

2026-2027 Parent and Student Handbook

UCiC School Official Guide

My dear children, let's not just talk about love; let's practice real love. (1 John 3:18 MSG)

Contact Information

- Office Phone: 425-939-1133
- Office Email: info@ucicschool.org
- Website: www.ucicschool.org
- Address: 3727 240th St. SE Bothell, WA 98021

Hours of Operation

- Early Learning: 9:00 am - 4:00 pm
- Elementary: 9:00 am - 3:30 pm
- Child Care: 7:00 am - 6:00 pm
- Office Hours: 7:30 am - 5:00 pm

Table of Contents

100 Mission and Philosophy
200 Education Programs
300 Discovery After School Program
400 Calendar & Schedule
500 School/Family Events
600 Tuition Fees & Payments
700 Communication
800 Classroom Policies
900 Food Policies
1000 Accident & Illness
1100 School & Childcare Policies

100 Philosophy

Mission Statement

UCiC exists to empower students' growth in knowledge, wisdom, and stature, and in favor with God and man. (Referenced from Luke 2:52)

The Core Values of UCiC are to

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

Our Name

The name UCiC reflects our desire to see life from God's loving perspective—*You see, I see*. At UCiC, we strive to recognize in each student the potential that God has placed within each one of them. Every child is uniquely gifted with talents, abilities, attributes, and ways of learning and growing. And it is our mission is to nurture those strengths, cultivate God-honoring character, and equip our students to grow as future leaders.

Expected Student 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

1. Recognize and participate in God's plan for mankind
2. Understand the core teachings of the Bible
3. Value the body as God's temple and care for it
4. Develop and value spiritual talents and gifts in self and others
5. Develop and demonstrate Godly character traits

B. Achieve high and differentiated academic standards

1. Maximize individual academic potential through various learning opportunities and demonstrate continuous academic growth based on individual strengths, needs, and learning goals
2. Demonstrate proficiency in each subject across the curriculum and strive for exemplary performance
3. Apply acquired knowledge and skills accurately and effectively in new, meaningful, and real-world contexts.
4. Take ownership of academic progress by recognizing individual strengths, identifying areas for growth, and responding constructively to feedback.

C. Communicate effectively

1. Actively receive and interpret messages to foster understanding
2. Use oral, visual, kinesthetic, and written communication
3. Clearly explain and express opinions and ideas in various situations and audiences
4. Use standard English in oral and written communication
5. Achieve high bilingual proficiency

D. Contribute positively to society

1. Show respect and value the diversity of others through demonstrating understanding of and respect for all cultures
2. Work independently and collaboratively toward a common goal
3. Develop a commitment to servanthood
4. Develop appropriate social and behavioral skills
5. Assumes responsibility for the planet and its inhabitants

E. Develop critical thinking

1. Understand philosophies that influence foundational ideas about life and the world
2. Exercise discernment regarding truth and ethics
3. Gather, analyze, synthesize, and evaluate information critically and creatively through independent and cooperative efforts

F. Apply self-regulated learning skills

1. Effectively use time management and organizational study skills
2. Practice self-evaluation and goal setting
3. Appropriately use a variety of resources and technology to research, acquire, and evaluate data
4. Gather and organize information to integrate and apply knowledge

We strive to provide a diverse environment with a nurturing program 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 as these are the direct references for the policies of our school.

200 Education Programs

Early Learning Program

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 school.

At UCiC, we support each child's learning through a thoughtful combination of purposeful play and guided activities that reflect their individual needs and interests.

Our educators are trained to carefully observe each child's development and use these insights to plan engaging, age-appropriate activities and learning goals. This approach ensures that every child is supported in their growth—spiritually, emotionally, physically, socially, and cognitively—in a way that is both intentional and nurturing.

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

Our Curriculum Philosophy: Guiding Principles of the Early Learning Program at UCiC

At UCiC, our Early Learning Program is built upon five core principles that guide our teaching practices, learning environments, and relationships with children and their families. These principles reflect our commitment to nurturing the whole child through a balanced approach that integrates both play-based learning and academic readiness.

Spiritual Development – We aim to help children develop a personal and positive relationship with God. Through meaningful engagement with the Bible, students come to understand that God's Word brings clarity, offers guidance in all areas of life, and reveals the gift of salvation through Jesus Christ.

