



2016-2017



PRESCHOOL PARENT HANDBOOK



SALEM-KEIZER SCHOOL DISTRICT

TO REGISTER

CALL 503-399-3148

6425 FRUITLAND RD NE

SALEM, OR 97317

OFFICE HOURS

8:00 AM-NOON; 1:00 PM-4:30 PM

MONDAY - FRIDAY

The Salem-Keizer School District 24J does not discriminate on the base of race, color, national origin, sex, disability or age in it's program and activities. This policy implements state and federal laws (including Title IX); inquiries about the non-discrimination policies should be directed to the Compliance Officer , Executive Director- Human Resources, 2450 Lancaster Drive NE, Salem OR 97305 PH: 503.399.3061

IMPORTANT DATES FOR THE 2016-2017 SCHOOL YEAR

SEPTEMBER:

WEDNESDAY, SEPTEMBER 7TH – FRIDAY, SEPTEMBER 9TH (OPEN HOUSE AND PARENT ORIENTATION)

MONDAY, SEPTEMBER 12TH (FIRST DAY OF SCHOOL FOR MONDAY/WEDNESDAY/FRIDAY STUDENTS)

TUESDAY, SEPTEMBER 13TH (FIRST DAY OF SCHOOL FOR TUESDAY/THURSDAY STUDENTS)

OCTOBER:

MONDAY, OCTOBER 3RD (NO SCHOOL)

FRIDAY, OCTOBER 14TH (NO SCHOOL)

NOVEMBER:

FRIDAY, NOVEMBER 4TH (NO SCHOOL | PARENT TEACHER CONFERENCES)

FRIDAY, NOVEMBER 11TH (NO SCHOOL FOR VETERANS DAY)

MONDAY, NOVEMBER 21ST & 22ND (PARENT TEACHER CONFERENCES)

MONDAY, NOVEMBER 23RD – FRIDAY, NOVEMBER 25TH (NO SCHOOL)

DECEMBER:

MONDAY, DECEMBER 19TH – TUESDAY, JANUARY 3RD (NO SCHOOL)

JANUARY:

MONDAY, JANUARY 2ND (NO SCHOOL)

TUESDAY, JANUARY 3RD (NO SCHOOL)

MONDAY, JANUARY 16TH (NO SCHOOL FOR MARTIN LUTHER KING, JR. DAY)

FRIDAY, JANUARY 27TH (NO SCHOOL)

FEBRUARY:

FRIDAY, FEBRUARY 17TH (NO SCHOOL)

MONDAY, FEBRUARY 20TH (NO SCHOOL FOR PRESIDENT'S DAY & WASHINGTON'S BIRTHDAY)

MARCH:

FRIDAY, MARCH 10TH (NO SCHOOL | PARENT TEACHER CONFERENCES)

WEDNESDAY, MARCH 22ND – THURSDAY, MARCH 23RD (PARENT TEACHER CONFERENCES)

MONDAY, MARCH 27TH – FRIDAY, MARCH 31ST (NO SCHOOL FOR SPRING BREAK)

APRIL:

FRIDAY, APRIL 28TH (NO SCHOOL)

MAY:

FRIDAY, MAY 26TH (NO SCHOOL)

MONDAY, MAY 29TH (NO SCHOOL FOR MEMORIAL DAY)

JUNE:

TUESDAY, JUNE 13TH (LAST DAY FOR T/TH STUDENTS)

WEDNESDAY, JUNE 14TH (LAST DAY FOR M/W/F STUDENTS)



BEHAVIOR EXPECTATIONS

Developmentally appropriate classroom behavior is expected of all children. Redirection and modeling are used as tools to encourage appropriate behavior. Positive reinforcement is practiced and making good choices is encouraged. Children will be expected to practice safe behaviors. They will be expected to be respectful of other children, adults, and materials in the classroom.

TOILETING FACILITIES

Preschool classes utilize typical primary elementary school restroom facilities. Children should be able to independently manage their own bathroom needs. Diaper changing facilities are not available. Parents will be called if toileting accidents occur.

PHOTOS AND VIDEOS

The Family Educational Rights and Privacy Act (FERPA) provides public school parents/guardians the right to prevent photographs from being taken of their children at school. School staff and volunteers are obligated to abide by the Federal law. Before taking photos of students, you must check with the school office to see if a student's parents have denied permission to photograph. Even if a parent has not denied permission, volunteers and staff should still gain parent permission before taking photos, and before sharing them through the internet or in printed material. If permission is granted, students still must not be identified by full name on websites or in print. Photo release consent forms are provided at time of registration.

Oregon State law mandates that teachers and school personnel are mandatory reporters of child abuse and neglect. If teachers have reasonable cause to suspect abuse or neglect, it will be immediately reported.



