



**2021 - 2022**

**Student and Parent Handbook**

UCiC School  
&  
Learning Center

Preschool and Pre-KAm/Pm

Hours: - AM	9:00am - 12:00pm
- PM	12:30pm - 3:30pm
Elementary Hours:	9:00am - 3:30pm
Child Care Hours:	6:00am - 6:00pm
Office Hours:	9:00am - 6:00pm

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## SECTION 100 PHILOSOPHY

### **Mission Statement**

UCiC exists to empower students' growth in knowledge, wisdom, and stature, and in favor with God and man.

*“Jesus grew in wisdom and stature, and in favor with God and man.” (Luke 2:52)*

### **Purpose**

The purpose of UCiC is to

- **Build a personal relationship with God** by partnering with parents in training and equipping each child to know Jesus Christ as Savior and Lord
- **Dream a vision for the world by instilling a Godly perspective and Biblical worldview** in the heart and mind of each student
- **Experience the joy of interactive learning** by teaching true knowledge and wisdom through a Biblically-based curriculum and the highest academic standards in education
- **Practice social responsibilities** by nurturing and encouraging the development of **Christ-like character** in each child
- **Above all glorify God** in all we do

### **Our Name**

The name UCiC expresses our desire to see life from God's viewpoint. Our request is for God to reveal Himself so we can say what “You See, I See.” At UCiC we strive to see in our students the potential that God sees for them. He has gifted each

person with special talents, abilities, attributes and styles of learning and loving that are unique. Our teachers are skilled in building on individual strengths, overcoming weaknesses, enhancing God-honoring character and developing leaders.

### **Setting**

You'll love the wonderful facilities which provide everything your child needs for an exciting learning experience, including:

- Well-equipped facilities
- Spacious classrooms
- Age appropriate toys
- Bright, colorful décor
- Latest Educational Technology

UCiC is a ministry and outreach of The Community Church of Seattle. It is the desire of the church to minister to children of all ethnicities within our neighborhood by nurturing, training and educating.

### **UCiC Expected Schoolwide Learning Results (ESLRs)**

As we provide high quality education within a Christian worldview, we expect students at UCiC School to:

- A. Grow in the Christian faith
  - a) Recognize and participate in God's plan for mankind
  - b) Understand the core teachings of the Bible
  - c) Value the body as God's temple and care for it
  - d) Develop and value spiritual talents and gifts in self and others
  - e) Develop and demonstrate Godly character traits
  
- B. Achieve high and differentiated academic standards
  - a) Maximize individual academic potential
  - b) Demonstrate proficiency in each subject but strive for exemplary performance
  
- C. Communicate effectively
  - a) Actively receive and interpret messages to foster

understanding

- b) Use oral, visual, kinesthetic, and written communication
- c) Clearly explain and express opinions and ideas in various situations and audiences
- d) Use standard English in oral and written communication
- e) Achieve high bilingual proficiency

D. Contribute positively to society

- a) Show respect and value the diversity of others through demonstrating understanding of and respect for all cultures
- b) Work independently and collaboratively toward a common goal
- c) Develop a commitment to servanthood
- d) Develop appropriate social and behavioral skills
- e) Assumes responsibility for the planet and its inhabitants

E. Develop critical thinking

- a) Understand philosophies that influence foundational ideas about life and the world
- b) Exercise discernment regarding truth and ethics
- c) Gather, analyze, synthesize, and evaluate information critically and creatively through independent and cooperative efforts

F. Apply self-regulated learning skills

- a) Effectively use time management and organizational study skills
- b) Practice self-evaluation and goal setting
- c) Appropriately use a variety of resources and technology to research, acquire, and evaluate data
- d) Gather and organize information to integrate and apply knowledge

**Cultural Relevancy**

Thomas Jefferson said, "We hold these truths to be self evident, that all men are created equal..." We believe God creates each child unique, but that all are equally loved by Him. We have the privilege of sharing His love equally with all the children in our

care and helping them understand the worth of every person. A balanced, cultural program can help develop positive attitudes.

We strive to provide a multicultural, non stereotyping program with materials and activities to:

- ◆ Support each child's sense of self and family within the framework of a Biblical Worldview.
- ◆ Teach children to accept and appreciate differences and similarities between people.
- ◆ Help children better understand the ways of others in their community and around the world.

## **Licensing Requirements**

As a school, we adhere to the laws and requirements set forth by the State of Washington. Our policies are formulated and derived from the WAC (Washington Administrative Code) and RCW (Revised Code of Washington). For reference, please see both lists of laws, and specifically Chap. 43.216 RCW; and Chap. 110-300 and 110-06 WAC, as these are the direct references for the policies of our school.



## SECTION 200

# EDUCATION PROGRAMS

### **Early Education Objectives**

The objective of the early learning program at UCiC is to focus on educating the whole child. We place equal emphasis on the spiritual, physical, emotional, social and cognitive development of every child in our center.

The learning that occurs is done through both purposeful play and learning activities that take into consideration the individual needs and interests of our children.

Teachers are trained to observe and recognize the needs of each child and then design activities, games, and learning objectives for their classes.

### **Early Learning Curriculum Philosophy**

At the core of our Early Learning program are five fundamental principles which guide our teaching, environments and interactions with students and families at UCiC; our curriculum philosophy.

- **Spiritual Development** – Aiming to teach children how to create a positive relationship with God by digging deep into the Bible, students are exposed to the truth that God's Word makes life understandable, gives us direction for every circumstance, and offers us salvation through Jesus.
- **Social-Emotional Competence** – Supporting children in the ability to interact with peers, regulate one's own emotions and behavior, solve problems, and communicate effectively;
- **Purposeful Play Based Learning** - Constructive, purposeful play supports essential learning, engages the

child and encourages them to take an active role in the learning environment;

- **Physical Environment** – providing a safe and creative environment to support the feeling of community in the classroom and give students a sense of empowerment that positively affects the quality of interactions;
- **Teacher-Family Partnerships** – Taking the time to promote communication and foster trust by welcoming parents directly into their child’s development and learning experience.

Our curriculum aims to support the holistic development of children with a balanced core of inclusive learning and spiritual development. The curriculum is presented in a multitude of developmentally appropriate ways by qualified teachers. With an understanding and appreciation of the uniqueness of every child, we strive to provide a nurturing environment and solid foundation where each child can develop individually.