Social-Emotional Competence – We foster the development of essential skills such as emotional regulation, positive peer interactions, problem-solving, and effective communication—laying a strong foundation for lifelong success.

Balanced Learning Approach – Our curriculum blends purposeful, play-based experiences with early academic learning. This balanced approach encourages curiosity and creativity while also preparing children with foundational skills in literacy, numeracy, and critical thinking.

Physical Environment – We provide safe, welcoming, and thoughtfully designed learning spaces that promote a sense of belonging and community. These environments empower children and support positive interactions and exploration.

Teacher-Family Partnerships – We believe that strong relationships with families are essential to each child's success. By fostering open communication and collaboration, we actively involve parents in their child's learning and development.

Hours of Operations and Program Offerings

UCiC School is open from 7:00 AM to 6:00 PM, providing full-day care alongside a high-quality educational experience.

Our core classroom hours are from 9:00 AM to 3:30 PM for elementary and from 9:00 AM to 4:00 PM for early learning, with before- and after-school programs available to support working families. These extended care options include supervised childcare and engaging enrichment clubs.

Our programs serve children from infancy through 5th grade and include:

- Infants
- Toddlers
- P3: Preschool
- P4,5: Pre-Kindergarten
- Kindergarten
- First Grade
- Second Grade
- Third Grade
- Fourth Grade
- Fifth Grade
- Discovery –Elementary Childcare (Kindergarten through 5th Grade)

Student Placement

Early Learning students are placed in classes after careful thought and consideration. Factors include:

- *Age of child
- *Developmental characteristics
- *Availability of program

Students of various cultures, ethnicities, and backgrounds are all welcomed.

Class Divisions - Early Learning

Infants (1–12 months)

Infants receive nurturing care and age-appropriate stimulation. Activities focus on developing both large and small motor skills through movement, crawling, walking, and exploration. Sensory experiences, social interaction, early speech development, and self-help skills are gently encouraged.

Toddlers (1–3 years)

Toddlers have a dedicated space to safely explore and grow at their own pace. We support them in developing independence by encouraging self-feeding, drinking, and beginning to communicate their needs to caregivers.

Toddlers are cared for in their own classrooms by nurturing teachers. Learning activities are tailored to each child's attention span and developmental level. They enjoy stories, songs, art, imaginative play, and games that promote social skills, language development, motor coordination, sensory awareness, and creativity. Basic concepts like colors, shapes, numbers (1–10), and the ABC song are introduced.

P3: Preschool (3–4 years)

Preschoolers engage in a wide variety of activities designed to build foundational skills. They continue learning colors, shapes, and spatial awareness while developing self-esteem, independence, and decision-making skills. Lessons also cover topics such as nutrition, health, community helpers, and personal safety.

P4, P5: Pre-Kindergarten (4–5 years)

Pre-K students prepare for kindergarten through structured learning. They explore letter names and sounds, number concepts up to 20, and begin early reading and writing based on individual readiness. They also count to 100 and engage in science and health units that encourage experimentation, creativity, and discovery.

Elementary Program (K-5th Grade)

Kindergarten - Our State Approved Kindergarten is for children 5 years of age by August 31st.

First Grade – Our State Approved first grade is for children 6 years of age by August 31st.

Second Grade - Our State Approved second grade is for children 7 years of age by August 31st.

Third Grade - Our State Approved third grade is for children 8 years of age by August 31st.

Fourth Grade - Our State Approved fourth grade is for children 9 years of age by August 31st.

Fifth Grade - Our State Approved fifth grade is for children 10 years of age by August 31st.

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 the Bible.

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 Bible classes and weekly Chapel.

Character Training

The goal of character development is helping children acquire the godly habits and attitudes which will best serve them throughout life. Some of the traits are honesty, kindness, courage, obedience, and self-control.

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

At UCiC School, every class enjoys Bible Time each day as part of our commitment to nurturing students' faith.

For Kinder–2nd grade, Bible Time focuses on learning the foundational stories of the Bible. For 3rd–5th grade, this time also includes personal devotions to help students grow deeper in their faith.

We believe that family involvement is key to helping children connect with God's Word and live out what they are learning.

