



**Christ Church
Episcopal
Preschool**

**Parent
Handbook**

1060 Chandler Rd.
P. O. Box 447
Lake Oswego, OR 97034
503-675-9120

www.christchurcheiscopalpreschool.org

MISSION AND PHILOSOPHY

OUR MISSION

To provide a well-rounded, age-appropriate early childhood education guided by our Christian faith.

OUR PHILOSOPHY

We provide a nurturing learn-through-play, child-centered environment. We offer an enriching, challenging curriculum that will develop a child's social, emotional, physical, cognitive and spiritual growth. This environment appeals to a child's sense of wonder and curiosity as they discover new things about their physical and spiritual worlds. Our preschool is an inclusive place for the community of learners. It is our philosophy to offer diversity of experience, culture and ability whereby creativity will be encouraged and enhanced. We feel it is very important to build a partnership with families. Our goal is to support families in their parenting role and as the primary educators of their child.

Our individualized program is intended to stimulate the child's learning to be a self-confident thinker, a peacemaker, an appreciative and communicative collaborator and a responsible citizen in our community and world. Learning through play sharpens physical skills and enhances good health, sportsmanship and compassion. Children are exposed to a quality teaching staff that focuses on building a foundation for spiritual growth, reading and writing readiness, science, mathematics, creative arts, and music.



A Typical Day

A typical day at Christ Church Episcopal Preschool might include:

ARRIVAL

The children are greeted by the staff, encouraged to quickly say good-bye to parents, put their own things away and choose an activity while the other children arrive.

FREE PLAY 9:00-9:30

Also known as Center Time. The children have time to move from center to center. This is the largest and busiest part of our day. Each center offers self-directed activities for hands-on learning.

CIRCLE AND STORY TIME 9:30-9:45

This is group organization time: an opening prayer is shared, attendance is taken, and the group marks the calendar, reports the weather, discusses activities for the day, learns new vocabulary, is introduced to a new concept, and enjoys a story together.

MUSIC 9:45-10:00

Children will participate in music and/or movement daily. This helps develop language and a sense of rhythm which helps supports reading and math readiness.

SNACK TIME 10:00- 10:30

This is a great time to socialize as a group, learn appropriate table behavior, and enjoy a nutritious snack and beverage. If a cooking project has been done it is a great time to taste the result.

ART, SCIENCE, LITERACY, MATH – LEARNING CENTERS 10:30-11:15

Children have opportunities to participate in experiential art, science, math and literacy activities every day.

OUTDOOR PLAY 11:15-11:45

We spend part of everyday outdoors (weather permitting). Large motor development and social skills are a big part of our program. During rainy days we offer an appropriate large motor indoor activity.

DISMISSAL AND STORY TIME 11:45-12:00

At the end of the day children need closure. The children gather their own things, share an ending prayer and story then dress themselves to go home. When the class has finished parents are invited into the classroom for dismissal

CHAPEL

Each class participates in weekly chapel activities and stories every Wednesday. Prayer is also being offered during class at appropriate moments on a daily basis.

WHAT DOES MY CHILD NEED TO BRING TO SCHOOL?

Each child should bring a **backpack** every day. Please leave a **complete change of clothing** inside your child's cubby. You never know when accidents or spills will happen. Children who are not potty trained will need to bring diaper/pull-ups.

TOYS

Please leave personal toys at home. These are very difficult to share and could be lost. There are plenty of toys at school that are specifically chosen for their connection to the unit of discussion and their appropriateness for the age group.

CONFERENCES

Parent-Teacher conferences are held twice a year. The first conference is a phone conference with the teacher in which the child's interests, learning goals and any concerns are shared. The second conference is in-person at CCEP and is only for the 3's, 4's and Pre-K. These conferences are optional. Parents are encouraged to request additional conferences with their child's teacher, or the Director as needed.

INCLEMENT WEATHER POLICY

CCEP generally follows the Lake Oswego School District for weather related closures. If LO run 2 hours late than the school will be closed. There are sometimes that we will decide to close when LO is not. The safety of our staff and families is number one. You will get an email the morning of school being cancelled to let you know.

FIELD TRIPS AND SPECIAL VISITS

Outside special speakers and programs are invited into our classrooms to enhance the learning environment. All students will take occasional Field Trips. You will be sent information on upcoming events and trips. Transportation for all field trips will be provided by the parent, nanny, grandparent or family friend. Children will need to be accompanied at all times by a parent or guardian. If you have special skills to bring into our classrooms or know someone who does, please let us know.

