

# The Shyne School Family Newsletter



## FROM THE DIRECTOR'S DESK

I hope everyone had a wonderful Winter Break! I will be offering open tours to new families starting at 9:30 AM or 10:30 AM January to February. Please make sure to call the school with attendance information, I will not be able to check e-mail until after 11:30 AM. Please let me know if you would like a tour of the next classroom your child would move into or have any questions.

On January 30th I will pass out **Re-Enrollment forms for current students**. I need parents to update the information sheet (*please double check all the addresses and phone numbers*) and return it to me with your schedule information for Summer and Fall 2019-20. It will be very helpful if you update information before January 20th on MyProcure.com yourself. Please add addresses for Contacts and your phone server so you can receive text messages.

A Re-enrollment form lets me know your plans. If the plan changes, you give a Month's notice to release the spot. I will be sending out new tuition agreements for the Summer/Fall 2019-20 school year. Please return the re-enrollment form if you will **not** be attending summer or fall with a **last date of attendance**.

We will continue in house registration for children currently enrolled **through February 13, 2019**. You are guaranteed your current schedule when you re-enroll. *We do not schedule for Tues, Wed, Thurs, because the Monday, Friday opposing schedule is hard for another family.* Please enroll now to get the schedule and space you want in your class for next year. **Schedule changes will be accepted on a first come first serve basis.** This is also the time to register siblings that

have not yet attended The Shyne School. March 1st we will open the enrollment spaces up to new families in the community. They have already started turning in Pre-registration forms. **I would be very sorry to turn down a current family, so please return the re-enrollment form!!**

We will post a list of Kindergartens the students will be attending next fall from our Pre-K class, emailed and on the Sunshiner Parent Board.

Please talk to your teacher about what class they recommend for the next year if you have concerns about placement for your child. We use the WA school cut off date of August 31st to move to the next class. If you want to do Early Entrance into the next class you must have your teachers recommendation.

**Students must be potty trained for Stargazers and Sunshiners by August 1st.**

The majority of students will move to their **new class in the fall**. We will talk to individual parents if we would like to move your student to the next class in the summer. This is usually for a few students with fall birthdays (Sept, Oct, Nov.)

**VALENTINES DAY**—Please feel free to send in cards for your child's friends. Each teacher will let you know your classroom plans for that day. **Do not address** the cards to students, sign who they are

from. This makes it easy and quick for the children to pass out their own cards to all their friends. For Dewdrops send (14) student cards. Teachers are Coleen, Lana and Ashley. **Rainbow send (16) cards. Teachers are Colleen, Janeth, Kylie and Lexie. Stargazers (25) Cards and the teachers are Katy, Krystal, Jahan & Lynne. Sunshiners will have 23 students with Anita and Rachel.** Other teachers your child may want to include are: Prudence (*cook*), Ashley (*Float*), Kris (Sub) Beth (sub/Music), Coach Rayne (Amazing Athletes.)

**Parent Communication is very important to us!** I hope families feel settled into a routine, if you started school in September. Please remember my door is always open and you can call or e-mail me anytime if you have questions or concerns about anything!!

I transport students to the local elementary schools 8:55 to 9:20. I want to be available to parents needs so feel free to leave a message for me to call you or send me an e-mail and I will get back to you asap. Teachers answer the phone when I am unavailable.

To eliminate e-mails in your inbox I post all events and parent education to The Shyne School Facebook page. Please remember you can contact teachers or myself to use as a resource if you have a parenting question.

*Smile as often as you can! Katrina Brooke*

## REMINDERS

**SHUT THE DOOR**—We are in Woodinville and have little critters that would love to get inside and keep warm. Please help keep them outside, and the heat in, and shut the door to our buildings! Thank you for the help!!

**SIGNING IN/OUT**— If you need to sign in or out on the back up sheet please sign your name so I can read it. If I can't read your signature we would not have the needed information in an emergency. I also can not

correctly update who picked up or dropped off when making corrections.

**PARKING**—Wow! It has been busy between 9:15 and 9:30 each morning. Parents can drop off as early as 8:30 AM without an additional charge for Only/Plus. We open at 7 am for full day students. If you see the parking is full please drop off quickly. It is never okay to double park or park at the top of the hill.

