



Orenco Christian Preschool -Parent Handbook

Philosophy Statement

We embrace play-based learning as the cornerstone of our educational philosophy. Through play, children explore, experiment, and discover the world around them, developing critical thinking, problem-solving skills, and social abilities.

Dear Families,

Welcome to Orenco Christian Preschool!

I am grateful to the Lord for the opportunity to partner with you in this ministry, as your child embarks on their early education journey. I am committed to praying over the upcoming school year, trusting it will be a season where your family experiences meaningful growth, both spiritually and intellectually.

With over a decade of experience in early education, I see this work as a calling from God. I am committed to providing a Christ-centered, Biblical learning experience for your child in a safe, loving, and community-oriented environment.

Please don't hesitate to reach out if you have any questions. I look forward to connecting with the families at Orenco Christian Preschool.

May God bless you abundantly with knowledge and grace through our Lord Jesus Christ.

Blessings,

Mrs. Karen Campbell -Preschool Director

preschool@orencochurch.org



Statement of Faith

- We believe in one God, the Creator and Sustainer of the universe, eternally existent in three Persons: Father, Son, and Holy Spirit. Matthew 28:19
- We believe in the divine inspiration, infallibility, and final authority of the Bible as the Word of God. Matthew 5:17,18; John 10:35; John 17:17
- We believe in the uniqueness of man, by his special creation in God's image, and his responsibility to understand and master the world to the glory of God. Psalm 139:2-4
- We believe in the unique Deity of the Lord Jesus Christ, the incarnate, virgin-born Son of God. Matthew 1:23; Luke 1:27; Isaiah 7:14
- We believe in the representative and substitutionary death of Lord Jesus Christ as the necessary atonement for our sins. 1 Peter 2:24; Leviticus 17:11; 1 John 2:2
- We believe in the resurrection of the crucified body of our Lord and that blessed hope, His return. 1 Peter 1:3; Luke 24:5-6; Romans 4:24-25
- We believe in the power of the Holy Spirit in the work of regeneration and His continuing work in the heart of the believer. Ezekiel 37:14; John 3:5-8
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost. Matthew 25:46
- We believe in the spiritual unity of believers in our Lord Jesus Christ. Galatians 3:28; Philippians 2:2
- We believe that God created marriage to be exclusively the union of one man and one woman. Genesis 2:24; Hebrews 13:4
- We believe that God created people as expressly male and female. Genesis 1:27

Admissions statement

OCP reserves the right to evaluate whether our school can adequately fulfill the spiritual, social, and academic needs of each student. In some cases, it may be in the best interest of the school to decline an enrollment request for a prospective student. Serious concerns about a student could negatively impact their classmates, the Christian testimony, and the school's overall culture.

OCP does not discriminate based on race, color, national origin, or ethnicity in the administration of its educational policies, admissions policies, and other school-administered programs.

Center Description

Orenco Christian Preschool serves children aged 30 months to 5 years. We offer the following program options for all ages:

Program Day Options

Five-Day Week: Monday through Friday

Three-Day Week: Monday, Wednesday, and Friday

Two-Day Week: Tuesday and Thursday

Hours of Operation

Full Day: 7:30 a.m. to 5:00 p.m.

Half Day: 8:30 a.m. to 12:30 p.m.

Our center opens at 7:30 a.m. and closes sharply at 5:00 p.m. The half-day program ends promptly at 12:30 p.m. Please note that a fee applies for dropping off or picking up children outside of these hours. Additionally, children should not remain in the center for more than 10 hours.

Center Capacity

Orenco Christian Preschool is a licensed child care center that can accommodate up to 29 children each day. This capacity takes into account the center's indoor and outdoor spaces, as well as the number of available toilets and sinks.