300 Discovery After School Program

Program Objectives

The UCiC before & after school program provides school-age children the opportunity to grow and learn in a safe, nurturing, and supportive 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

Discovery is open during UCiC's hours of operation outside of the Elementary School hours, including on days that Elementary School is closed, but the School is open. Discovery is only closed when the entire school is closed. (Red Dates on the Calendar)

Normal Schedule: During our normal schedule, we will have Morning Care from 7:00AM-9:00AM and Aftercare from 3:30PM-6:00PM.

Half-Days: When Elementary School has a ½ day, Discovery will have a half-day care from 12:00-6:00PM.

Full-Days: When Elementary School has no school but the school is open, Discovery will have a full-day care from 7:00AM-6:00PM.

Clubs

Discovery offers clubs in three season sessions; Fall, Winter, and Spring from Monday-Thursday. Clubs are open to all Kinder-5th Graders and run from 4:00PM-5:00PM. On Fridays, we will play outside during this time followed by homework and reading time.

After clubs, students will return back to the gym to participate in freeplay until closing.

Club information will be available 2 weeks before the sessions starts, and sign-ups start 1 week later. Students enrolled in Discovery will get early access to Club sign-ups. Afterwards, sign-ups will open up to the rest of Elementary. Students are expected to attend the same club during the whole session.

400 Calendar & Schedule

Please refer to [our website](http://www.ucicschool.org), www.ucicschool.org for the 2026–2027 school calendar. Please note that the calendar is subject to change, so we encourage you to check the website regularly for the most up-to-date information.

Inclement Weather Policy

UCiC School actively monitors local weather conditions and will determine if schedule changes are necessary due to inclement weather. The safety of our students, families, and staff is our top priority. Decisions are based on current weather conditions and the safety of travel to and from school.

Parents will be notified promptly of any changes to the school schedule. Adjustments may include a full-day closure or a delayed opening (typically by one hour or more). Please refer to the school website or the message on our Brightwheel app.

Please check your messages and school communication channels regularly for updates during inclement weather.

In the event the school loses power for **30 minutes or more**, the facility will be **closed** for the remainder of the day.

Note: Refunds will not be issued for days the school is closed due to weather or emergency facility issues.

500 School/Family Events

Early Registration

Open registration begins in February. Current families will be given priority to enroll their child(ren) before registration opens to the wider community.

Christmas Programs

The UCiC 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.

Family Nights

Every other month, UCiC hosts Family Nights events, where all families are welcome to spend time together with activities and other fun events. Information will be sent to all families through email and dates have already been set on the UCiC Calendar. Please refer to the website/Brightwheel for dates and updates.

600 Tuition Fees & Payments

Tuition Paid in Advance

All students will be charged on the 1st of each month for the upcoming month. All tuition is due by the 5th business day of each month.

Registration and Annual Fees

The registration fee is due at the time of registration and is non-refundable. The annual curriculum and materials fee must be paid in full prior to the student's start date. Payment of all required registration,

curriculum & materials fees is necessary to complete the enrollment process. A student's enrollment is not considered complete, and placement is not guaranteed, until all required annual fees have been received.

Family Discount

When more than one child from the same family is enrolled, a 10% reduction in tuition is given for the 2nd child enrolled, 20% for the 3rd child and 30% for the 4th child. *Only a single type of discount is applied per family.*

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. In the event that a student makes a full year payment in the beginning of the academic year but subsequently opts to withdraw during the course of the year, the remaining balance from the total amount, excluding any applied discounts, will be subject to refund.

Elementary and Part-Time Tuition

For Elementary, the last month (June) tuition is waived if the student enrolls by September of the current school year. If the student enrolls subsequent to October of the current school year, the last month tuition will be prorated accordingly. All students who are enrolled in the lunch and before/after care program will incur charges throughout the entirety of the school year, including June.

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 15th 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 \$35 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 \$5.00 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 trips can be paid through your account or by check. Field trip money paid is non-refundable.

Vacations and Illness

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

Extended Vacation Policy

Vacations of less than two (2) consecutive weeks are not eligible for tuition proration or temporary disenrollment. To reserve your child's enrollment during a vacation, regular tuition payments must continue.

