



PARENT HANDBOOK

2024 - 2025



A Letter to Parents	4
Important Information Before School Begins	5
Dates:	5
Location:	5
Contact and Website Info:	5
Tuition, Drop-in Rates, and Late Payments	6
School Breaks & Camps	6
Forms and Immunizations	7
What To Bring	8
First Day or at the Meet & Greet Sept. 9th.	8
Each Day	8
Lunch & Snacks	9
Covid-19 Precautions & Policy	9
Illness Policy	10
ProCare	11
Signing In & Out	11
Additional Features	11
School Calendar	13
2034	13
2025	14
Calendar Breakdown	15
First Day of School:	15
Last Day of School:	15
Breaks:	15
Holiday Closures:	15
Half Days:	15

School Performance Days: 15

Calendar Breakdown (Continued) 16

For Students: 16

For Parents: 16

Non-Profit Status 17

Tax ID: 17

Fundraising & Donations 17

Hazelwood’s Current Board of Directors 17

BECOME A SUPPORTER 18

The goal of early
childhood education
should be to activate the
child’s own natural
desire to learn.

Maria Montessori

Dear Parents,

Welcome back to Hazelwood or, if you are new to our community, a heartfelt welcome to you! We are thrilled to have the opportunity to be a part of your child's early education journey.

At Hazelwood, we believe that every child is a unique individual, brimming with possibilities and curiosity. Our mission is to foster a nurturing and inclusive environment that encourages each student to explore, learn, and grow at their own pace. As educators and caregivers, we take great pride in creating a safe and stimulating space where children can feel free to express themselves, make new friends, and develop essential skills that will set the foundation for a lifelong love of learning. Our dedicated team of experienced teachers is committed to providing a well-rounded education that encompasses both academic growth and social and emotional development. Through play-based learning and hands-on activities, we aim to spark their creativity, critical thinking, and problem-solving abilities.

Communication and partnership with you are of utmost importance to us. We value your insights, input, and involvement in your child's learning journey, as it truly takes a village to raise a happy and confident child.

As the school year unfolds, we have an exciting array of events and activities planned for both students and parents. I encourage you to check out the calendar in this handbook and keep in mind that we will be adding events as the year goes on.

Should you ever have any questions or need assistance, please do not hesitate to reach out to our office. We are here to support you and your child every step of the way.

Looking forward to another fantastic year!

Jessica Beckwith
Center Director

Important Information Before School Begins

Dates:

- Curriculum Night has been canceled
- Saturday, Sept 7: Student/Teacher Meet and Greet
- Monday, Sept 9: First day of school!

Location: 9140 California Ave SW, 98136. Parking lot entrance off of Barton Ave. Please be aware the parking lot may become busy.

Hours:

- 8:00: Our office opens
- 8:30 to 9:00: Arrival
- 12:45 to 1:00: Half Day pick up
- 3:00 to 4:00: Full Day pick up
- 4:00 to 5:30: After Care

Contact and Website Info:

- Jessica's Direct Line: (253) 670-2995
- Main Office (Admin Desk): (206) 790-6748
- Director Email: jessica@hazelwoodseattle.org
- Admin Email: admin@hazelwoodseattle.org
- Website: hazelwoodseattle.org
- Parent Portal: hazelwoodseattle.org/parent-portal
- Parent Portal Password: ForestKids
- School Wifi: Hazelwood Preschool Password: Forest9140
(We recommend connecting to our wifi for signing in and out)

To inform the school of an absence or if you're running behind, please send us a message on ProCare. If easier, you may text Jessica's direct line 253.670.2995. Feel free to also email the director with all matters.

Tuition, Drop-in Rates, and Late Payments

- Tuition payments are auto-charged for each month **1 WEEK BEFORE** that month begins. For example, your October payment will be taken out of your account on September 24th. There will be no proration of tuition for any days a child participant cannot attend. September tuition is an exception and will be deducted on Tuesday, September 3rd and reflect previously paid deposits, if applicable.
- At any point in the school year that you no longer wish to be enrolled at Hazelwood, please give us 30 days' notice, or you will be responsible for paying for the following month's tuition payment.
- Drop-in Afternoons are \$30/per day. These will be billed separately at the end of each month.
- After-Hours care is \$20/day

All payments are made through our ProCare system. A late fee of \$50 a day will be applied to any payments that were not able to be processed due to insufficient funds unless a prior warning and payment arrangement with the office was made and agreed upon.