The teacher-to-child ratios are as follows:

Room 1 (Toddler Room - Young Threes):	2 teachers: 8 children
Room 2 (Three's Room):	1 teacher: 10 children
Room 3 (Pre-Kindergarten):	1 teacher: 10 children

Financial Policies

TUITION/ENROLLMENT:

- Tuition remains the same each month, regardless of absences, holidays, or school closures due to circumstances beyond our control.
- Enrollment fees are NON-REFUNDABLE.
- Your tuition payment is due on the **FIRST OF EACH MONTH**.
- Tuition payments may be paid by check, cash, or online payment through Brightwheel. All checks must be made payable to Orenco Christian Preschool.

LATE PAYMENT POLICY:

- Payment is considered late if not received by the 5th of the month. A late fee of \$25.00 will be charged to your account.
- If payment is not received by the 10th of any given month, your child/children will not be permitted to attend preschool as of the 11th of that month.
- All accounts must be paid in full before your child will be allowed to participate in the pre-kindergarten graduation ceremonies.

NSF CHECKS:

RETURNED checks are charged a \$25.00 fee and require replacement in the form of a money order or cash. A second returned check would require all future payments to be made with cash or money order only.

WITHDRAWAL:

If you must withdraw your child from preschool, a **TWO-WEEK WRITTEN NOTICE** must be given. We will issue a prorated tuition refund, if applicable, based on the date of withdrawal.

FEES:

To cover the costs associated with online payment processing, we will include service fees on transactions made through Brightwheel:

- Credit/Debit/FSA Card Payments will include a 2.95% processing fee
- ACH (Bank Transfer) Payments will include a 0.6% processing fee, with a minimum of \$0.25 and a maximum of \$2.00

Absences: Credit is not given for absences, including vacations. We cannot fill the spots during these times, and we are unable to provide make-up days since our classrooms operate at maximum capacity each day.

***Absences may include various reasons such as illness, vacation, medical appointments, or any circumstances that prevent a child from attending school.*

Refund/Termination Policy

For parent-initiated student withdrawals, a written two-week notice is required for all students planning to withdraw. Full payment for the two weeks is necessary, regardless of attendance. Please note: If the payment made exceeds the two-week fee, a refund for the remaining time will be issued and mailed to you within 3-4 weeks.

For director-initiated student withdrawals: If the director determines that the school environment does not meet the child's needs, a two-week notice will be provided for the withdrawal. A refund will also be issued if the account has been paid beyond the two-week notice.

Orenco Christian Preschool reserves the right to terminate the agreement at any time for the following reasons:

1. Tuition is not paid within the 5-day deadline previously discussed by the office.
2. Delinquency is not resolved within 10 days of the deadline.
3. The policies of the center are not followed, or if the conduct towards Orenco Christian Preschool and/or its students and/or personnel is rude, belligerent, offensive, or any behavior that we deem detrimental to our professional relationship with the client.
4. The child's conduct towards the center, its property, staff, or other students is excessively aggressive, destructive, or otherwise unacceptable.
5. The center is unable to meet your child's needs.

Late Pick-up Policy

Families are reminded that any child picked up after the designated closing time will incur a late fee of \$10 for every 10 minutes of delay, or any portion thereof. This fee is waived only in the case of verified emergencies. Payment will be added to your Brightwheel account.

Summer Option: Although we operate on a year-round schedule, we are pleased to offer families the option of taking a summer break during July and August at no financial cost. This allows children to retain their enrollment for the upcoming academic year.

To ensure proper staffing and program planning for these months, we kindly request notice by June 15th. Please be advised that the last day for the summer

option will be the final Friday in June. *Even if you give us two weeks' notice at the beginning of June, you will still be responsible for the entire month.*

Summer Option vs. Vacation

If you plan to take a vacation during the summer months or any time during the school year, we do not require advance notice. However, parents are still responsible for the full month's tuition.

Arrival/Departure Procedures

Please walk your child into the center and let a teacher know when you arrive. At pickup, make sure to get a teacher's attention to confirm that your child is leaving with you.

Parents must sign their child in and out through the Brightwheel App.

Children should store their belongings in their assigned cubbies, including lunch boxes, backpacks, nap rolls, jackets, and extra clothes.

