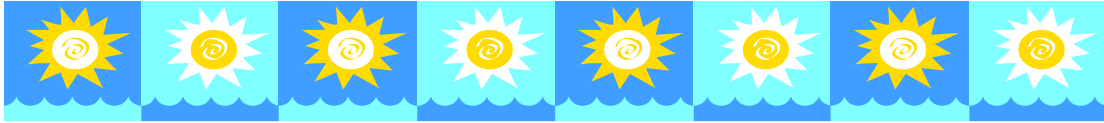


Dale Turner Family YMCA  
Chase Lake Elementary Preschool

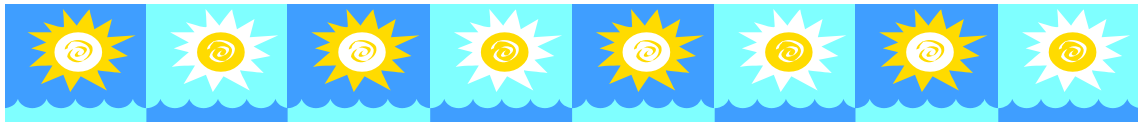


# Chase Lake Elementary

## Preschool

### Parent Information Packet

**PLEASE REVIEW AND KEEP ALL THESE FORMS**



**YMCA**  
OF GREATER SEATTLE

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We build strong kids,  
strong families,  
strong communities.

**Dale Turner Family YMCA**  
**Chase Lake Elementary Preschool**

Dear Families,

Welcome to the YMCA Chase Lake Elementary Preschool! We know it may be hard to find a quality preschool center; rest assured our center follows the high standards of the YMCA's core values in addition to being an excellent place for your child.

The Chase Lake Elementary Preschool adheres to the best practices and follows the high-quality standards in early childhood education. We strive to provide the finest environment for children to reach their fullest potential socially, emotionally, and academically. Our teachers are dedicated to the importance of excellence in early childhood education. The YMCA keeps up with the latest and most effective practices in the field of preschool education.

The curriculum we use is "Creative Curriculum". This curriculum is based on the stringent practices of the National Association for the Education of Young Children (NAEYC). Preschool can and should include appropriate academics. Early childhood is about learning in a stimulating play-based setting that involves diversity and choice, motivation, autonomy, self-esteem, and social and emotional components based on individual needs and interests. Teachers incorporate play as a leading force of social and cognitive development and use a balance of teacher-directed and child-directed activities.

Our teachers take classes regularly to keep current with developmentally appropriate practices in early childhood education. Research on early childhood development and early literacy continues to advance. We must be aware of the latest research and practices in literacy, math, and early childhood development. The teachers learn to implement new research and strategies into their teaching and remain open to new techniques.

Everything we do is a teachable moment. Transition times and routines like meals, dressing and hand washing are opportunities to emphasize language and literacy and math experiences. These may include songs and rhymes, dramatic play, storytelling and retelling as well as one-to-one conversations. Our teachers connect these activities to the entire curriculum and classroom management techniques.

We are looking forward to this next year. If you have any questions, please feel free to contact me at [swagner@seattleyymca.org](mailto:swagner@seattleyymca.org).

**Shalana**

Shalana

Program Supervisor

**Dale Turner Family YMCA**  
**Chase Lake Elementary Preschool**  
**Dale Turner Family YMCA**  
**Chase Lake Elementary Preschool Goals**

**Goal**

To provide a loving, supportive, positive, and safe atmosphere that recognizes each child as a unique individual so that he or she can grow socially, emotionally, intellectually and physically to the best of his or her ability.