School Breaks & Camps

When deciding on the monthly tuition rates, we have gone ahead and deducted the cost of the weeks of February 20-23 and April 8-12 since school will be closed for the Mid-Winter and Spring breaks. However, we will instead be offering optional camps which families may choose to opt back in for. Enrollment for these camps will open in the new year.

If there is space: friends, older siblings, and school alumni up to 7 years of age may also enroll in any camp we offer. Summer Camp enrollment will begin early Spring. Prices for these camps have not yet been decided.

For a full list of holidays and school closures, please see the School Calendar on page 13-16.

Forms and Immunizations

All forms will be sent via ProCare. Before school begins, you will have needed to complete the contract, medication forms (if needed), immunization forms, and provide proof of covid-vaccination. You are responsible for updating the immunization forms each year. We cannot accept children who are not vaccinated unless we receive an official note from a medical office showing that child to be medically exempt. At this time, we do not enroll children who are not vaccinated due to personal preference or religious reasons.

Child Care Vaccines Required Chart for Parents



Instructions: To see which vaccines are required for child care, find your child's age and look at that row going across to find the vaccines and doses needed. Children must meet minimum vaccine intervals and ages to meet the requirements. Please talk to your health care provider or child care provider if you have questions.

	Hepatitis B	DTaP (Diphtheria, Tetanus, Pertussis)	Hib (<i>Haemophilus influenzae</i> type B)	Polio	PCV (Pneumococcal Conjugate)	MMR (Measles, mumps rubella)	Varicella (Chickenpox)
By 3 Months	2 doses	1 dose	1 dose	1 dose	1 dose	Not routinely given before 12 months of age	Not routinely given before 12 months of age
By 5 Months	2 doses	2 doses	2 doses	2 doses	2 doses		
By 7 Months	2 doses	3 doses	2 or 3 doses**	2 doses	3 doses		
By 16 Months	2 doses	3 doses	3 or 4 doses**	2 doses	4 doses**	1 dose	1 dose
By 19 Months	3 doses	4 doses	3 or 4 doses**	3 doses	4 doses**	1 dose	1 dose
By 7 years or preschool/ school entry at ≥ 4 years*	3 doses	5 doses**	Not routinely given to children age 5 years and older	4 doses**	Not routinely given to children age 5 years and older	2 doses	2 doses

*Children attending Preschool-12th grade must meet the immunization requirements for their grade in school.

**Vaccine doses may be acceptable with fewer than listed depending on when they were given.

The Preschool-12th grade requirement chart and additional immunization resources can be found at: www.doh.wa.gov/SCCI
Find information about other important vaccines not required for child care attendance at: www.immunize.org/cdc/schedules.

What To Bring

Please label **ALL** items with their names. We would like to encourage independence, so shoes and other clothing items that your child can put on and off on their own is strongly recommended. Please do not bring them in laced shoes unless they can tie their own shoes.

First Day or at the Meet & Greet Sept. 7th.

1. Extra set of clothes to be kept at the school in a sealed Ziplock bag or tied grocery bag. The bag should include a pair of pants, underwear, shirt, and socks.
2. (If Needed) Any medications listed on the medical release form along with the required forms.

3. (If your child will be napping) A small blanket and optional pillow/comfort item to remain at school
4. Emergency kit (in a clear gallon Ziplock bag with child's name):
 - a. 2/3 food items that expire after June 2023 such as granola bars or fruit pouches.
 - b. (Optional) Note from home/family photo for comfort.
5. Indoor shoes or hard-sole slippers with a back. (Crocs are a perfect option.) These will remain at school for the year. These should not slip off when children move and dance.
6. (If Diapering) A packet of diapers/pull-ups and 2 packets of wipes.
7. Rain gear and rain boots to remain at school for outdoor R.O.O.T.S. days.