HOLIDAYS AND SPECIAL EVENTS

We plan several special events throughout the year. At the beginning of the school year, we hold a Meet the Teacher, where you will meet your teacher and other families. At CCEP also we celebrate all religious holidays such as Christmas, Easter and much more. Birthdays are celebrated with a special store-bought treat brought in by parents and student with special diet restrictions will be notified so accommodation can be made.

CCEP STAFF

At CCEP we have a lead teacher in every class and an assistant if the class is over ration. Your child will have the same teachers for the entire year. We also do our best to find a substitute the kids know when the regular staff is out. Teachers are available to have brief conversations before and after class with parents. Conferences are scheduled in person or on the phone to address any questions or concerns.

HEALTH REQUIREMENTS

All necessary forms, immunization records, and waivers must be on file before any child can attend Christ Church Episcopal Preschool. Oregon state law requires us to keep up-to-date individual student health forms on file and written proof of current immunizations.

ILLNESS AND ABSENSE

1. Is diagnosed as having or being a carrier of a child care restrictable disease, as defined in Oregon Health Authority administrative rules, except with the written approval of the public health administrator or licensed health care provider; or
2. Has one or more of the following symptoms of illness, except with the written approval of the public health administrator or licensed health care provider:
 - a. Fever over 100.4°F. A child with a fever over 100.4°F may return if fever free for 24 hours without the aid of medication.
 - b. "Diarrhea", which means three or more watery, bloody, or loose stools in 24 hours, the sudden onset of loose stools, or a child is unable to control bowel function when previously able. A child with diarrhea may return 48 hours after diarrhea resolves or with written clearance from a licensed healthcare provider.
 - c. Vomiting at least one time, where there is no explanation for the vomiting. A child who vomits without explanation may return 48 hours after the last episode of vomiting or with written clearance from a licensed healthcare provider.
 - d. Severe or persistent coughing. A child with severe or persistent coughing may return after symptoms are improving for 24 hours or with written clearance from a licensed healthcare provider.
 - e. Unusual yellow color to skin or eyes. A child with unusual yellow color to skin or eyes may return to care with written clearance from a licensed healthcare provider.
 - f. Open sores or wounds discharging bodily fluids. A child with open sores or wounds discharging bodily fluids may return to care after rash is resolved, when sores and wounds are dry or can be completely covered with a bandage, or with written clearance from a licensed health care provider.
 - g. Stiff neck and headache with one or more of the symptoms listed above;
 - h. Uncharacteristic lethargy, decreased alertness, increased irritability, increased confusion, or a behavior change that prevents active participation in usual school activities. A child with any of the above symptoms may return to care when symptoms resolve, return to normal behavior, or with written clearance from a licensed health care provider.
 - i. Difficulty breathing or abnormal wheezing. A child with difficulty breathing or abnormal wheezing may return to care after symptoms are improving for 24 hours.
 - j. Complaints of severe pain. A child with complaints of severe pain may return to care after symptoms are improving.
 - k. Eye lesions that are severe, weeping, or pus filled. A child with eye lesions that are severe, weeping, or pus filled may return to care after symptoms resolve or with written clearance from a licensed healthcare provider.

Note: CHILDREN MUST BE SYMPTOM FREE FOR 24 HOURS.

Medication should be administered at home. If your child must take medication during school, we must have a **written authorization** on file. The medication must be in a pharmacist-labeled container. Medications will be securely stored in the Staff Room.

TOILETING AND PERSONAL CARE POLICY

CCEP promotes a toileting and personal care program and works in partnership with families to help the child develop a healthy interest in and understanding of how to look after his/her own personal needs. Staff will consult with parents on a regular daily basis both verbally and in writing.

- The baby changing unit for the personal safety and protection of the staff and the protection of the child shall be in an open area that offers privacy.
- When a child is still in diapers, we obtain parent's permission to change him/her when necessary.

