



# glory days preschool **handbook** 2023 / 2024



**Main Office:**  
**425.868.5186**  
**22522 NE Inglewood Hill Rd.**  
**Sammamish WA 98074**  
 Preschool Director: Huma Taj  
 425.553.1406  
[humataj@glorydayspreschool.org](mailto:humataj@glorydayspreschool.org)  
[www.glorydayspreschool.org](http://www.glorydayspreschool.org)





# mission statement

Glory Days Preschool strives to encourage children’s social, intellectual, physical, emotional, and spiritual growth in a safe, fun, Godly environment through developmentally appropriate and play-based curriculum.

**Objectives:**

- 1. Teach children about the love of Jesus Christ.
- 2. Encourage the love of learning through hands-on activities, well-planned curriculum, and guidance from our staff.
- 3. Lead children to the knowledge that they are both lovable and capable.

**Goals:**

- 1. Students will leave our school with a beginning foundation of the knowledge of who God is and that God loves them.
- 2. With the use of weekly themes, Bible stories, music, active play, circle time, developmentally appropriate arts/crafts, STEM activities and free choice time, children will develop the skills necessary to thrive in kindergarten and beyond.
- 3. Parents and children will feel supported, loved, and nurtured by staff.

# classes

The school year begins with a parent/child “Meet & Greet” from 10-11am on Tuesday, September 12<sup>th</sup>. This is a time to meet your child’s teacher and see the classroom. The first full day of classes begin on Wednesday, September 13<sup>th</sup>.

Although there are occasional exceptions, we strive for a class size of 12 students and 2 teachers for our younger classes, and 14 students and 2 teachers for our Pre-K classes. All classes meet from 9:15am-12pm. You can extend the day from 12-1pm with Lunch Bunch.

Class Name	Ages	Class Days	Monthly Tuition
Sunray	3-year-olds	Tu/W/Th	\$375
Starlight	3-year-olds	Tu/W/Th	\$375
Rainbow Pre-K	4 and 5-year-olds	M/Tu/W/Th	\$470

Classes are subject to change due to enrollment numbers.



## specialists

We offer a yoga class for all students. Children will participate in a total mind-body workout that combines strengthening and stretching poses with breathing and relaxation. Music, movement, artwork and stories will be used to engage the children.

## tuition

Monthly tuition is invoiced on the 1st day of each month and automatically paid on the 3rd day of each month. The tuition amount is the same each month from September through June. We divide our yearly tuition into 10 equal payments to make it simple and cost effective for families.

All payments are made online using Procure. Payments can be made using debit, credit or ACH. We prefer that you use ACH, as it reduces our billing fees. **Payments that are declined for any reason will result in a \$30 NSF fee.**

**Should a student need to withdraw from Glory Days Preschool during the school year, we ask for a 30-day written notice to the preschool director or coordinator (email is acceptable). Tuition for a current month is non-refundable.** With enough notice, future tuition may be pro-rated. Tuition will not be discounted for days missed (including snow days) while preschool is in session or refunded if a child is withdrawn from the program.

A discount is available for families with more than one child enrolled in the program. Glory Days Preschool has a scholarship program available to support our families. If you are interested in learning how to benefit from or contribute to the scholarship fund, please contact Preschool Coordinator, Korina Meyer at [korinameyer@glorydayspreschool.org](mailto:korinameyer@glorydayspreschool.org)

## office hours

- Parents can direct general questions, feedback and concerns to their child's teacher or to the Glory Days Preschool Director, Huma Taj, at 425.553.1406 or [humataj@glorydayspreschool.org](mailto:humataj@glorydayspreschool.org).
- Questions regarding tuition can be directed to our Preschool Coordinator, Korina Meyer, at [korinameyer@glorydayspreschool.org](mailto:korinameyer@glorydayspreschool.org).
- The SPC front desk is open Monday through Thursday from 9am-3pm; campus is closed on Fridays.

## visitors

Due to insurance and other liability issues, we are not able to have non-registered family or friends attend class with our students.