SALEM-KEIZER PRESCHOOL PROGRAM CHILD ABUSE REPORTING POLICY

Definition: Abuse is any injury to a child by other than accidental means.

Oregon State Law: “Any public or private official having reasonable cause to believe that any child...has suffered abuse, or that any adult...has abused a child shall report or cause a report to be made.”

Philosophy: Our program believes that parents have the main responsibility for the care of their own child. We support parents who are having problems with their children by helping them find new ways to handle discipline and to be more successful with their children.

We know that families sometimes have difficulties. We prefer that parents contact Child Welfare themselves to ask for help or to let them know when a child has been hurt. We can help you do this if you share the problem with us.

However, if a Salem-Keizer Preschool staff member suspects a child is abused, the law requires us to notify Child Welfare directly. After Child Welfare has had a chance to meet with you, we can talk and discuss the situation with you.

Our Salem-Keizer Preschool staff will continue to work with families when they are having problems. We will continue to provide support and services to you, your child, and your family.



Welcome to Salem-Keizer Preschools!

We hope this handbook will help answer your questions and provide important information for you to refer to throughout the school year.

Now is the time in your child’s life to develop positive attitudes towards learning. Preschool is the place where that can happen! It is a place where your child can develop early literacy and math skills in a fun and age-appropriate way. It is a safe and caring environment where your child will have the opportunity to work on critical social and self-help skills. There will be opportunities during the day to build and strengthen large and small motor skills. There will be times for child initiated, choice activities and teacher led, large and small group instruction. Our role at preschool is to make learning fun. We will help set the stage for successful lifelong learning.

Preschool Calendar:

The preschool program generally follows the school district’s elementary school calendar with some exceptions. Please refer to the list of important date that is provided on the first page of this handbook.

Preschool program begins the week of September 12, 2016

Preschool program ends the week of June 14, 2017.

TUITION AND FEES

Tuition is to be paid in 10 equal payments and will be billed the first of each month, September 2016 through June 2017.

Registration fee is \$75 and non-refundable. This fee will be charged each time you enroll or re-enroll your child after a break in service.



The total cost of the program for the year is divided into nine equal payments. Tuition will be billed monthly and is due in the preschool office by the **1st of each month**, September through June. This includes payments sent directly from banking institutions. To ensure proper credit for your tuition payment, please address payments to: **Salem-Keizer Preschools, 6425 Fruitland Rd NE Salem, OR 97317. Payments sent by mail must be postmarked by the 6th of each month. Cash, check and money order are accepted. *Please write student's full name on the memo line.***

PLEASE PAY YOUR TUITION ON TIME!

Tuition is due on the 1st and late by the 6th of each month.

The first time tuition is late the fee is \$20.

The second time tuition is late the fee is \$40.

Continued late payments may result in the child being withdrawn, and/or the account being sent to collections.

A \$50 fee will be charged for any non-sufficient checks (NSF) or dishonored checks returned to the district.

TUITION REIMBURSEMENT

If tuition is prepaid, parents may receive reimbursement upon the withdrawal of their child from preschool. To receive a credit of the current month tuition, parent notification of student withdrawal would need to occur before the 5th of the month. If parent notification and student withdrawal happen after the 5th of the month, no reimbursement would occur for the current month.

ATTENDANCE

Regular attendance is very important to your child's success in this program. If your child is ill, please let your teacher know. Your teacher will give you a phone number to call in case of absence. Recurring absences without notification to the teacher or the preschool office will result in withdrawal of your child from the program.



DISCIPLINE/GUIDANCE POLICY

Salem-Keizer Preschool believes in providing all children with a safe, nurturing, engaging, enjoyable, and secure learning environment. Teachers help children learn how to establish positive, constructive relationships with adults and children. Children learn to accept responsibility for their own actions, think for themselves, express their feelings, have empathy for others, and solve problems.

Staff understands children have different learning levels of ability to control their own behavior. Staff assists children to develop self control by:

- Providing activities which are appropriate for the attention span of each child.
- Developing consistent and clear rules (to the extent possible, involving children in the process.)
- Helping children to develop problem solving skills by modeling how to solve problems and resolve conflicts.
- Observing, anticipating and redirecting
- Reinforcing positive behavior.
- Learning from natural/logical consequences.
- Talking with parents about childrearing practices in order to provide consistency for the child at home and at school.

The following methods of discipline/behavior management will not be used:

- Punishment/penalizing children—consequences as punishment
- Emotional or physical abuse
- Humiliation
- Seclusion/isolation/timeout
- Use of food as punishment/reward
- Use of reward systems such as stickers/toys
- Withholding outside time
- Denial of basic needs.



