

*2019-2020*



*Parent Handbook*

*PRESCHOOL WILL HAVE A NEW LOCATION FOR 2019-2020 SCHOOL YEAR  
New location is on the Southwest side of town off of Parrell Road*

## 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) or (8:1)

Older 3's M/W 8:30am-11:30am (10:1) (birthdays in Sept/Oct & by teacher approval only)

Older 3's M/W 12:30pm-3:30pm (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 also learn how to share and taking turns and play nicely.

M/W classes AM or 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 old going to Kindergarten the following fall. This class meets 2 days a week for 3 hours. This class will be mixed with the 4's year old that will be going to Kindergarten in the fall. (Admitted by teacher approval only and if space allows)

#### **4-year-old Preschool (10:1)**

M/W/F 8:30am-11:30am

T/TH/F 12:30-3:30pm

M/W 12:30-3:30pm\* (can add Fridays if space allows)

M/T/TH/F 12:30-3:30pm

M-F 12:30pm-3:30pm

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 3-day class or an afternoon 2\*, 3, 4 or 5-day class. All classes are 3 hours.

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.

\*this 2-day class is only recommended for those that have already had a year of preschool experience or have a solid academic foundation already (fine motor control, know colors, shapes, recognize letters/numbers, can count, etc.). This class would be beneficial for building on those skills and for learning to follow a classroom routine and for socialization. A 2 day a week class is not recommended for students who have never attended school before and are planning on attending Kindergarten the following fall.

**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.
2. The Preschool door will be unlocked 5 minutes before class starts, please come in with your child and help your child check in to school before you leave.
3. IF SOMEONE, OTHER THAN THE PARENT(S) WILL PICK UP THE CHILD, I MUST HAVE A VERBAL OR WRITTEN (TEXT/EMAIL) AUTHORIZATION FROM PARENT. OTHERWISE I CANNOT RELEASE YOUR CHILD TO THEM! In case of an emergency and you cannot contact me, I will release them to only the people on their emergency form.
4. The preschool door will be locked 10 minutes after class time starts and remain locked until 5 minutes before class time ends. Please respect these times.
5. At 5 minutes to the end of class the children will start to get their coats and back packs ready, so they are ready to leave right at the end of class. If early pick up is needed, please let me know beforehand if possible. (this pick-up policy may need to be adjusted once the school year starts to help things run smoother)

### **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 parent. 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](mailto:loisweaver@shininglightchristianpreschool.us)
2. There is no reimbursement for tuition for your child being ill, 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 100.5 or higher. Children must be fever free for 24 hours (*without medication, such as Tylenol*) before returning to school.
- b. **Skin Lesions:** Or drainage that cannot be contained within a bandage. May return when discharge is gone, or student has been on antibiotics for 24 hours and has a written consent from the health care provider upon return to school. Drainage must be contained within a bandage.
- c. **Stiff Neck:** (or headache with accompanying fever): May return when symptoms are resolved, or a diagnosis is made and clearance given.
- d. **If Student requires more care than the teacher can safely provide:** Remain home until resolved or reasonable care can be provided at school
- e. Has symptoms of potentially communicable disease in the past 24 hours, such as:
  - Vomiting:** For any vomiting occurrence unless determined by a health care provider that the episode was not related to a communicable condition. May return 24 hours after last vomiting episode.
  - Strep Throat:** May return after 24 hours on antibiotics
  - Rash** (any new rash if accompanied by fever): May return when symptoms are resolved or diagnosis has been made and clearance given by doctor.
  - Discharge** from eyes, nose and/or ears that is green
  - Diarrhea:** 3 or more loose, watery stools in one day. May return when diarrhea has resolved for 24 hours
  - Jaundice** (yellowish skin or eyes): May return after diagnosis from a physician and clearance is

given

**-Cough:** constant cough with or without a fever, serious, sustained coughing; shortness of breath or difficulty breathing.

**-Lice (live bugs):** May return after a pediculicide lice treatment shampoo has been applied (per manufacturer or physician instruction) and there are no live bugs.

1. Please notify the school immediately if your child or a family member is diagnosed with an infectious disease (such as Lice, flu, chickenpox, etc).
2. You will be notified if a child attending this school has been diagnosed with an infectious disease.
3. Please keep your child home if he/she has one of these symptoms.
4. Teachers will not administer medication.
5. 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.
6. 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.
7. Please keep your 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 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 take turns sharing by bringing in items 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 2<sup>nd</sup> 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

### Dairy:

Yogurt/Gogurts  
Cheese  
Cream Cheese  
Butter

Cereal (non-sugar)  
Granola  
Tortillas  
Pretzels  
Breads/Bagels  
Rice Cakes  
Nature Valley Granola Bars  
Natures Bakery Fig Bars  
Nutri grain Bars

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. These types of shoes are very hard for little ones 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. 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. They are typically in the evening (but not always). Our 1<sup>st</sup> program is always our Christmas program. Our 2<sup>nd</sup> program is our 4-year-old graduation program. These may be class programs or school programs (all classes together) TBD. Location TBD

## **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.