### **Programs Offered**

UCiC Learning Center is structured to provide continuous care from 6:00 AM to 6:00 PM with complete preschool, pre-kindergarten & elementary grades. The child is thus with the same caring Christian staff and in a familiar setting all day while receiving a quality education at the same time. Some children are enrolled specifically for preschool, pre-kindergarten, kindergarten, first grade, second grade, third grade, fourth grade, and fifth grade classes while other children receive our educational program as a part of their childcare day.

Our Programs include:

- Infants
- Toddlers
- Preschool
- Pre-Kindergarten
- Kindergarten
- First Grade
- Second Grade

Third Grade  
Fourth Grade  
Fifth Grade  
Discovery – After School Program (K – 5th Grade)

### **Student Placement**

The Early Education department tries to place each child in the class based upon:

- Age characteristics of student
- Family interview and observation
- Availability of space
- Previous school records/experience

We accept students who come to us from many different countries and educational systems. Before placing a student we consider the factors mentioned above.

### **Class Divisions**

#### **Early Education**

**Infants**- Babies 1 to 11 months are provided with lots of nurturing, as well as opportunities for exercise, large and small muscle development, crawling, walking and exploring, sensory stimulation, and social interaction. Also fostered are the development of communication through speech and the learning of self-help skills.

**Waddlers** – Little ones who are between 11 – 18 months are provided their own special area where they can explore, learn, & grow at their own pace and on their own schedule. We encourage children to start eating and drinking independently, as well as learning to communicate their needs to their needs to teachers.

**Toddlers** - One and two year olds and those turning three are nurtured by their own teachers within their own classrooms.

Learning times are suited to the child's attention span, interest, and stage of development. They participate in stories, songs, art experiences, imaginative play and games to promote social development, intellectual ability, language development and communication, self-help skills, sensory stimulation, large and small muscle development and creative development. Colors and shapes are introduced as well as singing the ABC song and counting to 10.

**Preschool** - Three year olds and those turning four have pre-school classes with the above activities to help them learn colors, shapes and spatial relationships. Their program contains a range of learning experiences to help them gain self-esteem, self-awareness, self-control, and decision making abilities. They also learn about nutrition, health, community helpers and personal safety.

**Pre-Kindergarten** - Children who are four turning five may be enrolled in a pre-kindergarten program. Songs, stories, puppets, and printed materials help children learn names and sounds of letters and number concepts to 20. They may begin to read (to the extent each child is ready). They also start learning to write letters and numbers and begin to count to 100. During science and health units and other parts of their day they are encouraged to experiment, create, and explore.

## **Elementary School**

**Kindergarten** - Our State Approved kindergarten is for children 5 years of age by September 1<sup>st</sup>.

**First Grade** – Our State Approved first grade is for children 6 years of age by September 1<sup>st</sup>.

**Second Grade** - Our State Approved second grade is for children 7 years of age by September 1<sup>st</sup>.

**Third Grade** - Our State Approved third grade is for children 8 years of age by September 1<sup>st</sup>.

**Fourth Grade** - Our State Approved fourth grade is for children 9 years of age by September 1<sup>st</sup>.

**Fifth Grade** - Our State Approved fifth grade is for children 10 years of age by September 1<sup>st</sup>.

We believe that formal education includes not only academic instruction, but spiritual guidance, character training, and physical training. Our small classes allow our teachers to individualize instruction for each student.

**Academic Instruction** - Our Washington State certified teachers will lead the classes in the areas of Phonics, Reading, Language Arts, Penmanship, Mathematics, Science and Health, Social Studies, Art and Music, Library Skills, Physical Education, Foreign Language and Bible. Specialists will come to the class to help instruct in their area of expertise.

**Spiritual Guidance** – Throughout the program we stress the power of God’s love, the importance of having a personal relationship with Christ and seeking His direction. Christian values and Biblical truths are incorporated into all aspects of the classroom. Two major components are daily Bible classes and weekly Chapel which involve scripture reading and memorization, Bible stories, games, art activities, drama and singing.

**Character Training** – The goal of character development is helping children acquire the godly habits and attitudes which will best serve them throughout life. Among the traits we stress most are honesty, obedience, self-control, responsibility and initiative.

**Sports Training** – All elementary classes have weekly P.E. periods which focus on three major goals: teaching sports and

games, developing coordination and gross motor and fine motor skills, and instilling positive attitudes and good sportsmanship.

### **Bible Time**

Each day the class will have Bible Time. Bible Time includes a Bible story, Bible songs, prayer and sharing about God and His love. Bible lessons will be sent home with your child once a week. Each lesson will include the Bible stories and activities for your family to share with your child(ren) at home. UCiC Learning Center believes that family involvement will help reinforce what your child has learned during Bible Time at school.

## **SECTION 300 DISCOVERY BEFORE & AFTER SCHOOL PROGRAM**

### **Program Objectives**

The UCiC before & after school program provides school-age children the opportunity to grow and learn in a relaxed atmosphere.

Our objectives are:

1. To give school age children the opportunity to grow in their faith through Bible stories, discussion and relationship building with leaders who are there to support them through their faith journey.
2. To give the children the opportunity to increase their skills, knowledge and abilities, through tutoring, clubs, and homework help.

### **Schedule – Before School**

Your child can arrive any time after 6:00 am. They will have free play time or do homework. At 7:30 am breakfast will be

provided. After breakfast, your child can continue with free play or homework until they go to class.

### **Schedule – After School**

When your child arrives after a day at school they first get the opportunity to nourish their body with a healthy well balanced snack and burn off extra energy through some free play.

After a snack the students are ready to begin their afternoon club time. Your child can select one different club each day, Monday through Friday. They are expected to attend the same club during the whole session. Clubs are offered in each of the three season sessions; Fall, Winter and Spring. The club will run from 4:00 pm to 5:00 pm. Clubs are open to all Kindergarten – 5<sup>th</sup> Grade students. Some of the clubs are based on the children’s grade and or skill sets.

After the club students can do homework or participate in free play until they are picked up.

### **After School Clubs**

UCiC offers after school clubs during the school year. Some of the Clubs offered are:

Lego Club	Piano
Checker & Chess	Tae Kwon Do
Hip Hop/Dance	Arts & Crafts
Cooking	Sports
Science	Math
Homework	Bible
Baking	

# SECTION 400

## CALENDAR 2021-2022

### September 2021:

1st – First Day of School

6th – Labor Day, UCiC Closed

### October 2021:

14th & 15th – Elementary In-Service Days, No School

### November 2021:

5th – Elementary Progress Reports, ½ Day

11th – Veteran’s Day, No Elementary or 3-Hour Classes

19th – Elementary Parent-Teacher Conferences, No School

25th & 26th – Thanksgiving Break, UCiC Closed

### December 2021:

20th – Jan 3rd – Elementary and 3-Hour Classes Winter Break, No School

24th – UCiC Closed

25th – Merry Christmas!

