fundraising activities take on various forms. The school depends on these fundraisers to provide needed funds for our expanding school. While the children currently in our school are the recipients of many of these efforts, the money raised also goes to support scholarships.

Parent leadership is needed for the Scholastic Book Fair, Box Tops for Education, T-shirt orders, Scrip orders, and the spring auction. Please watch for ways to offer your support.

## Communication

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### School Year Calendar

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Our school year calendar will closely follow that of District 81. This supports families who have older children, allows parents to know when school is closed due to snow days and establishes teacher professional development days. Preschool classes will conclude at the end of May and kindergarten and up will end mid-June.

### School Information Bulletin Boards

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These bulletin boards are located right outside of the elevator and at the bottom of the stairs. We will post important information about school activities and events on these bulletin boards and on the bulletin boards outside of the classrooms. You can also find classroom information, snack person for the week, daily schedule for the classroom, and sign up sheets on the classroom bulletin boards.

### Newsletters

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You will receive a seasonal newsletter from the school filled with important articles, information, the monthly calendar, and upcoming events. Please take time to read this when it comes. It's one way that we can communicate with you about what is happening in your child's school.

### E-mail

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Many people are finding that e-mail is the best way for them to both receive and respond to information from school. We will send out e-mail reminders and information about many of the events at school. Please make sure we have your updated e-mail so that we can make sure you are getting up-to-date information on a regular basis.

### Phone Calls

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Please try to call teachers before or after school if you have a question or concern. Teachers are not available to take phone calls during school hours, but you can call and leave a message and they will return it when school is over. There is usually someone in the office available to answer the phone beginning at 8:30 a.m.

## Website

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Our school website is connected to our church website! You can find us at [www.fpchristianschool.org](http://www.fpchristianschool.org). The website contains information about classes offered, staff, tuition and tuition assistance information, fundraising, electives, a link to the bi-monthly newsletter, the year-long calendar and a calendar of upcoming events.

## Student Mailboxes

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Student mail is an important way for us to distribute information. Please take the time to check your child's mailbox every time you pick him/her up. If you carpool, please ask the person with whom you carpool to check your child's folder. Students in kindergarten and up will be asked to put their mail in their folders at the end of the day. For these students, please go through their Home-School folders with them each night and return any forms that are due in the same folder.

## When Communication Fails

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Differences and disagreements are a part of life, and First Presbyterian Christian School recognizes the need for healthy communication and a way to handle grievances based on Jesus' model in Matthew 18: 15-22. If you have a grievance, we ask that you go directly to that person first and explain your situation. If you feel the issue is unresolved, then go to someone of higher authority. Example: Teacher, Principal, Christian School Board Members. Hereby we establish an open and healthy line of communication that is based on love and forgiveness, and promotes mutual esteem, trust and understanding.

### School Staff 2011-2012

#### Principal:

Tracy Blue

#### Administrative Assistants:

Kim Richards - Bookkeeper and Financial Assistant

Susie Herberger - Office Manager

#### Preschool Teachers:

Dee Lafferty - 4 year olds - 5 Day (a.m. and p.m.)

Denise Bordonaro (Mrs. B) - 3 and 4 year olds (a.m. and p.m.)

Sue Reidt - 3 and 4 year olds

Jackie Davis - Pre -3's and 3 Day 3 year olds

Mary Jo Andrews - 3 and 4 year olds

Jennifer Sowers - 4 year olds 5 Day (p.m.)

#### Kindergarten:

Jennifer Sowers - Half Day (a.m.)

Lynn Caruso - Extended Day (until 1:30)

Patty Jo Sheehan - Full Day

#### First Grade:

Shawna Armstrong (a.m.) and Caitlin McComas (p.m.)

#### Second/Third Grade:

Nigel Anderson

#### Teaching Assistants:

Jan Haney

Tonia Wilder

Amanda Kreiger

Lisa Flaherty

Kristina Love

Nina Jensen

Niki Wren

#### P.E. Teacher: K-3

Lisa Flaherty

#### Art Teacher: K-3

Amber Averyt

#### Music Teacher: All Ages

Sarah Bruggemeier

#### Spanish Teacher: K-3

Kathryn Westermann

The School Board is comprised of parents, former educators, church members, and those who seek to support the mission of the school and its relationship to the church. Our School Board is currently comprised of the following members:

Burke Norton, Kirsten Harrington, Mike Nielson, Craig Numata, John Osterback, Michelle Greenwood, Marionna Auld, and Wendy Popa.