



A Ministry of Estacada First Baptist Church  
P O BOX 310, Estacada, Oregon 97023  
503-630-5325

## PARENT HANDBOOK

2019 – 2020 School Year

*"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." Deuteronomy 6:6-7*

We welcome you to Estacada Christian Preschool. This handbook is designed as a helpful resource to inform you of some basic facts concerning our Preschool. We suggest you keep it in a convenient location should you need to reference it throughout the school year. However, this handbook is not intended to address every Preschool issue. Should questions arise, please contact your Preschool Teacher or an Education Board member.

We have a sincere love for children and are committed to help you prepare your child to meet the spiritual, educational, and social challenges ahead of them. Our Christ-centered program is offered in a safe environment to ensure your child is able to work, play, and learn with other children while laying a solid foundation for a lifetime love of learning.

We look forward to the many learning experiences awaiting us this year. Please let us know how Estacada Christian Preschool or Estacada First Baptist Church can be of any other service to you or your family.

Again, thank you for choosing Estacada Christian Preschool.

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## Classes Offered

We offer classes in both the morning and afternoon for 3, 4 & 5's. Both classes offer a setting and activities specifically to prepare them for Kindergarten. Both classes provide a safe and loving atmosphere where spiritual, social, intellectual, and physical growth is fostered.

## Schedule

We are open on Tuesdays, Wednesdays, and Thursdays.

3, 4 & 5 Year Olds: 9:15 AM – 11:35 AM      12:30 PM – 2:50 PM

## Enrollment

*Enrollments at Estacada Christian Preschool are accepted during the enrollment period. To fulfill the enrollment obligation, you must complete the Registration Form, the Family Information Form, the Medical History Form, and submit your registration fee and materials fee (see below) to secure your child's spot. An Immunization Form is required (see below), but not to secure a classroom opening. According to State of Oregon regulations, a child must be 3 years old by September 1 to be admitted to preschool. It is our policy that children must be potty trained and able to use the restroom without assistance. If classes become full, your child will be put on a waiting list and you will be notified if an opening becomes available.*

## Registration

A \$30.00 non-refundable materials fee and a \$30.00 non-refundable registration fee are due upon enrollment to secure your child's place in class. The materials fee covers the cost of basic school and craft supplies your child will use throughout the school year. Over the past 2 years we have had many families take their child out of school at the end of a month without paying for that month. So to help protect us, we are asking for each parent to pay a deposit of one month's tuition. That deposit will be applied to the last month of school for that year. You can do this one of two ways. You can pay \$130.00 with your registration and materials fee cost for a total of \$190.00. Or, you can pay in September a total of \$260.00 that would be applied to September and May. You don't have to pay the deposit if you pay the whole year's tuition at once.

## Tuition

Estacada Christian Preschool is a nonprofit organization that operates solely on your child's tuition. Tuition is \$130.00 a month. This is based on the total yearly operating costs divided into 9 equal payments. **No discounts are considered for absences or months with fewer days.** If you have more than one child attending the preschool, the second child receives a discount of \$5.00 per month off of their tuition. Tuition is paid for the current month and is due on *the first school day* of the month. Tuition will be considered late if received after the 10<sup>th</sup>, and will automatically be assessed a late fee of \$5.00 (unless prior arrangements have been made). The child will not be allowed to attend school should your account become more than one month past

due. Should your check be returned by the bank, your account will be charged an additional service fee of \$25.00 and you will be contacted to make immediate repayment. If your bank returns two checks, you will be required to pay with cash.

At the time of enrollment, you will be required to sign Estacada Christian Preschool Financial Agreement form. Your signature on the agreement signifies your commitment to financial accountability between you and the Preschool. There are no exceptions to this policy.

### **Yearly Calendar**

Estacada Christian Preschool begins its school year the week after the public schools begins in September. We follow the Estacada School District's calendar for vacations, legal holidays and other times that maybe off for various reasons.. A complete school calendar will be available in your classroom at the start of the school year.

### **School Closing**

Estacada Christian Preschool uses the same system of closing as announced on the radio/web and the television for Estacada School District. If the schools are running two hours late, there will be a modified time for morning preschool. If the declare a full school day closure, due to weather or dangerous conditions, preschool will also be closed. If there is early dismissal due to weather, there will be no afternoon preschool. Estacada School District Website: [www.esd.org](http://www.esd.org)

### **Arrival and Dismissal**

Your promptness during the arrival and dismissal times is greatly appreciated and necessary to maintain the schedule for the morning and afternoon programs. Please adhere to the following arrival and dismissal procedures:

#### ***Arrival Procedures:***

- Please bring your child into the classroom.
- Physically sign your child in on the sign-in/out sheet.
- Make contact with the teacher before leaving.

#### ***Dismissal Procedures***

- Parent must come into the preschool.
- Physically sign your child out on the sign-in/out sheet.
- Ensure your child's cubby contents are taken home.
- Make contact with the teacher before leaving.

