

Blossoming Buds Preschool General Information

All Programs: PLEASE READ EVERYTHING!

Updated: August 8, 2021

Please keep the following information in your BBP file.

Enrolling at Blossoming Buds Preschool

- A. We offer a 10% discount on your second enrollee when siblings attend during the same year.
- B. All students in our Buds program and Pre-K must be potty-trained.
 - a. Sprouts who are not potty trained must pay an extra fee of \$45/month. We supply everything.
- C. Tuition is paid from September through June. Tuition is pro-rated.
- D. Blossoming Buds does not reimburse money for days/weeks missed regarding sickness, holidays, etc. If your child misses a lot of school towards the end of the school year, you must still pay for the days/weeks/months missed. If you decide to un-enroll your student, you will also be losing your spot for the following school year.
- E. If your child does not graduate/complete our pre-K program, your siblings do not get sibling priority.
- F. We ask to be paid on the 15th of the month - this is prepayment. There is a 10-day grace period before a \$5.00 late fee per day is added. You are responsible for adding the late charges into your payment, or you will be charged the following month.
- G. There will be a \$5.00 charge for the first 10 minutes late at pick-up, a dollar for every minute after the first 10 minutes. This late charge will be added to your bill the following month. Please see the example "Late Pick-up Form" at the end of this packet.
 - a. We will allow one free pass for picking up late. After that, we will strictly enforce our policy.
 - b. Please note: if we notice a student being picked up late consistently up to the 10-minute grace period, we have the right to start charging \$1 after the first minute late after the 12:45 pm pick-up time.
- H. A lot of families find it helpful to set up automatic bill pay through their bank.
- I. Returned checks will result in a \$25.00 service fee.
- J. Through the school year, if you ever decide to give up your spot, we need a 30-day notice, or there will be no tuition refund.
- K. We require all students to have their Immunization Records on file at school. Please get in touch with your doctor for a copy.
- L. Rates and fees will be re-evaluated each year.

Blossoming Buds' Parking Plan and Drop-off/Pick-up Regulations VERY IMPORTANT

It is a goal at BBP to get the school day started as smoothly as possible. If you are new to BBP, please rest assured that our staff can assist with any separation anxiety. The quicker the drop-off, the better the children do throughout the day. Adults will not be allowed in the preschool at any time. For our new students, please feel free to come by on the weekend and show your students where the front door is and how drop-off will look.

** Valet service will start mid-September

We have **Blossoming Buds Valet Service** to help with the morning unload so you can quickly get on with your day. The driveway and the load/unload zone in front of the school will be for valet service unloading only, not for parking. We will have two staff members outside from 8:45 am (**Pre-K only**)- 9:15 am to assist with unloading students. Please drive past the school and flip around at University View Pl NE if the valet area is full. Then wait on the east side of 35th Ave. NE for the next valet spot to open. This will help with congestion that can happen on NE 47th St.

****Please note it is now illegal to turn left or make a U-turn at NE 47th Pl coming south on 35th Ave. NE. If you like to park to walk your child to the front door, please turn onto NE 50th St and come down 36th Ave. NE to find parking around the school. Watch your speed on 36th Ave. NE.**

****Families with siblings at BBP: If you have a student in the Pre-K and a younger program, you may drop off at 8:45 am, and your younger child can wait quietly inside until 9:00 am with a staff member**

No Parking Areas

Please do not block the fire hydrant on 35th Ave. NE behind our load/unload zone. Please be respectful to our neighbors and do not block their driveways for any amount of time. Please do not park in front of the stop sign and, of course, no parking in the morning in our load-un-load area.

Parking Areas

- East side of 35th Ave. NE.
- Southside of NE 47th Street between 35th Ave. NE and 36th Ave. NE
- North side of NE 47th Street between 35th Ave. NE and 36th Ave. NE. Past 36th Ave. NE Along NE 47th Street (please note: you will see a couple of no parking signs, but that is only for Husky game days.)
- 36th Ave. NE has many parking places available during drop-off and pick-up times.

Please share this information with anyone other than yourself that may be dropping off or picking up. If everyone follows our parking plan, it will make BBP drop-off and pick-up run smoothly. We are more than happy to give you a couple of extra copies of this information to share with others.

Please note our neighbors have our contact information and do call us to let us know when cars aren't following our rules. We ask them to give us the make and model of the vehicle and license plate number, if possible. Our neighbors have always been great to us, so we want to make sure we are not disturbing them anyway. We appreciate your cooperation.

