****

**Cottage Lake**

**Presbyterian Preschool**

(CLPP)

**Parent Handbook**

2025-2026

**Table of Contents**

Contact Information

Staff

Mission/Purpose

School Hours

Health and Safety

General Information (Class Lists, Drop Off/Pick Up, After School Play,

Late Pick-Up Fees, Clothing, Conferences,

Book Orders, Bulletin Board,

Calendars)

Snack

Field Trips

“Discipline” Policy

Registration Fee and Tuition

**Staff**

Director/Bookkeeper Stephanie Ransom [CLPPdirector@gmail.com](mailto:CLPPdirector@gmail.com)

Pre-K Lead Teacher Silke Loeser silke@live.com

Pre-K Assistant Teacher Jana Koklic jana.koklic@gmail.com

4’s Lead Teacher Jana Koklic jana.koklic@gmail.com

4’s Assistant Teacher Jenn Tyson jenntyson@outlook.com

3’s Lead Teacher Dianne Cunningham dianne06mck@yahoo.ie

3’s Assistant Teacher Chelsie Mihulka cehhannah@yahoo.com

**Contact Information**

Cottage Lake Presbyterian Preschool

Phone: (971)910-2788

Email: [CLPPdirector@gmail.com](mailto:CLPPdirector@gmail.com)

Cottage Lake Presbyterian Church

Office phone: (425) 788-1569

Office e-mail: [office@cottagelakepc.org](mailto:office@cottagelakepc.org)

Pastor J. Scott Anthony

\*Please call/text [(615)406-0335] or email ([CLPPdirector@gmail.com](mailto:CLPPdirector@gmail.com))

when your child will be absent. This helps us in planning daily activities and is particularly important on field trip days. We also appreciate being kept up to date on any health issues that may come up.

**Mission/Purpose**

Cottage Lake Presbyterian Preschool (CLPP) is a non-profit organization, operated by Cottage Lake Presbyterian Church as an outreach to our community, and open to children of all faiths. We seek to give the children that come to our school the best possible start in their lives and academic careers. Our approach to education is relational and Christian value based. We don’t formally teach Bible lessons, but rather, we indirectly teach basic Christian values through kindness, patience, and sharing in our interactions with your children. Our core attitude to “Love One Another” simply means to respect and treat each other with loving kindness. Christian values are modeled in an age-appropriate way for small children to understand and act out. We practice treating one another with kindness, patience, and understanding while we learn about the world we live in, explore social relationships, and build a strong foundation for future education.

**School Hours**

3 Year Class 9:00 a.m. – 11:30 a.m. Tuesday, Friday

4 Year Class 9:00 a.m. – 11:30 a.m. Monday, Wednesday, Thursday

Pre-K Class 12:00 p.m. – 3:00 p.m. Monday, Tuesday, Wednesday, Thursday

School doors will be unlocked at class start time and relocked ten minutes after class starts or when all children have arrived, whichever comes first. This is for the safety and security of all.

Please pick up your child promptly or call if you are late due to an emergency. Our staff must transition from the morning class to the afternoon class in a very short period, so please help them out by picking up your child promptly. There will be a $25.00 fee charged to your account for every 15 minutes after the end of class (11:45 for am classes, 3:15 for pm class).

We follow the Northshore School District calendar for all holidays and vacations. Snow days will be taken along with Northshore schools. Morning delays (“One hour late”, etc.) or cancellation of kindergarten resulting in no AM preschool that day. Early dismissal will result in no PM classes.

**Health and Safety**

We will make every effort to keep our school neat, clean, and as sanitary as possible to

minimize the spread of any illness. Please keep pacifiers, blankets, and toys (except for sharing days) at home---this reduces the spread of germs and keeps your child’s special items from getting lost.

Please call the school or your child’s teacher if your child will be absent, especially on field trip days.

In the case of an accident, our staff is trained in first aid and CPR. If a child’s injury is more than a cut/scrape/bruise that requires cleaning and a band-aid, we will immediately call 911, parents, and/or emergency contact person.

Please provide an earthquake comfort pack for your child at the beginning of each school year. It will be returned at the end of the school year. We have a generous supply of emergency preparedness items at school (water, non-perishable food and drink items, wool blankets, flashlights, matches, candles, small emergency survival blankets, first aid kits). Suggested items to include in a large zip-lock bag could be a non-perishable drink (juice box/can, water bottle, etc.), favorite non-perishable snack such as fruit cup, granola bar, etc., one pair of mittens or socks to keep little hands warm, and a picture of someone special. It is very reassuring for a child to have their own kit that they have put together with you.