Please don't forget to bring a water bottle during drop-off to keep them hydrated throughout the day. There will be a designated bin in each classroom to store the classroom's water bottles during school time.

Sign IN/OUT Parent Signature

OCP utilizes the Brightwheel app for daily check-ins and check-outs. Each parent, along with their authorized pick-up persons, will receive a 4-digit code. It is essential to sign in upon arrival and sign out upon departure. You can sign in using the Brightwheel app on your phone by scanning the QR code or by using the kiosk available on-site. State regulations require that each child be signed in with a legible first and last name. Failure to comply with this requirement may result in citations during facility inspections for improperly signed-in children.

To comply with Oregon law, schools must ensure the safety of all enrolled students. Therefore, OCP will not release students to individuals whose behavior may jeopardize a child's safety, including those suspected of being under the influence of drugs or alcohol.

Immunizations

In Oregon, all students attending school are required to have up-to-date immunization records. When enrolling your child, please bring a copy of their current immunization records. If you are notified that your child is missing any required immunizations, please provide proof of those vaccinations promptly to ensure that your child can remain in school.

For families seeking immunization exemptions, please visit the Oregon Health Authority's official website to review eligibility criteria and obtain the appropriate certification form. Accepted exemption documentation must be submitted by state guidelines to ensure compliance and continued enrollment.

Entering Preschool, Child Care:

4 Diphtheria/Tetanus/Pertussis (DTaP)
3 Polio
1 Varicella (chickenpox)
1 Measles/Mumps/Rubella (MMR)
3 Hepatitis B
2 Hepatitis A
3 or 4 Hib

Food



Orengo Christian Preschool will provide two nutritious, kid-friendly snacks each day (one in the morning and one in the afternoon). Parents are asked to ensure that their children have breakfast before school and bring their lunch to school. Please pack lunches that include healthy options, such as a main dish, fruits, vegetables, and snacks. Avoid sending any food that requires heating or preparation by the teacher.

Special occasions, birthday celebrations, and curriculum lessons may involve additional food provided by the school.

A weekly snack menu will be available and posted on the parent board in each classroom. Please inform the director of any dietary restrictions or allergies your child may have.

Religious/Cultural Activities

Orengo Christian Preschool is a ministry of Orengo Church. While enrollment in our preschool does not require participation in our religious practices or attendance at our church, it is important for families to respect and adhere to the school's policies and the core values of our ministry. The director and church leadership reserve the right to dismiss any families that they believe are not following these guidelines.

Throughout the school year, we offer a variety of events. Participation in these activities is not mandatory; parents may choose to opt their child out of events that do not align with their family values. If you have any questions or concerns, please don't hesitate to contact the director.

- ★ Pumpkin Patch Day
- ★ Thanksgiving Stone Soup
- ★ Christmas Program or Party
- ★ Valentine's Day Party
- ★ Multicultural Week
- ★ Missions Week
- ★ Muffins with Mom
- ★ Donuts with Dad
- ★ Summer BBQ or Meet and Greet
- ★ Chapel every Wednesday

Birthdays

We aim to create a memorable birthday celebration for your child! Each child receives special privileges on their birthday, such as the birthday song and a hat. If you wish to bring in treats to share with friends, we recommend:

- ★ Yogurt
- ★ Fruit Popsicles
- ★ Fresh fruit
- ★ Healthy or mini cookies
- ★ Pirate's Booty/Veggie Stix
- ★ Mini cupcakes or muffins
- ★ Small goodie bags to take home

FOR SAFETY REASONS, NO CANDLES OR BALLOONS ARE ALLOWED IN THE CENTER!

Toys and Candy

Gum and candy might seem like harmless treats, but they can pose real challenges in a preschool environment. Young children may have allergies or dietary restrictions, and sharing candy—or even just having it in their backpack—can create unnecessary risks. Gum, in particular, can be a choking hazard and easily ends up stuck on clothes, furniture, or classroom supplies. Preschool is a space focused on learning, cooperation, and safety, and keeping sweets at home helps support a clean, inclusive, and health-conscious atmosphere where all kids can thrive.

