

Welcome to Mt. Olive Preschool

Thank you for choosing our preschool for your child. The information in this booklet will help you to better understand our program so together we can make this year an enriching experience for your child. Our mission is to nurture the developmental and spiritual needs of young children while modeling the love of Jesus Christ.

We see our preschool as a partnership among home, school and church. We believe in holistic teaching that will help children develop their fullest potential – spiritually, socially, physically, intellectually, and emotionally.

Admission and Registration

A child must be at least 3 years old by their first day of attendance. Children must also be fully potty-trained. Occasional accidents may happen but if a child is having frequent, which is considered weekly, toileting accidents; the school will ask that the child be withdrawn until toilet training is completed.

Families need to complete the preschool registration form and submit the \$60 non-refundable fee.

All children entering Mt. Olive preschool must meet state immunization requirements. A current immunization record from a doctor or health clinic that the child is immunized against measles, polio, diphtheria, whooping cough, tetanus, rubella, mumps and chicken pox must be submitted. If the family chooses not to immunize their child we will need the state form verifying you have reviewed the information.

Mt. Olive Preschool reserves the right to have a child withdrawn from the program if there is a failure on the part of the parent/guardian to comply with school policies or signed agreements. A child may also need to be withdrawn,(or temporarily withdrawn) from the program if there are behavior or health concerns that affect the experience of other children in the program, or if the child is determined to have developmental needs which the school is unable to meet. If a child is withdrawn at the request of the school, the month will be charge pro-rata.

Tuition and Payment Policies

- Tuition is based on a yearly rate and divided into 9 equal monthly payments. This means that each month's tuition is the same, September through May, regardless of the number of school days in the month. Alternately, tuition can be paid more frequently or in larger sums.

3 year old class, Tuesday and Thursdays,	\$990 a year or \$110 a month
Pre-K class, Mondays, Wednesdays, Fridays	\$1,395 a year or \$155 a month
- Tuition cannot be adjusted for children who miss school due to family vacations or illness.
- Tuition can be paid by cash, check or you can set up automatic bill pay through your bank. There are envelopes on the sign in table that you can use and label with student information if you pay in cash. There is a locked tuition box to deposit payments. Our church secretary is in the office daily from 10 am – 2pm if you want to pay in person.
- Tuition is due the first week of the month. Please contact the preschool director if you need to arrange another payment date. Tuition is considered late after the 15th of the month and families will be contacted by the director to discuss options for resolving the situation.
- Tuition receipts will be placed in student cubicles.

Arrival and Dismissal

- Children benefit from routine arrival and departure times.
- Parking is available at the west entrance of the church. You can also pull forward in the drive-through next to the west entrance but *please turn off your engine*.
- Accompany your child to and from the classroom.
- It is school policy to have parents sign their child in, leave a contact number in case we need to reach you during the school day, and also write down who will be picking up the child that day.
- At dismissal time we ask that parents wait for the door to open and children will be dismissed individually.
- **Arrival may be no earlier than 8:50.**

Teachers do arrive earlier but are preparing lessons, arranging the classrooms or attending staff meetings. They will unlock the door and welcome students to class at 8:50.

- Doors are locked a half hour after school starts and there is a doorbell to the left of the entrance if you arrive late. Doors are also unlocked at least fifteen minutes before dismissal.
- There is a late fee charge assessed 15 minutes after school ends. The fee is \$10 for each additional fifteen minutes your child is left at school. Late charges will be added to the next month's statement.

Cancellation for Inclement Weather

- When the Forest Grove School District closes because of hazardous driving conditions, Mt. Olive Preschool will also close.
- When Forest Grove schools have a 2 hour delay, Preschool *will be open* unless we contact you by 8:15 am.
- Emergency closure information for the Forest Grove School District is posted at www.fgsd.k12.or.us.
- Mt. Olive Preschool reserves the right to close school early in an emergency will call authorized persons to pick up children immediately.
- *Tuition adjustments cannot be made in the event that school days are missed due to inclement weather.* In some cases it may be possible to make up the missed days at the end of the school year, but parents should assume that schedules and tuition will not be changed to compensate for missed days.

Emergencies

When registering for Mt. Olive preschool parents/guardians gave signed consent for the following:

I give my permission for my child to receive first aid by preschool staff whenever such care is needed (i.e. first-aid cream, bandages, etc.) If a medical emergency should occur, I understand that I or the emergency contact person listed above who may act on my behalf until I am available would be called, or if necessary 911. I also accept financial responsibility for all medical and transport charges deemed necessary by emergency personnel. In the event of a "911 Emergency" (a clear need for immediate outside police, fire or medical assistance) Preschool staff will proceed with the following steps"

1. Call 911
2. Call parent/guardian or the emergency contact listed on the registration form
3. Call the Director if not on site and the Pastor

Emergency Drills In order to insure the safety of all children, emergency drills will be held monthly during the school year. Emergency drills include fire, earthquake, and campus lockdown.

