



2011-2012 Parent Handbook

1060 Chandler Rd.
P. O. Box 447
Lake Oswego, OR 97034
503-675-9120
www.ccp parish.org/preschool

MISSION AND PHILOSOPHY

OUR MISSION

To provide a well-rounded, age appropriate early childhood education enlivened by our Christian faith.

OUR PHILOSOPHY

We provide a nurturing learn-through-play, child-centered environment. We offer an enriching, challenging curriculum that will develop a child's social, emotional, physical, cognitive and spiritual growth. This environment appeals to a child's sense of wonder and curiosity as they discover new things about their physical and spiritual worlds. This preschool is an inclusive place for the community of learners. We offer diversity of experience and culture whereby creativity will be encouraged and enhanced.

Our individualized program is intended to stimulate the child's learning to be a self-confident thinker, a peace-maker, an appreciative and communicative collaborator and a responsible citizen in our community and world. Learning through play sharpens physical skills and enhances good health, sportsmanship and compassion. Children are exposed to a quality teaching staff who focus on building a foundation for spiritual growth, reading and writing readiness, science, mathematics, creative arts, and music.



A Typical Day

A typical day at Christ Church Episcopal Preschool might include:

ARRIVAL

The children are greeted by the staff, encouraged to quickly say good-bye to parents, put their own things away and choose an activity while the other children arrive.

CIRCLE TIME/MEETING TIME

This is group organization time: an opening prayer is shared, attendance is taken, the group marks the calendar, reports the weather, discusses activities for the day, learns new vocabulary, is introduced to a new concept, and enjoys a story together.

FREE PLAY

Also known as Center Time. The children have time to move from center to center. This is the largest and busiest part of our day. Each center offers self-directed activities for hands on learning.

SNACK TIME

This is a great time to socialize as a group, learn appropriate table behavior, and enjoy a nutritious snack and beverage. If a cooking project has been done it is a great time to taste the result.

ART

Children will have opportunities to participate in experiential art activities every day. Special projects are planned weekly and children have opportunities to paint and draw daily. Many different mediums and methods will be explored.

MUSIC

Children will participate in music and/or movement daily. This helps develop language and a sense of rhythm which helps in reading and math readiness.

CHAPEL

Each class will participate in weekly chapel activities and stories. Prayer will also be offered during class at appropriate moments on a daily basis.

OUTDOOR PLAY

We will spend part of every day outdoors (weather permitting). Large motor development and social skills are a big part of our program. During rainy days we will offer an appropriate large motor indoor activity.

DISMISSAL

At the end of the day children need closure. The children gather their own things, share an ending prayer, and dress themselves to go home. When the class has finished parents will be invited into the classroom for dismissal.



DAILY ARRIVAL

Our school day officially begins at 9:00 am. The classroom doors open at 8:55. When you arrive please have your child use the restroom and wash their hands. Children should put jackets and tote bags in their cubbies and may then participate in the arrival activity. Please plan to arrive on time. We move quickly into our day and little ones do not like to miss anything. Make sure you sign in and leave a phone number if you will be away from your usual phone.

DAILY DISMISSAL

Our school day ends at 12:00. Please plan to pick up your child in the classroom at that time. At the end of the day children need closure. The children gather their things, share an ending prayer, and dress themselves to go home. It is easiest for the staff and children if the parents gather and wait in the hallway. The teacher will open the classroom door when the children are ready. Please remember to sign your child out.

Again promptness is important to your child. Children worry when you are late, even by a few minutes. A late fee of \$15.00/per 15 minute segment will be charged if you pick you child up more than 10 minutes after the dismissal time.

If your child will be going home with someone other than a parent, you must leave written permission with the classroom teacher. We cannot limit parental access to any child. If a non-custodial parent is not to have access, we must have a copy of the court order on file.

LATE ARRIVAL AND EARLY DISMISSAL

Of course circumstances change and sometimes a child must arrive late or leave early. Please let the staff know ahead of time if possible so we can plan accordingly.

ENROLLMENT AND TUITION

The annual tuition is based on the school year, and can be divided into up to ten equal monthly installments. Tuition is due in advance. The school depends on each month's tuition to pay each month's current expenses. Tuition remains the same and is not prorated for scheduled school holidays, absences, vacations, or when school is closed due to inclement weather. Please see the current tuition rates and tuition schedule.

Tuition is due by the 5th of each month. A late fee of \$15.00 is assessed on all tuition not paid by the 5th of each month. Non-payment of charges will be cause to ask you to withdraw your child from the school.

Tuition for a second or third child from the same family concurrently enrolled in the school will be discounted 10%. A non-refundable registration fee of \$150.00 is due at registration and re-enrollment. \$75.00 will be refunded after the first month of attendance if all paperwork is complete.

An overtime charge of \$15.00 will be assessed for children who remain in our care more than ten minutes after dismissal time. Consistent lateness will be cause to ask you to withdraw your child from the school.