If your family plans to take an extended vacation, please notify the school in advance and provide your child's anticipated return date. If your return date changes or was not provided before your departure, a minimum of two (2) weeks' written notice is required prior to your child's return.

Families may select one of the following options during extended absences:

You may keep your child's spot by continuing to pay full tuition during the vacation period. Your enrollment remains active, and your child's placement is guaranteed upon return.

You may choose to withdraw from the program during your absence. In this case, your child will be placed on the waitlist, and re-enrollment is not guaranteed. Upon your return, a \$150 re-enrollment fee will apply if space becomes available.

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 via email to admissions@ucicschool.org. If for any reason you choose to withdraw at any given point during the academic year and subsequently return at a later date within the same academic year, a re-enrollment fee of \$150 will be incurred upon reentry.

700 Communication

Communication Protocols

Brightwheel

We use the Brightwheel app for attendance tracking and communication with our families. On the app, you will find us as **UCiC School**. Once your registration is complete, our Admissions Office will send you an invitation to join Brightwheel and will connect you with your child's teacher through the app.

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 or there is a need to withdraw the child from school, parents must email admissions@ucicschool.org. Please submit these notices a minimum of 2 weeks prior to the changes or withdrawal from the specific program.

A student's enrollment may be discontinued if the family's account becomes past due and no mutually agreed-upon payment plan has been established. Enrollment may also be discontinued when a student demonstrates ongoing or serious behavioral concerns that significantly affect the safety, well-being, or learning environment of the student or others, particularly when appropriate interventions and reasonable efforts to address the concerns have not been successful.

Parent-Teacher Conferences - Elementary

We will offer parent-teacher conferences during the school year (2 mandatory and 1 optional). Information regarding upcoming conferences will be communicated through your student's teacher. These conferences provide an exchange of information that is beneficial to all involved.

Please contact your child's teacher to schedule a mutually convenient appointment.

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.

800 Classroom Policies

Classroom Procedures

Transition Period and Separation – Early Education

We understand that saying goodbye to your little one in the morning can be emotional — for both of you! However, we want to share some helpful guidance to make the transition smoother for your child and support their emotional growth.

Why a Quick and Reassuring Drop-Off Matters: Preschoolers thrive on routine and clear expectations. When goodbyes are brief and consistent, it helps children:

Feel secure: A calm and confident goodbye sends the message that they're safe and in good hands.

Adjust quickly: Lingered or drawn-out farewells can actually increase anxiety and make the separation harder.

Build independence: Short, predictable goodbyes support your child in learning to cope with transitions in a healthy way.

What You Can Do:

Keep it positive: A smile, hug, and cheerful "Have a great day, I'll see you soon!" can go a long way.

Be consistent: Create a goodbye routine that you stick to — children find comfort in predictability.

Trust the process: Even if your child is tearful at first, they almost always settle shortly after you leave. Our staff is here to comfort and support them.

Thank you for helping us create a supportive, nurturing start to the day for your child. Together, we can make every drop-off a positive experience!

Drop Off And Pick Up Instructions – ALL

1. Please identify any and all persons who are authorized to pick up your child with an official email with the desired pick-up person's First and Last Name. We will not release your child to any person without your

permission or a confirmed telephone call in the case of an 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 – ALL

Children love sharing special items from home with their classmates, and we love giving them the opportunity to do so! Please check with your child's teacher for their designated Show & Tell day(s).

A few friendly reminders:

Please bring toys only on your child's assigned Show & Tell day.

We kindly ask that toys representing aggression or violence stay at home.

Personal Technology

Elementary students are allowed to bring their watches and cell phones to school. However, these devices are for emergency use only.

To avoid distractions and keep our learning environment focused, all devices must remain off and put away during school hours and while students are in the Discovery Club.

Recess

All classes will have daily recess and will go outside. If a child is well enough to attend school, they are considered well enough to participate in outdoor recess. Children will remain indoors if temperatures fall below 20°F or rise above 100°F, or if air quality reaches hazardous levels.

Needs from Home –Early Education

Personal Items & Daily Needs for Preschoolers

Our early childhood department provides all necessary school supplies and learning materials. However, there are a few personal items each child will need to bring from home. To avoid confusion, please label all items and personal belongings clearly with your child's name using a permanent marker such as a Sharpie.