- A child is never be left unattended on a changing unit.
- Parents are responsible for supplying diapers, diaper cream and changes of clothes.
- Wipes are used to clean children unless they have a known allergy or parents instruct differently.
- Staff disposes of soiled/wet diapers, wipes and gloves in a diaper genie
- Changing units are cleaned on each occasion with bleach water solution.
- Staff will start toilet training on a parent's instructions as requested.
- Staff will provide instruction to the child in a positive manner.
- Staff will us naturally occurring opportunities and as well as on an individual basis.
- Staff will try to ensure a child's privacy will toileting or changing.
- If children are fairly independent in using the toilet, staff will encourage them to do as much for themselves as possible.
- Staff members will wash their hands and support the child to do the same.
- Staff help children be aware of when they need to use a tissue and how to use it and dispose of it.
- A program of dental hygiene is presented in February each year. Care of the teeth and tooth brushing is demonstrated. This occurs in February each year.

HANDWASHING AND GERM PERVENTION

All staff members and children are to wash their hands upon arrival in our building. This will help eliminate a portion of the germs that make us sick. Hands must also be washed after using the restroom, blowing noses, and before and after serving food. Instruction on washing hands, use of tissue to wipe nose, sneezing and coughing in elbow will be done in a positive manner. Staff will also use naturally occurring opportunities and on an individual basis to instruct children.

BEHAVIOR MANAGEMENT POLICY

Refrain from using **no, don't, can't** or **stop** unless it is an emergency. We don't use a loud or yelling voice when correcting children.

- We always make eye contact when speaking to a child.
- We will go to them instead of yelling across the room.
- We are firm but kind.
- We set direct and simple limits.
- Always be aware of our language and tone.
- To encourage appropriate behavior.
- We start the day reviewing classrooms rules.
- If a child is involved in a temper tantrum they will be allowed do so.
- A staff member will stay with the child and continue to speak in a calm and kind tone to the child.
- A parent will be contacted if the child does not calm down.
- We will remove and distract a child from the situation- Redirection.

- We will use a time-out as a last resource. Time out will be a minute per age no more than four minute.

Staff Will Never

- Use verbal abuse or corporal punishment.
- Deny food or drink to a child as punishment.
- Punish a child for soiling or wetting clothes.
- Use physical restraint.
- Isolate a child.

First Step will always encourage positive reinforcement.

PHYSICAL ACTIVITY POLICY

Physical Activity Standards

- a. Staff will interact with children in daily physical activities that encourage active exploration of the child’s environment.
- b. Children will engage in at least 30 or more minutes of structured/unstructured physical activity daily.
- c. Withholding physical activity time will not be used as a form of discipline.
- d. Children will not be sedentary for more than 60 minutes at a time except when sleeping.

SCREEN TIME POLICY

CCEP provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration. CCEP follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits. For children age two and older who are in care four or more hours each day, television screen time is limited to special occasions in the after-school program. iPad use is limited to 15 minute increments per child. Games are educational in nature, age appropriate for the kids, nonviolent, culturally sensitive and will encourage active child involvement. At least one alternate activity will be available when electronic media is in use. Electronic Media will not be used at meals or snacks and will not be on during non-viewing time. Parents will be informed of use in our program. Screen time only applies to Pre-K.

NUTRITION POLICY

Beverages

- Drinking water will be freely available for children to serve themselves throughout the day.
- Only skim or 1 percent milk (plain or flavored) will be served to children.
- Juice will be limited to a total of 4-6 oz. or less per day for children, and only 100 percent juice will be served.

Mealtime Environment

- High-calorie, low nutrition foods (cakes, cookies, chips, candy, frozen treats and other sweets) will be served infrequently, if at all.
- Whenever possible, staff members will dine with the children to encourage them to eat a variety of food and observe table manners.
- Staff engage in conversation with children while seated at the table.
- Children will be divided into smalls groups so they can engage in conversation.
- Children will help with setting the table, serving themselves and clearing their place setting.
- Food will not be used as a basis for discipline, reward or incentive.

- Children will be encouraged, but never forced, to eat.

Special Occasions - For special celebrations and birthdays, we encourage parents to provide healthier options like fruits and vegetables or low-fat baked goods instead of sugary treats. Parents, of students with dietary restrictions, will be notified in advance of any food that is given that is not from home.