Toys from home can be comforting, but bringing them to preschool every day can cause distractions, disagreements, or even accidental losses. To keep the classroom focused and fair for everyone, we kindly request that toys be left at home unless there's a designated sharing day. These special days, scheduled by the teacher, give each child a chance to bring a favorite item to show and tell—creating excitement, structure, and opportunities to share in a meaningful way. This routine helps build community while keeping daily learning smooth and clutter-free.

Toileting Procedure

Orenco Christian Preschool staff believe that expecting every child to be fully potty-trained before starting preschool is unrealistic. To accommodate these children while maintaining a hygienic environment, the following policy has been put in place:

- Children are required to wear a side-fastening "pull-up" for easy changing.
- Parents need to provide wipes, extra diapers, and check or replace spare clothes.

A fee for non-toilet-trained children in pull-ups will be applicable until they are fully potty-trained.

Potty-Accidents

Wetting accidents can occur, and toilet-trained children may forget to use the restroom while engrossed in play. Kindly supply a spare change of clothes in your child's backpack or cubby for such situations. ***Parents will be called for immediate pick-up if extra clothes are not provided in the cubby.***

In the event of an accident at school, staff will:

- Guide the child through changing out of wet clothes and provide replacement outerwear.
- Soiled clothes will be placed in a green plastic bag, labeled with the child's name and "soiled".
- Send a message to parents on Brightwheel to request spare clothes to be replaced.

Personal Belongings

Please send your child with a spare change of clothes and shoes in case of an accident. *All items should be labeled and placed in a gallon-size Ziploc bag that will remain in your child's cubby.* You will be notified through Brightwheel by your child's teacher when items need to be added or replaced.

Additionally, please bring a labeled, spill-proof water bottle each day.

Jackets, coats, and rain boots must also be labeled.

Please note that we are not responsible for toys or items brought to school. Any unclaimed items at the end of the school year will be donated.

Discipline

Orenco Christian Preschool has specific age-appropriate ways to help children understand inappropriate behavior. Our experience has shown us that gentle redirection to another activity, restriction from an activity, toy, or friend, or use of a quiet time session, with an age-appropriate period, works best.

Prayer with the child may follow redirection. Children will be reminded how God wants them to be kind and gentle. The teacher will help the child express themselves by “using their words” and help guide them through the conflict.

Helping preschoolers work through conflict with their peers is all about guiding them with compassion, clarity, and a toolbox of age-appropriate strategies. We start by creating a safe emotional space—getting down to their eye level and validating each child’s feelings. Using simple, clear language, such as “You both wanted the same toy. That’s hard,” helps them name the problem without assigning blame.

From there, we model turn-taking, gentle listening, and “I feel” statements. Preschoolers often need help finding the words, so we might suggest: “Can you tell your friend, ‘I didn’t like that?’” Instead of jumping in with solutions, we encourage brainstorming: “What could we do so both of you feel okay?” Conflict becomes a teachable moment for empathy and problem-solving. And when resolution happens—whether it’s sharing, taking turns, or choosing something new—we celebrate their growth with affirming words like “You figured it out together! That’s teamwork.”

Orenco Christian Preschool will never:

- Speak to children with a harsh tone or rough handling, or use corporal punishment in any form, including, but not limited to, hitting, spanking, slapping, shaking, swatting, throwing, jerking, pinching, biting, or other measures that produce physical pain.
- Bind, restrict, or use physical restraints.
- Use unauthorized prescription or non-prescription drugs or chemicals for discipline or to control behavior.
- Confine or isolate children in a dark place (e.g., a locked or closed room, bathroom, closet, or box for punishment).
- Withdrawal, denial, or forcing food, rest, or toileting.
- Force or compel children to eat soap, food, spices, or foreign substances in the child’s mouth.
- Exposing a child to extreme temperatures.
- Yelling harshly or using profane or abusive language.
- Punishing or demeaning a child for toileting accidents or refusing to eat food.
- Allow any form of mental or emotional punishment or verbal abuse,

including but not limited to public or private humiliation, name-calling, teasing, ridicule, intimidation, making derogatory or sarcastic remarks about a child's family, race, gender, religion, cultural background, rejecting, frightening, neglecting, or corrupting a child.