31st – UCiC Closed

### January 2022:

1st – Happy New Year!

3rd – Elementary and 3-Hour Classes Resume

17th – MLK Jr. Day, No Elementary or 3-Hour Classes

28th – Elementary End of First Semester, ½ Day

### February 2022:

9th & 10th – Early Registration Begins

21st – Presidents Day, No Elementary or 3-Hour Classes

25th – Elementary Parent Teacher Conferences, No School

### March 2022:

2nd – Dr. Seuss’s Day

18th – Teacher In-Service Day, UCiC Closed

### April 2022:

8th – Elementary Progress Reports, ½ Day

11th -15th – Elementary and 3-Hour Classes, Spring Break, No School

17th – Happy Easter! He has risen!

25th - 29th - Elementary Achievement Testing

### May 2022:

2nd - 6th - Teacher Appreciation Week

30th – Memorial Day, UCiC Closed

### June 2022:

2nd – Heritage Day

17th – Elementary and 3 hr Early Learning Last Day of School

20th – Discovery Summer Camp Begins

### July 2022:

4th – UCiC Closed- Independence Day

18th - Summer Academy Begins (Tentative)

21<sup>st</sup> – Discovery Summer Camp Begins

(All Dates Subject to Change)



## Days & Hours

### Days & Hours

Child Care		Mon. - Fri. 6:00AM - 6:00 PM
Preschool 3 hour: AM		Mon. - Fri. 9:00AM - 12:00 PM
		PM Mon.
		- Fri. 12:30PM - 3:30 PM
Pre-K 3 hour:	AM	Mon. - Fri. 9:00 AM -12:00 PM
	PM	Mon. – Fri. 12:30PM – 3:30 PM
Elementary		Mon. – Fri. 9:00AM – 3:30PM

### Inclement Weather

UCIC School will monitor the local weather and make a decision on whether or not the school schedule will be changed. In the decision making process, the school will evaluate the present situation and take into account the safety and travel necessary for both students and staff. UCIC will send out communication based on the decision made whether or not there will be a change in scheduling. Changes to the scheduled programs could be anything including full closure to just a delay in opening (1 hour or more). If our school has a 2-Hour delay, our 3 hour early education programs will be canceled for the day, and Elementary classes will start 2-hours late. The rest of the programs such as full day infant through pre-kindergarten programs and elementary before/after program will be open. Please check to see any communication/ messages from us.

If the school facility should lose power for 30 minutes or more the school will close. In the case of a weather closure or emergency facility issue, there will be no refunds for that time.

## SECTION 500

### SCHOOL/FAMILY EVENTS

#### **Open House/ Curriculum Night**

Will be held on August 31st 2020, from 9am - 12pm. The purpose is to acquaint parents with their child's class and teacher as well as the whole school program.

#### **Early Registration**

We do our early registration in February. We want you to have the first opportunity to enroll your child before we open it up to the rest of the community. Some of the classes will be filled very quickly.

#### **Christmas Programs**

The UCiC Learning Center prepares Christmas programs to share with family and friends. These musical experiences help the children appreciate the true meaning of Christmas and the joy it brings. They also provide a valuable opportunity for them to work together as a team and to perform in front of an audience.

# Section 600 TUITION, FEES & PAYMENTS

## UCiC School and Learning Center Tuition Schedule 2021-2022

ENROLLMENT FEES			
Fee	Description	Type	Price
Registration Fee (Non-Refundable)	All Ages	Annual	\$75
	Infants - Toddler Classes	Annual	\$250
Supply And Materials Fee (Refundable until 6/30/2021)	Preschool Classes	Annual	\$275
	Pre-Kindergarten Classes	Annual	\$310
	Elementary Classes	Annual	\$550

FULL-TIME PROGRAM TUITION			
Program	Description	Type	Price
Infant	Full-Time (1 month - 12 months)	Monthly	\$1940
Waddler	Full-Time (12 months - 18 months)	Monthly	\$1825
Toddlers	Full-Time (18 months - 3yrs old by 8/31/21)	Monthly	\$1610
Preschool	Full-Time (3yrs old by 8/31/21)	Monthly	\$1310
Pre-Kindergarten	Full-Time (4yrs old by 8/31/21)	Monthly	\$1310

THREE-HOUR PROGRAM TUITION					
Program	Description	Type	Price	Type	Price
Preschool AM/PM (3yrs old by 8/31/21) 9:00-12:00 or 12:30 - 3:30	5 Days	Annual	\$5085	Monthly	\$565
Pre-Kindergarten AM/PM (4yrs old by 8/31/21) 9:00-12:00 or 12:30 - 3:30	5 Days	Annual	\$5085	Monthly	\$565

ELEMENTARY SCHOOL TUITION (K-5TH GRADE)					
Program	Description	Type	Price	Type	Price
Full-Time (M-F)	Without Lunch	Annual	\$7695	Monthly	\$855
Full-Time (M-F)	With Lunch	Annual	\$8910	Monthly	\$990
Full-Time (M-F)	With Lunch and Before/After School Care			Monthly	\$1225

DISCOVERY BEFORE & AFTER SCHOOL TUITION			
Program	Description	Type	Price
One Time After-Care	For UCiC Elementary families only	Hourly	\$15

2<sup>nd</sup> Child's Tuition Discount: 10%

3<sup>rd</sup> Child's Tuition Discount: 20%

### Tuition Paid in Advance:

All students will be charged on the 1<sup>st</sup> of each month for the upcoming month. All tuition is due by the 5<sup>th</sup> of each month.

**Family Discount:**

When more than one child from the same family is enrolled, a 10% reduction in tuition is given for the 2<sup>nd</sup> child enrolled, 20% for the 3<sup>rd</sup> child and 30% for the 4<sup>th</sup> child.

**Full Payment of Yearly Tuition:**

You will receive a 5% discount if the tuition is paid in full at the start of the school year.

**Late Payment Penalties:**

A late fee of \$25 will be charged if not paid within 5 days of the due date. Students may not attend UCiC if tuition is not paid before the 10<sup>th</sup> day due. Unpaid balances will also be charged a fee of 1.5% per month on the last day of each month. A handling fee of \$25 will be charged for any returned checks. Should action be required to enforce payment of any past due account, parents/guardians agree to pay all costs including but not limited to, court costs, attorney's fees and collection agency charges.

