

2024-2025

Parent Handbook

YO-YO CHINESE SCHOOLHOUSE
幼幼中文學校

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Dear Parents,

Welcome to Yo-Yo Chinese Schoolhouse! Our goal is to help children become bilingual through Chinese language immerse and introduce them to different aspects of Chinese culture.

This handbook is prepared to acquaint you with our school. It is designed to promote open communication between you, the parent and the school.

You are your child's most important teacher! We want to support you in the caring and teaching for your child. We want to provide an environment this is consistent with their home life. We believe that a close home-school working relationship is very important for providing your child with a secure and happy experience. We appreciate your views about the program; our doors are always open!

Sincerely,
Yo-Yo Chinese Schoolhouse

Philosophy and Program Description

The philosophy of Yo-Yo Chinese Schoolhouse is providing an anti-bias environment for children and adults. An anti-bias attitude values and celebrates diversity among different genders, races, lifestyles, physical abilities, religions, and cultures. Our program provides age appropriate activities for the social, emotional, physical, and intellectual development of your children.

General Learning Areas

Table toy play: Help children to develop their fine motor skills, eye-hand coordination, imagination, creativity and problem-solving skills.

Block Play: Children learn how to sort by color or size, learn to balance, and work together.

Dramatic Play: Help children to learn to play together, be polite and to respect each other.

Sensory/Science table: Children learn various concepts by measuring, pouring, controlling hands, feelings, smelling and observing.

Music/Circle time: Chinese Music will be played in the background as much as possible. Introduce music to children in the early stage will benefit children in the future.

Storytelling/books: Children learn numbers, colors, folk, nature, and social/human interaction, etc.

Art activity: Promotes creativity, self-confidence in the use of materials.

Outdoor Play: Important to enhance child's muscle development. Children will be taken outside regularly even during winter weather.

About the Owner

Rose Hsu have been a regular school teacher for many years here in the U.S. and in her home country of Taiwan. She received her BA degree in education in Taiwan and is a licensed teacher in the State of Washington. She has taught at Bellevue College within the Parent Education Co-op Preschool for four years, at Harmony Early Childhood Education Center for two years, and taught Chinese to children at Tzu-Chi Academy for seven years. She was also the Academy's head of curriculum development and teacher training.

Feel free to ask her more about her training and any other questions you may have regarding early childhood education. As a mother herself to two daughters, she is more than happy to share her stories on raising children.

Introductory Visit (required)

Each new family is required to visit the school at least one time prior to enrollment. Please call in advance to schedule a visit.

Admission Requirements and Enrollment Procedures

Our preschool serves children from the ages of 2 years to 5 years old.

The following completed forms are required for enrollment:

- Registration form (permission slip to photograph, consent to medical care and treatment of minor children, health screening, individual health plan for any child with medical condition or allergies)
- Certificate of Immunization Status

Certificate of Immunization Status

A CIS form must be used. It must be current and updated yearly (more frequently for infants). All children must be current on their immunizations. If there is a signed exemption to immunizations, the child may need to be excluded from school if there is an outbreak of a vaccine preventable disease that the child has not been immunized for.

Noncompliance Agreement

After a child is enrolled, Yo-Yo Schoolhouse will observe the child's adjustment to care and talk about potential concerns. For a one month period, Yo-Yo Schoolhouse reserves the right to withdraw enrollment if deemed necessary. We will talk to you daily about your child's day. If any problems cannot be resolved, the care is terminated. Please tell us if you have any concerns.

Registration Fees

At the beginning of the school year, we require a non-refundable registration fee of \$75 yearly per child to cover administrative costs. Parents with more than one child will pay \$120 total.

Payment Plan, Penalties, and Extra Charges

Rates are evaluated and will be raised every year beginning of the September school year. One month notice will be given for rate increases.

Payment Plan:

Parents are required to pay for the time their children are scheduled to be in care. In other words, parents are paying for a space whether their child is there or not (including vacation time).

Payment is **due on the 1st of each month**. After the 5th, there will be a late fee of \$30.00 per day. The late fee will be charged to your next invoice. If you have any questions regarding your payment, please discuss it with us to make an agreement on your payment. A tuition invoice will be given on the 25th of each month for that following month.

Checks, cash, and payment via Zelle will be accepted.

Please make checks out to: Yo-Yo Chinese Schoolhouse

Holiday Pay:

Fees are not reduced during months/weeks that have holidays. Tuition has already been pro-rated for the holidays.

Weather Policy:

Our school follows the Lake Washington School District policies regarding snow. If the school district has a delay, our half-day preschool will remain closed for the rest of the day. Fees are not credited due to extreme weather. Please check the LWSD website at www.lwsd.org for updates. We will also send out email and text updates.

Missed class(es) Make-up Plan

There will be no make-up classes due to snow, power outages, or other weather and external occurrences.