Each Day

1. A lunch in a lunchbox or closed bag. Please do not pack breakable containers or containers that are hard for children to open on their own, soda, and gum.
2. A water bottle is recommended but optional since we will have water available at all times.
3. We will be outside a lot, so please equip your child with the proper attire for any weather.
4. Outdoor shoes should be good for running and play. Please no soft-soled, open toed, or flipflop shoes which create a hazard on the playground and woods.

Lunch & Snacks

Please pack a lunch every day. Lunch bags/boxes, food containers, and wrappers should be able to be easily opened by the child. Families need to also supply eating utensils if needed. Water bottles may be brought from home, but it is not required, and water is always offered by the lead teachers throughout the day and at each meal time. Parents should avoid packing sodas, candy, glass containers, and foods that must be kept frozen or heated before eating.

Hazelwood Preschool will be providing a morning and afternoon snack. This snack will include a fruit/vegetable, carb item such as crackers, and protein item such as sliced turkey or cheese.

Please make sure to notify us of any food allergies and note that we are not a nut free school. **The full allergy and food policies are listed in our Policy Handbook.**

Covid-19 Precautions & Policy

Hazelwood takes Covid-19 very seriously. All teachers, staff, substitutes, guest teachers, and volunteers will be expected to be up to date with their covid vaccine and boosters as directed and recommended by the CDC. We will not be policing families, but I hope each family agrees to be mindful of the spreading of the virus when planning family outings. If you do travel or gather in large groups, we ask that you take an at home test before returning to school. In the event that a teacher or classmate contracts the virus, families will be notified. Temporary school closure could happen in the event the virus begins to spread amongst students or teachers. **If anyone in your household becomes exposed to the virus, or shows significant symptoms, please take the proper steps to ensure your child's health before coming to the school as outlined by the CDC. Children will not be allowed to attend if they show notable symptoms such as a fever. They will need to remain home to quarantine for the recommended number of days stated by the CDC at the date of contraction.**

Illness Policy

If a child has any of the following symptoms, they should stay home from school or will be sent home from school if observed by a teacher:

- The illness or condition prevents the child from participating in normal activities
- The illness or condition requires more care and attention than the early learning provider can give
- The required amount of care for the ill child compromises or places at risk the health and safety of other children in care
- A child's illness or condition is a high health risk to other children or staff.

- A fever 101 degrees by any method, and behavior change or other signs and symptoms of illness (including sore throat, earache, headache, rash, vomiting, diarrhea)
- Vomiting two or more times in the previous twenty-four hours
- Diarrhea where stool frequency exceeds two stools above normal per twentyfour hours for that child or whose stool contains more than a drop of blood or mucus
- A rash not associated with heat, diapering, or an allergic reaction
- Open sores or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling
- Lice, ringworm, or scabies. Individuals with head lice, ringworm, or scabies must be excluded from the childcare premises beginning from the end of the day the head lice, ringworm, or scabies was discovered. The child can return after receiving treatment
- A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness

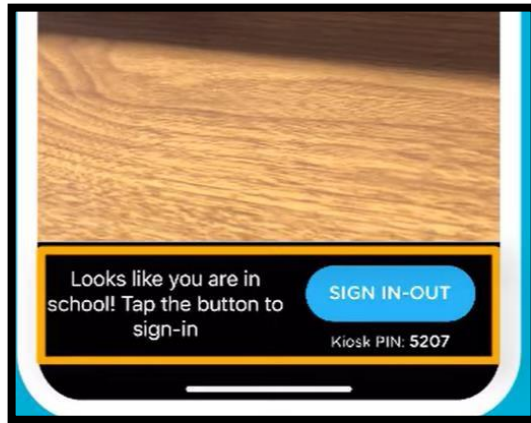
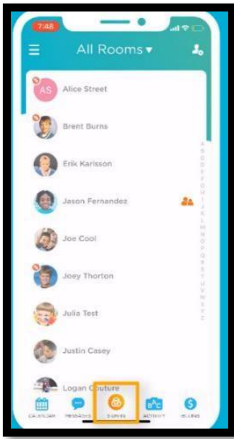
To return to school, the child must meet one of the following requirements:

- Be symptom free for 24 hours
- Have a doctor's note stating they are not contagious and fine to return to school
 - Have begun an antibiotic treatment

ProCare

Signing In & Out

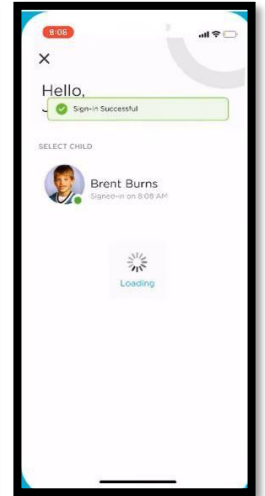
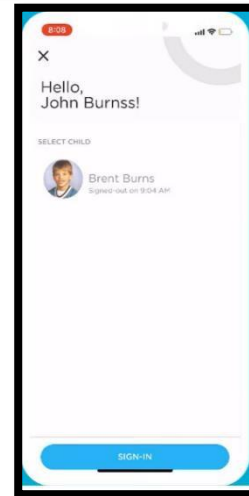
Whomever is dropping off and picking up must have the ProCare app downloaded and ready. One option to sign in is based off of the GPS locator that is activated when you are near the school. Simply open your app, find the QR code scan button, and if you are in range, tap the SIGN IN-OUT button to skip the QR scan and you are all set! Take a look at these images- your steps are indicated in the yellow squares:



If the app does not pick up your location, there is a QR code by the classroom doors that you can scan and sign your child in that way, or just enter your pin. Do not hesitate to ask a staff member if you need help navigating this process or help finding your pin number. You will follow the same steps to sign out as well.

Additional Features

- Communicating with the office
- Viewing upcoming or past payments
- Updating your child's information
- Updating who may pick up your child
- Sending and receiving documents
- Viewing incident reports
- Viewing the snack menu



School Calendar

Some events may be added, canceled, or rescheduled throughout the year

2024

September 7	Meet Your Teacher Day (10-11:30)
September 9	First Day of School
September 27	Parent Coffee & Pastry Breakfast (8:30-9:30 In School Office)
October 4	Show & Tell
October 5	Parent Date Night (fundraiser, student movie night at school 5-7:30)
October 31	School Halloween Party
November 1	Show & Tell
November 1	Parent Date Night (fundraiser, student movie night at school 5-7:30)
November 11	Veterans Day Observed (No School)
November 27	Half Day
November 28-29	Thanksgiving & Native American Heritage Day (No School)
December 2-6	Parent/Teacher Conferences (During the Day)
December 6	Show & Tell
December 6	Parent Date Night (fundraiser, student movie night at school 5-7:30)
December 13	Parent Coffee & Pastry Breakfast (8:30-9:30 In School Office)
December 20	Winter Performance & Potluck Party (11:30-1:30, Half Day)
Dec 23-Jan 1	Winter Break (No School)

2025

January 2	Back in Session
January 3	Show & Tell
January 4	Parent Date Night (fundraiser, student movie night at school 5-7:30)
January 20	Martin Luther King Jr. Day (No School)
February 7	Show & Tell
February 7	Parent Date Night (fundraiser, student movie night at school 5-7:30)
February 17-21	Mid-Winter Break, Including Presidents Day (No School)
February 18-21	Mid-Winter Break Camp (still closed Monday)
March 7	Show & Tell
March 7	Parent Coffee & Pastry Breakfast (8:30-9:30 In School Office)
March 8	Parent Date Night (fundraiser, student movie night at school 5-7:30)
April 4	Show & Tell
April 5	Parent Date Night (fundraiser, student movie night at school 5-7:30)
April 11	Spring Performance & Potluck Party (11:30-1:30, Half Day)
April 14-18	Spring Break (No School)
April 8-12	Spring Break Camp (camp fee not included in tuition)
April 28-May 2	Parent/Teacher Conferences (During the Day)
May 2	Show & Tell
May 2	Parent Date Night (fundraiser, student movie night at school 5-7:30)
May 5-9	Teacher Appreciation Week
May 26	Memorial Day (No School)
June 6	Show & Tell
June 6	Parent Coffee & Pastry Breakfast (8:30-9:30 In School Office)
June 7	Parent Date Night (fundraiser, student movie night at school 5-7:30)
June 19	Juneteenth (No School)
June 27	Last Day of School, Performance, & Potluck Party (11:30-1:30, Half Day)
Jun 30-Jul 4	School Closed for The Holiday and Routine Maintenance/Deep Cleaning
July 7	Summer Camps Begin!