**After Hours Fee**School wide:

A late fee of \$1.00 will be charged for every 1 minute that your child is kept after departure time for the program that your child is enrolled in.

UCiC holds the right to terminate enrollment, upon frequent late pick-up. Notification will be sent to indicate this if necessary.

**Field Trip Fees**

Field trip fees will be charged when necessary. Field trip money paid is non-refundable.

**Vacations and Illness**

No refund is given for days absent due to weather or illness.

Vacation credit is given in full week increments only. Vacation credit is half tuition for childcare students providing a notice has

been given to the office in writing at least two weeks before the vacation. This reserves your child's place in the class.

No vacation credit is given to 3 hour programs or to elementary students.

### **Withdrawal**

Notice of Withdrawal from the school, from any and all programs must be given at least 2 weeks in advance of your child's departure from their specific program.

## SECTION 700 COMMUNICATION

### **Classroom Monthly Letters**

Teachers will send home email correspondence at least once a month to inform parents of upcoming events.

### **General Planned and Daily Activities**

Planned daily routines, activities and schedules are listed and shown outside of every classroom for parents to see and reference.

### **UCiC Connection**

Administration sends out UCiC Connection emails weekly.

UCiC Connection is filled with important updates and information about the happenings at our school and learning center. Please be sure to read them thoroughly.

### **Class Dojo**

Parents in Early Learning and Elementary, you are welcome to join us on the Class Dojo Application. Class Dojo is a great tool to help you stay connected to all the activities happening in your child's class. We are UCiC School & Learning Center. Your child's teacher will invite you to join their classroom. Class Dojo is a great tool to help you stay connected to your child's class.

### **Student Records**

It is essential that information on each student be kept up to date at all times--including immunization records, information on allergies or other medical concerns. Please also immediately notify the office of any changes in phone numbers, addresses, and the names of persons authorized to pick up your child from school. Student records are kept confidential and only accessed by permitted UCiC Staff and the child's legal guardian(s).

### **Immunizations**

We require every child to have an up to date CIS form on file at all times. Children are REQUIRED by law to have the MMR vaccine in order to attend school.

### **Change of Program/Student Withdrawal**

If a child's schedule is changing substantially (example: full-time to 3-hour.) or there is a need to withdraw the child from school, parents must sign a "Change of Program" form. This form may be obtained in the office. Please submit these notices at least 2 weeks prior to the changes or withdrawal from the specific program.

A student can be Un-enrolled if their account is past due with no agreeable plan for payment or if the student has difficulty following instructions and has serious behavior issues.

### **Parent-Teacher Conferences - Elementary**

We will offer parent-teacher conferences during the school year. Information regarding upcoming conferences will be communicated through your student's teacher. These conferences provide an exchange of information that is beneficial to all.

Also feel free at any time to contact your child's teacher to schedule a mutually convenient appointment.

Our staff is always happy to exchange information with parents as they come and go during the day. However, if a parent has a specific concern or information to share it is best to schedule an appointment to ensure the teacher is able to give their full attention to the situation.

### **Reporting Child Abuse**

UCiC employees are mandatory reporters. Washington State Law and Licensing requirements states that child care facilities are required to report immediately to the police or Child Protective Service (CPS) any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform parents/guardians of this report.

## SECTION 800 CLASSROOM

### **Transition Period and Separation – Early Education**

Children entering school for the first time may initially have difficulty with separation. We will work with you and your child during this time to ease any anxieties.

Our guidelines for new families is a fairly simple process. Mom's and Dad's should decide ahead of time what they want drop off to look like. Suggestions might be to read a story or two, before giving hugs and kisses. Children do cry and become upset at times. When this occurs teachers are specially trained to care for our upset friends.

### **Drop Off And Pick Up Instructions**

1. Please identify any and all persons who are authorized to pick up your child with a handwritten and signed permission slip. We will not release your child to any person without your written permission or a confirmed telephone call in the case of emergency. The person picking up your child must have valid identification.
2. Your child will not be released to anyone who is under the influence of alcohol or drugs.



### **Toys and Items of Personal Property – Early Education**

Children love to bring items from home to share with others. Please see your child's teacher regarding the designated day(s) for "Show & Tell". Please bring toys *only* on those days. Items brought to school for "Show & Tell" should be within your teacher's guidelines for suitable items to share on those days. We do not encourage toys that represent aggression or violence, and we ask you to keep those items at home.

### **Toys and Items of Personal Property - Elementary**

Elementary age children are not allowed to bring toys and other personal items for playground use. Pokemon, Yugi-oh, and other game cards are to be left at home.

### **Personal Technology**

Elementary students are allowed to bring their cellphones to school. They must follow specific teachers' classroom rules for their use.

### **Recess**

All classes will have recess every day and will go outside. Every child will go outside, if your child is well enough to come to school then they are well enough to go outside. The children will be kept inside if temperatures go below 20 deg. F or above 100 deg. F. Also, in times of severely bad air quality the kids will be kept inside.

### **Needs from Home –Early Education**

School supplies and learning materials for our early childhood department are provided by the school, but there are a number of things which the children will need to bring with them. The following items, along with any other personal belongings should be clearly labeled with the child's name using a permanent marker such as a "Sharpie".

Blankets- Every child that will be in childcare after lunch will need a small blanket for nap time. It is helpful to have a blanket

that can be kept at school during the entire week except when removed by parents for laundering.

Change of Clothing- All Children should keep a labeled change of clothing in a plastic bag in their cubbie. If your child needs additional dry clothing, we will try to provide suitable items and ask that you launder them and return them promptly.

Diapering- A report will be given to the parents daily on the time and nature of each diaper change. The parents are required to supply the diapers needed for their child each day.

Toilet Training- UCiC works with the children and their parents to determine when a child is showing readiness for toilet training. These things include but are not limited to; less diaper changes needed throughout the day, child notices when they have a dirty diaper and dislike the feeling, large motor skills are developed enough for physical requirements of training, child is vocal about going to the bathroom, bowel movements are more regular. Teachers assist children in many different ways by using “Potty Training” language, helping accomplish the skill of pulling up/down pants, and mastering the hygienic qualities that come with training (wiping, flushing, washing hands, etc.) A child with physical or developmental delays is offered extra help and support to toilet learn. Which might include delaying training until later in the school year, using visual charts or practicing skills that accompany training.