- Demanding excessive physical exercise, excessive rest, or strenuous postures; or requiring a child to remain silent or inactive, or removing a child from all activities or the group for excessive periods.

Biting Policy

At our preschool, we recognize that biting is a common and developmentally normal behavior among young children, particularly during the early years when verbal skills are still developing. However, we take biting seriously and have implemented the following policy to ensure the safety and well-being of all children:

Immediate Response

- If a biting incident occurs, staff will comfort the bitten child and provide appropriate first aid.
- The child who bit will be calmly removed from the situation and redirected, with staff using age-appropriate language to address the behavior.

Communication with Families

- Both families—the child who bit and the child who was bitten—will be informed of the incident on the same day.
- A written incident report will be provided outlining what happened and the actions taken.

Understanding the Behavior

- Staff will observe the child who bit to identify possible triggers (e.g., teething, frustration, communication challenges).
- Developmentally appropriate strategies will be used to help the child learn alternative ways to express needs and emotions.

Support and Follow-up

- Repeated biting may require a behavior plan in collaboration with the family and, if needed, specialists.
- In severe or recurring cases, a meeting will be held with the family to develop a tailored approach for supporting the child.

Our Commitment

- We aim to provide a safe, nurturing environment where children can grow socially and emotionally.
- All staff are trained to manage challenging behaviors with empathy and care.

Dress Code Guidelines

Celebrating Messy Play and Modesty!

Comfort & Movement

- Children should wear clothing that allows for free movement (jumping, climbing, dancing).
- Elastic waistbands, roomy sleeves, and flexible shoes are ideal for comfort.
- Avoid tight or restrictive garments that limit active play.

Embracing the Mess

- Expect spills, paint splashes, dirt, and glue! Please send your child(ren) in clothes that can get dirty.
- Pack an extra set of clothes in case of major messes or accidents.
- Aprons and smocks are provided during art projects, but not foolproof—mess is part of the fun!

Modesty with Simplicity

- To support active play and ensure comfort and privacy, we kindly ask that **children wearing dresses or skirts also wear shorts or leggings underneath**. This helps them move freely while staying covered during climbing, jumping, or sitting on the floor.
- Avoid slogans or graphics that may be distracting or inappropriate for a preschool environment.
- Keep accessories minimal and safe—no dangling jewelry or sharp-edged clips.

Shoes for Safety

- Closed-toed shoes are strongly recommended to protect little feet and support running and climbing.
- No flip-flops or slick soles—slips and spills are less fun when they hurt!

Staff Modeling Matters

- Educators are encouraged to wear play-appropriate, modest clothing that sets a respectful example.

- Like the children, staff should expect to get messy while engaging fully in activities.

Rest Period

Child Care Centers must include one or more regularly scheduled rest periods. Children who do not sleep after **20–45 minutes** of quiet time must be provided with an alternative quiet activity. The alternative activity can take place in the same room where the children are sleeping, as long as it does not distract them.

Definitions:

At Rest: Children are still, quiet, and lying on their mats or cots, but not vocal. They must be in the process of going to sleep, asleep, or waking up.

Active: Children are vocal, interact with others, and are engaged in activities. They need staff support to direct their attention and keep them engaged and quiet.

Bed Linen Care



At the start of each week, parents must bring a “roll-up” style nap mat and take it home on the last day of the week for washing. A \$5 charge for laundering will apply if bedding is borrowed. Each child will be provided with a sleeping pad for a comfortable nap and rest. Additionally, children can bring a small stuffed animal to sleep with during nap time.

