



Columbia Gorge
Education Service District
Preschool Handbook
2022-2023 School Year

Dear Families,

Welcome to Columbia Gorge Education Service District (ESD) Early Learning Programs!

We are so excited that you have chosen Columbia Gorge ESD Early Learning to be a part of your child's emerging educational journey. Here at Columbia Gorge ESD Early Learning we offer two great educational programs:

- Sunshine Kids Preschool
- Sunshine Kids Bilingüe

Please contact us if you have suggestions, questions or concerns. Together let's make this a great year in your child's life!

Sincerely,

Columbia Gorge Education Service District Early Learning Staff

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Philosophy & Mission Statement

Columbia Gorge Education Service District (CGESD) Early Learning Programs are designed to offer high quality early learning experiences. We believe children grow best when staff and programs are dedicated to your child's growth and development using the best methods we know of. We believe our programs should be neighborhood-based and school connected. CGESD Early Learning Programs review data and work with parents and staff to make the best decisions to meet the needs of the children we serve. Partnering with committed parents and local leadership, we make sure children are growing in all areas of development.

We believe that parents are more than partners, they are our most valued consultants. Our commitment to equity and parent voice is reflected in the expansion of inclusive programming Sunshine Kids Bilingüe to assure children learn developmentally appropriate skills in their first language. Our inclusive programs directly teach social and learning skills to all children regardless of their strengths and abilities. In partnership with North Wasco County School District, CGESD Early Learning programs work to assure students are prepared to enter kindergarten.

Columbia Gorge ESD Early Learning:

- aligns with Oregon's Early Learning and Kindergarten Guidelines for school readiness and is based on early learning theory.
- serves both preschool and pre-kindergarten children of all abilities.
- supports parents and families.
- is an inclusive program following the Learning Experiences and Alternative Program for preschoolers and parents (LEAP) preschool model.
- offers dual language development and strategies that support dual language learners.
- provides an enjoyable and fun learning environment and supports children's social and emotional needs.

OUR PRESCHOOL PROGRAMS:

How to stay connected with your teacher:

Your teachers use ClassDojo to communicate with you and other families. Monthly newsletters are sent home along with a variety of informational letters to share community events with your family.

Parent-Teacher Conferences

Teachers will schedule parent-teacher conferences with parents twice a year: November and March. For students who participate in an Individual Family Support Plan, teachers will discuss progress in your IFSP meeting. NWASCO offers transition meetings with the parents, if their child is transitioning to Kindergarten.

LEAP Classrooms

LEAP (Learning Experiences An Alternative Program for Preschoolers and Parents) was founded in 1981 and developed by Dr. Phil Strain, who is currently at University of Denver. LEAP is a collection of evidence based practices with a focus on enhancing the social world of young children with and without special needs.

Curriculum

- Highscope - designed to address the needs of preschool students with varying degrees of developmental readiness; optimizes opportunities for students to learn and grow from each one another's strengths
- Conscious Discipline - is a trauma-informed approach to social emotional learning
- Learning Without Tears - hands-on curriculum that engages young minds through purposeful play, active engagement, and custom manipulatives
- Estrellita - complementary, accelerated, beginning Spanish reading program within our Bilingual classrooms; teaches individual sounds through a combination of whole language, phonics-based strategies that are developmentally appropriate and fun for young children

1. Sunshine Kids Preschool Classes

In this program students will gain experiences within their environment, inside and outside, with students with diverse needs, following the LEAP program to support all learners.

Classroom	Days	Time	Tuition
Class A, Mornings	Monday - Friday	8:30 AM to 11:30 AM	\$240 per month*
Class A, Afternoons	Mon.Tues,Thur,Fri	12:30 PM to 3:30 PM	\$200 per month*
Class B, Mornings	Monday - Friday	8:30 AM to 11:30 AM	\$240 per month*
Class B, Afternoons	Mon,Tues,Thur, Fri	12:30 PM to 3:30 PM	\$200 per month*

* **A yearly application fee of \$50.00** to cover supplies, materials, insurance and immunization service is due prior to the first day, for all families.

For Sunshine Kids Tuition Paying families:

Invoices will be provided at the first of each month. Tuition is due by the 10th of each month.

Payment options

- A. Mail check or money order in the envelope provided to:
Columbia Gorge ESD Early Learning
1721 West 10th Street
The Dalles, OR 97058
- B. Drop your cash, check or money order in the envelope provided in the **drop box** located on the door of the Columbia Gorge ESD's Early Learning office building next to the preschool building (blue/gray house, address is 1721 West 10th Street).
- C. Use your **Bill Pay** account to automatically send your payment to Columbia Gorge ESD.

Withdrawal Policy

Families may choose to remove their child from the program at any time, however, families will continue to be charged tuition two weeks (14 days) from the date of written notification or two weeks (14 days) from the student's last day of attendance. Written notice may be given to your child's teacher, the administrative assistant or program administrator. See your classroom teacher for the program withdrawal form.

Please contact Teresa Manzo for more information: 541-506-2242

2. Sunshine Kids Bilingüe

Sunshine Kids Bilingüe is a full day inclusive Dual Language Immersion program funded through Preschool Promise. Ninety percent of this program is taught in Spanish. There is no charge for qualifying families. Families in the Chenowith School zone are given priority although the program is open to all qualifying children.

