

Dufur Sprouts Preschool

PARENT HANDBOOK 2018-19



“Planting seeds of curiosity to harvest a lifetime of discovery”

802 N.E. 5th St.
Dufur, Or 97021

541-467-2509

INDEX OF TOPICS

Introduction

Curriculum.....	3
Contact information.....	3
Mission Statement.....	3
Non-Discriminatory Policy.....	3
Objectives.....	3
Ownership.....	3

Admission Policies

Daily Schedule.....	6
Days and Hours of Operation.....	4
Discounts.....	5
Drop Off and Pick Up.....	5
Emergency Closure.....	5
Enrollment.....	4
Food Restrictions.....	6
Lunch/Breakfast.....	6
Meals/Snacks.....	6
Tuition and Fees.....	5
Withdrawal.....	6

Health and Safety

Allergies.....	8
Illness.....	7
Immunizations.....	8
Medications.....	8

Program Policies

Bath rooming.....	10
Behavior Management.....	10
Birthdays.....	12
Child Abuse Reporting.....	12
Clothing.....	9
Conflict Resolution.....	11
Field Trips.....	9
Final Thoughts.....	13
Open Door Policy.....	12
Outdoor Play.....	9
Parent Involvement.....	12
Parent Responsibility.....	12
Transportation.....	9
Use of Building.....	9
<u>After Preschool Care</u>	14

INTRODUCTION

DUFUR SCHOOL MISSION STATEMENT:

"In partnership, we are dedicated to educational excellence and lifelong learning, emphasizing communication, trust, and respect."

OBJECTIVES:

To provide a safe, loving, and nurturing atmosphere as we foster growth in four areas of development:

- Social/ emotional
- Cognitive
- Speech and language
- Physical

To allow each child to express their own individual personalities and share their own unique abilities as we grow and develop together as a preschool community.

To have fun, get along and learn!

CURRICULUM:

Thematic based curriculum, combined with emergent learning - As a set theme is covered, the teacher will evolve the lesson according to the interest of the children. This structure will allow for a wide range of topics and still use the children's ideas.

OWNERSHIP:

Dufur Sprouts Preschool (DSP) is owned and operated by Dufur School District #29. The Dufur School board, school administration and lead teacher together make the main decisions of the operation of the preschool.

NON-DISCRIMINATION POLICY:

Dufur Sprouts Preschool does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

CONTACT INFORMATION:

Dufur School: 541-467-2509

Preschool Room Ext. 260

Kelsey Peterson cell phone: 541-993-2771

Email address: kelsey.peterson@dufur.k12.or.us

(I have my cell phone with me during the day.)

ADMISSION POLICIES

ENROLLMENT:

Children must be 3 years of age on or before September 1, 2018 to be enrolled in the three year old class and 4 years of age to be enrolled in the 4 year old class.

Exceptions to this are made only with the approval of lead teacher and the administration. Children must be potty trained before the start of school, unfortunately there is not the equipment necessary to change diapers or pull ups.

Upon acceptance of enrollment, DSP requires that an information packet be completed for our files (copy of birth certificate, medical consent forms, allergy information, immunization records, emergency phone numbers, etc.). **These forms must be on file before the child can be left at Dufur Sprouts Preschool.**

DAYS AND HOURS OF OPERATION:

3 year old class (Little Sprouts) –8:00 AM – 12:30 PM
Tuesday and Thursday (2 days)

4 year old class (Big Sprouts) – 8:00 AM – 12:30 PM
Monday, Wednesday and Friday (3 days)

Our regular school year runs September through the last week of May each year, preschool will follow the Dufur School Calendar.

Holidays: Dufur Sprouts Preschool will be closed on the following holidays:

Labor Day	Martin Luther King, Jr. Day
Thanksgiving Day (Wed. before and Fri. after)	President's Day
Veterans Day	Spring Break (1 week)
Christmas Vacation (2 weeks)	Memorial Day
New Year's Day	

Preschool **will be closed:** Dufur School vacation days, holidays, and non-contract days. It will also follow the closed days for weather.