**Objectives**

**Social and Emotional Development**

To assist each child to:

- Learn to respect the feelings of others
- Cooperate and share with others; learn constructive methods of solving conflicts
- Foster self-awareness and self-respect
- Learn to handle their own feelings and learning to do so through constructive behavior
- Develop a sense of respect for their classmates' property and work

**Physical Development**

To provide activities that:

- Help develop small muscle control
- Encourage children to learn to relax, control their bodies and reduce stress
- Help children become more self-sufficient (such as shoe-tying, zipping, buttoning etc.)
- Foster good health habits and good nutrition
- Help children develop large muscles
- Encourage eye-hand coordination
- Teach children safety skills while providing a safe environment

**Intellectual Development**

To provide:

- Stimulating activities in art, music, dramatics, cooking, science, concept development and language
- Music, movement and singing
- Related field trips and visitors
- Activities that encourage creativity
- Anti-bias, multi-cultural curriculum
- Activities that allow children to have fun as they learn
- Variety of sensory experiences

**Family Relationships**

To provide:

- Parent conferences annually and as needed
- Parent education concerning their child's overall development
- Experiences in music, singing, dancing, instruments and movement
- On site enrichment presentations and occasional field trips

To develop:

- A positive relationship among families and encourage participation in the program

**Dale Turner Family YMCA  
Chase Lake Elementary Preschool**

**INFORMATION**

**(Please post this sheet at home or work for future reference.)**

1. Please label the following items with your child's name:
  - Lunch Box: label on the side for easy identification
  - Clothing: coat, extra clothes, pants, shirt, socks, everything
  - Bedding: sheet (crib or twin) and blanket
2. Personal toys are to remain at home however your child may bring a **soft doll** or **stuffed animal** only to sleep with.
3. Please no gum at preschool.
4. Your child will have two cubbies, one in the hall and one in the classroom. The extra clothes go in the hall cubby. Lunches go on the top of the cubby each morning. The children will place lunch boxes on the floor, under their cubby, after lunch.
5. If you are giving permission for your child to be picked up by someone not listed on the registration form, please include the following information in the note: **today's date, the date and time the child will be picked up, the person's full name (please no nick names and remind them that they will be asked to show ID with that name on it) and your full signature (please no initials).**
6. Monthly newsletters come out the first week of the month and are placed in your child's hall cubby.
7. A message book is next to the sign-in/sign-out sheet so you can leave messages for the staff. Staff will read them daily.
8. Show and Tell is every Friday. Please put the item in your child's hall cubby.
9. Lesson plans, weekly menus and themes are posted in your child's classroom.
10. All medication must be given directly to a staff person so that it can be safely secured. Vitamins, cough drops, sunscreen, etc. are all considered medication and medication procedures must be followed.
11. We celebrate the following "traditional" holidays: New Years, Valentine's Day, Easter, Halloween, Hanukkah and Christmas as well as other holidays which reflect the diversity of our students.
12. All food that is served to the group must be store bought. **We can not serve homemade goods.**
13. Occasionally parents are asked to sign-up to bring an item for a party.
14. We strongly discourage rough-house play, super heroes and action figures. We emphasize discussing what has happened and helping the children negotiate a solution to a problem. Teasing and name calling are not allowed.

**Dale Turner Family YMCA  
Chase Lake Elementary Preschool**

Dear Parent:

Did you know that Washington is earthquake country? Did you know the Puget Sound Region is the most likely area an earthquake would strike?

Should a disaster such as an earthquake, occur while your child is in our care, the Chase Lake Elementary Preschool will endeavor to keep your child as safe, warm and cared for as possible until you or other authorities can take over in providing for him or her. We have enough food and water supplies for three days. All of our child care staff are trained in First Aid and CPR and we have emergency safety supplies. Earthquake, as well as fire and emergency drills are practiced monthly with the children.

Understandably you may have concern for your child's welfare following an earthquake and phone contact might not be possible. Just as you may be, we will be listening to any emergency broadcasting for further guidelines. As long as it is safe, we will plan to follow as normal a routine as possible under the circumstances. Once the earthquake stops we will evaluate the building.

One staff person will survey the area for the safest exit and an area in which to congregate. If the children are removed from the Chase Lake Elementary Preschool to a new shelter a note will be attached to the building indicating our exact location.

Please be sure your child's registration form is updated with new phone numbers, addresses and persons authorized for pick up.

Each child will need an EMERGENCY KIT that will be left at the Chase Lake Elementary Preschool. Please include all the items listed and bring your kit to the center as soon as possible. This packet will be very comforting to your child should we find ourselves in an emergency situation here at the center. Always bring a coat, sweater, hat, gloves and boots for your child depending on the weather.