FOOD ALLERGIES

CCEP and the parent will develop a written care plan at the time of enrollment, or when an allergy is identified, for each enrolled child who has an allergy that poses a threat to the child's health, safety and wellbeing. The plan must include instructions regarding the allergen and steps to be taken to avoid the allergen; signs and symptoms of an allergic reaction; and a detailed treatment plan including the names, doses, and methods of prompt administration of any medication in response to allergic reactions. In addition:

- a. The parent must be notified immediately of any suspected allergic reactions or if the child consumed or came in contact with the allergen, even if a reaction did not occur;
- d. If epinephrine is administered, emergency medical services must be contacted immediately, and, Child Care Licensing Division must be notified within 24 hours;
- c. All staff involved in care of the child must be trained on the written care plan;
- d. Specific food allergies must be shared with all staff that prepare and serve food; and
- e. A list of each child's allergies should be easily accessible for staff but not visible to those who are not parents or guardians of the enrolled child.

CHILDREN WITH SPECIAL NEEDS

Before admitting a student with special needs, we make sure that we can comfortably answer the following questions:

1. Does the child's disability require more care than we are reasonably able to provide?
2. Do we have the skills and abilities needed to do medical or other duties required for the child's care, or can we readily get those skills?
3. Is our facility equipped to meet the health and safety needs of this child?
4. Is the extra time we need to devote to caring for this child more than we can handle without putting the other children in our care at increased risk for illness, injury or without causing us to neglect their needs?

In deciding whether to admit a student with special needs, we meet with the child's parents and health care providers to discuss the particular needs of the child. This way we know the special requirements to meet and specific procedures to follow. This also give us an idea of how much time the child's special needs take. We also require written instructions for procedures, schedules for giving medicines and menus to meet any eating requirements. We hold periodic meetings with parents and health care professionals to talk about challenges, ask questions, and generally review the child's progress. This helps make sure that the child's special needs are being provided.

SNACK and LUNCH GUIDELINES

Families will provide daily snacks and lunch if the child stays in aftercare. All snacks and lunches need to meet the Certification Rules require that "each child's food shall be monitored daily to ensure that the food meets nutritional requirements as defined in OAR 414-300-0270" (See the Lunch Clarifications sheet).

Snack: Shall meet USDA Guidelines and shall consist of food or beverage from at least 2 of the following food groups: fluid milk; breads and grains; meats, fish, poultry or meat alternative (e.g., dried beans, yogurt, or cheese);

fruits and vegetables. No liquids other than milk and 100% fruit juices shall be counted as part of the daily nutrition. A snack shall not consist of only 2 beverages.

Lunch: Shall equal 1/3 of a child's daily nutrition needs. Every lunch shall meet USDA guidelines and shall include **one serving from each of the following groups**: fluid milk; breads and grains; meats, fish, poultry or meat alternative (e.g., dried beans, yogurt, or cheese). Each lunch shall include 2 servings of fruits and vegetables. No liquids other than milk and 100% fruit juices shall be counted as part of the daily nutrition.

There is a **\$5** fee if we must supply additional food to meet requirements. At lunch, we will supply milk. If your child has allergies or is lactose intolerant, please send a substitute. Please remember we are a **nut-free** school, so all food sent with your child must not contain nut products.

EMERGENCY MEDICAL CARE

In the rare event of an illness or injury that requires immediate medical care, you will be contacted immediately. If we cannot reach you, the person you have indicated on your child's Emergency Form will be contacted. If a serious accident occurs, we will call the paramedics and then call you.

EMERGENCY DRILLS AND EVALUATION POLICY

Emergency drills are held each month throughout the school year. Your child will learn the proper safety procedure for emergency situations such as fire and earthquake. If we do need to evacuate the building, we will gather in the upper parking lot and at the direction of the fire department or other emergency personnel the children may be moved to the Oswego Heritage Building across the street and could be picked up there.

PARKING LOT SAFETY

When arriving and departing please pay careful attention to children. Walk on designated walkways and hold children's hands. When driving look for children. Please park in designated parking places and turn off your vehicle when dropping off children and picking them up. Younger siblings should **NEVER** be left alone in your vehicle. Also, please respect reserved parking and handicapped parking.

SPECIAL CIRCUMSTANCES

Please let us know when things are changing at home. New babies, terminal illnesses, deaths, separation, divorce or any other traumatic situation usually shows up in unexplained behavior. We can help children deal with feelings and emotions when we understand what is happening in their lives.

