



Columbia Gorge  
Education Service District  
Preschool Handbook

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*



# Sunshine Kids Early Learning

Early Learning Staff			
Superintendent	Patricia Sublette	541-506-2240	psublette@cgesd.k12.or.us
Early Learning Director	Magdalyn Lowe	541-506-2256	mlowe@cgesd.k12.or.us
Migrant Education Director	Jonathan Fost	541-506-2258	jfost@cgesd.k12.or.us
Administrative Assistant	Patti Gillette	541-296-1478	pgillette@cgesd.k12.or.us
Administrative Assistant	Teresa Manzo	541-506-2242	tmanzo@cgesd.k12.or.us
Preschool Teacher / Early Childhood Special Education Specialist	Estefania Leon-Alvarado	541-506-2243	ealvarado@cgesd.k12.or.us
Preschool Teacher	Karen LaVine	541-298-6661	klavine@cgesd.k12.or.us
Dual Language Preschool Teacher	Alejandra Sanchez Uribe	541-506-3350 EXT 5038	auribe@cgesd.k12.or.us
Instructional Assistant	Elizabeth Rampp		erampp@cgesd.k12.or.us
Instructional Assistant	Liliana Tapia		otapia@cgesd.k12.or.us
Instructional Assistant	Linda Rawson		lrawson@cgesd.k12.or.us
Instructional Assistant	Amber Rippy		arippy@cgesd.k12.or.us
Bilingual Instructional Assistant	Stephanie Flores		sflores@cgesd.k12.or.us
Dual Language Preschool Teacher	Jaqueline Gonzalez	541-298-6661	jgonzalez@cgesd.k12.or.us
Early Intervention / Early Childhood Special Education (EI/ECSE) Specialists			
EI/ECSE Specialist / Preschool Consultant	Heather Anderson	541-298-3132	handerson@cgesd.k12.or.us
EI/ECSE Specialist / Preschool Consultant	Lori Burkart	541-296-6529	lburkart@cgesd.k12.or.us
Home-School Liaison / Family Engagement Specialist	Aaron Bowman	541-340-9403	abowman@cgesd.k12.or.us
EI/ECSE Spanish Language Interpreter & Translator	Armida Quiroz	541-298-3147	aquiroz@cgesd.k12.or.us
Behavior Specialist / Teacher on Special Assignment (TOSA)	Elizabeth Murphy	951-965-1702	emurphy@cgesd.k12.or.us
Speech-Language Pathologist	Jenna Bartley	541-298-9943	jbartley@cgesd.k12.or.us
Speech-Language Pathologist	Lori Carter	541-506-2241	lcarter@cgesd.k12.or.us
Speech-Language Pathologist	Amy Krause	541-298-3135	akrause@cgesd.k12.or.us

Speech-Language Pathologist	Monica Byers	541-993-0208	mbyers@cgesd.k12.or.us
Occupational Therapist	Wanda VanderWilde	541-298-3283	wvanderwilde@cgesd.k12.or.us
Physical Therapist	Darla Kroll	541-506-2243	dkroll@cgesd.k12.or.us

## **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.

## 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.

When an enrolled child is absent for more than 14 consecutive days due to family vacations or other situations, Columbia Gorge ESD Early Learning may approve a leave of absence of up to 30 days.

An absence of 14 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!"

### When should my child stay home?

**DURING THE PANDEMIC PLEASE FOLLOW THE GUIDANCE YOU GET FROM SUNSHINE KIDS PRESCHOOL AND SUNSHINE KIDS BILINGÜE.**

**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 your child's classroom teacher as soon as possible if your child will not be in school by calling or emailing one of the contacts below:**

Sunshine Kids Preschool:

o Teacher Estefania: 541-506-2243 ealvarado@cgesd.k12.or.us

o Teacher Karen: 541-298-6661 klavine@cgesd.k12.or.us

Sunshine Kids Bilingüe:

- Meastra Alejandra 541-506-3350 EXT5038 auribe@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 at the Early Learning (SKP and SKB) website
- Listen to your local radio stations
- Watch your local TV stations
- Check North Wasco County School District's website

## Parent-Teacher Conferences

Teachers will schedule parent-teacher conferences with parents twice a year. Progress reports will be sent home in the middle of the year, updating parents on students' skills and goals' progress. A transition meeting with the parents will be offered at the end of the Program Year, if the child is transitioning to Kindergarten.

**For more information about parent-teacher conferences please contact your child's teacher.**

## **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? DURING COVID WE ARE NOT ALLOWED TO INVITE VOLUNTEERS INTO THE CLASSROOM.**

However, when it is not during COVID: YES! Parents are more than welcome to volunteer in the classroom. **NOTE:** Parent volunteers are required to have a Criminal History Background Check, please contact our administrative assistant 541-296-3147 for further assistance.

**Please contact your child's teacher for more information.**

## **Parent Leadership Opportunities**

Columbia Gorge ESD Early Learning programs offer parent leadership roles and opportunity for parents to get involved with their child's education throughout the year. Please contact your child's teacher for more information.

## **Parent Advisory Group**

Our Parent Advisory group is made up of seven parents from Columbia Gorge ESD Early Learning educational programs.

**Please contact Aaron Bowman for more information: 541-340-9403**

## **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.

**If you would like to join our parent committee or would like more information, please contact: Aaron Bowman at 541-340-9403**

## **OUR PRESCHOOL PROGRAMS:**

### **1. Sunshine Kids Preschool Classes**

<b>Classroom</b>	<b>Days</b>	<b>Time</b>	<b>Tuition</b>
Class A, Mornings	Monday - Friday	8:30 AM to 11:30 AM	\$210 per month*
Class A, Afternoons	Mon.Tues,Thur,Fri	12:30 PM to 3:30 PM	\$180 per month*
Class B, Mornings	Monday - Friday	8:30 AM to 11:30 AM	ECSE Eligibility
Class B, Afternoons	Mon,Tues,Thur, Fri	12:30 PM to 3:30 PM	\$180 per month*

### **For Sunshine Kids Tuition Paying families:**

Invoices will be provided at the first of each month. Tuition is due by the 10<sup>th</sup> 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 10<sup>th</sup> Street).
- C. Use your **Bill Pay** account to automatically send your payment to Columbia Gorge ESD.

Financial assistance may be available to those who qualify. For questions regarding financial assistance, please contact Teresa Manzo at 541-296-3147.

### **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 Chenoweth School zone are given priority although the program is open to all qualifying children.

### **Class Schedule**

<b>Classroom</b>	<b>Days</b>	<b>Time</b>
Chenoweth Elementary	Monday - Friday	9:00 AM - 3:15 PM
	Wednesdays	9:00 - 11:30 AM

### **Enrollment Process**

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 the Early Learning Hub.

- Children must be at least three years old by September 1<sup>st</sup>, 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.
- 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**



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: \_\_\_\_\_