If you have any questions or concerns, please call the Chase Lake Elementary Preschool direct line.  
425-431-2316

Thank you,

**Shalana**

Shalana Wagner  
Program Supervisor  
[swagner@seattleyymca.org](mailto:swagner@seattleyymca.org)

**Dale Turner Family YMCA**  
**Chase Lake Elementary Preschool**  
**EMERGENCY KIT**

***Thank you for bringing in your child's emergency kit in a timely manner. The Emergency Kit will help your child in an emergency situation and help us care for them.***

1. One solar/space blanket (available at a store that sells camping supplies) - please DO NOT substitute tarps or blankets
2. One 3 pack of Kleenex
3. One POCKET SIZE flashlight with NEW batteries
4. One lawn or leaf bag
5. One small garbage bag with tie
6. One or two small family photos in a zip lock bag
7. A letter of reassurance for your child
8. Entertainment such as a small travel game
9. An amount of packaged wholesome snacks that will fit in the bag. Such as: Granola bars, trail mix, dried fruit or crackers.
10. Several new individually wrapped "Towelettes" (the ones from last year may have dried out)
11. A page with the following: YOUR child's name, address, phone number, parents current day time phone number, a name and phone number of a contact person out of our area.
12. Make sure all items fit in your zip lock bag and it closes.

Chase Lake Elementary Preschool • 9601 220th St SW Edmonds, WA 98020 • 425-431-2316 •



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We build strong kids,  
strong families,  
strong communities.

**Dale Turner Family YMCA**  
**Chase Lake Elementary Preschool**  
**SIGN-IN/SIGN-OUT POLICY AND PROCEDURES**

Washington State Licensing **requires** children be signed in for care and signed out when they are picked up from care.

The adult who signs the child in or out **must write the time** and **a full signature** at the time of drop off and pick up.

The attendance record is an **official document**, which indicates that the center has assumed responsibility for the care of your child. We assume responsibility only when the child is signed in.

This official record is essential for the safe care of your child in case of an emergency (natural disaster or personal injury). It is the **most important document** that we use in maintaining an accurate count of children in attendance and knowing who is in our care and who is absent or has gone home.

The staff maintains a constant count of children, who is in attendance, who is absent, who leaves the center mid-day and will be coming back for care later in the day, who leaves on a public school bus, who returns to us on a public school bus and who has signed a child out at the end of the day.

Accurate attendance records (sign-in/sign-out sheets) are crucial to maintaining the safety and security of your child.

Thank you for your support with this.

**Dale Turner Family YMCA**  
**Chase Lake Elementary Preschool**  
**Indoor Rules**

1. Please walk indoors
2. Children will respect each other's work
3. Conflicts will be handled through discussion and negotiation
4. Toy guns and all other weapons are not allowed at school
5. Each areas toys will stay in it's designated area
6. The children will complete puzzles and clean up toys and equipment before going to another activity
7. The children can bring out different toys by putting away the ones they are using
8. All food will be eaten while sitting at a table – manners will be emphasized
9. Tables are for sitting at and not on (teachers are an example)
10. The children are to stay in view at all times, asking permission to use the bathroom and/or to get a drink
11. The children are never allowed to open the front door, coming in or going out – parents, teachers or other adults will open the door
12. Screaming or yelling is an outdoor activity

**Dale Turner Family YMCA**  
**Chase Lake Elementary Preschool**  
**Outdoor Playground Rules**

1. Woodchips and rocks are to stay on the ground. They may never be thrown.
2. Woodchips can be used to fill the trucks and kitchen toys.
3. Slide – the children climb into the climber to reach the top of the slide.
4. No running or walking up and down the slide board. Children sit down, face forward with their legs out front.
5. The children will not jump over the side of the slide or hang on the side of the slide. No woodchips or toys on the slide or climber.
6. Chalk is to be used on the fence only. No chalk on the building, playground toys or picnic tables.
7. Trucks stay on the south end of the playground. When small groups of children (10 or less) the trucks can go around the yard.
8. A child is never allowed to go outside the playground to get a ball or toy unless accompanied by an adult. A group of children will never be left unattended for a teacher to retrieve a toy.
9. Soft balls are for throwing, bouncing, catching and rolling. Sturdy balls are for kicking.
10. The Fun Tunnel can be open for tossing balls into or closed so the children can use hippity hops around the pole. We are looking for ways that the children can have more opportunities to play constructively and creatively. The children can develop games that they agree upon using the Fun Tunnel to enhance their play.
11. The children keep the sand in the sandbox. It is not to be taken to the kitchen set. There is a maximum of four children at a time in the sandbox.
12. The tire will be a garden and the classrooms will take turns planting in it. Please no walking on the tire or in the garden. Please no picking of the plants.
13. The kitchen area toys are to stay in the kitchen area. No sand in the kitchen area. Sand stays in the sandbox.
14. Nothing is to be put around a child's neck such as jump ropes, hula hoops or the stomper straps.
15. The children never open the gate.