# school closures

The SPC campus will be closed for inclement weather when conditions exist that put the safety of children, staff and church attendees at risk. **Glory Days Preschool will be closed when the Lake Washington School District is closed or delayed for any amount of time due to weather. There will not be any makeup snow days, even if the school district adds snow days to the calendar.**

# arrival / departure

Glory Days Preschool classes begin at 9:15am and conclude at 12pm (see map on page 8 for classroom locations). Classroom doors will open when class time is scheduled to begin, so it will not be possible to drop your child off early. For children participating in Lunch Bunch, class will conclude at 1pm.

**For safety reasons, hold tightly to your child's hand whenever you are in the parking lot and never allow them to head to the classroom or car without you. Please do not leave siblings unattended in vehicles while dropping off or picking up your child. We have been advised that parents could be ticketed for this. Please park in marked stalls only and do not park in our accessible parking spaces unless you have a permit. Please leave your pets at home. No pets are allowed during school time.**

Please send your child with a backpack each day that contains an extra set of clothes. We also ask that they wear a jacket and closed toe shoes for outdoor playtime. At the conclusion of each class, teachers will dismiss students to parents one at a time. **Please plan to arrive promptly at the conclusion of each class to pick up your child. A \$10 fee will be charged at the five minute late mark and for every five minutes thereafter.** Please update your child's record in the Procure App if your child will not be in school for any reason.

# check in / out process

Please make sure to use our touchless system to check in/out your student each school day. It's important that our attendance be accurate daily in case of an emergency. Here are the instructions:

1. Open your Procure mobile app and click the QR code icon in the top right corner.
2. Once the camera opens, scan the QR code posted near the classroom.
3. Once the code is scanned, select the child(ren) to be signed in/out. Once selected, click SIGN-IN.
4. A confirmation message will display when sign-in is successful.

Recommended option for authorized pickups:

1. Open your camera on your mobile device and scan the QR code posted.
2. Enter your 4-digit PIN and click the arrow on the keypad. Please note: If you do not know your PIN, this can be found within the mobile app or contact Korina Meyer at the front desk of Building C.
3. Once the code is scanned, select the children to be signed in/out. Once selected, click SIGN-IN.
4. A confirmation message will display when sign-in is successful.

If you have internet issues, you can use the SPC Guest Wireless Access -

**SSID:** SPCGuest

**Password:** Christ.Mission.Family



# lunch bunch

This is an opportunity for students to add an extra hour to their preschool day, eat lunch with friends and enjoy additional play time. Here are the details:

- **Fees:** The fee for each lunch bunch is \$10.00 per day.
- **Billing:** On the first of each month, you will receive an invoice for the prior month with the number of days your child stayed. You will see one payment for both tuition and lunch bunch on the 3rd of the month.
- **Dates Offered:** Lunch Bunch starts on September 18<sup>th</sup> and will not meet on the days when we have field trips, staff meetings, or special events. Please check the monthly calendar for your class to note specific dates.
- **Lunch:** Parents send a packed lunch with their student. We strive to be a nut-free campus; DO NOT send anything with peanuts, peanut butter or nut products.
- **Check-In/Out:** Our teachers will know your child is staying for lunch based on you sending a lunchbox. On Lunch Bunch days you will check your child in as usual using the QR code. At noon the teachers will check your child out of regular class and into the lunch bunch class. When you pick up at 1:00 you will be checking your child out of the lunch bunch class. Please be sure to pick up promptly at 1:00, one hour past the standard class dismissal time.

## glory kids! *Glory Kid of the Day/Snack Provider*

At Glory Days Preschool, we strive to make each child feel special. One way we achieve this is by assigning each child a turn at being our “Glory Kid” of the day. Each child will have the opportunity to be a Glory Kid several times throughout the school year. A Glory Kid may lead the line, help with the calendar, check the weather or be given other special assignments that are age-appropriate.

The Glory Kid will also be our snack provider for that day. Your child’s assigned days will be noted on the monthly classroom calendar. Please notify your child’s teacher if you are unable to bring snacks on your assigned days.

**REMEMBER:** Glory Days Preschool strives to be a **peanut-free and nut-free** campus. This applies to ALL snacks and lunches. Please check ingredients to ensure there are NO peanuts, nuts or peanut/nut by-products in the foods you are choosing. This is a critical health issue for students with nut allergies.