Each child is enrolled for the entire school year or the balance of the school year. Please notify the Director *in writing* at least two weeks in advance to withdraw your child from the school. The Director will calculate prorated tuition if applicable. No refund of tuition can be made after May 1. Unless the Director has been notified you are responsible for tuition whether or not your child continues to attend.

Payments can be dropped off in the Preschool Office or mailed to:

**Christ Church Episcopal Preschool
P. O. Box 447
Lake Oswego, OR 97034.**

WHAT DOES MY CHILD NEED TO BRING TO SCHOOL?

Each child should bring a tote bag every day. Please place a complete change of clothing inside the bag. You never know when accidents or spills will happen. If your child needs a transition item (stuffed animal, blanket, etc.) these can be placed in the tote bag and the staff will work with the child on leaving these items in the cubbies. Unfortunately these items do not share well and could be left behind.

TOYS

Please leave personal toys at home. These are very difficult to share and could be lost. Some toys such as weapons, fashion dolls, and super heroes are not appropriate in our curriculum or at any school. There are plenty of toys at school that are specifically chosen for their connection to the unit of discussion and their appropriateness for the age group.

CONFERENCES

Meet My Teacher conferences are held prior to the beginning of school. Parent-Teacher conferences are held in late September and March. You are encouraged to request additional conferences with your child's teacher or the Director.

FIELD TRIPS AND SPECIAL VISITORS

Outside special speakers and programs are invited into our classrooms to enhance the learning environment. All students will take occasional Field Trips. You will be sent information on upcoming events and trips. If you have special skills to bring into our classrooms or know someone who does, please let us know.

SPECIAL EVENTS

We plan several special events throughout the year. At the beginning of the school year we hold a Parent Orientation Night. Open House is scheduled for October. We also will plan holiday events, and an end of the year event. You will be notified well in advance of upcoming events.

PARENT VISITS AND INVOLVEMENT

Parents can schedule to visit with children in the classroom on two occasions. One of these will be the child's Birthday and the other will be a Special Day visit. If you feel a need for additional visits please arrange them with the classroom teacher or the Director.

TIME AND TALENT HOURS

At Christ Church Episcopal Church we enjoy a wonderful sense of community. Part of each family's commitment to the preschool community is to volunteer a minimum of 6 hours per family. Visit to the classroom will not count towards these hours. A form will be sent to all families at the beginning of the year to express what they would be interested in volunteering for. We also understand how busy our families are and have given an opportunity to pay \$75 in lieu of the Time and Talent hours.

SNACKS

We will supply nutritious snacks and beverages everyday. If your child has food allergies please let us know. In some cases we may ask you for appropriate substitutions. Please do not send candy to school. We welcome special snacks to celebrate Special Visit days, Birthdays and Holidays, but these must be commercially prepared due to state requirements. Ask us about our favorites. We are a nut-free school so all food brought in must not contain any nut products.



CAR POOLS

For your convenience we encourage car pools. When forming car pools, please consider not only your location but also familiarity. Does your child know this person? Car pools of more than 2 or 3 children are difficult to manage, especially if there are other siblings.

In order for the school to dismiss any child to someone other than a parent we must have written permission on file. If you

plan to car pool please make sure those adults are listed on your child's forms.

CONDUCT AND DISCIPLINE

Christian-based education is the primary purpose of our school. Teachers are trained to provide a positive environment for children and each teacher is responsible for positive classroom management. Children are encouraged to develop self-control, self esteem, and respect for others.

When conflicts arise, the teacher first attempts to redirect the child to problem solving. This may include discussing the problem with others involved or redirecting the child to another activity. Children are taught to work out difficulties, and to become independent problem solvers.

If the teacher determines that the child is losing control of the situation, they may be asked to sit quietly until they feel ready to return. Time out is never used as a punishment. It is a method for children to regain personal control so they may work out problems calmly.

If your child's teacher is concerned about any problems, you will be notified, and a conference will be arranged. You are also encouraged to arrange a conference to discuss concerns you may have.

WEATHER CLOSURE



Christ Church Episcopal Preschool generally follows the policies of Lake Oswego School District in regard to weather closure. Your classroom teacher or assistant teacher will call to inform you of weather closures. If weather turns stormy or unsafe during the school day, please be aware that we may call you to pick up children early so everyone can get home safely, including the staff. Please always have a current phone number and email address on file where we can reach you.

HEALTH REQUIREMENTS

All necessary forms, immunization records, and waivers must be on file before any child can attend Christ Church Episcopal Preschool. Oregon state law requires us to keep up-to-date individual student health forms on file and written proof of current immunizations.

ILLNESSES AND ABSENCES

If your child is sick or will be absent, please give us a call. We need to know what kinds of illness our students are experiencing and it helps to get our day started if we know everyone is present.