**Dale Turner Family YMCA**  
**Chase Lake Elementary Preschool**  
**Illness Policy**

The Chase Lake Elementary Preschool is not equipped with adequate isolation areas and the additional staff required to provide care for ill children. If your child displays any of the following diseases or symptoms, you will be required to obtain alternative care.

Any communicable diseases\* such as but not limited to:

- Chicken Pox
- Haemophilus Influenza Type b (HIB)
- Hepatitis Type A
- Impetigo
- Measles
- Meningitis
- Mumps
- Pink Eye
- Scarlet Fever and/or Strep Throat
- Whooping Cough
- Ringworm
- Head Lice and/or Scabies (child and their environment must be treated before returning to school)

\* Parents are required to inform the child care center anytime their child has a communicable disease.

Any illness, which requires home care and a possible doctor's visit:

- Fever – 101° and above
- Diarrhea – three or more watery stools in a 24 hour period
- Rash – must be diagnosed as communicable or non-communicable by a nurse or doctor
- Earache – when the child is in pain and unable to participate in the total program
- Colds – smelly discharge from the nose that is some color other than clear or yellow, persistent sneezing, coughing or nose running so that the child is too ill to participate in the total program
- Coughs – excessive coughing, which leads to gagging, discharging excessive amounts of phlegm and the child's inability to participate in the total program
- Eye Drainage –thick mucous and pus draining from the eye
- Vomiting – two or more times in 24 hours
- Flu – fever, chills, cough, sore throat, aching muscles

When your child is well enough to return to school, he/she must be able to participate in the total program including the outdoor play time.

**Dale Turner Family YMCA  
Chase Lake Elementary Preschool  
Parental Alert  
Life Threatening Nut Allergy**

**Your attention could make the difference between life and death.**

Dear Parent,

We are writing to inform you that a child at school or in the child care program has a life-threatening allergy to nuts. If the child is exposed to nuts in any form (even trace amounts) the child may experience a type of shock called anaphylaxis. Anaphylaxis is a reaction that affects the entire body and can result in the child not being able to breathe and their heart stopping. Because of the severity of the reaction, a syringe of medication (epinephrine) must be given immediately and 911 called for help. Staff has been trained to recognize and respond to signs of this reaction, but we need your help.

Strict avoidance is the only way to prevent this type of reaction. The safest environment is one where there are no nuts of any kind in the classroom. To achieve a nut-free environment, we need everyone's help. Another child bringing a nut-containing food, such as a peanut butter sandwich, poses a huge risk for the child with the allergy. In fact, even the vapors from the peanut butter can cause a sensitive child to have a reaction. There are traces of nuts (peanuts, etc.) and nut oils in many foods. Please check the labels on foods and do not send any food containing, nuts, or nut oils of any kind to school. If you bring in foods for special events or class parties, bring only commercially prepared food (no home-prepared food, please!) in the original packaging. The person in charge of the site must check all food labels **before** the package is opened. If there is any question as to the safety of the ingredients, the food may not be served.

We realize this request may cause you an inconvenience and we are sorry for this. We appreciate your help and understanding as we attempt to create the safest possible environment for our students.

Thanks again for your help in this matter. Please contact your child's teacher if you have any questions.

