

# *Little Fishes Preschool*



## *Parent Handbook*

**Little Fishes Preschool  
348 SW Cherry Park Road  
Troutdale, Oregon 97060  
503-661-3370**

**<http://riveroflifelutheranchurch.com/littlefishespreschool.html>**

**[LittleFishesPS@gmail.com](mailto:LittleFishesPS@gmail.com)**

# Welcome to Little Fishes Preschool

## We believe...

- that learning occurs through play
- that early experiences have profound effects on a child's development and learning
- in using developmentally appropriate practices
- in providing a positive learning environment for children
- in connecting with children by listening and engaging them in conversation
- in using positive guidance techniques
- in providing a variety of literature and access to books
- in providing literacy activities that develop language, listening, pre-reading, pre-writing
- in providing opportunities for music through singing and instruments
- in providing daily physical exercise
- in providing exploration in math and science
- in establishing relationships and communicating with families
- in providing consistent and quality supervision and cleanliness

## Registration Requirements

The completed registration form, registration fee and annual curriculum fee must be submitted to reserve space in the class.

- Children ages 3,4 and 5 may attend
- Children must be 36 months at time of attendance
- All children need self-toileting skills at the time they start school
- Transportation is provided by the family
- Oregon state immunization form must be completed
- Monthly payments must be punctual
- Emergency Medical Release form must be completed

## 2018-19 Tuition & Fees

**Registration — \$50.00 (non-refundable)**

**Annual Curriculum Fee — \$100.00 (refundable with written notice prior to August 1)**

**Annual Tuition — \$1995.00**

Two options for payment:

1. Pay in full before 08/01/18 — \$1895.25 (5% discount)
2. 10 equal monthly payments — \$199.50/mo \* August 1, 2018 – May 1, 2019

### Tuition Payment Schedule

If you have chosen the monthly payment option for your annual tuition, your payment is due upon the first school day of each month. Tuition received after the 10<sup>th</sup> of the month will be considered late, and a \$25.00 Late Fee may be charged, unless prior arrangements have been made with Little Fishes Preschool. Please make checks or money orders payable to Little Fishes Preschool. A \$25.00 NSF Fee will be charged for returned checks.

**We are sorry, but cash cannot be accepted.**

#### Late Payment Policy:

We understand that sometimes unexpected circumstances arise that may cause a delay in your monthly payments. If this is the case, please contact the preschool director immediately to work out alternative arrangement. If you have not contacted us and worked out an arrangement, then your child may be dropped from our program.

#### Withdraw Policy:

In the event that you need to withdraw your child from the program, please let us know as soon as possible. **Refunds will only be given with a 30-day written notice, and the amount of the refund will be calculated based on the date of receipt of the written 30-day notice.** This allows us time to place another child into the class.

#### Extended Absences:

**Your tuition payments are required regardless of child's attendance.** If you plan to have your child out of the program for a week or more, please let the teacher know in writing, in advance.

## Scholarships

River of Life Lutheran Church provides a limited number of scholarships for qualified Little Fishes Preschool families. Please contact the director for more information.

## Daily School Hours

9:00am to 12:00pm Tuesday, Wednesday and Thursday

- Morning arrival time is 8:55am
- Morning pick-up time is 12:00pm

We generally follow the Reynolds High School calendar and preschool is usually held when Reynolds High School is in session. We ask your promptness in picking up your child. **Excessive late pickups may result in additional fees being charged to your account.**

## School Closures

- School closure information can be found on the television, radio, or the Reynolds School District website ([www.reynolds.k12.or.us](http://www.reynolds.k12.or.us)).
- A late start will result in no morning preschool.
- If there are more than 4 days closed due to snow, we will make them up at the end of the year. No tuition credit is given for snow days.
- In case of illness of the preschool staff or if the preschool is closed due to unforeseen circumstances, parents will be contacted by email no later than 7:30am with the cancellation announcement.

## Contact Information

**Preschool Telephone:** (503) 661-3370

We try to answer the phone, but our priority is with the preschoolers. Please feel free to leave a message. Messages will be returned within 1 school day.

**Email:** [LittleFishesPS@gmail.com](mailto:LittleFishesPS@gmail.com) Emails will receive a response within 2 school days.

