



**Pathways Preschool**  
a ministry of  
Community Church of Sandy  
39290 Scenic St.  
Sandy, Oregon 97055

# Parent Handbook

# Welcome!

Welcome to Pathways Preschool! We are so excited to be a part of your child's adventure into school! We understand that a child's first experience in preschool can be both an exciting and uncertain time for parents and children. We promise to do everything we can to make this a smooth and enjoyable transition.

Pathways is a faith-based program committed to teaching children the foundational building blocks they will need to enter Kindergarten as well-equipped students. We are also committed to providing opportunities for children to explore the world's unique people and cultures.

Following you will find our philosophy on teaching the early learner, our policies and procedures, and a general outline of our routines. Of course, if you have any questions or need clarification, please feel free to call Brandy Goebel at 503-360-7207 Monday - Friday 8:00 am - 5:00 pm.

## **Hours of Operation:**

Tuesday - Wednesday - Thursday  
8:30 am - 12:30 pm

*\*Child must be 3 years old by Sept. 1*

*\*Children must be toilet trained. We are not equipped to diaper students.*

## **Admission:**

Before your child is assured a space in preschool the following must be turned in:

Registration Form

Medical Information Form

Immunization Record

Handbook Agreement

\$65.00 Registration Fee (\$50 per additional sibling)

**Monthly Tuition:**

\$185.00

There is a 10% discount for every child after the first if they live at the same household.

Tuition is due by the 5th of every month. There will be a \$25.00 late fee past the 5th. There will be a \$35.00 fee for checks that are returned.

**Late pick up fee:**

Parents will be charged \$1.00 per minute past 12:05 pm.

**Philosophy on Teaching the Early Learner:**

Children are a gift from God! They are endlessly curious and are able to learn at incredible speeds. Every day is bound to provide some new “thing” for a child, whether that’s an unexplored part of the world, a new word, a problem to solve, a person to meet, or an idea to explore. At Pathways, we teach with a holistic approach.

Each week will have a theme, letter and number that your child will learn about. We will take that theme and incorporate it into the majority of our activities, from math and reading, to Bible stories and science. This approach allows for ideas to be reinforced on many levels and shows children how the world around us is interconnected.

The teachers at Pathways are committed to helping your child grow academically, socially, and spiritually, using proven curriculum that meets Oregon state standards.

**Staff:**

All of our teachers and staff at Pathways have passed criminal background checks and hold current CPR/First Aid cards for children and adults. We continue to stay current on common practices and professional development.

**Open Door Policy:**

Pathways has an open-door policy. If, as a parent or legal guardian, you would like to stop in and observe your child you may do so at any time.

*[Covid-19 Update: Because of current guidelines and safety procedures, please phone ahead at the door so that we can do a temperature check and sign you in. You are required to wear a mask inside. This will take teachers away from their class, so please limit drop-ins if possible.]*

### **Pick-up and Drop-off:**

The only people allowed to pick your child up are those you have listed on the Registration form. If you need to have someone who is not listed pick your child up, you will need to call and speak with the Director. That person must have photo ID in order to have your child released to their care.

*[Covid-19 Update: When dropping off or picking up a child, you are asked to stay behind the Sign-In Desk and not come into the classroom.*

*Upon sign in, each student will have their temperature taken via a touchless thermometer at the forehead and will be administered hand sanitizer.*

*Please wear a mask and try to maintain social distancing anytime you are in the building.]*

### **Holidays and Closures:**

We follow the [Oregon Trail School District](#) for holidays . In the event of school closure or a two-hour delay for OTSD we will be closed. Holidays and scheduled days off will also be posted in the Preschool entrance.

### **Health:**

Each child must have an immunization record on file with the preschool as well as a medical release form. If your child develops any allergies (seasonal, situational, or food related) please let the Director know immediately.

It is also vital that staff be made aware of any emotional, social or behavioral issues your child may have. This will not negatively impact your child's enrollment. It will help staff meet your child's specific needs and work with the tools you are using at home or develop strategies to help your child's confidence grow as they build upon each success.

### **Illnesses:**

If your child has any of the following symptoms, they will not be allowed to attend school until symptoms have been clear for 24 hours:

Vomitting  
Fever over 100.0 f  
Diarrhea  
Unknown rash  
Pink eye  
Green mucous  
Head lice (child will not be allowed to return until they are free of all nits)

**[Covid-19 Update:** *If your child or anyone in your home develops symptoms associated with Covid-19 per the CDC symptoms list, they should be tested. ([Covid-19 Symptoms](#))*

***If you or your child has been exposed to anyone who has tested positive for Covid-19, contact the Director immediately. Your child will not be allowed to return to school for 14 days. We will supply craft supplies and activities to work on at home during that time if you choose.]***

### **Injuries and Emergencies:**

In the event that your child is injured while at preschool (beyond the minor scrapes and bruises that accompany childhood) you will be contacted immediately and asked to come and pick your child up. We will not transport children to a medical facility. If the situation requires it, 911 will be called.

All injuries and accidents will be documented in a notebook kept at the sign in/out area and you will be asked to initial that you have been notified of said injury.

### **Medicine:**

If your child requires medication, you must fill out a form that allows us to administer it. All medication will be kept in a locked box and away from children. We will NOT administer any medication to children without a written consent form.

### **Snacks:**

It is important for children to start the day with food in their bellies to fuel their brains! If you are unable to provide a breakfast for your child, please talk to the Director and we will make arrangements.

Mid-morning snacks will happen daily around 10:30 am.