SNACK TIMES

Snack times are scheduled each day. Daily snacks must be provided by the parent. Small, nutritious snacks (1 food item and a drink) are encouraged. In keeping with our efforts to promote healthy living and good nutrition, please avoid sending candy or items that contain a large amount of sugar (such as cupcakes and donuts) as a snack item. Home-prepared foods are encouraged for individual student snacks but are not allowed for distribution to others for any school activity.

SALEM-KEIZER PRESCHOOL CURRICULUM

Meaningful learning starts with children’s first hand experiences—family, language, neighborhood—and gradually expands upon what is familiar and what children already know. Children’s learning does not occur in narrowly defined subject areas; their development and learning are integrated.

Salem-Keizer Preschool uses The Creative Curriculum a nationally recognized early childhood curriculum that supports each child’s social, emotional, cognitive and physical development. Health, nutrition, and mental health, are incorporated on a daily basis through activities such as hand washing, preparing food, and talking about feelings. The daily implementation of the curriculum is responsive to ongoing observations of children.

Our curriculum is:

- Based upon child development principles
- Specific in goals and objectives for children’s development and learning that are achievable, but also challenging.
- Inclusive of developmentally appropriate indoor and outdoor activities.
- Responsive to a system for observing and documenting children’s progress in all areas of development.
- Intellectually engaging and personally meaningful to children.
- Designed to be inclusive of all children, including those with identified disabilities and special learning and developmental needs.

An essential part of our program is the involvement of family in your child’s education. We value and encourage your input into our curriculum planning. If your child has a particular learning style or interest, please let us know.



CHANGE OF ADDRESS & EMERGENCY INFO

If you have a change of address, phone number, medical or emergency information, please let your teacher **and** the preschool registration office (503-399-3148) know immediately.

CLASS STARTING AND ENDING TIMES

It is important for your child to arrive to class on time, yet no more than five minutes before class begins. Please pick up your child no later than five minutes after class. **A \$5 per five minutes late fee will be charged for 2nd late pick up with the charge increasing by \$5 for subsequent late pick ups (e.g. \$10 – 3rd time, \$15 – 4th time, etc.).**

CLASS SIGN-IN/SIGN-OUT

Please take time to escort your child to and from class each day. We require that children be checked in and out by an adult. Children are released only to persons with picture identification that have been authorized by you in writing. ***(Parents, bring and show picture ID the first few weeks of school until staff get to know you.)*** If you need to add an adult to the authorized pick up/drop off list, please contact both the teacher and the preschool office.

WITHDRAWAL

If at any time throughout the year you plan to withdraw your child from the preschool program, please contact your teacher **and** the preschool office immediately.

CLOTHING

Please make sure children wear clothes that are easy for them to manage. This fosters independence and confidence as they learn to take care of their own personal needs. Your young student needs to wear shoes that are safe and appropriate for the classroom and playground. **No flip-flops.** Please label all outer clothing so coats, sweaters, and hats left in the classroom will not be lost.



OUTSIDE PLAY

Outdoor activities are an important part of our school day. They provide essential opportunities for a child’s health and well-being. Health experts agree on the importance of fresh air for children. We provide at least 15 minutes of active play outside each day. This time provides important opportunities for children to develop large motor skills, learn to use outdoor equipment, participate in group games, and increase social skills for sharing and safety. Parents will want to dress their children in warm clothing during winter months, knowing that they will be playing outside. If parents feel that their child is not well enough to play outside at school, they will want to consider keeping him/her home for the day.

SHOULD I SEND MY CHILD TO SCHOOL?

In order to protect all children at school, the State of Oregon regulations state that sick children cannot come to school. If your child becomes ill or has an accident while he/she is at school, we will provide immediate attention and notify you at once. Staff cannot transport children in their personal vehicles so your child will stay at school until someone comes for him/her.

Please do not send your child to school if he/she has ...

- Fever of over 101 degrees (orally)
- Rashes- that you cannot identify or that have been diagnosed by a doctor as contagious.
- Skin lesions that are “weepy” (fluid or puss filled) and can’t be covered.
- Difficulty breathing or shortness of breath.
- Stiff neck or headache with fever.
- Colored drainage from eyes.
- Contagious diseases- i.e., chicken pox, mumps, or rosella
- Vomiting or Diarrhea (3 loose stools in one day)
- Serious, sustained cough (spasms of cough, whooping, periods of apnea)
- Jaundice (yellow color of skin or eyes)
- Unusual behavior such as irritability, lethargy or extreme drowsiness.
- Any symptoms or complaints that prevents the student from participating in his/her usual school activities.

A child must be free of a fever for 24 hours before returning to school. If your child has symptoms listed above due to a non-contagious problem, a signed statement from your doctor is needed to allow attendance at school. In order to protect the health of all children in the classroom, the program reserves the right to exclude a child suspected of carrying any contagious disease.



