



## FROM THE DIRECTOR'S DESK

In January and February I offer open tours to new families starting at 10:00 AM or 11:00 AM. We ask for families to drop off by 9:20 so the parking lot is free for tours and deliveries at 9:30 AM. Please make sure to call the school by 10:00 AM with attendance information. I will not be able to check e-mail until after 12:00 PM. 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 27th 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 2025-26. The parent portal also lists all your contact information MyPro-care.com, *not the app*.

**I NEED A RE-ENROLLMENT FORM FOR ALL STUDENTS BACK.** A Re-enrollment form lets me know your plans. If the plan changes, you give a month's notice to release the spot. Please return the re-enrollment form **FOR ALL STUDENTS**, if you will **not** be attending summer or fall **RETURN IT** with a **last date of attendance**.

We will continue in house registration for children currently enrolled **through February 7, 2025**. 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 school year. **Schedule changes will be accepted on a first come first serve basis.** January 2nd, asap, is the time to register siblings that have not yet attended The Shyne School. After February 14th I will start filling remaining openings to families on the waiting

list and then new families. 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!!***

**Parents are required to submit new completed CIS (Certificate of Immunizations Status Forms) annually. Please submit a signed, dated, hard copy of the form to the office by February 7, 2025.**

I will post a list of Kindergartens the students will be attending next fall from our Pre-K class, I'll email it and post it on the Sunshiner Parent Board by the **end of March**.

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 Preschool, 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.) **by teacher recommendation.**

## 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 correction 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.

**PARKING**—Parents can drop off as early as 8:30 AM for Only or Plus students without an additional charge. We open at 7:00 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. **The drive way is two way, stay to your right.**

**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 **Dew-drops send (11) student cards**. Teachers are Courtney, Ellen and Nava. **Rainbow send (16) student cards**. Teachers are Colleen, Judy, Michele and Angella. **Stargazers (22) student cards** and the teachers are Krystal, Monica, and Jahan. **Sunshiners send 20 student cards, teachers are Katy, Jo, & Pheebe.** Other teachers your child may want to include are: Ms. Kris (sub), Chef Patrick or Ms. Tina (Sub), Ms. Lauren, Ms. Shikha or Ms. Katrina.

**Parent Communication is very important to us!** I hope families feel settled into a routine since starting school in September. Please remember my door is always open and you can call or e-mail me director@shyneschool.com.

To eliminate e-mails in your inbox I post information; weather photo's 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 questions.

*Smile as often as you can! Katrina Brooke*

## 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!!

Please do not sit in your car and text in our tight parking situation. **We ask that parents have students at school by 9:20 AM. Deliveries and tours begin at 9:30 AM.**

**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.

## SCHOOL BREAKS & TUITION



we get through winter I will update the calendar if we close due to weather.

We are open for Regular Classes on Monday, January 13th for Martin Luther King Jr. Day and Monday, February 17th for President's Day. **Mid-Winter Break is February 18-21, 2025 and Spring Break will be April 7-11, 2025 for ON-LY/PLUS Students.** As usual childcare will be available for our **FULL DAY** families. (*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 ratio's 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. LWSD families can see the director about trading break days.

**ONLY and PLUS** students can see Katrina about **power out make up days** from Nov 20 & 21 during Mid-Winter or Spring Break.

**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 18 days of June. If you sign up for summer, your 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, (**Unless it is a make up day**) 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, 2025, closed Friday, June 20th for a teacher work day. Summer Session starts June 23, 2025.** Once

For families that attend **Full Days (2, 3 or 5 days, 5+ to 10 hours)** 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. **You pay for 240 days, we have 245 days of care. If we have had no emergency closures those five extra days are to help our families.** The only days your student is not at The Shyne School is when we are closed. Next holiday is **Monday, May 26, 2025 for Memorial Day- CLOSED**

A tuition tax summary for **Jan-Dec 2024** can be printed at <https://www.myprocare.com/>

A 1 week 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. Two week advance notice for vacation credit is required.



**Taxes: Tuition Summaries available in January** <https://www.myprocare.com/> Tax ID# 91-1354888.

## TEACHER APPRECIATION!

Thank you for showing our teachers so much love in December! Each year in May 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 will need a chair to organize it and we are looking for a parent from each room to help as a parent coordinator! We have a plan and you can add to 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 5 to 9, 2025** and let Katrina know if you can help organize this event or be a room parent!! I will send out a sign up in March.



## 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 class activities 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 co-op, 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.

## 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. Conferences will finish in January.

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. You can also set up a zoom or phone conversation. Please use your teacher and myself as a resource. We want to support you and your child!!

Check out our new web site! On the registration page you can view the Parent Handbook, Disaster Plan, Health Policy's, Registration Pack & ACH Tuition payment form [www.shyineschool.com](http://www.shyineschool.com)



### Important Dates:

Jan 24th Social/Emotional assessments  
Jan 27th Re-enrollment forms in parent pocket, *individualized forms.*

February 7th Re-enrollment form due to office  
February 14th Valentines Day  
February 17th OPEN President's Day, Regular Class  
February 18 to 21 Mid-Winter Break Only/Plus students

March 5th Wacky Wednesday, Dr. Suess's Birthday

