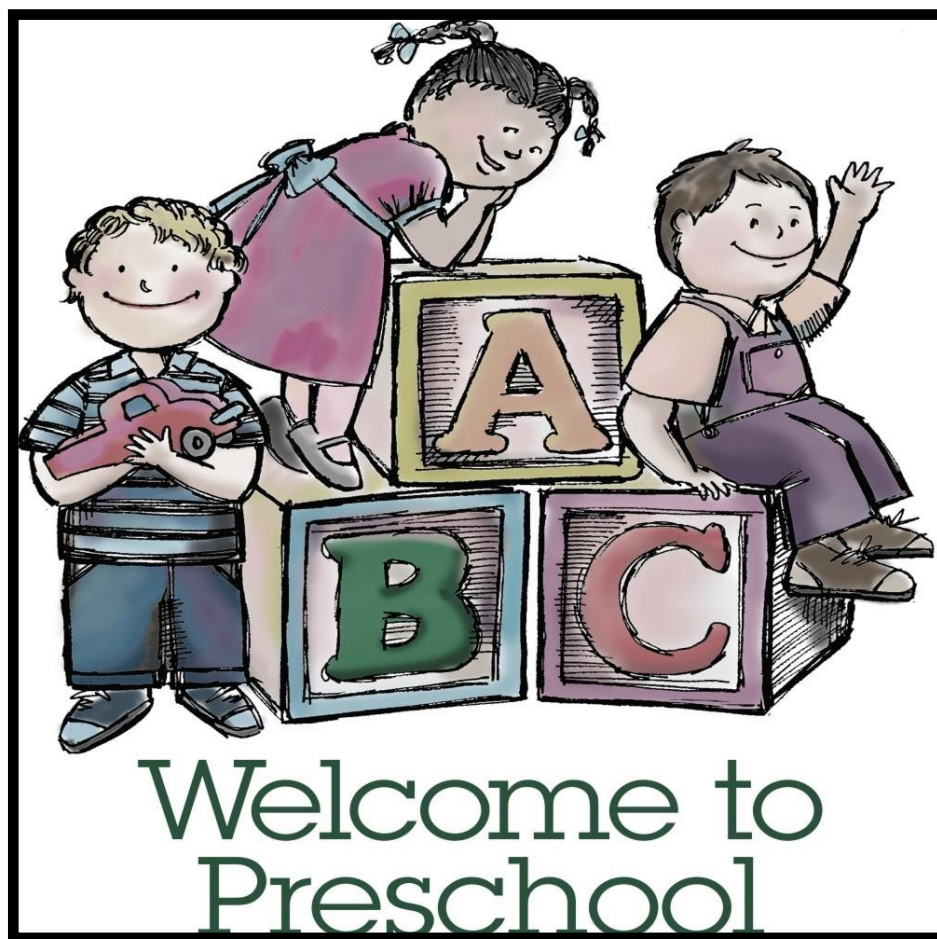


Prairie City Preschool Promise Parent Handbook



Statement of Services
Prairie City School District #4
740 Overholt Street
Prairie City, Oregon 97869
541-820-3314

Hours of Operation

Hours of preschool services are from 8:00 AM to 3:00 PM, Mondays through Thursdays. Students may be brought to school no earlier than 7:55 AM to be dropped off and greeted. Students will need to be picked up at 3:00 PM. Preschool will follow the school's calendar as marked, with half days, school holidays, and breaks.

Arrival and Departure Procedures

Updated preschool protocol for COVID-19.

DROP OFF: Parents are asked to pull up to the elementary door in their vehicle. A preschool teacher will be at the elementary doors to greet your child and let them into the building. Parents are to stay inside their vehicle. Please make sure your child has been acknowledged and is inside the building before you leave the parking lot. Parents/guardians are not allowed in the facilities at this time.

- If you walk your child to school please wait outside the elementary doors, using the social distancing protocol, until your child has been allowed entrance.

PICK UP: Parents are to pull up to the elementary door, forming a line with their vehicles. Children will be walked out to their parent's vehicle to be released into their care.

- Parents that walk to pick up their child are to wait outside the elementary doors, using social distancing, until their child is released to them.

For safety reasons, all individuals must enter through the front door of the school. The side doors by the elementary wing are not to be opened for individuals wanting to enter the building. The side doors will remain locked during school hours. Preschool children must be accompanied by a parent or guardian into the classroom. The adult must register the child each day on the sign-in/sign-out sheet located at the entrance of the classroom. Please make sure that a staff member has greeted your child before leaving for the day. Children must also be signed out each day on the same sheet. For safety reasons, we will not release your child to

any adult other than those listed on your enrollment form. You must notify the school in writing if an adult, other than those listed, will be picking up your child.

Tuition and Payment Policy

We at Prairie City School are happy to provide a preschool program to the community. We are hope to continuing this for years to come. THERE IS NO TUITION FEE.

Requirements for Enrollment

Our preschool program is a structured, curriculum-based program that is designed to prepare students for kindergarten. Enrollment is for children 3 to 4 years old age, or who have turned 5 after September 1st. Age-eligible children may participate in the Preschool Promise Program for up to two program years.