Emergency Preparedness

In the event of a national disaster or emergency, plans are in place to provide food, water, and protective care for 48 hours. Orenco Christian Preschool provides this as part of the registration fee.

Fire Drills are conducted every month throughout the school year. Disaster and Lockdown drills are conducted every two months.

If the phone lines are down, please communicate with the director through the preschool email or Brightwheel. Smartphones will be on hand, and staff will be checking emails and Brightwheel for communication with parents.

Communication

Orenco Christian Preschool maintains regular communication with parents, teachers, and office staff.

- Notices for special events will be provided in your child’s cubby and posted

- on the parent communication board.
- Monthly newsletters will be sent via email at the beginning of each month and posted on the parent communication board.
- Please message through the Brightwheel app or email with any questions to preschool@orencochurch.org.

Medication Administration

Medications prescribed for continuous, long-term use (like an inhaler for asthma) may be administered at the center by a staff member.

- A Written Care Plan must be completed by a parent and reviewed by the director before the first day of school.
- Medications must be clearly labeled with your child's name, prescription number, doctor's name and phone number, dosage, and expiration date.
- The medications will be kept in the refrigerator or the preschool office.
- Please hand all medications to the preschool director, along with written instructions, and indicate the date and time of the last dose administered.

Non-Prescription

If using nonmedical items, a certified child care center does not need to document the application, but must:

- Have an annual written parental authorization.
- Store non-prescription medication in the original container, labeled with the child's name, dosage, and directions for administering.
- Use only as needed and according to the manufacturer's instructions.

Parental authorization over the phone is permitted for single-dose administration of non-prescription medication. The date and time of the consent must be documented and signed by the parent upon picking up their child.

The Center Non-Prescription Form includes the following:

Sunscreen
Lotion
Diapering Ointment
Chapstick/Lip Balm
Insect Repellent

Illness – SICK POLICY

This center serves WELL CHILDREN ONLY. No child will be accepted for care at the center if they are sick. Please keep your child home if:

Fever of over 100 degrees.
The early stages of a cold (heavy sneezing, runny nose, or severe cough).
Diarrhea and/or vomiting.

Hand, Foot, and Mouth Disease
Head lice
Ringworm
Strep throat
Conjunctivitis (pink eye)

The following are the most common reasons for excluding children from school; however, we reserve the right to exclude any individual we believe is not well enough to attend or poses a contagious risk to others.

If a child becomes ill during the day, the center will notify the parent immediately. The parent is required to pick up the child from the center as soon as possible after receiving the notification of the child's illness.

If a child has a fever of 100 degrees or higher at school, they must go home and cannot return for 24 hours from the time the fever is recorded.

Parents must acknowledge that all required immunizations have been received and complete all necessary medical forms. These forms must be submitted to the center before the child's first day of attendance. Additionally, parents must comply with all licensing requirements concerning immunizations and physical exams.

When a child is sent home, they may return to the center after their symptoms have resolved for 24 hours or they have begun treatment. In some cases, a doctor's note may be required for re-entry.

If a child is homesick for any length of time, the client is still responsible for paying their tuition. Refunds or credits are not given.

Pest Prevention

Orenco Christian Preschool will maintain a pest-free environment.

- Parents will be notified, and a sign will be posted 24 hours prior to the treatment. The sign will be removed no earlier than 72 hours after treatment.
- Automatic insecticide dispensers, vaporizers, or fumigants must not be used.
- Pest control products must not be applied or used when children are present. After submitting their application, children must not enter the area until instructed to do so by the manufacturer's instructions.
- Children's cubbies are never used to store food. All lunch bags/boxes must go home every night. If lunch boxes are left in cubbies, food will be thrown away by the end of the day.

- Teachers/Staff must clean up food debris after snacks and lunch by sanitizing surfaces (tables, chairs, and the prep area) and sweeping the floors. This will help deter pests from being attracted to the building.