It **will be open:** conference, in-service, staff development and early release days. (Unless otherwise noted)

EMERGENCY SCHOOL CLOSURES:

In the event of severe weather and/or snow, Dufur School Dist. #29 may close. The preschool will follow the closure of the school. Announcements of school closure can be found on the home page of the school website or heard on the local radio and Portland TV stations. The school also sends out an all call to the students' home numbers

In case of serious emergencies such as earthquakes, fire, storms, loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

DROP OFF AND PICK UP:

Parking for the preschool is in the upper parking lot. Please walk your child in to the classroom and sign them in. For pick-up, please do the same. The sign in/out sheet will be on the entryway table. The person bringing a child to the center will remain with the child until the child is accepted by staff. A child will only be released to a parent or another person named and identified by the parent(s) on the enrollment form. The operator shall verify the identification of any person, other than the parent, who picks up a child.

TUITION AND FEES:

A registration fee of \$50 should be included with enrollment form, one registration fee per family.

All monthly tuition fees are due on the 1st of each month.

(Pick-ups after 12:45pm will result in a \$15 fee added to the next month's tuition)

Please mail to:

Dufur School
(Attention: Business Office)
802 N.E. 5th Street, Dufur OR 97021

or drop off at the main office

Three year old class- 8-12:30 (2 days) - \$130 monthly

Four year old class- 8-12:30 (3 days) - \$180 monthly

DISCOUNTS:

Families that may need a discount please fill out the discount qualification form that can be picked up in the office and return it to Virginia Albrecht in the Dufur School office.

WITHDRAWAL FROM PRESCHOOL PROGRAM:

Fourteen (14) days notice must be given for withdrawing a child from DSP. When a child is withdrawn with less than 14 days notice, an additional charge of two weeks of preschool, beyond the notified withdrawal date, will be added to your account.

LUNCH/BREAKFAST PROGRAM – 2018-19 School Year: Dufur School District is pleased to announce the implementation of a new program called Community Eligibility Provision (CEP.) All students enrolled in Dufur School this year are eligible for a healthy breakfast and lunch each day at no charge!

MEALS AND SNACKS:

Breakfast and lunch will be served, according to the National School Lunch and School Breakfast Programs. We will eat breakfast in the room and lunch in the cafeteria. Children will also have the option to bring their lunch and/or breakfast from home. Please provide your child with a nutritious lunch including a sandwich or other main course along with fruit or vegetables, crackers, or something similar, and milk or water. Please do not include candy or soda. Let us know if items need to be reheated or refrigerated.

Small snacks will occasionally be offered, such as crackers, popcorn, or fruit. Food may also be used as part of the learning time for counting, colors, etc.

FOOD RESTRICTIONS:

We are a ‘Peanut Free Zone’, meaning **no peanuts** will be allowed in the classroom. Examples of food that may contain nuts; peanut butter and jelly sandwiches, peanut butter cookies, peanut M&M’s, trail mix and energy bars. Please do not include these items in your student’s lunch or in their in their backpack. If your child had a food item with peanuts before coming to school, please be sure to wash hands and face.

DAILY SCHEDULE:

4 year old class:
8:00 - 8:30.....Arrival and free play
8:30 – 9:00.....morning circle
9:00 – 9:30.....breakfast
9:30 – 10:30.....stations
10:30 - 11:30..... outside/gross motor play
11:30 – 11:45.....Water/Storytime
11:45 - 12:15.....lunch
12:15-12:30.....Puzzles, get ready to go home

3 year old class:
8:00 - 8:30.....Arrival and free play
8:30 – 9:00.....morning circle
9:00 – 9:30.....breakfast
9:30 – 10:30.....stations
10:30 - 11:30..... outside/gross motor play
11:30 -11:45..... Story Time/Water bottles
11:45-12:15.....Lunchtime
12:15-12:30.....get ready to go home

*This schedule is merely a guideline for our day; actual times and activities often vary in response to the children’s needs, interest and activities

HEALTH & SAFETY POLICIES

ILLNESSES:

The problem of communicable disease is prevalent in every group and DSP is no exception. **Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health.** If a child becomes ill at DSP teacher will immediately notify the parents. The child will be kept separated from the group until taken home.

Children will not be permitted at our school with any of the following conditions:

1. Fever of 100 degrees under arm (auxiliary) or higher, and if they also have one or more of the following: diarrhea, earache, shows signs of irritability or confusion, sore throat, rash.
2. Vomiting on two or more occasions within the past 24 hours.
3. Diarrhea – three or more watery stools in a 24-hour period.
4. Draining rash or undiagnosed rash lasting over a 24-hour period.
5. Eye discharge or pink eye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or 24 hours on antibiotic treatment.
6. Fatigue that prevents participation in regular activities.
7. Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment.
8. Head lice – until treatment is effective and a follow-up check has been made by school personnel.