#### Toilet Trained:

Being fully potty trained at UCiC looks like the following: Communicates to the teacher when they have to go potty, little to no assistance getting on/off toilet, pulls up/down pants and underwear on their own, needs no assistance in wiping, washes and dries hands. Teachers will encourage children to do all of the above on their own but will help with small things like pulling up/down pants and wiping if a child is new to UCiC and/or just moved up to Preschool. If after 1 month the child is still having

trouble doing the above and is having constant accidents, parents will be consulted to discuss options.

### **Field Trips**

Teachers are encouraged to take preschool, pre-kindergarten and elementary classes on field trips for fun and particularly as a supplement to the curriculum. A "Field Trip Permission Slip" will be sent home prior to a field trip and must be returned with parental signature in order for the child to participate. Parents (or grandparents) are encouraged to accompany children on field trips, and may drive their own children including siblings to some locations. Siblings under 18 months cannot ride the bus unless they are enrolled in our school. Typical field trips may include: pumpkin farm, grocery store, parks and library. Field trip money is non-refundable.

-Parents who are assigned chaperone duties cannot bring their other children with them on the trip. We need chaperones to give their full attention to the group.

### **Birthday Celebrations**

Birthdays are very special at UCiC Learning Center. Please notify your child's teacher of your child's upcoming birthday to plan a special celebration for him/her. You are welcome to come and join in your child's birthday celebration. If you want to send special snack foods they must be store prepared.

### **Celebrations**

UCiC school and learning center celebrates the following Christian holidays:

Thanksgiving

Christmas

Easter

\*\* Halloween is not recognized at UCiC school and learning center. However, we will substitute this day with a Fall Festival.

## **Child Guidance + Discipline (Early Learning)**

The staff strives to create an atmosphere of acceptance for and to enhance the self esteem of each child. When discipline is needed, we never use any type of physical punishment. Discipline will include positive guidance, redirection, and limit setting. Physical restraint is prohibited, unless absolutely necessary to protect the health and safety of the child, other children, or staff at the center.

We believe that:

1. All children need limits which are consistently enforced.
2. Children need opportunities to learn to accept responsibility for the consequences of their actions.
3. Positive behavior should be reinforced in order to redirect inappropriate behavior.
4. Punishment is not to be used in connection with rest, food, or toilet training.

When behaviors persist, we observe and document and will meet with the parents to put into place a positive guidance plan.

## **Persistent Behaviors (Early Learning)**

When a persistent behavioral problem has been identified outside the typical behavior for child development and/or a child is disruptive, causes harm, or an unsafe environment, we will bring this to the attention of the parents/guardians and will ask the family to have an assessment done. If the professionals recommend outside services, we are happy to work with our families and outside agencies at the center. However, if the recommended services are refused by the family, and the child needs additional support above and beyond what we normally provide, we will either assess an additional fee to place an extra

support staff in the room, or the family may be asked to leave the center, as we would not be able to provide the services that the child needs. This policy is without regard to race/sex/creed/color/religion and is instituted to ensure the children attending the Center have a safe and comfortable atmosphere to grow and develop in.

## **Specific + Special Needs**

Whenever possible, we strive to be an all-inclusive center providing care for children with all abilities. We work with families and outside agencies to care for children with specific and/or special needs. We can have Kindering and other outside agencies and therapists come to our center to work with specific children and also refer out for assessments or special services.

## **Policy on Termination of Enrollment**

We try to avoid termination and instead work closely with families to support all children. However, if any child's behavior poses serious risk of injury or harm, we will act quickly and decisively to resolve the situation (through closer supervision, redirection, and/or providing alternative outlets for expression or sensory needs). A Support Plan will be created and implemented to keep all children and staff safe while working towards improvement. If we are unable to achieve changes through the plan, we will work to connect the child and family with professional supports needed for success, while still maintaining a safe environment. If the Support Plan is not successful and the unsafe or harmful behaviors have not resolved in a reasonable amount of time despite our efforts, termination of enrollment may occur.

## **Termination of Enrollment**

Examples of situations when it might be necessary to terminate a child's enrollment:

- A child is a danger to him/herself, other children, staff, or anyone else at the center.
- A child is unable to participate safely in our program without a dedicated 1:1 aide.
- The family declines to explore or secure outside support or resources which may help address the child's needs and reduce the safety risks.

## **Immediate Termination**

The immediate removal of a child from the center may be necessary in extreme situations. Reasons may include health and safety issues for the child or the larger group of children, as well as:

- A parent/guardian is physically or verbally abusive to center staff, children or anyone else at the center.
- A parent/guardian fails to follow center policies or requirements posed by the licensing agency.
- Dangerous behavior by a parent or child.
- Non-payment of tuition.
- Special services are required that cannot be reasonably brought in or delivered by the program; including requests that depart from the philosophy of the UCiC program and curriculum.

## **Discipline – Elementary**

UCiC Elementary seeks to create and promote a safe, focused environment for learning. Any behavior that is contrary or disruptive to that goal will be disciplined. We believe in a positive approach to behavior management, affirming preferred behavior and extinguishing disruptive behavior. We use progressive discipline – a series of escalating consequences that seeks to extinguish disruptive behavior. Parents will only be notified if there is a pattern of minor disruptive incidents. If a student creates a major disruption and must be isolated or sent to the principal, parents will be notified. In extreme cases where

student safety is a concern, parents will be asked to keep their child at home for an appointed period of time. Physical restraint is prohibited, unless absolutely necessary to protect the health and safety of the child, other children, or staff at the center. In these cases, parents will be notified and a behavior management plan will be put in place. For more information on our approach to behavior management and discipline, please contact the Administration.

## SECTION 900 FOOD

A monthly menu is available on the UCiC website so that the parents/guardians can provide supplementary food for those on a special diet.

### **Food Storage**

UCIC is not allowing the use of glass food storage containers at school.

### **UCIC is a NUT FREE school and facility**

#### **Snacks - Early Learning**

Morning and afternoon snacks are provided by the school. As required by the WAC 170-295-3160(4) our snacks must consist of at least two of the following: a milk product, a meat product or meat alternative, a grain product, a fruit or vegetable (or 100% fruit or vegetable juice).

#### **Snacks - Elementary**

Snacks are not provided for elementary students. Families are encouraged to provide their students with a healthy snack option that can be eaten in about 10 minutes (mid-morning). **Please no nuts!**

A combination of veggies, fruit, and crackers are suggested.

## **Lunch**

Lunches will be served at noon. As required by WAC 170-295-3160(2B), the lunch will include a dairy product, meat or meat alternative, a grain product and 2 servings of fruits and vegetables (or 100% fruit or vegetable juice.)