It is important you pick-up your child promptly. Our staff has many preparations to complete each day in order to continue giving your child the best education possible. Pick up for the classes are as follows:

**AM CLASS: 11:35 AM – 11:45 AM**

**PM CLASS: 2:50 PM – 3:00 PM**

If you exceed these dismissal times, you will be charged an additional \$1.00 per minute for every minute you are late. If you will be late, as a courtesy, please contact us immediately at 503-630-6707 or 503-630-5325 Gail's Cell : 503-522-9887 (Late fee still applies.)

If you plan on having another person pick up your child, please indicate this at the beginning of class by noting it in the right hand column of the sign-in/out sheet, or call the school and we

will make a note of it. The person you have indicated is required to show a picture ID to the teacher. We are very strict about the safety of your child. Therefore, we will refuse to release your child to anyone we cannot verify as the authorized person.

### **Immunizations**

As per Clackamas County Health Department, children attending Estacada Christian Preschool must be up-to-date with their immunizations. Each parent must complete and return the immunization form (found in your registration packet) to the church office by the first day of school. If your child is not up-to-date on their vaccination by exclusion day, they will not be able to attend school until the form is completed.

### **Supply List**

Your materials fee covers your child's academic and craft supplies.

A backpack is not required. However, if your child will be bringing a backpack, please choose one appropriate for this age group. A complete change of clothes is required just in case of an accident. You will be given a labeled zipper-type bag at the Parent Orientation. Please clearly label each item in the bag. These clothes will remain at the preschool to be used as needed by your child. Please bring them on the first day of school and replace them promptly if they are used.

### **Clothing**

Please have your child wear clothing appropriate for active play, messy art and cooking projects. Your child's shoes should be comfortable with good traction for outside or gymnasium play. In addition, it is very important to provide a seasonal jacket for outside play. **Please no hats of any kind.**

### **Toys From Home**

**Toys need to be left at home**, except for on your child's show and tell day (which will be announced when school begins). Please do not allow your child to bring in toy guns, war toys, or other toys of aggression or violence at any time. If your child has a "security toy" which they wish to bring to school, they will be asked to keep the toy in their backpack or cubby while school is in session.

### **Parent Visitation**

The parent/teacher relationship is extremely important. Any parent who would like to help out in a class will be required to complete and pass a background check (provided by Estacada Christian Preschool). We ask that you do not bring other children with you when you visit. We would be happy to have you participate in our daily and special activities as indicated by your child's teacher. Please let your teacher know of your interest in helping out.

## Chapel

We have Children's Chapel once a month. Our Pastors give a short devotional, and we sing praise songs. You are invited to come as well, please check times in the current monthly newsletter.

## Snacks

Children will be assigned snack time on various class days throughout the school year. A schedule will be sent home so that you know when it is your child's snack day. If snack is forgotten, please bring a snack that can be stored for us in the future.

We encourage our parents to bring *nutritious* snacks such as: fruit (i.e. apple slices, bananas, seedless grapes, peaches, pears, watermelon, oranges) vegetables (i.e. carrot or celery sticks) granola bars, cheese and crackers, raisins, pretzels, popcorn, or muffins. If you would like to bring juice for the class, please bring juice boxes or provide cup with your juice. Please only send cupcakes or sweets on special occasions, such as your child's birthday.

It is important you notify your child's teacher if there are any specific allergies your child may have as noted on the Family Information Form

## Health and Illness

Your child's health is a matter of great importance to us. Please call us if your child will not be coming to school due to illness. Please use the following guidelines to determine when to keep your child at home, and when they can return:

<u>Symptom</u>	<u>When to Return to School</u>
Fever or Headache	Symptom free for 24 hours <b>without</b> aid of medications
Vomiting/Diarrhea	Symptom free for 48 hours <b>without</b> aid of medications
Cough or Sore Throat	Symptom free for 24 hours <b>without</b> aid or medications

*Any hospitalization due to any of the above symptoms, require an additional 24 hours before returning to school.*

<u>Symptom</u>	<u>When to Return to School</u>
Heavy Nasal Discharge	Discharge must be gone without aid of medications
Skin Rash	Rash disappears or the consent of your doctor
Head Lice	After treatment and no signs of nits, eggs, or egg casings for 24 hours
Inflamed, Pink, Crusty or Swollen Eyes	Symptom free or the consent of your doctor

In the case of illness, the staff would appreciate knowing the nature of the illness in case it might be contagious. When advisable, a release form from the physician will be necessary for a child to re-enter the program. Parents will be advised of any communicable diseases to which the children may have been exposed.

If your child becomes ill while at school, you (or your emergency contact) will be contacted to take your child home. Until you (or your emergency contact) arrive, your child will be comforted by a staff member and kept separated from the other children in a designated quiet-time area in the classroom or in the church office.

### **Absences/Parental Withdrawal**

If your child will be absent for a period of time, please contact us as soon as possible. However, if your child is absent for more than 2 weeks without your notification, we will assume your child has left the school and will withdraw your child from the Estacada Christian Preschool program. If you choose to withdraw your child from the program, we must receive written notice at least 2 weeks prior to the final date of attendance. You will, however, be responsible for the full tuition for the last month your child attends.