Items to Bring:

Blanket

Children who stay for childcare after lunch will need a small blanket for nap time. It is best if the blanket can stay at school for the entire week and be taken home only for laundering as needed.

Change of Clothing

Every child should keep a labeled change of clothes in a plastic bag in their cubby. If your child needs extra dry clothing and we provide some, we kindly ask that you wash and return those items promptly.

Diapers & Diapering

Parents are responsible for supplying the necessary diapers each day. A daily diapering report will be sent home noting the time and nature of each change.

Toilet Training & Readiness

At UCiC, we partner with families to determine when a child is ready to begin toilet training. Signs of readiness may include:

Fewer wet diapers throughout the day

- Discomfort with dirty diapers
- Developed motor skills (for pulling pants up/down)
- Interest in or awareness of using the toilet
- More regular bowel movements
- Our teachers provide guidance and support by:
 - Using consistent potty training language
 - Assisting with pulling pants up/down
 - Teaching hygiene skills like wiping, flushing, and handwashing

Children with physical or developmental delays will receive additional support, which may include the use of visual aids, extra practice, or postponing toilet training until a later time.

When a Child Is Considered Potty Trained at UCiC

A potty-trained child at UCiC can do the following:

- Tell a teacher when they need to use the toilet
- Use the toilet with minimal to no help
- Pull pants and underwear up/down independently
- Wipe effectively and manage hygiene
- Wash and dry hands on their own

Teachers will continue to support and encourage independence, especially for children who are new or transitioning into preschool. If a child continues to have frequent accidents or requires ongoing assistance after one month, we will reach out to parents to discuss next steps and possible strategies.

Field Trips

Teachers are encouraged to take 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. Siblings cannot ride the van unless they are enrolled in our school. 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. Payments will be made by check or charged to your account.

Birthday Celebrations

Birthdays are special occasions at UCiC. Please inform your child's teacher in advance of their upcoming birthday to plan an appropriate celebration. If birthday invitations are distributed at school, *they must include all classmates*; otherwise, invitations should not be sent through the school. Any special birthday snacks brought for the class must be *store-prepared and nut-free*.

School Holidays and Observances

UCiC School recognizes Christian holidays, national holidays, and school-specific observances throughout the academic year. These occasions provide opportunities for our school community to celebrate our Christian faith, honor our nation and community, and come together in fellowship.

School holidays and observances may include:

- Labor Day
- Veterans Day
- Thanksgiving and Thanksgiving Break
- Christmas and Christmas Break
- New Year's Day
- MLK Jr. Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Staff Retreat and Professional Development Days
- All-School Cleaning and Preparation Days

UCiC School will be closed on designated school closure days as published on the annual school calendar. Holiday, break, and closure dates are subject to change. Families will be notified of any changes as soon as reasonably possible. Please refer to the current UCiC School Calendar for the most up-to-date information available on the website.

** Halloween is not recognized at UCiC; however, we celebrate as Noah's Ark Day.

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 school.

Behavioral Support Policy (Early Learning)

While occasional behavioral challenges are a normal part of development, if a persistent issue arises that is disruptive, harmful, or creates an unsafe environment, we will notify parents and may request a professional assessment.

If outside services are recommended, we are happy to collaborate with families and providers. However, if those services are declined and the child continues to need support beyond what we can offer, we may ask the family to seek alternative care.

This policy is applied fairly and without discrimination, with the goal of maintaining a safe, supportive environment for all children.

Specific + Special Needs

At UCiC, we believe every child is uniquely created by God and deserves the opportunity to learn and grow in a supportive environment. Whenever possible, we strive to be an **all-inclusive school**, providing care for children of all abilities.

We work closely with families and outside agencies to support children with specific and/or special needs. Our partnerships may include **Kinderling, Haven**, ABA therapy companies and other outside agencies or therapists, who are welcome to come to our school to work with individual children.

Our goal is to partner with you to provide the best care and support for your child so they can thrive.