## **Special Food Diet**

Parents/Guardians need to provide food for children with a special food diet or that have preferences other than the food that is provided by the school.

The supplemented meal must meet the above written state regulations or a note from a doctor stating that your child's menu should not follow those guidelines.

## **UCIC is a NUT FREE school and facility**

## **Food from Home**

If you bring food from home for the class the WAC 170-295-3160(C6) limits what can be brought to store-purchased, uncut fruits & vegetables, and foods prepackaged in original manufacturer's containers.

## **Infant Care**

Parents of infants from 1 through 11 months are asked to provide formulas or frozen breast milk according to their doctor's recommendation for meals and snacks. We can provide whole milk for bottles. If you or your doctor prefers 2% milk, write a note requesting that, since state regulations specify our serving whole milk to children less than 24 months.

All bottles, lunches and diaper bags must be labeled. We can prepare powdered formulas. Prepared formulas and baby food not used within 1 hour must be discarded. Please do not bring in



glass bottles, as we do not allow glass storage containers at our school.

## Sleep

Feedings, naps and diaper changes are closely monitored and times recorded for parents to consult, so they will have a better understanding of how their child's day has been. The Infant Room Teacher will consult with individual families to discuss each child's sleep schedule to create a plan for appropriate rest times in the classroom following all Safe Sleep procedure training guidelines.

# SECTION 1000 ACCIDENT & ILLNESS

## Illnesses/Injuries

### Health Policy

Based on Department of Health recommendations, each and every day students and staff will be subject to a health screening before entering the school building. A part of these health checks will be a temperature check at the door and overall check to see if the students and staff are in good health.

For the protection of all children and staff in the school, children should not be brought to school when they are ill. Your child should be kept at home or you will be contacted to take your child home if he/she has any of the symptoms in the lists below. Please be sure to message your child's teacher on Class Dojo if your child will be out of school.

**Table 1: Symptoms Consistent with COVID-19 (\*Taken from Dept. of Health)**

<b>Class A Symptoms</b>	<b>Class B Symptoms</b>
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<ul style="list-style-type: none"> <li>• Fever (subjective or greater than or equal to 100.4°F)</li> <li>• Chills</li> <li>• Cough</li> <li>• Loss of sense of taste and/or smell</li> <li>• Shortness of breath</li> </ul>	<ul style="list-style-type: none"> <li>• Fatigue</li> <li>• Headache</li> <li>• Muscle or body aches</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea (at least 2 loose stools in 24 hours)</li> </ul>
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If a child becomes ill at school and we feel the child needs to go home, a parent or designated person will be notified, and the child will be removed from other children and made comfortable until a parent (or someone they specify) comes to take them home. ***Please see the attached chart for when a child may return to school.*** In most cases, children will need to be home for at least **72 hours (3 full school days)** and have a negative COVID test (rapid tests okay) to return to school.

**COVID:**

If a child or anyone in the child’s household has been exposed to COVID, we require that all children in that household remain at home in quarantine for at least 10 days, be symptom free, and will need a negative COVID test (full test required, not just rapid test) to return to school. If your family chooses not to get a COVID test, the child will need to remain at home for 14 days and be symptom free to return.

If your child or someone in your household tests positive for COVID, please let the Director know immediately. We want to be sure we follow all quarantine protocols school-wide to keep everyone healthy and safe.

While in the midst of this pandemic, everyone age 5 and older (including all Elementary students) are required to wear masks which may not be reused unless washed properly as per CDC standards.

(Follow this link to find out more about properly washing masks:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>)

**\*\*\*In the event of a COVID-related illness at UCiC, no refunds will be given if there are days missed due to: days closed to sanitize/ clean, a child needs to stay home to quarantine, and/ or classrooms close due to quarantine from contact tracing.\*\*\***

### **Non-COVID Related Illness:**

Children also need to be kept home for any of the following:

- Any draining or contagious rash.
- Eye discharge or pink eye.
  
- Head lice.

If we notice any of these symptoms at school, a parent or designated person will be notified, and the child will be removed from other children and made comfortable until a parent (or someone they specify) comes to take them home.

Children with these non-COVID related symptoms still need to be kept home for at least 72 hours **AND** symptoms have cleared, are no longer contagious, and nit free for lice.

*If a child is well enough to come to school, then he/she will be well enough to go outside for recess and class activities. We do not have a place for children to remain inside when the rest of their classmates go outside.*

### **Travel Policy:**

*\*Based on Dept. of Health recommendations*

## **Travel includes any trips:**

- Internationally or Out of State
- On an airplane
- Long distance on a bus or train
- To locations with large crowds (Disney, amusement parks, etc.)

## **After you travel:**

- Get tested 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
  - Even if you test negative, stay home and self-quarantine for the full 7 days.
  - If your test is positive, isolate yourself to protect others from getting infected.
  - Send test results to [info@ucicschool.org](mailto:info@ucicschool.org).
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.

(This policy will be updated as recommendations by local Department of Health change)

## **Accidents and Injuries**

First Aid will be administered to a child needing care. Each accident will be recorded. Parents will need to sign this report and they will be given a copy of this report and the school will maintain a copy. Parents will receive a phone call for all head injuries. Serious accidents will be reported to the Department of Social and Health Services (D.S.H.S.) and Child Protection Services. In the case of a serious injury, we will notify 911 for transport to an area Hospital.

## **Communicable Disease Reporting**

Certain communicable diseases must be reported to the health department (and DSHS- division of health for daycare students). If your child has covid, measles, mumps, chicken pox, pertussis,

etc., please notify the office so they can determine if the child's doctor has reported it, or do so if necessary.

### **Allergies, Asthma, Special Needs**

A careful listing of all students' allergies (from a physician) should be given to the office staff. In cases of severe food allergies, parents generally are asked to bring in appropriate snack food for their child and fill out an additional form instructing staff of special care. Please refer to the Medication Section of this handbook.

### **Medications**

Medications must be stored in their original container. The container must be labeled with the child's name and date of purchase or expiration date and instructions for administration. Medications shall be disbursed only on the written approval of a parent or guardian. Medication shall be disbursed only as specified on the prescription label or as otherwise authorized by a physician.

Parents must fill out a MEDICATION PERMISSION SLIP. The medication will be secured away from children or refrigerated in a child-proof box if necessary.

The following non-prescription medications can be given with parent authorization, as specified on the manufacturer's label: antihistamines; non-aspirin fever/pain reducers/pain relievers; non-narcotic cough suppressants; decongestants; anti-itching ointments or lotions; diaper ointments and powders; as well as sunscreen.