On your assigned day, please plan to bring a healthy snack for the entire class. Below are suggestions:

- Veggie sticks (carrots)
- Fruit (apple slices)
- Cheese (string or slices)
- Dried fruit (raisins)
- Crackers (check for nuts)
- Rice cakes or breads (check for nuts)

Keep snacks simple, maybe two items.

Each day please send your child with a labeled water bottle. On or near your child’s birthday, your child can expect to be a Glory Kid. On these occasions, children may bring special snacks, such as muffins, cookies, rice crispy treats, etc.



# illness / allergy

Maintaining a safe, healthy environment is our highest priority. Glory Days Preschool relies on each family's thoughtful assessment of their child's overall health.

It is essential to keep your child home if he/she exhibits signs of an illness. **If your child exhibits any symptoms of an illness during class, your child may be separated from the rest of the class, and you will be contacted and asked to pick up your child as soon as possible.** For clarification and assistance, please review the guidelines listed below. A child should **not** be at Glory Days Preschool if he/she exhibits any of the following:

- Any symptoms of Covid-19 or influenza (flu)
- A fever within the past 24 hours
- Severe nasal & chest congestion
- A sore throat or ear infection
- Diarrhea within the past 24 hours
- Vomiting within the past 24 hours
- Red, watery eyes
- Undiagnosed rash
- Evidence of a communicable disease, strep throat, chicken pox, conjunctivitis (pink eye), etc.
- Consistently runny nose or nasal discharge that is not clear

If a child has any particular health issues or allergies that you want the school to have on file, please provide the information by emailing the preschool director. The staff is authorized to disclose that information to healthcare providers and personnel in situations requiring medical attention.

If your child is allergic to peanuts or anything requiring the use of an EpiPen, you must obtain an EpiPen from your doctor to keep onsite at Glory Days Preschool.

# immunizations

**Due to Washington State Law, no exemptions from the Measles, Mumps, and Rubella (MMR) vaccination will be available to families.**

# health & safety protocols

- Teachers will clean and sanitize all surfaces and materials used.
- Classrooms and bathrooms will be cleaned and sanitized on a regular basis.
- Each class has it's own portable HEPA air cleaner for improved air quality.



# emergency plan

**Emergency and safety drills** will be practiced periodically throughout the school year in accordance with the Sammamish Presbyterian Church Emergency Plan. During drills involving children, the goal is to realistically and lovingly prepare them for a fire or other emergency without frightening them.

All Glory Days Preschool staff and teachers are trained in **First Aid and CPR** and have passed criminal background checks.

**Minor injuries**, including scrapes and bumps, will be treated by the staff of Glory Days Preschool/SPC. For a minor injury, an Injury Report will be completed to record the details of the situation. This report will be sent home with a parent for notification and explanation.

**For major injuries**, 911 will be notified. Staff will apply First Aid and administer CPR as required or as directed by the 911 dispatch center. Parents will be contacted as soon as possible. A staff member will remain with the child until a parent or authorized adult arrives.

It is imperative that your **emergency contact numbers** are kept current at all times. Please promptly inform Glory Days Preschool of any changes by email.

To ensure the safety of the children at Glory Days Preschool in the event of an emergency (such as an earthquake or snow storm), we require that each child has **two emergency bags**. Please pack these safety items in clear gallon size Ziploc bags visibly labeled with your child's name and **bring them on Meet and Greet Day**.

## Emergency Bag #1 should contain:

- 1 shirt
- 1 pair of pants
- 1 pair of socks
- 1 pair of underwear or diapers
- 1 light-weight rain poncho (optional)
- Short personal letter/note to your child comforting them
- Family photo

## Emergency Bag #2 should contain:

- 1 can of pure juice with pull top
- 1 bottle of water
- 2 cans of fruit with pull top
- 2 dried fruit snacks
- 2 packages of crackers
- 2 granola or cereal bars (nut-free)

Please make sure all food products are nut-free and check expiration dates to ensure freshness through the end of the school year. Give these bags to your teachers on the first day of school.