Please wait at the top of the hill until a spot opens up. **Please do not sit in your car and text in our tight parking situation. Group time starts at 9:25 AM. We ask that parents have students at school by 9:20 AM.**

Please do not walk through the Stargazer class once group has begun.

**BREAKFAST**—We serve a snack at 7:30 and at 9:30. If your child is eating in the car please have them finish it before coming to class/play yard.

### COMMUNITY PROJECTS

The YWCA, transitional housing was very excited to receive our donations this past December. **Thank you** for all your time, effort and donations that made it so successful!!



# SCHOOL BREAKS & TUITION INFORMATION

We are open for Regular Classes on Monday, January 21st Martin Luther King Jr. Day and Monday, February 18th for President's Day. **Mid-Winter Break is February 19-22, 2019 and Spring Break will be April 8-12, 2019.** *As usual childcare will be available for our FULL DAY families, but we will not have class for Toddler/Preschool Only (9-11:30 AM) or Toddler/Preschool Plus (8:30-12:30/8:45-12:45/9-2:00).* This gives us lower ratios in our classes during break weeks. Some days the class groups may combine and your child may "visit" the class he/she will be moving to next summer/fall. LWSO families can see the director about trading break days.

**What this means financially:** if you are billed as "Only or Plus" **part-days** from September to June, you receive 180

school days (*based on 5 days*) and do not pay for breaks or closures. **You will have paid for 180 days through June 18th, when you make your May tuition payment.** On June 1st there will be no bill for the first two weeks of June. If you sign up for summer, your last two weeks in June will be prorated and billed June 1st. If you want or need, your child to attend during those "break" weeks, you must make arrangements in advance so we can plan for staffing. You will then be billed for the extra days scheduled, since you exceeded the 180 day school year. If we have snow days to make up they will be added to the last week of school. **Our last day of school is currently June 18, 2019, closed Wednesday, June 19th for a teacher work day.** Once we get through winter I will update the calendar if we close due to weather.

For those families that attend **Full Days (2, 3 or 5 days)** your child will attend during the breaks and your bill will remain the same month to month until you give me your Month termination notice or withdrawal date for Kindergarten. The only days your student is not at The Shyne School is when we are closed. Next holiday is **Monday, May 27th for Memorial Day- CLOSED**

**A tuition summary for Jan-Dec 2018 can be printed at myprocare.com**

A Vacation Credit is available to our Full day families, after 4 months of attendance, if you are planning on attending summer. You will receive 100% off one week tuition. If you use a vacation credit and do not attend summer, the credit will be reversed. Please notify us in advance of a vacation and request your vacation credit.



**Taxes: Tuition Summaries available End of January MyProcure.com. Tax ID# 91-1354888.**

## TEACHER APPRECIATION!

Each year we show our teachers how much we appreciate what they do for us and our children. This year we are again looking for parents to be in charge of organizing this event. We are looking for a parent from each room to help a parent coordinator to organize it!

Last year for **Teacher Appreciation Week** parents signed up to bring a breakfast or lunch treat and contributed to the purchase of gift cards. Families can also show their individual teacher their appreciation. **Mark your calendars for May 6-10, 2019** and let Katrina know if you can help organize this event or be a room parent!!

## PARENT CONFERENCES

From November to January we offer parent conferences. The teachers enjoy sitting down and sharing with parents all the wonderful things your child is doing and learning. If you have not had a chance to meet with your child's teacher I encourage that you talk to her and find out the recommendation for your child's class placement for next year. A conference will be requested by a teacher if they have concerns.

Aside from the regularly offered conferences parents are always able to set up a conference with their teacher if there are concerns at school or at home. Please use your teacher and myself as a resource. We want to support you and your child!!



## Open Door Policy

I would like to invite you to come and visit. We have an open door policy and encourage parents to join us for school or enrichment classes so you can see what your child's day is like. RSVP and join us for lunch.

We do not require parent involvement, like a parent cop, but we welcome and encourage it! When you are able to see how the children interact and know the other children in your child's classroom, you gain a clearer understanding of the group dynamics and the developmental stages they are all going through.

You can find our Parent Handbook,

Disaster Plan, Health Policy's and

Registration Pack (Tuition Agreement) on the Registration Page of our web

site [www.shyneschool.com](http://www.shyneschool.com)