Health Policies: Safety Measures and Protocols- please refer to our Covid and Illness Protocol Guidelines

Medication

- Please bring the labeled medication with the dosage, and we will make sure to give the child the right amount at the right time.

Important General Information

Meals/Water:

- Each student needs to bring a **full** water bottle each day
- Each student needs to bring their snack labeled in a different bag
 - We will not do the snack donations this year
- Each student needs to bring their lunch each day
 - Please try to provide a lunch and containers the kids can open/close all on their own

Lunch Guidance

Like mentioned, each student will be responsible for bringing their lunch each day. Please make sure this is a sensible, well-balanced meal that is suitable for a growing child. They may have one sugary item in their lunch, such as fruit roll-up, one piece of small candy, one regular-sized cookie, or a few tiny cookies, etc. Please use your best judgment. ****We are a nut and peanut-free school ****please provide all utensils.

Clothing/Shoes/Backpack

Please make sure your child comes prepared in the appropriate attire every day. We will be doing arts and crafts and other activities that may cause them to get soiled. Blossoming Buds is not responsible for any clothing that gets damaged. Also, be aware of the weather and dress them accordingly. We highly suggest leaving an extra outfit and underwear at school in case of an accident. Put the **extra clothing** in a Glad-lock bag with their name on it, and we will keep it in the bathroom on a shelf.

If your student has a bowel accident at school that saturates their underwear, we throw it away for sanitation. If you would like us to save the underwear, please let us know. Please note: we do not rinse them out before sending them home.

To help keep the school as clean as possible, we are a shoes-off facility. We highly advise the students to keep a pair of their favorite **cozy slippers** in their cubby to wear while they are at school. A pair with rubberized soles would be helpful on the hardwood floors and for fire/earthquake drills. The Pre-K students are to take off their shoes and put them in the basket provided before going upstairs to their classroom. Thank you so much, as this will help keep our school clean.

To keep our routine on schedule, please do not put your children in tie shoes unless they can tie them independently.

*** All students must bring a school bag or a backpack that can fit all belongings they bring to school. This will help us stay organized, and it will help with safety going up and down the stairs.**

Outside Play

We understand the importance of kids spending time outside, especially with Covid-19. It is our goal to go out to play every day. On the days that are raining “cats and dogs,” we will stay inside and use our gross motor skills through dance, bean bag tossing, games, etc. Please dress your kids accordingly.

Staffing (Very Important)

Blossoming Buds Preschool will have four people on staff always, including two teachers and two teacher assistants. The ratio will be 6-7:1. The families must understand that your teaching staff cannot care for your children outside of Blossoming Buds. We want all the children to be treated equally. Please respect our policies and abide by them.

Toys/Special Items

We highly recommend the children to bring a toy/book from home if they would like. We will have a “Sharing Time” once a week, giving the child the opportunity to get in front of a group to speak and to feel good about something they own. This toy/book must be safe for everyone to play with. The child may also bring something very special that they don’t want to be passed around. If this is the case, we will keep the item locked up before and after “Sharing Time.” We do not allow any weapons or anything that may offend others to be determined at the instructor’s discretion. Blossoming Buds is not responsible for any toys/books that are lost or broken. Please keep tabs on what your child brings, so we will know what needs to go home each day.

Social Media

Blossoming Buds now has an Instagram account! This is a private account the teachers will use to post pictures of things we've done in the classroom each week. We will post 1-4 pictures per week. Only people approved by Tristan will be able to follow and view the pictures. These people include BBP family members, past BBP family members, past BBP students, BBP staff, and past BBP staff. We will not be '#' any pictures which would make certain pictures public. Please follow us to get a little window into our world in the classroom!

To follow our Instagram, search on your Instagram account **blossomingbudspreschool**

Birthdays

We know it is hard to have a child's birthday in the middle of the week when the parents must work. Don't worry; we will celebrate the child's birthday at Blossoming Buds. When a child has a birthday, they will be the "star" of the day. This means they get to help their teacher make choices on what they do during the day. The birthday child will also be allowed to wear a special hat. The parents are encouraged to bring a picture of the child on each birthday of their life (baby-now). These pictures will be shared with the group during circle time. The parents are also responsible for bringing treats if you choose to. Please bring "mini" cupcakes that can be found at PCC, QFC, or Whole Foods. Store-bought and sealed items only. Please ask Kelly to make sure the treat is safe with children's allergies and religion. All treats are to be **brought to school at drop-off**. We will be sure to make the day a very special day for the "star."