We follow Oregon state law, which requires that the school not admit or retain in care, any child who displays symptoms as follows:

- Fever over 101.5
- Diarrhea
- Vomiting
- Nausea
- Severe cough
- Unusual yellow color to the skin or eyes
- Skin or eye lesions or rashes that are severe, weeping or pus filled
- Stiff neck and headache, with one or more of the symptoms listed above



WE ASK THAT CHILDREN BE SYMPTOM FREE FOR 24 HOURS.

Medication should be administered at home. If your child must take medication during school, we must have a **written authorization** on file. The medication must be in a pharmacist-labeled container. Medications will be securely stored in the director's office.

EMERGENCY MEDICAL CARE

In the rare event of an illness or injury that requires immediate medical care, you will be contacted immediately. If we cannot reach you, the person you have indicated on your

child's Emergency Form will be contacted. If a serious accident occurs, we will call the paramedics and then call you.

EMERGENCY DRILLS AND EVACUATION POLICIES

Emergency drills are held each month throughout the school year. Your child will learn the proper safety procedure for emergency situations such as fire and earthquake. If we do need to evacuate the building we will gather in the upper parking lot and at the direction of the fire department or other emergency personnel the children may be moved to the Oswego Heritage Building across the street and could be picked up there.

PARKING LOT SAFETY

When arriving and departing please pay careful attention to children. Walk on designated walkways and hold children's hands. When driving look for children. Please park in designated parking places and turn off your vehicle when dropping off children and picking them up. Younger siblings should never be left alone in your vehicle. Also, please respect reserved parking and handicapped parking.

SPECIAL CIRCUMSTANCES

Please let us know when things are changing at home. New babies, terminal illnesses, deaths, separation, divorce or any other traumatic situation usually shows up in unexplained behavior. We can help children deal with feelings and emotions when we understand what is happening in their lives.

DRESS

We play hard at school. Some learning experiences are messy. Please dress your child in washable play clothes. While we use paint smocks and washable paints, stains happen. Children sometimes get dirty on the playground. Rubber soled sneakers are safest for school. Outdoor play is an important part of our curriculum. Weather permitting we will spend a part of each day outdoors. Please send jackets,

IMPORTANT CONTACTS

| | |
|-------------------------|-------------------|
| Preschool Office | 503-675-9120 |
| Candace Ray, Director | cray@ccparish.org |
| Church Office | 503-636-5618 |
| Preschool | extension 127 |

Emergencies should be limited to calling to notify us that you will be a few minutes late picking up your child or that someone else will need to pick up your child and these arrangements have changed since you dropped them off.

Our attention needs to be focused on the children. Please call after 12:00 pm or leave a message on the office phone.

EARLY BIRD CLUB

For your convenience we offer a before school care option everyday from 8:30 until 8:55 am. Sign up sheets will be posted in the hallway on a monthly basis. You must give us at least 24 hours notice for staffing. There is a \$5.00/day charge for this program. There is a \$15.00 additional fee for children attending without prior reservations. If you do not cancel your reservation 24 hours in advance you will be charged.

Bring your child to the 3's class on M/W/F and the Pre-K class on T/TH and sign in on the book outside the class. When it is time for class to start your child will be escorted to their classroom. Children are to keep their bags and jackets with them.

LUNCH BUNCH

We offer a Lunch Bunch program on Mondays—Fridays for children attending our program. Lunch Bunch begins at 12:00 and runs until 1:00 pm. Sign up sheets will be posted in the hallway. You must give us at least 24



hours notice for staffing. Children will be escorted from the classroom to Lunch Bunch by their classroom teacher. There is a \$7.50/day charge for this program. There is an additional

\$15.00 fee for children attending without prior reservations. Also, you will be charged if you do not cancel at least 24 hours in advance.

Children bring a lunch from home. Certification Rules require that "each child's food shall be monitored daily to ensure that the food meets nutritional requirements as defined in OAR 414-300-0270" (See the Lunch Bunch Clarifications sheet) There is a \$15.00 fee if we have to supply additional food to meet requirements. We will supply milk. If your child has allergies or is lactose intolerant please send a substitute. Please remember we are a nut-free school, so all food sent with your child must not contain any nut products.

CLASS ROOM PETS

Your child's class may include a pet. They will be in good health, show no evidence of carrying any disease, and be a friendly companion to the children. If your child has pet allergies, please let the director know and a more appropriate pet will be chosen.

All animals will be kept in a clean approved cage or container and will be cared for as recommended by a veterinarian. They will be vaccinated if required.

Children will only handle pets under the direct supervision of a preschool staff member. They will be required to thoroughly wash their hands prior to handling animals and immediately afterward.

Only staff members will be responsible for cleaning cages. This will not be done in a food preparation area and will be scheduled when children are not present.

All animal supplies will be kept out of the reach of children and stored separately from human food supplies and equipment

We currently have two aquatic frogs, also known as African Dwarf Frogs, in our 3 year old classroom. These 'pets' are for viewing only. Please see the 'care sheet' for information in the room above the tank.

NOTES:



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website: www.ccparish.org/preschool