Calendar Breakdown

First Day of School: September 9TH, 2024

Last Day of School: June 27th, 2025

Breaks:

- December 23-January 3, 2025 Winter Break
- February 17-21 Mid-Winter Break
- April 14-18 Spring Break

Holiday Closures:

- November 11 Veterans Day
- November 28-29 Thanksgiving Day & Native American Heritage Day
- January 20 Martin Luther King Jr. Day
- May 26 Memorial Day
- June 19 Juneteenth

Half Days:

- November 27 (Day Before Thanksgiving)
- December 20 (Day Before Winter Break)
- April 11 (Day Before Spring Break)
- June 27 (Last Day of School)

School Performance Days (11:30-1:30):

- December 20 (Day Before Winter Break)
- April 11 (Day Before Spring Break)
- June 27 (Last Day of School)

Calendar Breakdown (Continued)

For Students:

- September 7 Meet Your Teacher Day (10-11:30)
- October 31 School Halloween Party
- First Friday of Every Month (October -June) Show & Tell

For Parents:

- September 27 Parent Coffee & Pastry Breakfast (8:30-9:30 In School Office)
- October 5 Parent Date Night (fundraiser, students watch a movie at school 5-7:30)
- November 1 Parent Date Night (fundraiser, students watch a movie at school 5-7:30)
- December 2-6 Parent/Teacher Conferences (During the Day)
- December 6 Parent Date Night (fundraiser, students watch a movie at school 5-7:30)
- December 13 Parent Coffee & Pastry Breakfast (8:30-9:30 In School Office)
- January 4 Parent Date Night (fundraiser, students watch a movie at school 5-7:30)
- February 7 Parent Date Night (fundraiser, students watch a movie at school 5-7:30)
- March 7 Parent Coffee & Pastry Breakfast (8:30-9:30 In School Office)
- March 8 Parent Date Night (fundraiser, students watch a movie at school 5-7:30)
- April 5 Parent Date Night (fundraiser, students watch a movie at school 5-7:30)
- April 28-May 2 Parent/Teacher Conferences (During the Day)
- May 2 Parent Date Night (fundraiser, students watch a movie at school 5-7:30)
- June 6 Parent Coffee Breakfast (8:30-9:30 In School Office)
- June 7 Parent Date Night (fundraiser, students watch a movie at school 5-7:30)

Non-Profit Status

Tax ID: 88-1358292

Fundraising & Donations

Hazelwood Preschool is a 501(c)(3) non-profit. Through fundraising, donations, and grants, we raise money to support a scholarship fund that aims to assist families in need. We want our school to reflect the community we are in and we believe strongly that every family deserves access to childcare. Donations will also be helping our Parent Support classes which are free to those who are enrolled. These classes aim to build community amongst our families and grant access to various professionals in the childhood and family fields such as therapists, phycologist, mindfulness instructors, etc. Throughout the year, you will be notified up upcoming classes to sign up for.

Hazelwood's Current Board of Directors

Contact: board@hazelwoodseattle.org

BECOME A SUPPORTER

For more information, please visit: hazelwoodseattle.org/support

If you wish to support our program, there are several ways:



Become a one-time or reoccurring donor through PayPal at [Paypal.me/hazelwoodpreschool](https://paypal.me/hazelwoodpreschool)



Attend our fundraising events such as Parents' Night Out



Volunteer as a chaperone or class helper