Policy on Termination of Enrollment

UCiC strives to avoid termination of enrollment and instead works closely with families to support every child. However, if a child's behavior poses a serious risk of injury or harm, immediate action will be taken to address the situation (e.g., closer supervision, redirection, or providing alternative outlets for expression or sensory needs). A Support Plan will be developed and implemented to ensure the safety of all children and staff while working toward improvement. If progress cannot be achieved through the Support Plan, the school will assist the child and family in accessing professional support services while maintaining a safe environment. Should unsafe or harmful behaviors persist without resolution within a reasonable period of time, termination of enrollment may become necessary.

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 school.
- 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 school 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 school staff, children or anyone else at the school.
- A parent/guardian fails to follow school 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 school. 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.

900 Food Policies

A monthly menu is available on the UCIC website to help parents and guardians plan ahead and provide supplementary food for children with special dietary needs.

Food Storage

For the safety of all children, **glass food storage containers are not permitted** at UCIC School. Please use only non-breakable, child-safe containers for any food sent from home.

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 110-300-0180** 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

Lunch will be served at 11:30 for toddlers and noon for the rest of the school. As required by **WAC 110-300-0185**, 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 110-300-0190** 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.

Infant Schedule

Feedings, naps, and diaper changes are carefully monitored and documented throughout the day using daily notes form. Parents can review these records to better understand their child's daily routine and care.

For infants, the classroom teacher will work closely with each family to discuss their child's individual sleep schedule. Together, they will create a rest plan that supports the child's needs while following all **Safe Sleep procedures** and training guidelines.

1000 Accident & Illness

Health and Safety Guidelines

Health Policy

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 Brightwheel if your child will be out of school.

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. In most cases, children will need to be home for at least **48 hours (2 full school days)** to return to school.

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 48 hours **AND** symptoms have cleared, are no longer contagious, and nit free for lice.

Children must be picked up from school if they have vomited two or more times within the previous 24 hours or have diarrhea exceeding two stools above their normal frequency within a 24-hour period, or if the stool contains blood or mucus, in accordance with WAC 110-300-0205(5)(b)–(c). In addition, UCiC School reserves the right to send a child home whenever an illness prevents participation in normal activities, requires care beyond what staff can safely provide, or poses a risk of spreading illness to others, consistent with WAC 110-300-0205(4).

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.

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. For the health and safety of all children and staff, and in accordance with WAC 110-300-0240(2)(d), *UCiC School does not permit the use of aerosol (spray) sunscreen* on campus during child care hours. Families are asked to provide lotion or stick sunscreen instead. Staff will apply sunscreen in accordance with the child's authorization and the school's health and safety procedures.

Reporting Absences

Absence Notification

For **planned absences**, please notify the school by emailing info@ucicschool.org in advance.

For **unplanned absences**, please notify the school by calling the school office at **425-939-1133** or emailing info@ucicschool.org by **9:45 AM** on the day of the absence. You may also notify your child's teacher through the **Brightwheel** app. Prompt notification helps us ensure your child's safety and maintain accurate attendance records.

1100 School & Childcare Policies

Attendance Policies

UCiC School Health Policy, Disaster Policy, Pesticide Policy, Staff policy, and inspection reports are available upon request.

State Licensing Requirements

UCiC School 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:

Ages of Staff/Child Max. size

- 1- 11 mo. 1:4
- 12-29 mo. 1:7
- 30-60 mo. 1:10
- 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 UCiC app via their QR code every morning. Parents are required to check "OUT" on the UCiC app via their QR code every evening before the child is released.

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 school will require a letter from the parent's supervisor, informing us of a parent's work situation if the time extends past the 10 hour maximum limit.

Late Drop-Off

Children need to be dropped off at school NO LATER THAN 10:00 AM. Students who arrive after 10:00 AM will be turned away at the door and will not be permitted to drop-off unless prior arrangements have been made 24 hours in advance.

To support a smooth transition into the classroom and minimize disruptions to the learning environment, families are expected to arrive on time.

If you anticipate arriving late, **please notify the school by 9:45 AM via phone or email.**

Families who arrive late more than three (3) times within a calendar month without providing notice by 9:45 AM will receive reminders. After the third occurrence, the school reserves the right to deny entry for any additional unexcused late arrivals during that month, and the child may be required to return home for the day.

We appreciate your partnership in helping us maintain a safe, consistent, and productive learning environment for all students.