**Sunscreen-** Sunscreen is similar to that of a medication, you will need to fill out and turn into the classroom teacher a completed sunscreen use form. This form allows us to track use and monitor the students to assist if an allergic reaction were to occur. As a school we are not allowing spray sunscreen to be used.

**SECTION 1100**  
**SCHOOL & CHILDCARE POLICIES**

**UCiC School and Learning Center Health Policy, Disaster Policy, Pesticide Policy, Staff policy, inspection reports, insurance, and consistent care policy are available in the Office.**

**State Licensing Requirements**

UCiC School and Learning Center is licensed by the State of Washington and we adhere to all the requirements set forth by the Washington Administrative Code and Revised Code of Washington. Our policies are formulated and derived from the WAC (Washington Administrative Code) and RCW (Revised Code of Washington). For reference, please see both lists of laws, and specifically Chap. 43.216 RCW; and Chap. 110-300 and 110-06 WAC, as these are the direct references for the policies of our school.

The most frequently asked questions about our childcare program deal with the child care staff and the number of children per teacher. This is a reprint of a portion of that section which we follow:

<u>Ages of Children</u>	<u>Staff/Child Ratio</u>	<u>Max. size of group</u>
1- 11 mo.	1:4	8
12-29 mo.	1:7	14
30-60 mo.	1:10	20
5 yrs. & older	1:15	30

## **Student Attendance Sheets**

Children must be signed in and out every day. Parents are required to check in on the computer and give the “IN” sheet to the teacher and check out on the computer and give the “OUT” sheet to the teacher before the child is released. Parent or guardian fingerprints act as their official signature.

## **Parent Authorization**

It is school policy to only allow a child to leave the childcare with a parent, guardian or other adult who is authorized to pick up the child. Parents are asked to list on the registration form the names, addresses and telephone numbers of those persons who may leave with their child. If someone not on the list is to pick up a child, a note must be given to the teacher naming the person. In an emergency, parents may call the school to give the name of the person who is to pick up the child. In this situation the parent should expect to be called back to verify the call.

## **Length of Stay**

The child may remain in care for a maximum of ten hours or less each day. Our center will require a letter from the parent’s supervisor, informing us of a parents work situation if the time extends past the 10 hour maximum limit.

## **Consistent Care**

We strive to provide consistent care for all children with the same teachers in the classroom throughout the day/year. As much as possible, we attempt to provide continuity of care for all children.

## **Admission**

### **Admissions Policy - Elementary**

UCiC School (UCiC) admits qualified students of any race, color, nationality and ethnic origin. It does not discriminate in administration of its educational policies, admission policies,

and/or other school-administered programs.

### Qualifications:

1. UCiC does not limit enrollment to a particular ability or cognitive level. However, a student will not be enrolled if resources are not available to meet the individual's needs. English as a Second Language (ESL) students are limited to the admission.
2. Based on the student's application and records, students must pass an entrance screening test, which may include English Language Proficiency testing and / or a general knowledge or developmental readiness screening test(s).
3. Application eligibility guidelines include English ability, past schooling, current grade opening, age, and grade requested. Current school records for previous education, officially translated into English, are required for admittance to UCiC.
4. Students must turn five years old by 1 September in order to start Kindergarten. Minimum age placements are to be followed when determining grade placement.
5. Qualified students will be accepted in the order of the reception of their application. When the limit of the class has been reached, qualified students will be placed on a waiting list. Any student who has withdrawn from UCiC must complete the application process for consideration of re-enrollment.

### **Admission Criteria**

The appropriate administrative staff will determine the admission of a student. The decision is based on the following criteria:

- Age characteristics of student



- Test results
- Availability of space
- Previous school records

We accept students who come to us from many different countries and educational systems. Before placing a student we consider the factors mentioned above.

### **Termination of Enrollment:**

See Child Guidance + Discipline Section for more information.

### **Admissions Forms**

The following forms will be needed by each student before they will be enrolled and admitted in a class at UCiC School and Learning Center:

- Registration Form
- Health Forms
- Dietary Preference
- Certificate of Immunization
- Tuition Agreement Form

### **Attendance**

Student interaction and participation in class activities are critical aspects of school success. Absences and tardiness negatively impact student learning.

### **Attendance Responsibilities**

#### **--It is the responsibility of students to:**

1. Attend all classes promptly and regularly.
2. Give their teachers a note from their parents explaining why they are missing all or part of a school day.
3. Ask their teacher for make-up work upon return to school.
4. To avoid being tardy the student should be in their

classroom ready to learn by 9:00 AM.

**--It is the responsibility of parents/guardians to:**

1. Emphasize to students that school attendance and punctuality is a priority.
2. Use the UCiC attendance check-in and check-out system each day. Take the check-in slip to the student's classroom and give to the teacher. At the end of the day, ALL parents must present a check-out slip before their child can be excused. This ensures the safety of our children.
3. Call (425) 939-1133 before 8:45 AM each day that your student is absent, or when the student returns send a note explaining the absence with a parent signature.
4. If tardy by 10 minutes or more write a brief note explaining the circumstances and obtain a tardy slip from the school office.

**--It is UCiC's responsibility to:**

1. Emphasize to students that school attendance and punctuality is a priority.
2. Use the check-in and check-out slips to ensure the safety of each child.
3. Make sure classroom teachers take attendance each day using the School Management System.
4. Notify parents/guardians if a student's excessive tardies are impacting learning.
5. Contact the family of a student who is absent for more than 3 days without explanation.
6. Communicate a family's pre-approved absence to all staff.

**--Early Dismissal/Late Arrivals**

1. If possible, please schedule appointments outside the school day.

2. For early dismissals, arrangements should be made with your home room teacher.
3. For late arrivals, students should come to the office with a parent/guardian note before reporting to class.

### **--Pre-Arranged Absences**

1. When possible, please try to arrange vacations to coincide with scheduled school breaks.
2. If the absence is for 3 or more days, Parents should complete a “Change of Program” form, available in the office.

### **--Excused Absences**

1. UCiC recognizes the following reasons for excused absences: illness, medical/dental appointments, religious observances, family emergencies, family trips and disciplinary actions.
2. Absences for school-related activities and field trips are also excused.

### **--Make-up Work Policy for Excused and Pre-Arranged Absences:**

1. For 3<sup>rd</sup>-5<sup>th</sup> grade, it is the student’s responsibility to arrange for make-up work with each teacher upon returning to school after an absence. K-2<sup>nd</sup> grade students and parents should work with the teacher to clarify any make-up work.
2. Students are given one day to make up missed work for each day of an excused absence.