A simple drill for safety will be held toward the beginning of the school year so that children are aware of what we will do in an emergency.

|  |  |  |
| --- | --- | --- |
| **Illness** | **Stay Home or**  **Go to School?** | **Details** |
| **Hand, Foot & Mouth**  **Chicken Pox** | Home | Child must stay home until blisters have dried up, crusted over and are healing. |
| **Cold symptoms (stuffy nose, runny nose, sore throat, headache)** | Home | If a child has only ONE of these symptoms and they resolve or significantly improve in 24 hours without medication the child may return to school. |
| **Cough** | Home | Child can return to after 24 hours if the cough has improved without medication and no other cold symptoms (congestion, runny nose, sore throat, headache, fatigue) are present. |
| **Diarrhea** | Home | Student should stay home for 24 hours after the last episode of diarrhea without medication. |
| **Fever** | Home | Students should stay home if their temperature is 100.4 degrees or higher. Keep home until child is fever free without the use of medication for 24 hours. |
| **Fifths Disease** | School | Once the rash appears this virus is no longer contagious. If your child feels well enough to participate in school activities, they can come to school. |
| **Head Lice** | Home | Students may return to school after their hair has been treated. |
| **Impetigo** | Home | Students may return to school 24 hours after treatment has started and the area is covered. |
| **Ringworm** | School | Students may return to school if the area is being treated and is covered. |
| **Strep Throat** | Home | Students may return to school 24 hours after antibiotics have started and temperature is <100.4 without the use of medication. |
| **Vomiting** | Home | Students should be kept home for 24 hours after last episode of vomiting without use of medicine. |
| **Pink Eye** | Home | Child may return to school 24 hours after starting antibiotic eyedrops if no fever is present. |

**General Information**

**Class Lists:** Will be distributed to all families and updated as necessary. Please let the

director know if you do NOT wish to have your name, child’s name and birth date, address, e-mail address, and phone number on this list.

**Drop Off/Pick Up:** Each teacher will explain the procedure for their individual classes.

**After School Play:** We love for you all to get to know each other, visit, and play! Please use the large open lawn on the church side of the street---the grass and tree area on the preschool side is too close to the Woodinville-Duvall Road and very dangerous. Our staff is not able to supervise outside before or after school.

**Late Pick-up:** Teachers have cleaning duties, another class starting, and after-school time commitments of their own, so please help us by being on time to pick up your child. It can also be stressful for a child to be the last one picked up from preschool. You may be charged a fee to help cover wages for late pick-ups.

**Clothing:** “Dressing for Success” at CLPP means wearing comfortable clothing that is easy to wash! We try to spend as much time outside as possible, and the children will get dirty! Our arts and crafts projects will involve markers, paint, glue, glitter, chalk, etc., and we will also do some age-appropriate cooking.

**Conferences:** Available upon request

**Book Orders:** We order books from several book services for your convenience. This is an optional activity for which forms will be sent home as they become available. This is a great opportunity to get books at terrific prices.

**Bulletin Board:** Inside the front door, please look occasionally at our bulletin board. We will post all kinds of information for you, including class calendars, information on upcoming events and more.

**Calendars:** Class calendars will be sent home via buckets each month. Calendars include themes, snack assignments, sharing and cooking days, field trips and more. Extras are kept on the bulletin board.

**Snack**

Your monthly class calendar will show which child is to bring snacks to class each week. A special “bucket” will be sent home the last day of each week with the child who is bringing snack the NEXT week. Please bring back the bucket with drinks (small water bottles, juice boxes or cups), napkins, and snack items for each child, teacher and assistant for EACH SCHOOL DAY during your snack week.

If your child has any food allergies, please alert the teacher, assistant and director. Parents of children with allergies are asked to please send in a zip-lock bag with alternate snack foods for their child.

We will try to schedule your child to bring snack during the week of his/her birthday (or an alternate week if the birthday is in the summer). You are welcome to bring a birthday snack if your child wishes to celebrate. You are also welcome to join in the festivities at snack time and take pictures if you like.