Discipline

Every child will be disciplined in the same manner. We want to teach the children to work well with others and become responsible for their behavior. Blossoming Buds encourages the student always to make the right choice. If a child chooses not to make the right choices, we will give them two options to curb the behavior. The choices will usually be along the lines of 1) having some time to themselves away from the other children to think about their behavior or 2) realizing what they did wrong and moving on. The actions we take will always be depending on the severity of the behavior. If the behavior persists, their teacher and the child will meet about what they can do together to solve the problem. If the problem persists, which we never anticipate, we will call the parents and go from there.

Communication

We like to stay connected with the families of our school. You can always contact your teachers via email or phone and can expect a response within a day. We will send most of our school memos over email and print them out if you would like a paper copy. We advise the families to check their email every morning before school.

We send out a newsletter every month to keep you posted on important dates, inform you about what we are learning, and any other business regarding the school. We also send out an email every Sunday about what the kids will be doing during the week.

Each class will have a parent-teacher conference in December or January. Please refer to your BBP Holiday and Event Schedule for the date. At this conference, you will receive a progress report of how your student is doing at school. You will also receive a report in the spring. Before or after the parent-teacher conference, important information will be communicated to you via email or phone call.

Calling the School during School Hours

Because we are so busy during the school day, we do not always answer the phone during school hours. If we notice on caller ID that it is a student's parent, we will do our best to answer it. If you call from your cell

phone, we have no way of knowing who is calling, so please let it go to voice mail once and then **hang up and call right back**. That is our way of knowing it is a family member who has important information before the school day. If you leave a message, we do not check them until after the school day.

Snow/Weather Closure

We make our own snow closure decisions based on the safety of the roads around the school. We put into consideration what elementary schools are doing around the area. If they have a 1-2 hour delay, we will most likely have school. If we miss 3-5 days of school, we will make up these days by adding extra hours to our school day. Days over 5 (combining all programs) will not be made up. You will be updated via email on any closures.

Earthquake/Fire Procedure

Safety is #1 at BBP! We will conduct a fire/earthquake drill twice a year. If we ever have an earthquake, our staff members will stay with all kids until someone picks them up on their list of people who can pick up your child. We have an emergency kit on each level full of water, granola bars, space blankets, and first aid kits.

Child Abuse Reporting Law Requirements

By law, we must report any indication of child abuse, being emotional, physical, sexual abuse, child neglect, or exploitation. The director, Tristan Christophilis, and our staff have taken classes on child abuse and know the direct signs of any abuse. The director will not hesitate to contact CPS (Child Protection Services) if any signs are visible. Abuse is a significant issue and will be taken very seriously. We are not obligated to inform parents if the police or CPS are notified.

First Day of School Checklist:

Please bring:

- Copy of current immunization
- Signed verification letter that you read our rules and guidelines
- Extra set of clothes in a glad-lock bag with their name on it
- Vinyl school folder (Target or Amazon)
- Full-size backpack
- Water bottle/snack/Lunch
- If your child is in a mask, we need two extras in their backpack

** Your teacher will be in contact about anything program-specific each student will need to bring.

EXAMPLE MEMO:



Blossoming Buds Late Pick-up Policy

Due to our licensing regulations, all our students need to be picked up on time. Thank you for understanding that we must enforce the late pick-up fee as stated below.

Sprouts/Buds- Dismissal time is 1:00 pm. A late pick-up charge of \$5 will be added beginning at 1:09. Each additional minute after 1:09 will add \$1 to your late pick-up charge.

Pre-K- Dismissal time is 12:45 pm. A late pick-up charge of \$5 will be added beginning at 1:04 pm. Each additional minute after 1:04 pm will add \$1 to your late payment.

Late Notice-

_____ was picked up at _____

Please add \$_____ to your next tuition check.

Blossoming Buds Preschool signature

**Please note: if we notice a student consistently being picked up between the 9-minute grace period, this will be documented, and you will be charged after the minutes after our 12:45 pm/1:00 pm pick-up time after three infractions.

Free Pass-

We understand that unforeseen circumstances occur; therefore, we will grant you one free late pass. Below is a copy of your free late pass. Please keep this for your records.

Your free pass was used on: _____

Thank you!

Please bring put this form in your child's folder on the first day of school

Student's name: _____

Program: _____

I have thoroughly read all the rules and guidelines for Blossoming Buds Preschool. I have also shared this information with other family members who may pick up and drop off.

Signature, caregiver #1

Signature, caregiver #2

Signature, caregiver #3

Signature, caregiver #4