Vacations and Absences:

1. Please give us 2 weeks advance notice for your vacation plans.
2. Please call and inform us when your child will not attend due to illness or some other event.
3. Please advise us upon enrollment if you plan to remove your child from school for any length of time (i.e. extended summer breaks, or when you are on maternity leave with another child, etc.).
4. Child's tuition will not change due to vacations and absences.

Family Discount:

When more than one child from the same family is enrolled, a 5% reduction is given to the equal or lesser tuition.

Payment Penalties:

1. The fee for late payment is \$30 per day. If fees remain unpaid after a period of three days, your child will not be admitted until ALL fees are paid in full.
2. The penalty for NSF checks is \$35. Cash payment is required for returned checks. You may be put on a cash basis after the second NSF check.
3. Late Pick Up Fees are:

Time	Fee
10 minutes late	\$10
20 minutes late	\$20
30 minutes late	\$30
1 hour late	\$60

After one hour late and without notifying Yo-Yo Chinese Schoolhouse, staff will contact police or CPS.

Program Schedule

Time	Activities
9:00–9:30	Children arrive / Individual, children-directed activities
9:30–10:00	Individual work (teacher-directed activities)
10:00–10:30	Circle Time / projects (teacher-directed activities / Chinese teaching)
10:30–11:00	Snack Time / Library Time
11:00–11:50	Outdoor play
12:00–12:30	Lunch (bring your own)
12:30	Class dismissal

Monthly Rates

9/2024 – 6/2025

Age (months)	Programs (days per week)		
	5-day	4-day	3-day
24-35	\$1190	\$985	\$830
36-47	\$1120	\$925	\$790
48-60	\$1080	\$895	\$770

Business Practices

Sign-in and Sign-out Procedures

1. Arrival and pick-up instructions: Please drop off your child outside the front door where a teacher will meet you to take them inside.
2. Please identify on the Register Form who is authorized to pick up your child. Yo-Yo will not release your child to any person without your permission. The person picking up your child must have identification, as we may ask for verification before releasing a child.
3. Anyone who appears to be under the influence of drugs or alcohol arriving to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, I will call 911.

Receipts and Taxes

1. We will give you a payment receipt when you pay for school.
2. Every year, we will provide parents with an annual tuition statement for your tax return.

Termination of Services

1. You are required to give me 2 weeks notice of your intent to terminate care.
2. The following are conditions that will cause school to be terminated:
 - a. continual late payments
 - b. child behavioral problems that cannot be controlled
 - c. not respecting school setting and policies (children and/or parents)
 - d. continual late pick-ups

Items Brought From Home

As part of the learning experience, all children will share the toys and educational materials at the school. We have an ample supply of equipment and materials. It is acceptable for a child to bring a blanket, special soft toy or animal for nap time. We strongly encourage parents to label everything in permanent marker in order to identify lost items. Yo-Yo cannot assume responsibility for loss or damage to any personal possessions children bring to school. It is distressing for children to misplace or lose belongings and sometimes difficult for teachers to identify the owner. Therefore, children are encouraged to leave toys at home. Please help your child understand why it is not wise to bring toys or other objects that they may not wish to share with other children.

Insurance Coverage

- Personal liability insurance: United States Liability Insurance Company
- Medical payment to others insurance: United States Liability Insurance Company

Smoking

Smoking will not be permitted on any Yo-Yo Chinese Schoolhouse property at any time.

Pets

Yo-Yo Chinese Schoolhouse does not allow pets.

Transportation and Field Trips

- Parents are responsible for transportation to and from Yo-Yo facilities.
- We have no plans on providing any transportation for field trips.

Meals and Snacks

We provide a fresh fruit for a morning snack and parents will be responsible for their child's lunch. It is your responsibility to notify us of any allergies or adverse reactions your child may have with certain foods or beverages. If you wish for your child to not participate in group lunch, please pick them up by 12:00pm.

Policies for Food Brought From Home:

Treats are welcome for birthdays and other celebrations. However, by law, NO homemade food is allowed.

Hours of Operation and Daily Activity Schedule

Hours and Days of Operation:

9:00am–12:30pm

2023-24 academic school year: 09/05/23–06/18/24

2024-25 academic school year: 09/03/24–06/18/25

Observed Holidays:

2023–2024 academic school year

Veterans Day: 11/10/23

Thanksgiving: 11/23/23–11/24/23

Winter Break: 12/18/23–01/01/24

Martin Luther King, Jr. Day: 01/15/24

Mid-Winter Break: 02/15-02/16/24

President's Day: 02/19/24

Spring Break: 04/08/24–04/12/24

Memorial Day: 05/27/24

2024–2025 academic school year

Veterans Day: 11/11/24

Thanksgiving: 11/28/24–11/29/24

Winter Break: 12/23/24–01/03/25

Martin Luther King, Jr. Day: 01/20/25

Mid-Winter Break: 02/13-02/14/25

President's Day: 02/17/25

Spring Break: 04/14/25–04/18/25

Memorial Day: 05/26/25

If the holiday falls on Saturday we will observe the holiday on Friday and if it falls on Sunday we will observe the holiday on Monday.

