



Welcome to the Preschool/Pre-K Room!

We know that this is a critical time of development for your child, and we understand that this transition into a new school or room may be a significant and exciting change for your family. The Preschool and Pre-K programs offer children a warm, nurturing, and stimulating environment. Teachers place particular emphasis on assisting children's social and emotional growth while providing support for cognitive, language, and physical development. Your child will be encouraged to use self-help skills to strengthen independence and self-esteem in a safe and compassionate environment.

The rooms are divided into centers, which are open during certain parts of the day. These centers are defined by color and allow a designated number of students in each area. Students may choose their centers during "centers" or "choice time." Students rotate centers depending on their interests. These activity areas include dramatic play, design/building, reading, sensory, art, math, and science. Changes to materials and themes happen frequently. The classroom also contains a variety of private spaces that allow children to have a reprieve from the stimulation of the classroom or to engage with one or two friends (with teacher supervision).

Since your child constantly moves, the outside playground is offered as much as possible to provide an outlet for that energy. We will spend at least 30 minutes to 1 hour outside twice daily, regardless of the weather, and play at our playground. Please help us ensure that your child wears appropriate clothing for the weather, rain or shine. Please also make sure that at least one extra change of clothing is available at the school; this includes shirt(s), pant(s), underwear, and socks, and replenish the extra change of clothes each time they are utilized. In addition to the outdoor areas, all rooms of the school utilize an indoor gym for gross motor movement; the indoor gym is an additional way to support those developing muscles and burn off energy.

At this stage of development, children will become increasingly independent and communicative, as they can convey what they want, need, and feel; however, they are still learning to cooperate, negotiate, and get along with their peers. The teachers are available to facilitate these interactions between students as they practice their social skills in a safe and positive environment. If behaviors of concern arise, parents will be informed, and we will work collaboratively to modify the behavior (Please see parent handbook for additional information on enrollment and "behaviors of concern").

Drop Off

Unless signed up for the early drop-off option, drop-off begins at 8:30 am; those not signed up for early drop-off are prohibited from entering the classroom until 8:30 am. If during the application process, you requested the early drop-off option, please contact the Director to ensure there is room available, as space for early drop-off is limited and not guaranteed. Please use the drop-off area to place belongings into your child's assigned cubby and let your child know you will see them after school. A teacher will be present to help your child transition to a morning activity. Children will remove shoes independently or with your help and change into their "inside shoes." A teacher will be available to help with shoes upon request.

When you are ready to leave your child at the center, it's best to be confident and positive, telling them that you love them and will be back soon. Then go. Even though your child may cry and cling, over time, they will feel more comfortable with your leaving if you model confidence. Allowing us to redirect and soothe your child in your absence enables us to develop deep connections and build your child's trust. If your child is showing distress and you would like to soothe them, please utilize the hallway or cubby area until you are ready to have your child transition into the classroom independently. Once in our care, our caregivers and instructors will be available to help your child cope with your leaving.

Circle time starts between 9:00 am and 9:15 am. Circle time is an important part of our day, and we ask that children arrive by 9:00 am to participate to the fullest extent in circle time. If you arrive after 10 am or your child will be absent, please inform the classroom via the Brightwheel app. The classroom may be outside at any given time. If the classroom is unoccupied when you drop off, please connect with the office or reception so that an administrator can safely unite your child with their classroom.

Parental Involvement

We value home and school collaboration and strive to provide many opportunities for parents to be a part of our school community! Volunteering is one of the easiest opportunities to bridge the home and school connection. Available volunteer opportunities will be provided in the newsletters. In general, a teacher will work with you directly to establish the best times and methods for volunteering to limit disruption and to best support the classroom. Parents who volunteer in the classroom or on field trips may need to complete a background check through the Department of Children, Youth, and Families (see below).

Background Checks

Our licensing entity, the DCYF, requires background checks on all of our employees, as well as volunteers that have direct access to children of the center. Per our policy, parents wishing to volunteer or participate in the classroom will have submitted and cleared a background check.

In order to begin the background check process, you will need to first create a STARS ID number with your name, address, etc. Understand the background check process here: <https://www.dcyf.wa.gov/services/early-learning-providers/background-checks>

We appreciate your efforts to help keep our kids safe!