DRESS

We play hard at school. Some learning experiences are messy. Please dress your child in washable play clothes. While we use paint smocks and washable paints, stains happen. Children sometimes get dirty on the playground. Rubber soled sneakers are safest for school. Outdoor play is an important part of our curriculum. Weather permitting, we will spend a part of each day outdoors. Please send **jackets**, hats, mittens, etc. each day. Sometimes days that start chilly and wet clear up and the class can play outdoors.

KIDS CLUB

This program is designed for families who need care for their child that have appointments, shopping, work or just want a little extra social time with friends. Children will explore through the outdoors, art, literacy, math, science and other learning centers. This program is a great extension to our morning preschool classes. Children in this program will bring a lunch from home. Enrichment club is Monday, Wednesday, and Friday from 12 pm – 2:00 pm. Parents will need to sign children up for this program at least 24 hours in advance to ensure a spot. The sign-up book is on the shelf at Parent's Corner. This program is decided yearly depending on the interest of that year.

CLASSROOM PETS

Your child's class may include a pet. They will be in good health, show no evidence of carrying any disease, and be a friendly companion to the children. If your child has pet allergies, please let the director know and a more appropriate pet will be chosen.

All animals will be kept in a clean approved cage or container and will be cared for as recommended by a veterinarian. They will be vaccinated if required.

Children will only handle pets under the direct supervision of a preschool staff member. They will be required to thoroughly wash their hands prior to handling animals and immediately afterward.

Only staff members will be responsible for cleaning cages when children are not around. This will not be done in the food preparation area and will be scheduled when children are not present.

All animal supplies will be kept out of the reach of children and stored separately from human food supplies and equipment.

PARENT COMMUNICATION

Parent/Guardian communication is mostly done through an app called Bloomz. This is a place to email your teacher see photos of your child's day, see the curriculum for the week and also see reminders. You will also have the opportunity to message other families in your classroom. This is a private group and needs an invitation to be part of. We ask that aunts, uncles, grandparents, etc. get any information or pictures needed from you. **This is a parent/guardian only group.**

ENROLLMENT AND TUITION

The annual tuition is based on the school year and can be divided into 10 equal monthly installments (August-May), unless enrolled in/after September then yearly tuition is split into 9 equal monthly installments (Sept.-May). Tuition is due in advance. The school depends on each month's tuition to pay each month's current expenses. Tuition remains the same and is not prorated for scheduled school holidays, absences, vacations, or when school is closed due to inclement weather. Please see the current tuition rates and tuition schedule.

Tuition is due by the 10th of each month. A late fee of \$25 is assessed on all tuition not paid by the 10th of each month. Non-payment of charges will be cause to ask you to withdraw your child from the school. Tuition is paid through Tuition Express which is an automatic withdrawal out of your bank account or credit card.

An overtime charge of \$1 a minute will be assessed for children who remain in our care more than 4 minutes after dismissal time. Consistent lateness will be cause to ask you to withdraw your child from the school.

Each child is enrolled for the entire school year or the balance of the school year. Please notify the Director **in writing** at least two weeks in advance to withdraw your child from the school. The Director will calculate prorated tuition if applicable. No refund of tuition can be made after May 1. Unless the Director has been notified you are responsible for tuition whether or not your child continues to attend.

CONFIDENTIALITY POLICY

CCEP is very sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. CCEP will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve.

Information regarding your child, billing and concerns in the classroom will only be shared and discussed with the parent or legal guardians of the child. Staff will not be able to share or discuss any information about any child in the program or any disciplinary actions, unless it is to the parent or legal guardian. Please refrain from talking about other students to other parents. We do have children with special needs in our program. We request that everyone be sensitive to this and not make judgements about children's behaviors. Thank you again for your support and understanding in this area.

IMPORTANT CONTACTS

Preschool Office 503-675-9120
Candace Ray, Director cray@ccparish.org

Church Office 503-636-5618
Preschool extension 12

Emergencies should be limited to calling to notify us that you will be a few minutes late picking up your child or that someone else will need to pick up your child and these arrangements have changed since you dropped them off.

Our attention needs to be focused on the children. Please call after 12:00 pm or leave a message on the office phone.

COMPLAINTS

We will always address every issue in a timely manner. Classroom issues should first be discussed with your child's teacher. If the issue is not resolved, please speak to the Director. Policy issues should be discussed with the Director. If your problem or complaint remains unresolved, it is your right to report it to the Oregon Child Care Division; 503-669-7112 ext. 267.