### **Accidents and Emergencies**

Minor bumps, cuts, and bruises do occur and will be treated by our preschool staff. Each member of our staff holds a current First Aid and CPR Certification. Since your child may be treated at the school, it is important to indicate on the application form any allergies to tape, peroxide, antibiotic ointments, etc.

**In case of an emergency, the staff will make every effort to reach the parents or the alternate listed on the Registration Form. Parents are asked to notify the school immediately in case of any change in contact information including names, addresses or telephone numbers.**

If 911 needs to be called: We cannot guarantee a specific hospital or doctor if the paramedics are called, but we will plan to pass along the name of the doctor and hospital listed on your Medical Information Form. Parents will be financially liable for emergency services: this includes both ambulance and emergency room costs. A medical release form is included on the Medical Information Form.

***In case of emergency, please contact the church office at 503-630-6707 or 503-630-5325.***

### **Evacuation Information**

Evacuation drills are held regularly at our preschool. Should an emergency occur which requires an evacuation; you will be notified as soon as possible and asked to pick up your child if the emergency is expected to last a significant length of time. If interested, please check with your teacher for information related to evacuation and emergency procedures.

### **Classroom Rules**

Classroom rules are in place to help your child know what is expected of them in the classroom environment. Your child will be expected to follow the following rules:

- Play safely.
- Be a good friend.
- Walk inside.
- Use inside voices.
- Mind our manners by saying "Please", "Thank You", "Excuse Me", and "May I?"
- Respectful of classroom equipment and property.
- Pick up toys when they are done.

Also, children are not allowed to hit, spit or act aggressively towards others or teachers at any-time. If the behavior does not correct itself with direction from teacher and parent, the school may take appropriate actions. Such as:

- Meet with parents to discuss a plan to correct behavior.
- Discuss with parents additional resources that may be available.
- Set a dead line as to when the behavior must be corrected.
- If behavior cannot be corrected, the child may be expelled.

We want your child to learn self-control, to develop confidence, and have regard for others in the classroom. If a child needs help remembering or administering the classroom rules, our teachers may use the following approaches as outlined by the National Association for the Education of Young Children (NAEYC):

- Patiently remind your child of the classroom rules.
- Guide your child by setting clear, reasonable, consistent, and fair limits for behavior.
- Redirect your child to more acceptable behavior or activity.
- Listen if your child talks about feelings or frustrations.
- Guide your child to resolve conflicts.

If further action is required, your child will be directed to sit quietly in a designated time-out spot in the classroom until they are able to rejoin activities in a positive manner. During this time the child is under continuous supervision by staff. When the time-out is over, the teacher will use the approaches above to re-establish appropriate behavior.

These methods are highly effective when employed consistently. Under normal circumstances, there is no need for other methods to be used in preschool. If the verbal reminder or the timeout isn't effective, we may involve having the Pastor/Elder talking to them about classroom rules and correct behavior. However, if there is a problem beyond the scope of these methods, you will be contacted to determine other courses of action to give your child the necessary skills to function successfully in the preschool setting. These may include meeting with a Education Board Member or Pastor and placing your child on probation. If no method has proven effective, it may be necessary to withdraw your child from the preschool.

In accordance with Estacada First Baptist Church policy, the staff will NOT use the following means of punishment:

- Hitting, shaking, spanking, pinching or inflicting any form of corporal punishment



- Inflicting mental or emotional punishment, such as humiliating, shaming or threatening a child.
- Depriving a child of snacks or necessary toilet use.

### **Suspected Child Abuse**

Oregon law mandates us to report any suspected neglect, physical, sexual or emotional abuse to the Department of Human Services.

### **Administrative Withdrawal**

Estacada Christian Preschool may withdraw your child from the preschool program for any of the following reasons:

- Continuous non-payment of tuition.
- Verbal or physical abuse by parents/caregivers or your child to other children or staff.
- Non-compliance to any parental responsibilities outlined in this handbook.
- Persistent non-compliance of the classroom rules.

### **Disputes**

If a problem arises between a parent and a teacher, a student and a teacher, or a student and a student, the dispute needs to be recorded on an Incident Report sheet. Incident Report sheets can be found in the church office. They need to be filled out immediately and turned back in to the church office. The Incident Report sheet will then be given directly to the Education Board Chair and a meeting for resolution will be called within 1 week of the report being filed.

Present at the meeting will be the teacher, the parent, the Education Board Member, a Pastor, and the Deacon of Christian Education for EFB. The matter will be resolved at the meeting.

## **Education Board**

Estacada Christian Preschool is overseen by an Education Board, but is a ministry of Estacada First Baptist Church. The Preschool staff and the Education Board are under the direct supervision of the leadership of the Church. If you have an issue you are not comfortable talking to a teacher about, you are free to contact one of the following people through the church office at 503-630-6707 or 503-630-5325.

Pastor Brent Dodrill	Pastor
Gail Liber	Teacher
Dan Bagley	Deacon of EFBC Christian Education