



The Shyne School

13613 Avondale RD NE
Woodinville, WA 98072

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. (**Parents in classrooms on hold until Covid19 restrictions lift 5/2021**)

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 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.

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. Current and Returning families need to continue to update the information I have as it changes.

Please turn in your forms two to three weeks before your start date. You can view your information at MyProcare.com. You sign in using your e-mail and then set up a password to view your information, schedule and account ledger. You can print statements, summaries and ledgers as you need them and for taxes. **We do not do online payments.** You can set up auto bill pay through **your own on line banking.** You just need our address.

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. We provide cots/mats with sheets and blankets and wash them weekly or as needed.

You will 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 speed along the process of clocking in on the first day. **Adults only system.**

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. Let others dropping off or picking up know this procedure.

- Drop your child off with their class and then clock them in for the day. Clock them out and then pick them up to **eliminate a large group gathering in the lobby.**
- 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 dirty clothes, notes 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 that you leave the play yards in as good or better condition then when you arrive.

Our parking is limited and gets very full from 8:50 am to 9:20 am each morning. If your program starts at 9:00 you can drop off as early as 8:30 with no charge. 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. The wait is usually just a few minutes. We ask that all children arrive at school by 9:20 AM. **PLEASE DO NOT PASS OTHERS ON THE HILL WAITING FOR A SPOT. PLEASE DO NOT DOUBLE PARK!** It increases the wait time for everyone else and can cause accidents. We also ask that you drop your child off quickly during this time. If you plan on staying please come after 9:20 or park a road over on NE 137th Street. We **do not recommend** parking on Avondale.

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.

Teachers will send home a copy of the initial Developmental Milestones check list by the end of November (first 90 days of school). Parent conferences are available upon your request and offered from November to January. You can view the check list on line by age a <http://www.cdc.gov/ncbddd/actearly/milestones/index.html>

Thank You, Katrina Brooke and The Shyne School Staff