## Immunizations

All children attending Little Fishes Preschool must show proof of current immunization status. Immunization records need to be turned in within the first two weeks of attendance. Children who do not have proof of current immunization status will be excluded from school in accordance with Oregon law. If you have questions as to which immunizations are required for school, or would like a list of clinics that offer free or reduced-cost immunizations, please see us or call your local health provider.

## Illness

Please do not send your child if he or she does not feel well, has a fever of 100 degrees or more, or has a contagious illness. When your child is ill, please notify us at 503-661-3370.

## Emergency Procedures

In the event of a personal injury involving your child, the teacher will assess the level of injury and administer the appropriate first aid. Should further care be required, a staff member will summon emergency personnel and contact the child's parents/guardians as listed on their registration form. Keeping these numbers current is very important. Please notify us of any changes in contact information.

## Important Dates for the 2018-2019 School Year

Sept 5: First Day of School  
Nov 21-23: No School \* Thanksgiving Break  
Dec 17 – Jan 1: No School \* Winter Break  
March 25-29: No School \* Spring Break  
June 6: Last Day of Preschool  
Sunday, June 9: Preschool Celebration

## **End of the Year Celebration**

In June, we will hold a preschool celebration. This is a time to celebrate the conclusion of the preschool year with parents, siblings and guests. We offer a short music performance and certificates of completion. We hold this celebration during our Sunday morning service time to allow our congregation to participate in this celebration.

## **Sign In**

Please sign in when you drop off and pick up your child. Be sure that every person who signs your child out is listed on the enrollment form. We understand that emergencies arise and others may need to pick up your child. In an emergency, please either call and leave verbal permission or send a note with the person picking up your child. Please inform us in writing of anyone who is **not** to pick up your child. If you would like to stay, please make arrangements with the teacher ahead of time.

## **Snacks**

A small healthy snack is served once during the preschool day. If your child has a food allergy, an alternate snack will be served. Every effort is made to assure that a child is not given a food to which they are allergic. Calling our attention to any allergies that your child has is strongly encouraged. We try to use seasonal fruits and vegetables.

## **Parties and Special Days**

We will have parties and special days built into our curriculum. Each child will be allowed to celebrate their birthday at school. If your child has a summer birthday, we will celebrate his or her birthday at another time during the school year. If you would like to contribute something special for snack that day, please speak with the teacher. Oregon law requires that all food brought in by parents must be store-bought and in the original container. We encourage you to be creative and bring healthy snacks such as fresh fruit or frozen yogurt.

## **Dressing for School**

Since the children will be painting and playing, please see that they dress appropriately. Please label and send coats, hats, gloves, boots, and other weather appropriate clothing as needed. For the safety of little toes, sandals need to fasten to the feet (no flip-flops, please). Each child needs to bring a change of clothes in case of an accident. Please put the extra clothes in a large zip-lock bag, labeled with the child's name.

## **Positive Guidance Techniques**

We use a three-step positive guidance technique. Our aim is to maintain an environment in the classroom where staff redirect behaviors that need to change, encourage appropriate behaviors, and encourage each child to "use their words" to talk through their feelings and verbalize what they want.

We believe in helping children develop inner control so that they can manage their behavior in a socially constructive manner. Steps to achieve this may include a brief separation from the group while discussing what went wrong and a better way to handle the situation, or it may involve a logical consequence of an action.

### Positive Guidance con't:

1. The first warning is verbal. For example, "It is not ok to stand on the chair. Chairs are for sitting on." Suggestions will be made as to what an acceptable alternative is. The teacher will follow through by observing or helping the child with the suggestion, and praising the child when the child takes the appropriate actions.
2. The second warning is a repetition of the verbal warning, accompanied by a gentle physical touch, such as taking the child's hand or placing a hand on the child's shoulder. The goal is to establish eye contact and maintain it during the warning, and attempt to redirect the child to a new activity. The teacher will accompany the child to the new activity, and stay with the child until the child has talked through their feelings and realize what the expectations of the classroom are, and the child has been given the tools to meet those expectations in the future.
3. The third warning requires that the child have some time away from the immediate group, and to remain there until he or she can return to the group, ready to follow the class rules. We do not use any kind of physical discipline. Once the child has calmed down and is ready to work through his or her feelings in regard to the immediate problem, the teacher will talk with the child in a calm voice, at the child's level.