Enrichment Programs



Tumble Bus PDX has been bringing excitement, laughter, and active fun to kids since 1990! As one of the first mobile gyms for children, we've spent over three decades introducing little ones to the joys of tumbling and gymnastics in a safe, nurturing, and exciting environment. Our bright yellow bus is fully padded, filled with fun gym equipment, and designed to spark confidence, coordination, and big grins for kids ages 18 months to 5 years.



Keys to Life Music School fosters a fun and personalized approach to learning by encouraging students to play music they love and learn by ear, which boosts their confidence and sense of ownership. Lessons are tailored to individual interests and include technique, theory, creativity, and supported jam sessions. Regular performances help students grow musically and conquer stage fright, and the school's vibrant community has grown steadily since its founding in 2007.

Curriculum

Orenco Christian Preschool is excited to partner with ABCJesusLovesMe ([Welcome | ABCJesusLovesMe](http://www.abcjesuslovesme.com)) for our curriculum. This curriculum is designed to help children learn about the Bible through play, activities, and hands-on discovery. Your child will learn about God's amazing love for them while working on those developmental goals and preparing for Kindergarten. Please click on the sample curriculum links below to find out more about the curriculum program.

[3 Year Sample.pdf \(abcjesuslovesme.com\)](http://www.abcjesuslovesme.com/3-year-sample.pdf)

[4 Year Sample.pdf \(abcjesuslovesme.com\)](http://www.abcjesuslovesme.com/4-year-sample.pdf)

For any other policy information, please refer to the Orenco Policy/Procedures located on the preschool parent information board. You may also contact the director, preschool@orencochurch.org, for questions or concerns.

PROHIBITED SUBSTANCES/WEAPONS

To maintain a safe environment for all children, families, and staff, please do not bring any weapons or prohibited items:

- Smoking is not allowed.
- Alcohol or illegal substances are not permitted.

- Weapons of any kind are prohibited.
- No Pets or animals are allowed.

Confidentiality

Orenco Christian Preschool is committed to maintaining the confidentiality of personal information. All incidents related to behavior, learning disabilities, or daily happenings remain private between teachers and parents. Class lists will be posted with your child's name. A directory will be provided for parents to connect, but it is entirely optional.

Mandatory Child Abuse Reporting

All staff at Orenco Christian Preschool are trained as mandatory reporters. As required by Oregon law, mandatory reporters must immediately report instances of alleged child abuse to the proper authorities.

Orenco Christian Preschool Statutory Duty

Please be advised that under Oregon Penal Codes ORS 419 B.005 to 419 B.050, Orenco Christian Preschool is required to report any suspected child abuse to the appropriate authorities immediately.

Child Care Safety Portal

The Portal is intended to supplement, not replace, other sources of information. For more information on finding and choosing child care, please visit the Department of Early Learning and Care's Find Child Care page: [State of Oregon](#).

To receive a customized referral to child care programs, contact 211info by:

- Calling 211. Listen to the prompt for Child Care and press the specified number.
- Texting the keyword "children" or "ninos" to 898211 (TXT 211)
- Emailing children@211info.org

Department of Early Learning and Care

www.oregon.gov/delc/resourc
cld.customer.service@delc.oregon.gov
 (503) 947-1400

Child Abuse/Neglect Hotline

Call 855-503-SAFE (7233)

Call to report abuse or neglect of a child or adult in Oregon.

If someone is being hurt or is in danger right now, call 911.

Daily operations

Each child follows a standardized routine. The teacher plans a weekly lesson following the monthly curriculum.

Daily Happening (General)

- 7:30-9:00 Full Day drop off time
- 8:30-9:00 Half-day drop-off time
- 9:00-11:45 Class Begins
 - Classroom Exploration
 - Playground Exploration (45 minutes)
 - Morning Snack
- 11:45 Lunch
- 12:30 Half-Day Dismissal
- 1:00-2:30 Resting Period
- 3:00-5:00 Afternoon Activities
 - Afternoon Snack
 - Playground Exploration (45 minutes)
 - Indoor Activities
- 5:00 School Closed

Teachers will provide a daily schedule specific to their classroom and post it on their parent board.