Parents shall be advised to make alternate plans for care in the event that the child becomes ill and is not able to attend DSP.

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

In case of injury or accident, in which 911 is not needed, but immediate professional care is required, the staff will contact the parents. If parents are unavailable, those individuals designated as emergency contacts will be notified.

Dufur School Dist. # 29 staff cannot transport children to a hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance.

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center at 1-800-222-1222.

IMMUNIZATIONS:

Complete Immunization records must be on file prior to your child's first day of enrollment. Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

MEDICATIONS:

Please inform your physician that your child is in part day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember DSP is designed for **well** children.

If medications need to be administered at school, the following conditions must be met as per ORS 657A.260:

- ❑ **Prescription medication will be accepted only if it is in the original container.**
- ❑ Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
- ❑ Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy.
- ❑ Medication needs to go home after the last date that the medication is administered.
- ❑ Medications requiring refrigeration shall be kept in the refrigerator in a separate tightly covered container, with a childproof lock or latch, clearly marked "medication".

ALLERGIES:

Please inform the staff of any allergies, possible reactions, and medications for the reaction. The staff is trained in the administration of epinephrine auto-injector.

The preschool is a 'Peanut-Free Zone'. No food containing peanuts will be allowed in the preschool.

PROGRAM POLICIES

FIELD TRIPS:

Preschool classes may have field trips occasionally during the school year.

Transportation for field trips may be by walking or personal cars. Parents will be notified in writing of any field trips requiring transportation by van or car.

TRANSPORTATION POLICY:

State law requires:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Oregon State Drivers License.
- Each child must use a car seat/ booster seat (provided by the parent).
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- Children shall be protected by family liability and medical insurance.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

CLOTHING:

Preschool children must have a complete change of clothing, **clearly marked with the child's name**, left at DSP. Accidents can happen even for the older preschoolers when they wait too long before going to the bathroom, or if they get wet on the playground. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Preschool children need to be dressed for the weather.

OUTDOOR PLAY:

Outdoor play is a regular part of the daily routine; children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Children too sick to go outside should not be at school.

USE OF BUILDING AND DUFUR STAFF:

The preschool has the opportunity to utilize the resources of the Dufur School. DSP will have times in areas of the school and with the staff. Some of the resources will be, but are not limited to:

- Playground: DSP will use the playground daily, under supervision. Times of usage will be to avoid larger groups of other students' times.
- Library: The Big Sprouts will have library time. They will check one book per student under their account.
- Upper and lower gyms: The students will use the gyms for occasional indoor recess.
- Sprouts may have primary grade student buddies.
- High School Students will have the opportunity to be teacher's assistance in the classroom.

BATHROOMING POLICY:

The following is the procedure used by preschool staff:

- An adult shall accompany preschool children when they need to use the bathroom.
- The teacher/assistant will assist the child, if needed, but will encourage the child to learn to wipe him/herself, etc.
- When a child has had an accident wetting or soiling their clothes, the teacher/assistant shall assist the child in changing their clothes in the lavatory. The teacher/assistant shall put on rubber gloves, help remove the clothing, clean the child, and help put on dry/clean clothes. The soiled clothing shall be put in a plastic bag and put with the child's other belongings. The parents will be informed of the soiled clothing.
- The teacher/assistant will teach the children how to wash their hands.
- All children will use the girl's bathroom when going as a group. (children will use appropriate bathroom when going one at a time)

BEHAVIOR MANAGEMENT POLICY:

DSP views discipline as a process of developing appropriate behaviors. We begin our behavior management by providing an interesting learning environment for our students, with plenty of opportunities for the child to choose what they would like to do.

A challenging environment that allows experimenting, learning, physical activity, and quiet times prevents boredom and promotes good behavior.

Dufur Sprouts Preschool uses *indirect guidance* techniques such as these:

- We give advance warnings: "You have five more minutes to play before it's time to clean up."
- We give choices: "You may paint with the other children or you may read a book in a quiet corner."
- We have regular routine: "We always wash our hands before lunch. After lunch is a story time."
- We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.
- We're consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use *direct* guidance techniques:

- We use affirmative: "We use walking feed indoors" rather than "Don't run!" or "Use your words to tell us you're angry" rather than "Don't hit!"

- We get the child's attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- We try very hard to be fair. We examine our expectations to make sure they are age appropriate, and we don't make rules just because an activity is too noisy or messy.
- We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: "You can choose a quiet place to calm down or I can choose one for you."