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 September 1st, 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 :

- Registration Form
- Health Forms
- Allergy, Dietary, and Medical Needs Information
- Certificate of Immunization
- Tuition Agreement Form
- Photo/Video and Media Authorization
- Release of Liability and Acknowledgment 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 3rd-5th grade, it is the student's responsibility to arrange for make-up work with each teacher upon returning to school after an absence. K-2nd 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)

If your child will be leaving before the end of the school year or withdrawing from the program, a **minimum of two (2) weeks' written notice** is required.

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:

Key for Performance Levels

4	Exemplary
3	Proficient
2	Developing
1	Emerging
N/A	Not assessed

Student demonstrates an advanced understanding of concepts, skills and processes taught in this reporting period. Exceeds the required performance. **Student consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period.** Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period. 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.

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:

Key for Performance Levels – Student Autonomy

4	Exemplary
3	Proficient
2	Developing
1	Emerging

Progress Reports

Student is able to successfully help peers with the skill/learning.

Student is able to do the skill or apply the learning consistently on their own. Student can do the skill, but occasionally needs teacher intervention and modeling.

Student can NOT do the skill without consistent teacher intervention and correction.

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

UCiC conducts monthly emergency drills in accordance with state guidelines. The type and frequency of drills may vary, but all are documented on official record sheets provided by the state fire department.

Evacuation procedures and maps are clearly posted next to all exit doors throughout the facility to ensure quick and safe responses during an emergency.

Regulatory Compliance

Nondiscrimination Policy

UCiC School is committed to providing a welcoming, respectful, and safe educational environment in which every student is treated with dignity and care. UCiC School does not unlawfully discriminate in its programs or services on the basis of race, creed, color, national origin, sex, honorably discharged veteran or military status, marital status, gender, sexual orientation, age, religion, disability or ability, or any other status protected by applicable federal or Washington State law.

UCiC School operates licensed Early Learning programs and a Washington State-approved private Elementary School. The School complies with applicable nondiscrimination requirements of the Washington State Department of Children, Youth, and Families (DCYF), the Washington State Board of Education (SBE), the Washington Law Against Discrimination, the Americans with Disabilities Act, and other applicable federal and state laws and regulations.

UCiC School's commitment to nondiscrimination does not alter, diminish, or waive its Christian identity or its right to teach and promote its religious beliefs, doctrines, values, and practices as permitted by applicable law. Families are not required to hold the same religious beliefs as UCiC School unless otherwise required by a particular program or applicable policy; however, by choosing to enroll a child at UCiC School, parents and guardians acknowledge that Christian teaching and practices are an integral part of the School's educational program and agree to respect the School's Christian mission and educational environment.

UCiC School retains all rights, protections, exemptions, and accommodations available to religious organizations and private religious educational institutions under applicable federal and Washington State law. Nothing in this policy is intended to waive or limit any such right, protection, exemption, or accommodation.

Smoking/Vaping Free Environment

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

Parent Handbook Policies and Responsibilities

The UCiC School Parent Handbook provides families with important information regarding the school's policies, procedures, expectations, and practices. Parents and guardians are responsible for reviewing the Parent Handbook and becoming familiar with the policies applicable to their child's enrollment and participation at UCiC School.

Enrollment and continued enrollment at UCiC School are subject to the policies and procedures outlined in this handbook, including, but not limited to, attendance, health and illness requirements, arrival and departure procedures, tuition and payment obligations, safety procedures, student conduct, and communication expectations. By enrolling a child at UCiC School, parents and guardians are expected to comply with applicable school policies and procedures.

The Parent Handbook is intended to provide general information and guidance regarding school operations and expectations. UCiC School reserves the right to interpret, modify, revise, add to, or discontinue policies and procedures when necessary due to changes in applicable laws or licensing requirements, safety considerations, program needs, or school operations. Material changes affecting families will be communicated in a timely manner.

Parents and guardians are responsible for reviewing handbook updates and other policy communications issued by the school. Continued enrollment following a communicated policy change will be subject to the policies then in effect.

UCiC School values a cooperative partnership with families in supporting each child's education, safety, development, and well-being.

On behalf of our school, we thank you for choosing UCiC! We are very excited to have you as a part of our amazing community!