

2018-2019



Parent Handbook

Philosophy:

At Shining Light Christian Preschool our philosophy is to provide your preschooler with a very safe, relaxed atmosphere where they will be able to thrive and learn. Children of all ages are works in progress. Their brains and bodies are developing all the time, and the things that occur in their environment play an important role in their development. The adults around the children play a huge part in how they grow and learn. As preschool teachers, we arrange the environment, monitor social experiences, model language and behavior, and design learning experiences.

Every moment of a preschooler's day is a wondrous experience. While your child plays he/she will learn many cognitive skills. At the same time, he/she will experience passionate feelings, newfound independence, an endless supply of energy, and a zest for discovery. While playing, your preschooler will discover his/her likes, dislikes, talents, challenges, and how family, friends, and community fit into his/her life.

Through a safe and healthy environment, we facilitate learning with hands on experiences, through play, and open-ended projects with a Christian emphasis. We believe that children learn the most as active learners with hands on experiences and the ability to contribute and make choices. Our goal is to enrich lives and help each child be their best!

Policies:

Classes:

There are a few class options to choose from. See descriptions below. You will make your choice for which class you would like on your registration form. For a class to take place it will need at least 4 children registered. A letter will be sent out mid August to let you know the status of the class your child is being placed in.

3-year-old Preschool

T/TH 9:00am-11:30am (6:1) up to (8:1)

Older 3's M/W 9:00am-11:30am (10:1) (birthdays in Sept/Oct & by teacher approval only)

Older 4's T/TH 12:00pm-3:00pm (10:1) (birthdays in Sept/Oct & by teacher approval only)

T/TH is your traditional 3-year-old class that meets 2 days a week for 2.5 hours at a time. This is for those children who have not attended a preschool program before or have spent very little time in a preschool program. They do need to be potty trained enough to know when they need to use the restroom and can go on their own or let me know they need to go. Accidents will happen and that is expected and ok. They will start to learn to recognize their ABC's and numbers, shapes and colors. They will also learn to recognize their names and learn to verbally spell it. Some will also learn how to write their first name. We also grow their attention spans by sitting for short circle times which involve sitting and movement times. We have short Bible verses to memorize each month. We also learn how to share and taking turns and play nicely.

M/W am class or T/TH pm class is for those older 3-year olds that will turn 4 in September or October that have had some preschool before or those that need the extra academic challenge and an equal social experience, but are not old enough to go to Kindergarten the following fall. Children in this class need to be able to sit for short periods of time, have some control over their fine motor skills and are excited and ready to learn. They also need to do well when academically challenged. They will be learning right beside the 4-year olds going to Kindergarten the following fall. This class meets 2 days a week for 2.5 hours for AM and 3 hours for PM at a time. This class will be mixed with the 4's attending M/W/F AM or M-F PM. (Admitted by teacher approval only and if space allows)

4-year-old Preschool (10:1)

M/W/F 9:00am-11:30am

M/W/F 12:00-3:00pm

T/W/TH/F 12:00-3:00pm

M-F 12:00pm-3:00pm

M/W/F 9:00am-3:00pm *ALL day option*

*T/TH 12:00pm-3:00pm (add on class to morning classes or all-day class)

You have a few options to choose from with the 4's classes. All the 4's classes are for children that going are to Kindergarten the following fall. You can choose from a morning or afternoon 3-day class or an afternoon 4 or 5-day class. There is also an ALL-DAY class option which will be M/W/F, your child will bring lunch on these days. Morning classes are 2.5 hours and afternoon classes are 3 hours. All day is 6 hours. There is also an add on class where you can add T/TH PM to your AM schedule or all-day schedule for some extra class time. This add on will depend on enrollment space on those days.

In all the 4-year-old classes your child will learn to recognize their capital letters, write them and learn their sounds. They will learn their numbers up to 20 including writing them and counting to 20 (but usually higher). They learn shapes, colors, opposites and rhyming. They will learn to recognize their name and write their name the Kindergarten way. They also grow their attention spans this year to be able to sit through 2 circle times, Bible time, writing time, science time and math time. They will continue to learn how to share and take turns and play with other kids. We also spend the year learning about all the Fruits of the Spirit and Hero's of the Bible.

Ages: We accept children at the age of 3 (by September 30th) to Kindergarten bound; that are fully potty trained.