If a child is unable to demonstrate self-controlling behavior, a brief time-out results for the child to regain control. Time-out occurs only when other measures fail, and is used as an opportunity for the child to re-group, not as a punishment.

At Dufur, the discipline goal is educating and redirecting children. It emphasizes cooperation. In contrast, punishment has as its goal hurting, shaming, or scaring children. Punishment is an inappropriate form of discipline and has no place in our preschool.

By law, and program philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolating, labeling (words such as: bad, naughty, etc.), or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activity by other children.

If a child is unable to gain control and requires more individual attention that can be given within child-to-staff ratios, we may need to contact a parent. A child that consistently requires one-to-one attention may have to leave the center temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of learning center services.

Dufur Sprouts Preschool is not a substitute for parents. If parents and children are having problems at home, those problems and solutions are to be taken care of in the family. We cannot discipline your child for you at school (for example, withholding meals).

CONFLICT RESOLUTION PROCEDURE:

When differences occur within DSP, the school has adopted this conflict resolution outline as the method for dealing with our differences:

- One should go directly to the person with whom he/she has a difference, whether it is a teacher, the administrator, another parent, or board member. The issue should be clarified in a non-accusatory manner and an attempt made to reach a resolution. It is not proper or acceptable to discuss the issue with persons not directly involved.

- If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days following the direct contact with the party involved.

Please refer to the Dufur School Student Handbook for more information.

Many problems can be avoided by going directly to the person(s) involved when questions arise.

CHILD ABUSE REPORTING LAW REQUIREMENTS:

Dufur School Dst.#29 staff are **REQUIRED** by Oregon State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation.

The staff may not notify parents when the police or CPS are called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

OPEN DOOR POLICY:

DSP welcomes parents at any time. To ensure the safety and welfare of students, all visitors to the school or classroom, not listed on the enrollment form, must check in at the office and obtain a visitor pass. It is best to wait a week or so to let the children get adjusted to the schedule before parent participation.

PARENT INVOLVMENT:

We encourage parent involvement, especially during small group time, on field trips and helping with class parties. Parents or guardians that would like to help in the classroom on a regular or occasional basis must first fill out a criminal history verification form located at the office.

BIRTHDAYS:

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a small, "store bought" treat to share with the class. Please make arrangements with the teacher several days in advance. If the treat is found to have peanuts, it will not be used. Please provide the ingredients list.

PARENT RESPONSIBILITIES:

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Only those persons approved by the child's parent(s) may take a child from DSP. If those persons are not known to current staff, identification will be required.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. DSP staff cannot be responsible for lost or broken personal toys. One exception to this is on sharing days, the child will be asked to keep his/her item in their backpack until sharing time.

Please do not allow your child to bring any gum or candy to DSP.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and **read** the notices and information left for you in your child's basket.
- Pick up your child's papers/projects **daily**. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.
- **No smoking** on the premises.
- Because children quickly learn to model behavior, we ask that you govern your speech and conduct with appropriate values.

FINAL THOUGHTS:

When you enroll your child at Dufur Sprouts Preschool, we as a staff assume the responsibility of giving you assistance with your child's unique needs. We will become the "parent for the day" in your absence. We will love and respect your child and help him/her grow emotionally, socially, physically, and mentally. Your child will be given our maximum consideration as an individual. We will look after the health of your child while at school, and present a planned program to provide a beneficial and educational experience. Our goal is to provide high quality care in an atmosphere of love and respect that fosters growth in moral and educational values. Thank you for sharing your child with us!

AFTER PRESCHOOL CARE

4-year-old class:

Hours – 12:30 to 3:30

Days – Monday, Wednesday, Friday

Price - \$3.75 an hour

Snack/hold your spot cost - \$10 a month

3-year-old class:

Hours – 12:30 to 3:30

Days – Tuesday & Wednesday

Price - \$3.75 an hour

Snack/hold your spot cost - \$5 a month

Billing – there will be a separate billing statement sent out. Amount is due on the 15th of the month. No discounts available.

Directions – if your child is staying for after preschool care,

- sign your child on the separate sign in sheet
- note who will be picking your child up, what time, and any special circumstance or changes for the day

Please provide and put child's name on – blanket, small pillow, and stuffed animal (if desired) in a bag. These items will be kept at school for rest time and sent home to be washed and returned once a month.

There will be normal care hours on early release days.

After preschool care will be in the preschool room.