See the chart below for example snack ideas. We are very open to new snack ideas, but we request that you try not to overdo on the sugar and remember that some foods may still be a choking hazard for small children.

|  |  |  |  |
| --- | --- | --- | --- |
| Saltines  Carrots  Ranch | Orange Slices  Cheese cubes | Nilla Wafers  Gogurt | Berries  Yogurt |
| Pretzels  String Cheese | Nutrigrain Bars  Milk | Pepperoni  Cheese  Ritz Crackers | Popcorn  Raisins |
| Animal Crackers  Pumpkin Seeds | Apple Slices  Cheese | Sugar Snap Peas  Hummus | Tortilla Chips  Hummus |
| Goldfish Crackers  Juice | Pirate Booty  Juice | Chex Mix  Craisins | Mini Bagels  Jam |
| Teddy Grahams  Applesauce  (cups or pouches) | Mini Muffins  Milk | Granola Bars  Milk | Cheerios  Milk |
| Cheerios  Raisins | Peaches  Cottage Cheese | Mandarin Oranges  String Cheese | Orange Slices  Almonds |
| Saltines  Peanut Butter | Graham Crackers  Peanut Butter  Milk | Rice Cakes  Sunbutter | Popcorn  grapes |
| Wheat Thins  Cucumbers  Ranch | Veggie Straws  Apples | Watermelon Slices  Cheese | Flour tortillas rolled with ham or cheese |
| Trail Mix  Juice | Cherry Tomatoes  String Cheese | Jerky  Cheese | Cheez-Its  Apple slices |

**Field Trips**

Each class takes field trips during the year. The first field trip is to the pumpkin patch in October. Watch for notices about field trip dates and costs on the class calendar and in newsletters.

Parents are needed to drive to field trips. Every parent/caregiver is welcome! Many field trips are fine to bring siblings along; watch newsletters for more information on this. Parents are welcome to carpool, but it is the parents’ responsibility to arrange transportation to all field trips. Teachers are not permitted to drive children in their personal vehicles to field trips.

All adults will wear seat belts, and all children will be buckled into car seats/booster seats per Washington State law. Children shall never be left alone in a vehicle without adult supervision. Insist that children leave door and window handles alone. Adults, not children, should open and close doors. Please encourage children to talk quietly and avoid rough play while riding in the car.

Parents are encouraged to participate and interact with children on field trips, thus leaving teachers able to circulate among all the children, giving individual attention when appropriate, keep track of all children, and handle administrative details such as paying for admissions, securing a guide, etc.

If you have a new or unusual idea for a field trip, we are always ready for new ideas!

**CLPP “Discipline” Policy**

At CLPP, we subscribe to the belief that children have an innate desire to please, be helpful, and cooperate. “Discipline problems” are almost nonexistent in our loving, supportive environment. In order to accomplish this, our basic “discipline” guidelines are as follows:

* All children are entitled to a clear explanation and understanding of rules and expectations. This is generally accomplished in the first few weeks of school.
* A gentle reminder is always given as to what the appropriate behavior is.
* The child is re-directed to another area or activity if still not participating appropriately.
* If disruption is caused to a group, the child is removed to another supervised area but may return to the group whenever ready to participate appropriately. A “tender talk” may be had.
* All children are treated as individuals, and their needs are met on an individual basis.
* Extreme behavior situations rarely arise, but parents will be alerted whenever necessary.
* CLPP staff will communicate and work in tandem with parents whenever possible for consistency in behavior expectations.

A primary goal of CLPP is to prepare your child to interact socially and to make appropriate choices. Our “discipline policy” is geared toward lovingly encouraging each child to make good choices in the ways he/she interacts with his/her peers.

**Registration and Tuition**

Annual Registration Fee: $100

|  |  |  |
| --- | --- | --- |
| **TUITION** | Monthly | Annually |
| 3’s class | $275 | $2,475 |
| 4’s class | $325 | $2,925 |
| Pre-K class | $400 | $3,600 |

An annual, non-refundable registration fee of $100 shall be required for each child to hold a place in his/her class.

Monthly tuition is based on a total cost for the approximately nine-month school year, divided into nine equal payments. This payment plan has worked best for the preschool and parents by keeping the payments the same each month, whether a long or short month. Monthly statements will be sent to you via e-mail.

Tuition is due on the 10th of each month. You will receive an invoice each month by email. You can pay the invoice online via QuickBooks.

Please keep in mind that we are a non-profit preschool, and our comparatively low tuition is based only on the costs of salaries, supplies, and our small overhead (building utilities) paid to Cottage Lake Presbyterian Church.