RESOURCES FOR PARENTS

With professional guidance from the WESD staff, Salem Keizer Preschools' inclusive classrooms give many children opportunity to become ready for mainstream Kindergarten through unique developmentally appropriate activities. Concerns about your child’s growth, speech /language development, hearing, or vision, etc., can be addressed with specialists in the field. Willamette Education Service District offers free evaluation and support services to children ages 0 – 5 years. Parents can call 503-588-5330 for free screening, evaluation and assistance.

ASQ EVALUATIONS

Salem-Keizer Preschools use the Ages and Stages Questionnaire (ASQ). The ASQ is used to monitor children’s development and help answer questions that occur regarding learning or development. Your child’s teacher will administer the ASQ and the results will be shared with you once complete. The following screenings may be completed for children attending Salem-Keizer Preschools during the school year. The screenings are standard tools developed and used by preschools throughout the state. Each specifically chosen screening tool provides a holistic baseline for health development for your child.

- Developmental Screening
- Behavioral Screening
- Speech Screening
- Classroom Observation
- Mental Health Observation

HOLIDAYS/CELEBRATIONS

Policy: We strive to educate children about the world in which they live. This includes seeing the differences and similarities of our world. In our program, teachers may **educate** about holidays rather than **celebrate** a holiday. It is important to pay attention to the balance and the importance we put on certain holidays over others. No one holiday should be portrayed as more important than any other. It is also important for us to keep in mind that not all families celebrate holidays.

Procedures:

- Avoid stereotypes. Be culturally relevant.
- All activities will be developmentally appropriate, meaningful to children and meet the developmental needs of all the children in the classroom. Activities will adhere to the normal schedule and routine of the day.
- Teachers will not plan an activity that excludes a child because of their family culture or religious beliefs.



FIELD TRIPS

From time to time, field trips may be scheduled to enhance classroom learning. You will receive prior notice from your teacher of all field trips, including specific destinations, time, and costs. Preschool policy requires a parent or parent representative to accompany and transport each child.

Every field trip attendee must have completed the volunteer background check approval process. Parents are encouraged to find alternate care for siblings on field trip days. Field trip attendees transporting a child other than their own must also fill out an auto liability form.

VOLUNTEERS

State law requires anyone who has contact with children to fill out a Criminal History Background Check. This involves teachers, bus drivers, cafeteria employees, custodians, parent assistants and volunteers. This is for the safety of everyone involved. It is our policy to have all parents fill out this form. This will allow you to volunteer in the classroom, participate in group activities with children in the classroom, and accompany us on field trips whenever your schedule allows. If for any reason your criminal background check is denied, you may still visit the classroom but may only have direct contact with your own child. If you have questions about volunteering, please refer to the district Quality Assurance site (**QAM**) found on the Salem-Keizer Home Page; www.salkeiz.org.

INCLEMENT WEATHER & EMERGENCY CLOSURE

Please listen to your local radio or television stations to find out if schools are closing.

- If school openings are delayed, there will be no AM preschool
- For 2 hour delays, there will be PM preschool only
- If schools are closed, preschool is also closed.

NEWSLETTERS

Periodically your teacher will distribute a class newsletter or flyer. It will contain important information including special program activity dates for you to note. Parent orientation and school materials needed at the beginning of the year (if any) will be addressed in the first newsletter.



HEAD LICE POLICY

1. If your child is sent home from school with head lice, use treatment or medicated shampoo that your doctor, pharmacist, or the Marion County Health Department recommends on all family members who have head lice.
2. Remove all nits after treatment.
3. Wash all combs or brushes used by the person in extra hot (128 degrees Fahrenheit) soapy water for at least 10 minutes. Wash all clothing (including coats, hats, and scarves) and bedding used by the infested person in the last 2 days prior to treatment. To wash these items, do one of the following:
 - Wash in extra hot water or place the item in the dryer on high heat for at least 5 minutes.
 - Pack non-washable items in a sealed plastic bag for 2 days to eliminate the risk from head lice that may have been transferred onto those items
 - You should vacuum upholstered furniture, carpets, bicycle helmets, and upholstered car seats. Change the vacuum cleaner bag after use and place it in a sealed plastic bag and put the bag in the outside garbage.

4. Accompany your child to school in order for staff to check your child for live head lice before being allowed back in the classroom. Your child may begin attending class once classroom staff has checked the child to ensure all live head lice have been removed.

- Do not use lice sprays. They may cause toxic or allergic reactions.
5. The SK Preschool staff will do their part to clean the classroom.

Salem-Keizer Preschool follows the Health Department guidelines when disclosing information regarding communicable diseases. The control of head lice is an ongoing health problem. It is nothing to be embarrassed about; hopefully together we can prevent its spread.