Arrival and Departures:

1. Parents are expected to bring their child into the preschool and wait with them until class starts.
2. IF SOMEONE, OTHER THAN THE PARENT(S) WILL PICK UP THE CHILD, I MUST HAVE A VERBAL OR WRITTEN (TEXT/EMAIL) AUTHORIZATION FROM PARENT OR THEIR NAME MUST BE ON FILE! OTHERWISE I CANNOT RELEASE YOUR CHILD TO THEM!
3. Preschool doors will remain closed until the beginning of class time. Doors will also be closed at the end of class time until the class is excused. If early pick up is needed, please let me know beforehand if possible. Please respect these times and wait quietly in the hall.

4. Front doors to the church will remain locked always except 10 minutes before the start of class and 15 minutes before the end of class.

Substitutes:

If the teacher cannot be at class on a schedule day because of sickness, family emergency, personal day or trainings we will find a suitable substitute through an agency, friends or student parents. In the event a sub cannot be found classes may be canceled and you will be notified ASAP by text and/or email if this happens. And by email and/or class note if pre-planned. You will receive a tuition credit, or a makeup day will be planned if classes are canceled. I do allow up to 5 PTO (personal time off) days a year. You will not be reimbursed for these days.

Absences

1. Please call or text if your child will be absent from class 541-306-9484 or email loisweaver@shininglightchristianpreschool.us
2. There is no reimbursement for tuition for your child being ill or missing class or vacations.

Illness Policy:

The purpose of this policy is to keep all our children healthy. In a group setting children are exposed to more illnesses than children at home and the germs seem to keep going from one child to another. To keep exposure to a minimum, a sick child may not be brought to school. If your child should become ill while at school you will be expected to have them picked up within 30 minutes, once called. One or more of the following symptoms will prompt a call or your child should be kept home:

- a. Temperature of 100 or higher. Children must be fever free for 24 hours (*without medication, such as Tylenol*) before returning to school.
- b. Is in the first twenty-four hours of taking an antibiotic
- c. Unusual, unexplained contagious rash
- d. Has symptoms of potentially communicable disease in the past 24 hours, such as:
 - vomiting
 - diarrhea
 - yellowish skin or eyes
 - constant croupy cough
 - green discharge from eyes, nose and/or ears
 - severe sore throat
 - difficult or rapid breathing
 - headlice or nits
- e. Is very lethargic and unable to participate

1. Please notify the school immediately if your child or a family member is diagnosed with an infectious disease (such as flu, chickenpox, etc).
2. You will be notified if a child attending this school has been diagnosed with an infectious disease.
3. Teachers will not administer medication.
4. Each child's record of immunization, or the reason for exemption, must be on file at the preschool within the first week of school. These records must be updated as additional immunizations are received.
5. An emergency transportation authorization form will be filled out upon enrollment for transportation of the child to the necessary medical or dental emergency care source. In the event emergency transportation consent is not granted, a non-consent form will be provided and must be filled out by the parent or guardian. The school is free from responsibility for children not granted emergency transportation authorization.
6. Please keep you child home if he/she has one of these symptoms.

Classroom Helpers or Visits:

We have an open-door policy meaning that the classroom is always open for parents to drop by and visit. At this age the children's behavior generally changes when parents are around for good or bad and for this reason I do not ask for classroom helpers. If you really feel the need to help I can always use help taking down hallway bulletin boards and boarders or with behind the scene preparations. A fun treat would be having a parent come by and join us for snack on their child's assigned snack day or on their birthday. Again, the classroom has an open-door policy so please feel free to drop in at any time.

Parties and Fieldtrips:

Parents are always welcome at all parties! No mobile siblings though. Signup sheets will be set out no later than a week before each party for treats. Parents are responsible for the transportation of their child on fieldtrips.

The following are parties/fieldtrips we will have:

Pumpkin Patch Noah's Ark Party Christmas Party
Valentine Day Party End of the year fieldtrip & picnic

Sharing:

The children will have an opportunity once a week to bring one item that starts with the letter of the week that fits in to their backpack or cubby for sharing during circle time. Please do not bring breakable items or weapons. Toys should NOT be brought to school on any other days.

Supplies:

Please label items:

- Back Pack or bag everyday
- Extra set of clothes (shirt, pants, underwear, socks) in a Ziploc bag for their cubby
- Hat and gloves to be left in their cubby
- A small supply list will be mailed out 2 weeks before the start of school

Snacks:

The student will provide snacks. We will have a rotating schedule, so every child will have a chance to provide something. For birthdays, we will have a special snack to celebrate. I will provide those. These will be in addition to a healthy snack. Those children with summer birthdays will celebrate on their half birthdays if possible or towards the end of the year if not. We will provide napkins, plates silverware and cups.