# discipline

Children will be provided with positive models of acceptable behavior that are tailored to the development level of the child. When basic rules are not followed, unacceptable behavior will be re-directed. Steps may include talking to the child, removing the child from the problem situation and teaching the child acceptable problem solving alternatives. Persistent unacceptable behavior will be recorded, and staff will consult with parents to create a plan to address/correct the misbehavior via Incident Reports, which will be put in the child's file and also discussed and sent home with parents. Parents will be notified immediately when a child causes physical or emotional harm to another person. This includes any behavior we feel threatens the safety and well-being of the children, which will be determined at the discretion of the teacher. A child who bites will immediately be removed from the classroom and may be sent home. Staff will lovingly consult with parents to create a positive plan to address/correct the behavior. If there are three or more occurrences of a behavior that are harmful to other children and requires a disciplinary incident report, a child may be dismissed from the school. Our goal is to serve the development of every child in a safe, fair way without compromising the welfare of the group.



# mutual respect expectation

The staff of Glory Days Preschool are committed to an environment of mutual respect and safety for our students, parents, and one another. We expect the same level of respect from parents in our programs. We have a “no tolerance” policy with regards to behaviors which could create an abusive environment for students, parents, or staff. These behaviors may include threats, obscenities, verbal abuse, bullying, stalking, physical injury, or any conduct considered abusive, hostile, or offensive. Such behaviors from parents are grounds for exclusion from our program. If you wish to meet with the teacher/director, please email and it will be set up.

# conferences

Conferences will be offered in February for parents of Pre-K students. These are optional but available to those who desire them. The Pre-K classes will not meet on conference day, in order to accommodate the meetings with parents. Childcare is provided. We do not offer a scheduled time for conferences for other classes, but teachers are happy to meet anytime throughout the year at a parent’s request.

# personal items

Please plan to leave personal items at home, such as sippy cups, pacifiers, blankets, toys, etc. Glory Days Preschool provides plenty of play items for children and will offer a time for snack and water each day. Periodically, each class may plan a “Show & Tell” day when children are invited to bring a personal item to share/discuss with the class.

**We also ask that jackets and backpacks be clearly labeled with your child’s name.** In addition, we ask that party invitations NOT be distributed at school.

# diapering / hygiene

- **Children ages 3 and older** are required to be toilet-trained and able to take care of all toileting needs. If a child has an accident, you may be called to come change him/her.
- **Children under the age of 3** should be close to being toilet trained. If a student is not fully toilet trained, it is important to keep the teachers informed of the progress and needs. Please send your child in a pull-up rather than underwear while training. Parents will be called to come change him/her if an accident occurs
- A class trip to the bathroom is part of each class’ daily schedule. In addition, a staff member will take your child to the bathroom when needed. If a child is having frequent accidents, we may need to reassess if the child is ready for school. **Because occasional accidents do happen, we ask that all children come to school with a backpack containing an extra set of clothes.**





# playground rules

We will play outside rain or shine. During heavy rain/snow we will have indoor recess. To ensure the safety of your child before, during and after class, please review and follow the outlined playground rules below:

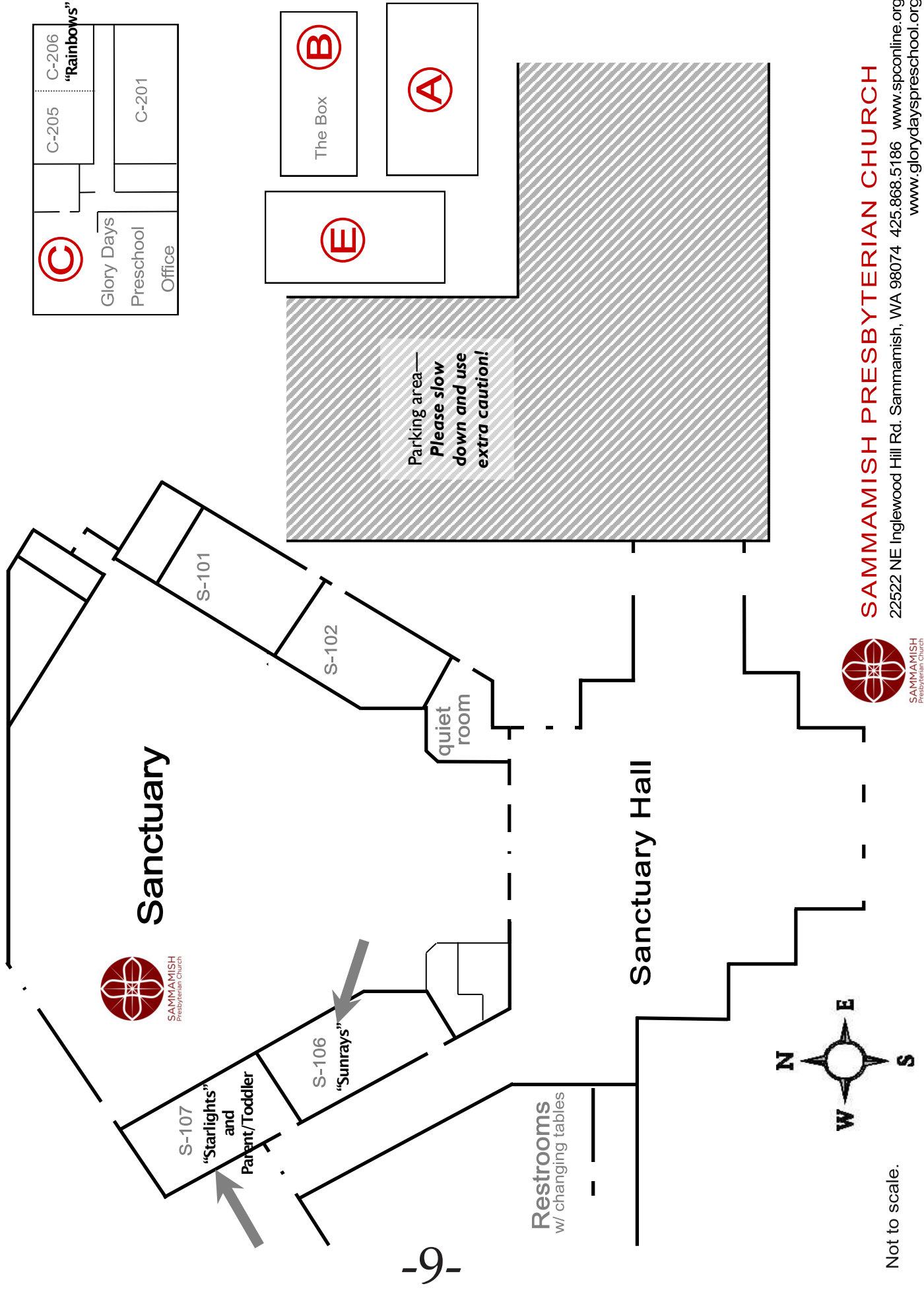
1. **Enter and exit the playground through the designated opening in the border of the playground. Please close the gates behind you when you exit the playground.**
2. **The playground is open for all students/siblings at 9am. The playground will close from 9:15am-12pm. At pick up time, students/siblings can use the playground until 12:15pm. From 12:15-1pm the playground is reserved for the lunch bunch kids.**
3. Wood chips stay on the ground; no throwing or kicking.
4. Slide down the slides facing forward on your bottom (not stomach, back or feet).
5. Do not climb “up” the slides.
6. Wait until the person ahead is off the slide completely before sliding down.
7. Stay inside the borders of the playground until the teacher takes you back to your class.
8. No screaming or yelling.
9. Take turns and be polite to one another.
10. Have fun!

# easing separation anxiety...

Children will handle separation from parents in different ways. To assist your child with this process, we recommend the following tips on the child’s first day:

- Inform your child of your plans. Tell him/her that you are bringing them to Glory Days Preschool and tell them where you will be while they are at school. Also, reinforce the fact that you will be back to pick them up.
- After the teacher greets your child and you have shared any information you need to, give your child a hug, a kiss, a word of encouragement, and go.
- Let your child know by your verbal and physical actions that you are sure he/she will have a good time. Share your confidence with your child. Let your child know that you feel he/she is capable of handling your being gone for a while.
- Remember-by hesitating or holding on, you will confuse your child.
- If it is difficult for you to separate from your child, try not to communicate this to your child. Children are very perceptive and may become anxious if they feel you do not believe that they can adjust to this separation.
- A small word of comfort-separation can often be harder on you than your child...and things really do get better.
- Stay in tune with your child’s regular schedule/nap time. Playing with other children, following directions and learning can be more tiring than their usual routine.