### **--Early Departure (end of the year)**

Any family who is planning to leave school before the end of the school year should complete a “Change of Program” form two weeks prior to departure date.

## **--Absence Penalties**

1. Students with excessive tardies will be subject to an administrative meeting with parents, the teacher and an administrator to determine the problem and implement solutions.
2. Unexcused absences may be followed-up with a telephone call or email to parents/guardians.
3. If a student has two or more days of unexcused absences, a letter of truancy will be sent home.
4. Excessive excused absences will be addressed by the Administration.

## **Grading Policy**

### **--Assessment Philosophy**

There are three keys to effective learning: Curriculum, Instruction, and Assessment. Assessment of student learning provides the feedback necessary to evaluate if learning has taken place, and if not, what instruction must be adjusted and re-applied. Assessment is critical for both students and teachers and should happen at all three stages of the learning process: Pre-assessment to determine background knowledge and readiness for learning; Formative Assessment to see how the learning is “forming”; and Summative Assessment to evaluate the quality of the learning (can the learning be applied in new contexts). Educational research dictates that multiple, reliable measurements be used to assess learning.

### **--Traditional and Standards Based Assessments**

UCiC Elementary currently uses a combination of traditional and standards based grading. For everyday classroom assignments, teachers provide verbal feedback and traditional percentile grades. This is especially true for reading and math tests. However, when a reporting period comes to an end, teachers look at student performance holistically – traditional percentile

grades, verbal and written feedback, and project based assessments. They then translate that data into a standards based grade.

A standards based system measures a student’s **proficiency**. In other words, is the student *proficient* with the targeted learning. Teachers make a determination about proficiency and report it using these marks:

<b>Key for Performance Levels</b>		
4	Exemplary	Student demonstrates an advanced understanding of concepts, skills and processes taught in this reporting period. Exceeds the required performance.
3	<b>Proficient</b>	<b>Student consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period.</b>
2	Developing	Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period.
1	Emerging	Student does not demonstrate an understanding of grade level concepts, skills and processes taught in this reporting period. Student is performing significantly below grade level expectations.
N A	Not assessed	Not assessed this reporting period.
Note: The goal is for all students to reach Level 3 (Proficient) by the end of the year.		

Report cards list the learning targets for each subject at each grade level. Teachers assess student learning for each target as Exemplary, Proficient, Developing, or Emerging. Along with quantitative data (test scores), teachers also judge how autonomous the student’s skill level is. At UCiC we also discuss how the four levels demonstrate this principle:

<b>Key for Performance Levels – Student Autonomy</b>		
4	Exemplary	Student is able to successfully help peers with the skill/learning.

3	<b>Proficient</b>	<b>Student is able to do the skill or apply the learning consistently on their own.</b>
2	Developing	Student can do the skill, but occasionally needs teacher intervention and modeling.
1	Emerging	Student can NOT do the skill without consistent teacher intervention and correction.

### **--Progress Reports**

UCiC Elementary breaks its academic year into two semesters. Progress reports will be available online all the time. Report cards will be sent home at the end of each semester. They include the standards based levels for each learning target as well as a teacher generated narrative on significant elements of each student’s learning.

This report card demonstrates a student who is ready for advanced instruction. Not only has the student demonstrated proficiency for the first semester, the student is now able to instruct peers, apply the learning to more difficult and complex contexts, and/or creatively explore other aspects of the learning target (for example, not only refer to the text evidence, but give an informed judgment as to the reliability of the evidence.)

### **--Standardized Testing**

UCiC participates in standardized testing. We use a nationally normed test that allows the UCiC community to evaluate the effectiveness of their academic program. The test covers Math computation and reasoning, Reading, Vocabulary, Spelling, Language (grammar and conventions), Science, Social Studies, and Bible. It is usually administered in late April and results are available in June.

### **--Questions About A Particular Grade**

We encourage UCiC parents to carefully track their student’s performance. If a parent or student has a question about a particular assessment mark, they are encouraged to contact the teacher first and discuss the grade. If they are not satisfied with the outcome of that discussion, they have recourse to an

administrative hearing that will include an administrator, the teacher, the parents and the student. Administration decisions are considered final.

### **Privacy**

Per federal law, an individual student's grades are considered private. They are not to be shared with anyone outside of school staff without the express written permission of the student's family.

### **Emergency Drills**

Practice drills on emergency procedures will be conducted a minimum of once a month depending on the specific type of drill and recorded on a record sheet provided by the state fire department. Evacuation procedures are posted on the wall next to exits.

### **Use of Pesticides**

In accordance with the 2002 state law on the use of pesticides at licensed day care centers, UCiC Learning Center will post notice 24 hours in advance of the use of pesticides at the entrance of the property and on all the building doors. The notice will give the proposed time, locations, and type of pesticide that will be used. After the pesticide has been applied, notice will be placed in those same locations. Notices will also be placed in the locations where the pesticide was applied.

Records are kept in the office regarding all application of pesticides indicating the locations, product name, amount applied, method and concentration. (Policy available in office)

## **NON-DISCRIMINATION POLICY**

It is the Policy of the Department of Social and Health Services that no person shall be subjected to discrimination in this agency or its contractors because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled or Vietnam Era Veteran status, or the presence of any physical, mental, or sensory handicap.

This Policy is consistent with Titles VI and VII of the 1964 Civil Rights Act as amended in 1972; Executive Order 11246 as amended by Executive Order 11375; Sections 503 and 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975 and the Age Discrimination in Employment Act of 1967; the 1974 Vietnam Era Veteran Readjustment Assistance Act; the Governor's Executive Order 85-09; and the Washington State Laws Against Discrimination, RCW 49.60.

This Policy and provisions contained herein apply to every aspect of the agency's programs, practices, policies, and activities, as well as to those of its vendors, grantees, sub grantees, licensees, contractors, and subcontractors (hereafter known as contractors). This Policy does not apply, however, to religious corporations, associations, educational institutions, or societies with respect to the employment of individuals of a particular religion to perform work connected with the conduct of such corporations, associations, educational institutions, or societies of its activities.

### **SMOKE FREE ENVIRONMENT**

In the interest of protecting the health of children and staff members, we are a smoke-free environment.

### **DRUG AND ALCOHOL FREE ENVIRONMENT**

By law and in the interest of protecting the health of children and staff members, we are an alcohol and drug free environment.

### **WEAPONS**

In the interest of protecting children and staff members, we are a weapon free environment.