In preschool snack is about a few things. First, it's about being hungry and fueling bodies, so they can think! Second, it's about trying new foods and learning to like these new foods. Third, it's about learning what healthy foods look like and what a healthy snack is. And Fourth, but maybe the most important is the social aspect of snack time! Learning manners, what's ok to do at the table what is not. Learning how to interact with each other at the table and have (appropriate) table conversations. With these things in mind you should choose the snack for your child's class.

Well what should snack look like then? Here is a general idea: First ingredient not sugar, not mainly chocolate. Check serving sizes and to bring 2 different items for each child. I'm going to outline a more detailed list of what things to bring that make a great snack! If you find something that you want to bring that is not on the list, please feel free to bring it if it follows the general guidelines above. Also, please consider if bringing a small granola bar or something similarly small, bring a larger 2nd item (grapes/apples, box of crackers, etc). Snack time is about quantity & quality time socializing, learning and practicing new skills.

I'm also always ok with snack being like an art activity and the kids must build their snack. Example: Ants on a log (spreading nut butter on a celery stick and adding raisins).

If you have a morning and you totally forgot about snack, bring what you need to bring.

Pick from 2 different food groups and check serving size on package:

Grains:

Box of crackers (all are ok)
Indv. Prepackaged crackers
Graham Crackers
Plain Animal Crackers
Popcorn
Pirates Booty
Cereal (non-sugar)
Granola
Tortillas
Pretzels
Breads/Bagels
Rice Cakes
Nature Valley Granola Bars
Natures Bakery Fig Bars
Nutri grain Bars

Dairy:

Yogurt/Gogurts
Cheese
Cream Cheese
Butter

Veggies:

All ok

Fruit:

All OK

Protein:

Pepperoni/Salami/Lunch Meats
Boiled Eggs
Nut Butters (not if allergies; Sunbutter if allergies)
Nuts (not if allergies)
Shelled Sunflower/Pumpkin seeds

DO NOT BRING:

Quaker Granola Bars
Fruit Snacks
Homemade Foods
Open Packages/Boxes
Cookies
Chocolate Snacks (chocolate chips in things are ok)
Juice/drinks

Clothing:

Closed shoes should be worn every day; please keep open shoes like sandals or flip-flops for at home. The bark outside gets in these types of shoes and it can be very uncomfortable for little feet, plus they are just hard to run around in. We have cool mornings, so a sweatshirt or jacket is always good to bring just in case. Children should always come in clothes that can get dirty. On snowy days, your child is expected to come dressed to go outside bringing snow pants, boots and snow gloves.

Holiday Closures and Weather Delays/Closures:

We follow the Bend-Lapine School District for school Holiday closures as well as snow closures or delays.

If there is a delay due to weather AM classes will be canceled, PM class will go on as scheduled and all day classes will start at noon. If there is a closure all classes are canceled. Watch your local news to hear of closures or call 323-SNOW or check our Facebook page. We allow for 4 snow days a school year. Any more than that then we will schedule make up days.

Closures are (but not limited to):

Veterans Day	MLK Jr. Day	Good Friday	PTO (5 days max)
Thanksgiving Break	Presidents Day	Spring Conferences (2 Days)	
Winter Break	Spring Break	Memorial Day	

School Year:

Our School year runs the same time frame as the Bend Lapine School district with first/last days and major holidays. Our program runs from September-June.

Programs:

The preschool puts on 2 performances every year. This is typically in the evening (but not always). Our 1st program is always our Christmas program and all classes participate in this. Our 2nd program is our 4-year-old graduation program. If there is more than one 4-year-old class, it will be a combined graduation program.

Discipline:

We believe in clear, consistent age-appropriate limits to help children become responsible for themselves. Children are encouraged to express their feelings, thus learning to work positively through their emotions. We will act as a role model and use positive reinforcement to encourage constructive behavior and cooperation. When inappropriate behavior occurs we will help the children understand why the behavior is inappropriate and how to change it. We also use the Bucket Filling Method to teach Kindness within our classrooms.

Parent Bulletin Board:

This is a very important communication tool at the school. It is used to display information directed to the parents.

Enrollment Procedure:

The following forms and information must be submitted before enrollment to the preschool is complete:

- registration & contract form
- Non-refundable registration fee

Final Word:

Preschool admits all children regardless of race, color, nationality or religious background. You should feel free to visit the preschool at any given time. We want to exchange thoughts and information on your child whenever necessary.