Class Schedule

Classroom	Days	Time
Chenowith Elementary	Monday - Friday	9:00 AM - 3:15 PM
	Wednesdays	9:00 - 12:00 AM

Enrollment Process for Sunshine Kids Bilingue

Parents must complete an application as part of the intake process. Four Rivers Early Learning and Parenting Hub (541-965-8319) will determine eligibility for each student within (14) days of receiving the application. A parent may appeal a determination of non-eligibility by submitting a written request to Four River Early Learning Hub.

- Children must be at least three years old by September 1st, but not older than five years of age. Age-eligible children may participate in the program for up to two years.
- Income Eligibility: Children must be members of families whose income, at the time of enrollment, is at or below 200% of the Federal Poverty Guidelines.
- Residency Requirement: Children participating in the Sunshine Kids Bilingüe program must be Oregon residents.
- The maximum number of children in the classroom is 19.
- Transportation will be provided by North Wasco County School District #21 within the Chenowith Elementary boundary.
- Meals provided by North Wasco County School District

We will have a parent orientation at the beginning of the preschool year that will include an overview of the Sunshine Kids Bilingüe program. Your child's teacher will schedule the orientation and send the date and time home.

Please contact Teresa Manzo for more information: 541-506-2242

Attendance

At Columbia Gorge ESD Early Learning, we believe it is important to attend school on-time, every day. This is a basic foundation for academic achievement and social development. We believe these patterns for success begin in preschool.

Columbia Gorge ESD Early Learning may approve a leave of absence of up to 30 days, for an enrolled child due to family vacations or other situations that may arise.

An absence of 14 consecutive days without an approved leave will be considered a vacancy. Your child will be placed in inactive status unless you request to reactivate the child's status in the enrollment system.

Our goal: "Every Student, Every Day . . . When you miss school, we miss you!"

If you do arrive late, please check in with the office and staff will take your child to the class.

When should my child stay home?

If your child has any of the following symptoms, please keep your child at home:

- Fever of 100+
- Vomiting
- Diarrhea
- Cough: deep, barking, congested, or producing colored mucus
- **For the above symptoms, your child must be symptom-free for at least 24 hours without the aid of medication prior to returning to school**
- Eye Infection
- Severe headache
- Rash (according to doctor recommendation)
- Communicable disease
- Any symptoms that impair the student's participation in classroom activities

Please notify the office as soon as possible if your child will not be in school by calling or emailing one of the contacts below:

Teresa Manzo (541) 506-2242 tmanzo@cgesd.k12.or.us

Inclement Weather

Columbia Gorge ESD Early Learning follows North Wasco County School District's inclement weather policy.

Sunshine Kids Preschool

- If North Wasco County School District (D-21) is **CLOSED**, then Sunshine Kids Preschool will also be **CLOSED**.
- If D-21 has a **2-HOUR DELAY**, then **morning** Sunshine Kids Preschool classes will be **CLOSED** and **afternoon** Sunshine Kids Preschool classes will be **OPEN**.

Sunshine Kids Bilingüe (SKB)

- If North Wasco County School District (D-21) is **CLOSED**, then Sunshine Kids Bilingüe will also be **CLOSED**.
- If D-21 has a **2-hour delay**, then Sunshine Kids Bilingüe will also have a **2-hour delay**.

On rare occasions when weather worsens during the course of the school day and the morning classes are open, the CGESD Superintendent may make the decision to cancel the afternoon preschool classrooms. In this event, attempts will be made by program staff to contact each family individually.

To find out if school is closed due to inclement weather:

- Look for a Thrillshare message sent to your cell phone.
- Listen to your local radio stations
- Watch your local TV stations
- Check North Wasco County School District's website

Parent Involvement



You are your child's first teacher. Our teachers are here to help support you and your child. If you are excited about learning and about school, your child will be excited too.

Can I volunteer in the classroom?

YES! Please keep in mind, if there is a resurgence of COVID or other unforeseen events, it might inhibit volunteers in the classroom. Parents are more than welcome to volunteer in the classroom. **NOTE:** Parent volunteers are required to have a Criminal History Background **Please contact your child's teacher for more information.**

Parent Committee

The Parent Committee is made up of, and led by, parents. It offers an ideal opportunity to meet with other preschool parents and to help plan fundraisers and other fun activities for the children throughout the year. Spanish interpreters available.

Guidance:

Immunization Policy:

Sunshine Kids Early Learning Program is committed to each student's success in learning, to complete with school immunization law the following immunizations are required: diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, hepatitis A, varcella and hib.

Medication Policy:

If medication is needed for your child, while at school, we can assist. There is a form to complete and medication needs to be in the original medication bottle.

Social Media

We, as a program, take pictures to share with families on a private Facebook group and to send home in the newsletter. If you do not want your child's image in this media format, please contact the office.

Behavior General Procedure

Sunshine Kids Early Learning Program is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at Sunshine Kids Early Learning Program has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. We approach children with challenging behaviors by teaching them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying.

We are trained and well versed in keeping your child safe, however bites, scratches, falls and scrapes are all a part of early childhood development. We will send home ouchie reports when this occurs and hold meetings within our staff to see how a type of injury can be prevented in the future.

Physical Restraint

Physical restraint is not used nor permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may support a child by gently holding her or him only for as long as is necessary to maintain control of the situation.

Notification of Behavioral Concerns to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.



Date: _____

Please sign and return to your child's teacher.

I have received and read the *Columbia Gorge Education Service District Early Learning Parent Handbook*.

Student Name (Printed): _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____