Evacuating and Taking Shelter In the event the school must be evacuated, children will be taken to the corner of 17th and Cedar. Teachers will bring attendance sheets, emergency information and a cellular phone. They will remain at the assembly area until notified by authorized personnel that it is safe to return or told that parents need to be notified for pick up.

Illness Criteria

Good school attendance is a very important habit to establish with your child during the school year. Of course, if your child is overly tired or complains of not feeling well it is better to keep them home. The Oregon Medical Association offers the following reasons for keeping children home from school:

- A temperature of 100F or more
- One or more episodes of vomiting, or two or more loose stools
- Nausea
- Undiagnosed skin rash
- Possible contagious illness such as pink eye, chicken pox, etc.
- Severe coughing or wheezing disrupting child's daily activities
- Complaints of severe pain

A child may return to school when a fever, nausea, or diarrhea have been absent for 24 hours.

The following illnesses, due to their contagious or serious nature, warrant exclusion of the child from school until recovered.

- Conjunctivitis: This is a condition of the eye caused by infection
- Coxsackie (Hand, Foot and Mouth Disease) This viral infection is characterized by a fever and tiny blisters on the palms, soles of feet and in the mouth, following a 3 – 6 day incubation period.
- Chicken Pox: A child with chicken pox must stay home until all the blisters have scabbed.
- Ear Infections: A child may return once they are fever-free and able to function in a group.
- Strep Throat: This is a contagious bacterial infection with a variety of symptoms. A child must be on antibiotics for 48 hours and fever-free before returning to school.
- Pediculosis (Head Lice): persistent itching or scratching, known exposure to sibling or other close contacts

Parents are responsible for initiating an approved treatment. Parents should remove all live lice following through the application of a lice-killing product and to manually remove as many nits as possible. Upon the child's return to school following initial treatment, the parent shall accompany the child while a staff person inspects the child for lice. If live lice are present the child will return home with the parent until all live lice have been removed. If nits (eggs/egg casings) are found in any follow up check, the child may return to class but will be rechecked by school staff daily.

Medications

The following rules apply in order for the Mt. Olive Preschool staff to administer medications to children.

- A medication release form signed by the parent/guardian must accompany the medication. The form must specify the dosage to be administered, the time to be administered and the length of time that the child is expected to be on the medication.
- If a medication is to be administered for longer than 10 days, a physician's signature is required on a medication form.
- Written authorization from the parent/guardian is also required in order for staff to apply topical products, such as lotion or sunscreen.
- Medication must be in the original container and prescription medication clearly labeled with the full pharmacy label.
- Medication must be clearly labeled with the child's first and last name, the name of the medication and the directions for use.
- Prescription medication shall be used only for the child named on the label.
- Medication is not allowed in cubbies or book bags.

- The school cannot administer medicines or perform procedures requiring specific skills or prior medical training unless parents provide professional training.

Accidental Injury

All staff is trained in safety, first-aid procedures and CPR. If a child incurs a serious injury at school, staff will complete an incident report. The report includes information regarding the time and date the injury occurred, a description of the injury and how it occurred, any treatment administered, and signature(s) of the witness (es). This report is provided to parents before the child leaves school at the end of the day.

In the case of a minor injury such as a bump, scrape or small cut, staff members are limited to treatment using ice, washing injured area with soap and water, and applying a bandage. Teachers will always try to share these incidents with parents in person, but in case they do not get a chance, a brief written note will be placed in the student's cubby for the parents to read.

Staff follows universal precautions when exposed to blood and blood-containing body fluids and injury discharges of children. If a child should happen to get blood on his/her clothing from an injury, the clothes will be placed in a plastic bag and labeled for washing.

Allergies

- Parents/guardians of a child with a severe allergy must complete the **Allergy Alert** form, including the Emergency Action Plan.
- The parent/guardian will supply the school with medication to be administered should an anaphylactic reaction occur. This medication will be recorded and securely stored.
- Parents are asked to give consent to having their child's name (First, L.) posted in classroom, kitchen, identifying any allergies. This allows all adults caring for children to access information.
- Documentation from the child's physician is needed if a community wide restriction needs to be put in place for the protection of the child (e.g. peanut allergy requiring exclusion of peanuts school wide).

Snacks

The children enjoy a snack time together each school day. We are able to thank God for our daily provisions and teach polite table manners. Once a month we ask that each child bring a healthy snack to share with the entire class. In mid-September we will send home a snack calendar and post a copy on the wall by the parent sign in table. Some suggestions for snacks are crackers, cheese, fruit, vegetables, etc. The Oregon Health Department requires that all food items be store bought. The children will receive water with their snack. Parents are welcome to send special treats on birthdays or half birthdays.

Photo-Media Release

Mt. Olive staff will be taking and displaying photographs, videos, and student work on church bulletin boards and church web sites. Additionally, a private class on-line user group will be established so you can see the many fun daily activities of the children. If you prefer we do not use your child's photo or art work please submit a written withdrawal of permission.

Chapel

Pastor Koschmann schedules monthly chapel visits with each class. He often brings his guitar and teaches new songs in addition to sharing a children's message. We will let you know the exact dates so you can join them in chapel when you are available.