Sincerely,

**Shalana**

Shalana Wagner  
Program Supervisor

**Dale Turner Family YMCA**  
**Chase Lake Elementary Preschool**  
**PEANUT FREE LUNCHES**

**Peanut Free lunch Ideas**

Source: Community Health Services Department ([www.lambtonhealth.on.ca](http://www.lambtonhealth.on.ca))

Another good website is [www.del.wa.gov](http://www.del.wa.gov)

**Grain Products:**

- Bread – whole wheat, rye, cracked wheat, oatmeal or pumpernickel, bagels, rolls, English muffins, muffins, pita bread, bread sticks
- Leftover pasta
- Crackers

**Vegetables and Fruit**

- Fruit – fresh, canned in own juice, dried, juice
- Vegetables – sticks with dip (dressing or pizza sauce), juice

**Milk Products**

- 2%, 1%, fat free, soy, yogurt
- Cheeses – slices, string, stick, cream or cottage

**Meats and Alternatives**

- Hard boiled egg, chick peas, refried beans, leftover chicken leg, cold meatloaf, cold cuts, leftover pizza, baked beans, hummus, tuna
- In a thermos – hot chili, stew, soup, macaroni and cheese, spaghetti

**Sample Peanut Butter-less Menus**

- sliced meat, cheese and lettuce in a pita  
carrot sticks  
orange slices  
milk
- cold hard boiled egg  
celery stuffed with cream cheese  
raisin bran muffin  
milk pudding  
fruit juice
- crackers with cheese slices and sliced cold cuts  
cucumber slices  
canned fruit  
milk
- leftover pizza slice  
green pepper rings  
yogurt  
fruit juice
- leftover spaghetti with meat sauce in a thermos  
vegetables and dip  
fresh fruit  
milk

**Other Options:**

Yogurt mixed with fruit, pudding, any fresh fruit, cheese and crackers, whole grain cereal, whole grain muffin, popcorn, vegetables with dip, sliced meat wrapped around cheese sticks, mini pitas stuffed with cheese or hummus.

## Dale Turner Family YMCA Chase Lake Elementary Preschool

Please pack the food safely:

- ✓ use a wide-mouth thermos to keep milk cold and foods like chili and pasta hot
- ✓ to keep food cold, use frozen juice boxes, frozen bread for sandwiches and an insulated lunch bag
- ✓ sandwiches made the night before will stay colder longer than those made in the morning

### **Peanut-free Back to School Lunches**

Source: Coninne Finnie-Chapin, Community Nutritionist and Freelance Writer

Website: [www.practicalnutrition.ca](http://www.practicalnutrition.ca)

With the increasing awareness of food allergies, some school divisions are deeming their schools to be a “peanut-free zone”. This comes with great reason. Systemic reactions to peanuts and their derivatives can seriously harm and more often than we would like to see, can be fatal. Some parents may feel frustration over having to eliminate peanut butter, granola bars and other snacks from their children’s school lunches. However, with compassion, understanding of how deadly anaphylaxis can be and some other great lunch ideas – those parents with allergenic children can breath easier while watching their child grow up.

Lunch Ideas:

- whole wheat crackers, cheese strings, with ham, bologna or turkey
- cold mini pizzas
- wraps of all kinds
- veggies with dressing
- fun sandwiches – use a large cookie cutter in various shapes for a change
- mixed medley containers: raisins, mini pretzels, Goldfish crackers in one container; mixed fruit in a second and mixed cheese and crackers or cheese and meat cubes in a third
- soup in a thermos with crackers

The Balancing Act

What is considered a balanced, healthy lunch? Children need a complex carbohydrate (bread, tortillas, crackers, pasta or rice), some protein (cheese, cold cuts, yogurt, milk, chicken, tuna or salmon) and fiber (fruits or vegetables).

Sample Lunches

1. whole grain bread with tuna or salmon  
milk  
fruit
2. whole wheat cracker  
string cheese  
grapes  
box of real juice
3. salad greens  
small package of dressing  
container of meat and cheese chunks

Foods to Avoid

- peanuts and peanut butter
- peanut sauce
- peanut oil
- nuts, mixed nuts
- crackers, cookies, chocolate bars, granola bars, cereal bars and pre-packaged snacks and sweets containing nuts or nut-oils
- puddings containing peanut butter or pistachio nuts
- Nutella, which contains hazelnuts and peanut oil