The limit of students that can be enrolled is fifteen (15). Our 1st priority will be for four-year olds so that we can ensure they are prepared to enter kindergarten.

If the class is full, students will be placed on a waiting list. If a family on the waiting list is notified that their child has a slot, they have two (2) school days in which to respond before the slot will be offered to the next family. A four-year-old registering after the school year has started may not bump a three-year-old from the program. In-district students have priority over out-of-district students if class exceeds fifteen students.

The following forms will be required prior to your child starting in our program.

- Registration form
- Birth certificate
- Immunization records
- Proof of Oregon residency such as a current utility/service bill, Oregon driver license, or picture identification
- Income statement such as tax return, pay stub, or other source

A file will be maintained on each child with these documents and other pertinent information. Please provide the school at least two-weeks notice if you wish to withdraw your child from the program.

Attendance Policy

Parents/guardians are asked to call the school if their child will be absent during a certain day or days. After nine (9) consecutive absences the student will be withdrawn from school and the parent/guardian will be required to re-enroll the student. If a student is absent nine (9) consecutive days due to illness, a written note from the attending physician is required to prevent the student from being withdrawn from enrollment.

Guidance and Discipline Policy

Positive guidance is an integral part of our program. Respect is the basis of the guidance and discipline policy. Clearly stated consistent limits are defined and a regular routine is established to provide security. The staff members model conflict resolution and problem solving. Each child will be encouraged to develop these skills. Children will be offered choices within limits. Self-control and inner discipline are learned skills. When a child exceeds the limits, they are given a time to calm themselves and talk through a situation. This will be an opportunity to learn about consequences and practice other skills in making successful choices. In the event of unacceptable behavior the following steps will be taken:

1. Warning (oral)
2. Remove the child from antagonizing situations
3. Up to a five-minute break (time out)
4. Talk with parents (visit or phone call)

Illness Policy

Should a child become ill while at preschool, the child will be separated from the other children and made comfortable while we contact a parent or designated adult

to pick up the child. While separated from the other children, your child will remain within sight and hearing of a staff member. For the well-being of the children in preschool we will not accept a child who displays any of the following symptoms:

1. Fever more than 100 degrees
2. Diarrhea
3. Vomiting
4. Nausea
5. Severe cough
6. Green discharge from the nose
7. Skin or eye lesions or rashes that are severe, weeping or pus filled
8. Stiff neck or headache with one or more of the symptoms listed above
9. Difficulty breathing or abnormal wheezing
10. Complaints of severe pain

The guidelines for which a child will be readmitted to preschool for the following communicable or infectious diseases are:

1. Strep throat; the child has been on antibiotics for a minimum of 48 hours
2. Conjunctivitis; eyes must be clear of drainage and redness
3. Impetigo; skin is clear and free of open lesions and scabs
4. Staph skin infections; skin must be free of open lesions
5. Head lice; treated and hair is free of lice and nits
6. Ear infections; treated with antibiotics for 24 hours and without fever
7. Influenza; without fever for 24 hours
8. Chicken Pox; pox scabbed over and dry
9. Pneumonia or Bronchitis; treated with antibiotics for 48 hours and without fever for 24 hours
10. Pertussis; 5 days after the onset of treatment

We reserve the right to monitor your child's well-being and refuse to accept a child while he or she is recovering from an illness.

Parents are required to notify a staff member if a child has been diagnosed with any of the following;

CHICKEN POX MUMPS PINK EYE COLD SORES HEAD LICE

HEPATITIS DIPHTHERIA PERTUSSIS RUBELLA MEASLES
STREP THROAT SCABIES INPETIGO TUBERCULOSIS MENINGITIS
COVID-19

Immunization Records

The State of Oregon requires that we keep up-to-date immunization records on each child enrolled. A copy of your child's records must be on file by the date of enrollment. Please remember to update our records when your child receives an immunization.

Transportation

Prairie City School does not provide transportation for preschool students. You are responsible for providing transportation to and from preschool for your child.

Parent Involvement and Visitation

We have an open-door policy for visitation and ultimately our success rests on the partnership between parents and staff. We encourage you to be involved in any way you feel most comfortable. Please notify the staff in advance if you are planning a visit and make sure to sign-in as a GUEST in the main office. This way we will know if you would like to be involved with the lesson the day you attend.

Due to COVID-19 parent involvement and visitation is suspended at this time.

Abuse and Neglect

Prairie City School and staff are mandated by the State of Oregon to report any suspected signs of child abuse and/or neglect.

**AGREEMENT TO COMPLY WITH THE PRAIRIE CITY
PRESCHOOL POLICIES AND PROCEDURES AS WRITTEN IN
THE PARENT HANDBOOK.**

**I have read the preceding Parent Handbook for Prairie City Preschool
Promise. I understand the policies and requirements of receiving services
from Prairie City School Preschool.**

Parent/guardian name print

Parent/guardian signature

Date

Child's name – printed