

# The Shyne School

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Dear Parents,

I would like to welcome you to The Shyne School. Thank you for entrusting us with the care and potential of your child. Once you have registered you are part of our **Open Door Policy**. You are welcome to stop by and see your child and what they are doing at any time of the day. Please keep in mind how your child transitions away from you and the daily schedule when you plan to drop by. We promise to have lots of very active children for you to interact with.

**We value parent involvement** in our classrooms. Parents are not required to volunteer to work in the room, make play dough, wash toys, or go with us on field trips, but are welcome to help! When a parent is involved it sends a strong message to their children that they value education. We try to give parents lots of opportunities to be involved and active in our small community from helping in the classroom to attending center wide events. We hope you enjoy your time here.

NEW families Please Remember: **I must have full registration forms** (Registration, Tuition Agreement, TWO page Health History, Overall Consent, Immunization and parent orientation form) for your child before they can start school. Please turn in your forms 4 weeks before the start date. Please update information as it changes.

We also request you supply an **extra set of clothes**, labeled in a zip-lock bag. Any item a child can take off needs to be labeled. Please send your child in well "loved" clothes to school, because they will be playing and working hard. They may often come home dirty!

If your child takes a nap at school, a favorite blanket or other sleep associated object can help your child settle in at nap time.

**Please label all items brought from home with your child's name.**

**Clock your child in at the beginning of the day and out at the end of the day.** Register with our system on your transition days to seed along the process of clocking in on the first day. For any reason the time clock does not work please sign the time clock correction sheet, next to the time clock. Your current tuition balance will show at the bottom of the screen.

**Walk your child to their teacher when you arrive and say good-bye to your child so they know you are leaving for the day.**

At the end of the day say good-bye to the teachers so we know you are taking your child home.

**Please check cubbies, parent pockets and art files daily** (pick up notes, injury reports and projects).

Please **leave your cell phone in the car** so your child and teacher can have your full attention.

Please feel free to come and explore the school on a weekend. It is a calm and quiet time for your child to explore this new environment. We want them to have a positive feeling about the school. We just ask you leave the play yards in as good or better

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condition than when you arrive.

Our parking is limited and gets very full from 8:50 am to 9:10 am each morning. To relieve this congested time we encourage you to come up to a half an hour early (8:30 am), at no additional charge, or as early as 7 AM for full day students. If you do arrive and the lot is full PLEASE be patient and wait at the top of the hill for a spot to open up. Please do not pass the car in front of you. The wait is usually just a few minutes. **We ask all children to arrive by 9:15 to be present for circle time so they are present when new concepts are introduced.** If you will be arriving late or not attending please call the school at 425-882-1981. Let us know the reason they will be out and symptoms if they are ill.

**PLEASE DO NOT DOUBLE PARK!** It increases the wait time for everyone else and has caused accidents in the past. We also ask that you drop your child off quickly during this time. If you plan on staying please come after 9:15 or park a road over on NE 137th Street. We do not recommend parking on Avondale. Please hold your child's hand in the parking lot. Please no car idling.

Tours, truck deliveries and transition visits start at 9:30 so we really need parents to be done with drop off by then.

We are always available and want to meet you and your child's needs, so please never hesitate to give us a call, e-mail or stop by if you have any questions or concerns. **Our doors are always open.**

To keep current on school happenings and **parent education** information please join our Facebook page <https://www.facebook.com/TheShyneSchool> or check our school blog regularly at <http://shyneschool.com/> at the bottom of the page. We also post the menu, lesson plans and calendar updates to the school web page.

We use a program called Teaching Strategies Gold to track children's development and ensure we are covering all areas of development in our curriculum. Teachers will send home an initial developmental observation by the end of November (first 90 days of school). **Parent conferences** are available upon your request throughout the year and November to January after the initial observations.

Thank You,  
Katrina Brooke, Director and The Shyne School Staff  
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