## Dismissal and Withdrawal of Students

The following are reasons for which a student may be dismissed from our preschool:

- Abnormal physical aggression
- Extreme immaturity
- Excessive absences
- Persistent behavioral problems
- Abusive parental interference
- Unresolved negligence of tuition payment
- No self-toileting skills

When a parent withdraws a child from Little Fishes Preschool, the parent is responsible for notifying the Director.

### Withdraw Policy:

In the event that you need to withdraw your child from the program, please let us know as soon as possible. **Refunds will only be given with a 30-day written notice, and the amount of the refund will be calculated based on the date of receipt of the written 30-day notice.** This allows us time to place another child into the class.

### Extended Absences:

**Your tuition payments are required regardless of child's attendance.** If you plan to have your child out of the program for a week or more, please let the teacher know in writing, in advance.

## Curriculum

Our philosophy is that preschool children are at a developmental stage where they learn through play, social interaction, group activities and individual activities. It is the goal of Little Fishes Preschool to encourage children's development with activities and materials that are age appropriate. Our program provides experiences to nurture spiritual, creative, intellectual, physical, social and emotional growth.

### **Scope & Sequence**

Our curriculum Scope & Sequence is based on a two-year chronological exploration of the Old & New Testaments, inspired by the work of Kirsi Shepherd, and used with her permission. This framework helps children and their families understand God's Plan for Salvation, by connecting the history and prophecies of the Old Testament to their fulfillment by Jesus death and resurrection in the New Testament. Our themes and centers are intentionally designed to flow from and support this understanding. An example of our Scope & Sequence can be found at the end of this section.

### **Faith-Building**

It is our goal for each child to know Jesus as his or her loving Friend and Savior. The child will respond to this love through weekly chapel, prayer and in his or her daily relationship with other children and adults. In addition, we celebrate the major seasons and festivals of the Church year: Advent, Christmas, Lent and Easter.

### **Language Arts**

The language arts program helps prepare children for reading, speaking and writing. Activities are informal and introductory.

We work on listening to stories, speaking in general conversations, show and tell, dramatic play following directions, alphabet recognition, picture interpretation and story dictation.

### **Math**

Our curriculum introduces the basic math principles through counting, comparison, ordering and observing. The use of manipulative objects is an important part of the focus.

We work on recognizing shapes, matching sets, sorting, counting, classifying, ordering and patterning and numeral recognition of the numbers 1-20.

### **Science/Social Studies**

Investigation and experimentation are the basis of our science program. The children will have an opportunity to learn about their bodies and about God's world around them.

We work on personal data, family, holidays, neighborhoods, community workers, holiday traditions, careers and transportation.

### **Art**

Self-expression through a variety of media, methods and tools will be encouraged. Children will participate in activities that use paper, scissors, glue, paints, collage materials and playdough.

Art projects are also included as part of the curriculum, and are designed to teach directional skills and project completion.

## **Music**

Musical activities include singing, listening to music, moving to music and using rhythm instruments. It is our goal to enhance the enjoyment of music and teach beginning music skills.

## **Motor Perception/Daily Physical Activity**

Through motor perception activities and daily physical activity, we help the children develop awareness, motor control and coordination. Children will progress and grow at their own developmental pace.

Fine motor skills: cutting with scissors, tearing paper, manipulating objects and finger plays.

Large motor skills: jumping, running, throwing a ball, hopping, skilling, galloping and dancing.

Sensory motor skills: tactile table, playdough, art media and songs.

## **Social Skills**

In our program, the children learn to work as a team, learning to cooperate with others in a loving, Christian manner. Preschool age is a very formative time for children as they begin developing new relationships with other children and adults. Many values are learned and understood at this age.

## **Daily Schedule (example)**

8:55 – 9:05 am	Welcome! Choice Time at Centers
9:05 - 9:20 am	Opening & Bible Story
9:20 - 9:50 am	Choice Time at Centers
9:50 – 10:05 am	Writing Time (exploration of our letters & numbers)
10:05 – 10:25 am	Snack Time
10:25 – 10:35 am	Read-To-Self (exploration of our books) & Daily Prayers for each other
10:35 – 11:05 am	Recess 😊 (large motor skill exploration & games)
11:05 – 11:20 am	Calendar Time (exploration of counting, ordering, observations, special holidays, etc)
11:20 – 11:50 am	Choice Time at Centers
11:50 – 12:00 pm	Storytime & Closing

**Please let us know if you have questions regarding any of our curriculum – we love to talk about what we do!**