Care of Young Children

Toilet Learning

When your child is enrolled, we ask that you complete the child's personal record and inform us of your child's toilet habits. Toddlers who are not toilet trained will be changed on a regular (or as needed) basis. Parents are often anxious for their child to begin toilet training. Close and frequent communication is promoted between parents and teachers in order to keep the child's developmental needs as a primary concern. When you feel that your child is ready to begin toilet training, please discuss this with us. We will work with you to ensure a successful transition from diapers.

As a child gets older, toilet training becomes a consideration in our program. We support the most common routine that parents use at home to the best of our ability. The manner in which toilet training is conducted can have a tremendous impact on a child's development. It should be a positive experience with lots of encouragement for doing well. Toilet training requires consistency and patience, and can only be effective when a child is ready to make the transition. Each child's readiness for toilet training must be the key that begins this process. If we feel that your child is not physically or emotionally ready for this process, we will talk with you about it.

Healthcare Practices

Medical Emergencies

1. Our staff all have First Aid, Child CPR, and HIV/Aids/Blood Born Pathogens Prevention training.
2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified upon arrival. With some minor injuries parents will be called to help decide whether the child should go home.
3. In the event of a serious injury or emergency, we will call 911 and administer first aid or CPR if needed. We will then notify you as soon as possible and tell you where your child is being treated.
4. If injury results in medical treatment or hospitalization, we are required to immediately call and submit an "Injury/Incident Report" to my Department of Social and Health Services Licensor and child's social worker, if any. You will be given a copy.

Medicine Management:

1. All medications (prescription and non-prescription) shall be administered only on the written approval of a parent or guardian. A Medication Treatment Authorization form (authorization to administer medication) must be completed. This form must be initialed and dated every 30 days for ongoing permission for over the counter medications.
2. Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration.
3. Doctor's permission is not required for non-prescriptions drugs such as:
 - a. Anti-histamines
 - b. Non-aspirin pain relievers and fever reducers
 - c. Cough medicine
 - d. Decongestants
 - e. Anti-itching creams
 - f. Diaper ointments and powders
 - g. Sunscreen
4. Any medicine taken by mouth for children under two will need written permission from your doctor.
5. A detailed record will be kept of all medicines given at school.

Children:

1. Each child will be observed daily for signs of illness. If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such event, your child will be isolated from the other children until you arrive.
2. Children who are contagious must stay at home. Please call me if your child will not be coming due to illness, if you are unsure if your child should come or not, please call Teacher Rose (425) 273-3806. The parent is responsible for finding substitute care in case of the child's illness.
4. The following illnesses are not accepted in our school per instruction of the Department of Public Health:
 - Diarrhea:** Three or more watery stools in a 24-hour period, especially if child acts or looks ill.
 - Vomiting:** Vomiting on two or more occasions within the past 24 hours.
 - Rash:** Body rash not associated with diapering, heat or allergic reactions, especially with fever or itching.
 - Eyes:** Thick mucus or pus draining from the eye, or pink eye.
 - Appearance/Behavior:** unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.
 - Sore Throat:** Especially if associated with fever or swollen glands in the neck.
 - Fever:** Temperature of 100.4 degrees F. or higher and sore throat, rash, vomiting, diarrhea, ear ache, irritability or confusion.
 - Lice:** Children who have lice may not return to day care until they are louse and nit (egg) free.

Please read "Keeping Your Ill Child at Home" from the Seattle-King County Department of Public Health.

Hand Washing Practices:

We (children and adults) will be washing our hands before and after preparing food, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids.

Behavior Management and Discipline:

Children are given the opportunity to express their feelings in appropriate ways and to solve their social problems constructively. Guidance techniques begin with accepting the child's expression and verbalization of their feelings.

Under no circumstances will any form of corporal punishment be used, which includes biting, jerking, shaking, slapping, hitting, kicking, or any other means of inflicting physical pain. No yelling, negative talk or extended time-outs will be practiced.

Disaster Response Plan

In the case of a disaster of any kind, all Yo-Yo Schoolhouses have been prepared for safe evacuation.

Child Abuse Reporting

Yo-Yo is required by mandatory reporting laws to report any suspected child abuse, neglect, or exploitation to Child Protective Services or local law enforcement agency immediately without prior notification to the parents involved.

Injury Prevention

We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass, toys and equipment are safe and the area is free from hazards. All medications, cleaning products and chemicals will be inaccessible to the children.

Non-discrimination Statement

Yo-Yo does not discriminate in enrollment, hiring practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veterans status, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member, communication and learning styles. I will assist children and parents who have limited English language ability.

Religious Activities

We do not provide religious activities. Religious holidays are observed by general decoration and cultural diversity learnings.