Expectations for the Preschool & Pre-K Rooms

The child shows competence with:

- Following three-part instructions (e.g. Let's take off our coats, grab a book, and have a seat on the rug")
- Negotiates conflicts with words/Asks for help
- Cooperates with other children
- Answers simple questions
- Uses classroom tools appropriately with and without assistance (e.g., picking out a puzzle and attempting to put the pieces together)
- Shows interest in interactive games and activities
- Sits/participates/engages in content learning periods of up to 10 minutes throughout the day
- Sorting/classifying objects
- Counts and understands the concept of counting
- Walks up and down stairs, alternating feet
- Dresses and undresses independently or with light help/supervision
- Independently taking care of bathroom needs

***Please note these expectations are meant to be guidelines for those entering and transition periods are expected.**

Please provide us with:

- Any prescription medication in its original container and labeled with your child's first and last name. Medication that needs refrigeration will be kept in our refrigerator. Any medicine sent to school must also be sent with a completed medication form which you can receive by request as needed.
- We provide lunch and snacks for all children in our program, as well as breakfast for those in our care for early drop-off. If you elect to send your child's lunch, please be sure it includes protein, fruit or vegetable, and grain items (please see parent handbook for State requirements).
- A daycare sleeping sack ([example](#)) with elastic corners and a small comfort item for rest time (optional)
- Weather-appropriate attire. Please label all clothing with your child's name/initials- we are not responsible for lost or damaged items.
- A rain suit or rain pants labeled with your child's name
- At least one **complete** change of clothes to include pants, shirt, underwear, and socks

- A pair of easy on/off hard-soled or rubber-soled "inside shoes" or slippers (e.g., Crocs) to be worn and left at the school.
- An age-appropriate child water bottle (will be sent home to wash each evening and bring back to school).
- Please provide any information that may help us provide the best possible learning environment for your child. This might include possible allergies, changes in the home routine, or any other big changes at home.
- **Please leave home** all toys (with the exception of an elective nap/rest comfort item), as they can create issues in the classroom. Your child will have the opportunity, once per week, to bring in an item to share during Sharing Time. Children will be provided with a sharing pouch and given a scheduled day to bring an item with them to school. We ask that you please leave home anything valuable, fragile, or that has a toy weapon – we pride ourselves in being a peaceful classroom.

Rest Time

We are required by licensing regulations to offer a supervised daily rest period for all preschool-aged children who are in care for more than six hours per day or who demonstrate a need for rest. Our observations show that most children still benefit from a consistent rest period at school, given the high level of engagement and stimulation throughout the day. A quiet, restful break supports their physical and emotional well-being and helps them stay regulated into the afternoon. Though we completely understand that some children may no longer nap at home, and that a full nap at school can sometimes lead to challenges with bedtime, we are required to offer a period of rest for all children in our care. For families who wish to limit nap duration, we will do our best to gently wake children early. That said, if a child continues to show signs of needing sleep—such as difficulty waking, becoming upset when stirred, or returning to sleep—we will prioritize their rest while gradually increasing natural stimulation in the environment (e.g., opening blinds, adjusting music, or removing blankets) to help them wake more gently and comfortably. Out of respect for each child's individual needs and as a general policy, we do not use force or use disruptive methods to wake a sleeping child.

Important Note:

Effective communication between teachers and parents helps to create a strong foundation between a child's home and school. Also, active involvement by parents has shown to improve behavior, as well as enhance education. Cedar School may be one of your child's first school experiences. We want to encourage you to talk to us about your child regularly and read the correspondence via the parent app and monthly newsletters. Ask your child questions about the theme and activities. When possible, please inform us of days off your child will have ahead of time.

We use the Brightwheel app for communication and documentation. In general, families will receive two observations of their child accompanied by photo and/or video documentation daily. This may increase depending on the classroom size and time availability of the teachers; the teachers' priority remains on being present for the children.

If you have any concerns about your child's health, allergies, or overall well-being, please discuss them with the teachers directly; we are here to ensure your family's experience at Cedar School is positive, supportive, rewarding, and exceptional.



Volunteer Form (Optional)

Would you like to be a volunteer for your child's classroom? You may be surprised at the different opportunities available. Please check the areas where you'd be able to assist and return this form to school. A teacher will work with you directly to establish the best times for volunteering in order to limit disruption and best support the classroom.

Thank you!

I would like to donate my time in the following ways:

☐ Art prep (off-site)

*Supplies for this will be provided

☐ Chaperone neighborhood walks and/or field trips or at assigned times in the classroom
(background check required)

☐ Share a hobby, interest, skill, or profession with the class for a special event
(background check may be required)

☐ Work on games, displays, or puppets for the classroom (off-site) per teacher instructions

☐ Collect things for classroom use (pictures, paper towel rolls, glass jars, etc.) per teacher's request

☐ Room Representative: Organize communication and meetings for parents (off-site and independently from the school; e.g., parents' night, book club, family activities, and gatherings, etc.)

Your name: _____ Child's name: _____