# Welcome to Glory Days Preschool!





# daily schedule

Glory Days Preschool will follow a schedule each day similar to the one outlined below:

## arrival/welcome time

An opportunity to explore at various learning centers

## circle time

Bible lesson

Games

Music

Show and tell

Discussion of weekly theme

## story time

## snack time

Wash-up

Prayer

Eat/Drink – manners lessons

## active play time

Outside play time in good weather

Sanctuary Hall play time on gymnastic equipment and with parachute in inclement weather

## yoga class

In Sanctuary Hall

## craft time

## skill time

Learning stations with playdough, books, manipulatives and art materials

Letter/number activities

Fine motor skill activities

STEM and STEAM activities

## clean up time

“Clean up, clean up, everybody do their share!”

## lunch bunch (optional 12-1pm)

## departure

Parents arrive



# calendar 2023 / 2024

We follow the Lake Washington School District break/holiday schedule.

## SEPTEMBER

- 12 Meet & Greet 10-11am
- 13 **First day of school** for all classes
- 18 Lunch Bunch begins (12:00-1:00)

## OCTOBER

- 5 Yoga begins
- 9 Fall Parent/Toddler class begins (ends 12/11)
- 19 School Picture Day
- 25 Parent and me field trip to Jubilee Farm
- 26 Pre-K Only: Dad & Me Pumpkin Carving 6:15-7:15pm
- 31 Halloween parade

## NOVEMBER

- 21 All classes Thanksgiving Feasts at 11:15am. Families invited
- 22-23 **NO SCHOOL (Thanksgiving)**

## DECEMBER

- 10 Christmas Program 3pm, Families invited
- 18-28 **NO SCHOOL (Christmas Break)**

## JANUARY

- 1 **NO SCHOOL (New Year's)**
- 2 School resumes
- 8 Winter Parent/Toddler class begins (ends 3/25)
- 15 **NO SCHOOL (Martin Luther King Jr. Day)**
- 24 Registration for 2024-2025 school year begins at 8:00am

## FEBRUARY

- 7 **NO SCHOOL for Rainbows due to parent/teacher conferences (tentative)**
- 15-19 **NO SCHOOL (Mid-Winter Break)**

## APRIL

- 1 **NO SCHOOL (Easter Monday)**
- 8-12 **NO SCHOOL (Spring Break)**
- 15 Spring Parent/Toddler class begins (ends 6/10)
- 24 Parent and Me Farm Field Trip (tentative)

## MAY

- 8 Mother's Day Tea at 11:15, Moms invited
- 27 **NO SCHOOL (Memorial Day Weekend)**
- 30 Last Day of Lunch Bunch

## JUNE

- 12 Last day of regular classes and Pre-K Graduation at 11:30
- 13 Year End Celebration 10-12, Families invited
- 17-21 Summer Camp (NO SCHOOL on 6/19 Juneteenth)





# staff



**Huma Taj**  
*Director*



**Korina Meyer**  
*Coordinator*



**Aditi Waghray**  
*Yoga Teacher*



**Carol Jayne**  
*Lead Teacher*  
Sunrays  
(3-year-olds)

**Mary Ann Lewis**  
*Assistant Teacher*  
Sunrays  
(3-year-olds)



**Susan Howell**  
*Lead Teacher*  
Starlights  
(3-year-olds)

**Patti Felton**  
*Assistant Teacher*  
Starlights  
(3-year-olds)



**Satu Soininen**  
*Lead Teacher*  
Rainbows  
(Pre-K)

**Elizabeth Jazmin Gay**  
*Assistant Teacher*  
Rainbows  
(Pre-K)





# glory days preschool agreement

**This agreement must be signed & returned on or before the first day of school.**

I have read the Glory Days Preschool Program Handbook and grant permission for my child to participate in the program. I agree to the terms and policies as set forth in the Glory Days Preschool Program Handbook. I authorize the staff of Glory Days Preschool and Sammamish Presbyterian Church to care for my child, to follow the program, activities and policies outlined in the Glory Days Preschool Program Handbook, to obtain emergency medical care for my child if needed, and to exercise their reasonable discretion in matters that may occur that are not expressly covered in the Glory Days Preschool Program Handbook.

Child's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_