Snacks will be provided by the school unless there are any dietary restrictions (vegan, gluten-free, etc) for your child, in which case it will be the parent's responsibility to provide a

snack. If you would like to contribute to our snack pantry, some suggestions are: fruit snacks or rolls, crackers, veggie chips, graham crackers, pretzels, etc. ***If there are any allergies in your child's class, you will be made aware to avoid any complications.***

### **Discipline Policy:**

Our number one priority is the safety and well-being of your child. If there is reason to discipline your child, the first step will always be to re-direct their behavior and explain the impact of their choices. If they continue to engage in disruptive, dangerous, or disrespectful behavior they will be given a "time-out." Our guideline for the length of a time-out is one minute per year of the child. If your child continues the negative behavior it may become necessary to call you.

Children are extremely attuned to what's happening in their home environment even if they aren't able to verbalize it. If there is a shift in the family dynamics or an increase in stress at home, it is very likely that your child may act out. If you or your family are experiencing this kind of shift, please make staff aware that there is added stress happening so that we can better meet your child's needs. We believe that we are in partnership with your family and want to serve you and your child in the best ways possible.

### **Backpack and Extra Clothing:**

Your child will be assigned a backpack hook or cubby. We ask that your child's backpack be checked every night. They will come home with crafts, worksheets, etc. daily, not to mention the bugs and flowers that kids notoriously pick up when they play outside.

We also ask that your child's backpack contain 1 extra outfit, including pants/shorts, shirt, socks, and underwear stored in a gallon-sized Ziplock bag. Check this periodically to assure the clothes are still seasonal and fit.

Please write your child's name on the backpack, clothing, and any other item you don't want to get lost in the shuffle.

### **Toys from Home and Show and Tell:**

We will provide one Show and Tell day a month for children to bring in a special toy or object from home. Beyond that, please leave toys at home, as they can be highly distracting and cause avoidable discipline issues.

***[Covid-19 Update: Due to Covid-19, Show and Tell will not be happening until further notice.]***

### **Birthdays:**

Birthday celebrations are wonderful! We want to honor each child for their birthday. We will celebrate birthdays once a month as a class with a special snack provided by the preschool.

In order to celebrate each child individually, we would like each child and their family to create a poster board with some of the following included: A picture of the child (with or without family), their name, birthdate and age, pets, favorite food, favorite thing to do, what makes them special. Feel free to add whatever else you'd like and decorate your heart out! These posters will be featured for the month of their birthday. We ask that you have them turned in as close to the start of the month as possible.

For children whose birthdays happen in September, we will celebrate you along with our October birthdays and if your birthday is in June, July, or August, we will celebrate you in the month of May!

If your budget is tight please talk to the Director.

### **Field Trips:**

Every year we look forward to exploring the world and community around us. Hands-on activities allow for even greater learning. We will make a few trips throughout the year. Possible places we'll go: Pumpkin Patch, Fire Station, Library, Zoo, Local Assisted Living Facility... the possibilities are endless!

Field trips will be announced ahead of time and parents must provide or arrange for transportation.

*[Covid-19 update: Field trips are postponed at this time.]*

### **Example of Monthly Themes:**

September - New Beginnings; Friends and Family;

October - Farm Animals; Apples and Pumpkins; Spiders and Bugs; Fire Safety

November - Pilgrims and the Mayflower; Thankfulness; Turkeys; Recycling

December - Christmas Around the World; Giving

January - Snow and Ice; Martin Luther King Jr.; Hibernation; Healthy Foods

February - President's Day; Valentine's Day; Friendship; Dentists and Teeth

March - Read Across America and Dr. Seuss; St. Patrick's Day; Rain and Rainbows

April - Easter; Earth Day; Baby Animals; Police Officers

May - Flowers; Mother's Day; Life Cycles; Asian Celebration; Cinco de Mayo

**Example of Daily Routine:**

8:30 - 8:45 Arrival/ Check-In/ Table Work  
8:45 - 9:00 Calendar/ Weather/ Music and Movement  
9:00 - 9:15 Bible/ Social-Emotional Learning (SEL)  
9:15 - 9:45 Center Choice  
9:45 - 10:00 Bathroom Break and Snack  
10:15 - 10:45 Phonics/ Literacy  
10:45 - 11:15 Craft  
10:45 - 11:00 Math/ Science Activity  
11:00 - 11:30 Center Choice  
11:30 - 11:45 Journal Time  
11:45 - 12:00 Stories at Carpet  
12:00 Pick Up

**Student Supplies:**

We will provide each a caddy for each child to hold their own supplies. Parents are responsible to provide the following:

- Safety scissors
- Crayola crayons (16-pack)
- Ticonderoga No. 2 pencils (5 - Pre-sharpened)
- Washable thick Classic Crayola markers
- Fine-tip Dry erase markers (3 - either black, blue, green, red or combination)
- Elmers Glue sticks (5)

***The following supplies will be for use in the classroom and with Teacher supervision:***

- Sanitizing wipes for surfaces (1-2 containers)
- Hand sanitizer with at least 60% alcohol

Please label supplies with your child's name.

As the year progresses, you may be asked to help replenish supplies. We will do our best to give adequate warning when supplies are running low.

**Concluding Thoughts:**

I know that this year provides a new set of concerns for parents as we continue to deal with the threat of the Corona Virus. It is my promise to you that we will do everything we can to assure you and your child's safety. If you have any questions or concerns, please contact me and we can arrange a time to address them together. This is an exciting and fun time in a child's life and while we have to be mindful of social distancing and hand-hygiene even more than normal, I am excited to get to know you, your child, and your family and, together, make this a great year for learning and growing!

Thanks!

Brandy J. Goebel  
Pathways Preschool Director and Teacher  
503-360-7207