Notice of Nondiscrimination Policy

Mt. Olive preschool does not discriminate on the basis of gender, race, color, national origin, or religious preference in admissions or administration of any policies or programs.

Communication and Family Involvement

Mt. Olive Preschool strives to act in partnership with the home and to work hand in hand with parents in nurturing and loving your child. Various situations may have an impact on your child's growth and behavior, such as staying up late, having visitors, parents' separation or divorce, a parent away from home, an illness or death in the family etc. It is advisable to discuss with the teacher anything that will help us to better understand your child.

Following are some of the ways the school will communicate important information to families.

- Bulletin Board in the entry way as you enter the building will post current information.
- The walls beside the parent sign in table contain the school's monthly and yearly calendars.
- A white board in the entry lists important announcements.
- Class emails will be sent when there is important information to convey or reminders of upcoming events.
- Student cubbies will be used to share written communications and tuition statements.

Parent – Teacher Conferences

- Although drop off and pick up times may not be suitable for extensive parent/teacher conferences, they are a good time to touch base. Please be mindful of the teacher's responsibility for the entire class and keep these talks brief. At the request of a parent/guardian a conference may be arranged to address any ongoing concerns or questions.
- In May, parent-teacher conferences will be scheduled to review your child's progress across a range of domains and types of activities. A written developmental record is provided to parents at this spring conference.

Parent Volunteers

Often there are craft items parents can help assemble at home. Parents can assist in planning class parties throughout the year such as Halloween or Valentine's Day. Chaperones are needed for field trips and assistants are appreciated for special projects.

However, to volunteer in the classroom at other times we will need you to complete a background check. The forms are available on the parent sign in table.

Parent Concerns or Grievances

Parents are encouraged to discuss with the staff any concerns they may have regarding policies, processes, staff or experiences a child is having in school. Ideally, it is suggested that concerns regarding most aspects of a child's experience in school be discussed first with the classroom lead teacher. It is also an option to meet with the preschool director for concerns regarding enrollment, school policies, curriculum and day-to-day program matters. The teaching staff and director work collaboratively to solve problems and parents are invited to speak with any of these representatives, as they feel comfortable.

Personal Belongings

“Cubbies” - Children have their own storage place for the outerwear they bring from home for the day. Teachers will also use the cubbies to place art or projects from school that are ready to go home.

Toys – *Toys from home are not permitted at school.* When items are brought into school, children typically are distracted by the item, pressured by expectations to share the item with classmates, and anxious about losing or breaking any of their own special belongings. The staff asks for parents’ support in this effort by making it a habit to leave personal items in the car or with the parent at drop off time.

Clothing – Children need to wear appropriate clothing for a preschool setting, and comfortable shoes. This apparel needs to be suitable for wear on the playground and for running and climbing. No flip-flops. Children are regularly involved in messy activities so it is recommended they do not wear anything that cannot be dirtied.

Outdoor Clothing – Outdoor play time will occur often and children need outer wear to keep them dry and comfortable and appropriate to the day.

Discipline Philosophy

Mt. Olive preschool staff strives to let the children explore their environment and work on social skills within consistent, age appropriate limits. When behavior issues do occur our philosophy is to help the children learn how to problem solve, to take responsibility for their choices and actions, and to show empathy for others. It is our goal to help children grow in self-regulation by following these positive guidance techniques.

- Basic Management – Our staff will model and reinforce appropriate behavior, maintain consistent supervision, set reasonable expectations, become familiar with children’s individual needs and provide interesting, challenging and age appropriate activities.
- Verbal Intervention – some behavior can be ignored as long as it does not present a safety threat.
- Redirection – We offer alternate choices to children engaged in undesirable behaviors.
- Logical Consequences – Students may lose choices of activities because of inappropriate behavior. This will help to illustrate that there are consequences for every choice.
- Take a Break – take a break removes a child from a situation to allow time to calm down and relax. We might suggest the child look at a book, work on a puzzle or spend time with an adult.
- Teachers and Parents United – Teachers will keep parents informed of any behavior or developmental concerns. When necessary we will meet with parents to develop a plan of improvement.

Child Abuse Reporting

Children need a safe, nurturing environment that assists them to grow, learn and feel loved by their caregivers. In order to grow and learn, children’s minimum needs for good nutrition, shelter, medical care, bathing, lean clothing, intellectual stimulation, appropriate discipline, love, a feeling of importance and a safe, non-violent home setting must be met. When these needs are not met, a child cannot grow and learn as easily. Should parents/guardians of preschool children encounter difficulty in providing for their child’s emotional or physical needs or should they recognize their child’s safety is at risk, they are encouraged to ask for help. Staff can direct them to appropriate resources for working through stressful parenting and family situations.

If parents/guardians or another adult in the home is unable or unwilling to meet their child’s emotional or physical needs, the preschool staff is mandated by Oregon State Law to file a report with county child protective services. As mandated reporters, the Mt. Olive staff is required to make a report if there is reason to believe or suspect that a child is being neglected, abused, or subjected to witnessing domestic violence.

