



Pathways Preschool

a ministry of
Community Church of Sandy

39290 Scenic St.
Sandy, Oregon 97055
Parent Handbook

Parent Handbook

Welcome!

Welcome to Pathways Preschool! We are so excited to be 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 971-380-5425

Hours of Operation:

Tuesday, Wednesday, Thursday
8:30 - 12:00

Admission:

**Children must be 3 yrs. old by Sept. 1*

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

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:

\$190.00 per month

There is a 10% discount for every child after the first if they live in 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 12:10

Philosophy on Teaching the Early Learner:

At Pathways Preschool children have opportunities every day to explore the world around them through art, music, and play. We are committed to providing children a safe space to learn how to appropriately express themselves and relate with others while they gain the skills they will need for academic success.

Each month we will begin a new unit which will be incorporated into the majority of our activities, from math and reading, to Bible stories, science, and art. 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.

We are equipping little people to make a big impact in this community and beyond!

Staff:

All of our teachers and volunteers are registered with Oregon state's Early Learning Division's Office of Child Care Central Background Registry. All paid staff also hold current CPR/First Aid cards for children and adults. We continue to stay current on common practices and professional development within early childhood education.

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.

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. The exception will be if Welches School is the only one with a two-hour delay, we will continue to have school. 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 or develop. This 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:

Vomiting

Fever over 100.0 f

Diarrhea

Unknown rash

Pink eye

Green mucus

Head lice (child will not be allowed to return until they are free of all nits)

Injuries and Emergencies:

In the event that your child is injured while at preschool (beyond minor scrapes and bruises) 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 and signed by a parent or guardian. These documents will be kept in your child's file.

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 group, you will be made aware to avoid any complications.

Please, no popcorn! It remains a choking hazard for preschool-age children.

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 redirect 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 and 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, underwear, and shoes stored in a gallon-sized Ziplock bag. ***Extra clothing is needed not only for possible bathroom accidents, but also art and science projects that get messy or snacks that are spilled.***

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:

Please leave toys at home, as they can be highly distracting and cause avoidable discipline issues.

Birthdays:

Birthday celebrations are wonderful! We want to honor each child for their birthday. We'll 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 July or August, we will celebrate you in the month of June!

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. Sometimes we will go on field trips and sometimes we will have special guests in our classroom (i.e.: beekeeper, dentist, etc.)

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

Example of possible Monthly Themes:

September - All About Me; Introduction to School

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

November - Thankfulness; Turkeys; Recycling

December - Christmas Around the World; Giving; Birth of Jesus

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

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

March - St. Patrick's Day; Rain and Rainbows

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

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

June - Dinosaurs; Gardens; Ocean Life

We do an extended art unit beginning near Spring Break. This unit will focus on a few famous artists as well as several different art mediums. We will be doing cultural studies during this time as well, learning about the countries that the artists are from, the food they eat, their cultural practices, and maybe even a few words in the language. This is an exciting time for students as they begin to really see how big the world is. Finally, in May we will hold our Annual Art Show where children will have their art from this unit on display. It is a gala event to be sure!

Example of Daily Routine:

8:45 - 9:00 Students arrive and do independent drawing at their desks
9:00 - 9:30 Learning Circle
9:30 - 10:00 Center Time
10:00 - 10:30 Recess (outside or upstairs)
10:30 - 10:45 Snack Time
10:45 - 11:00 Art or Science
11:00 - 11:30 Circle Time
11:30 - 11:45 Fine Motor Journal
11:45 - 12:00 Learning Circle Round-Up and Dismissal

Student Supplies:

The Registration Fee you supply when you enroll your child pays for their school supplies. They will be purchased by Pathways Staff. Your child will have access to their own box of supplies kept in their cubby.

As the year progresses it's possible we may request that parents donate high-use items.

Concluding Thoughts:

I know that this time of life can be both exciting and nerve-wrecking for parents as they watch their children step into the world. If you have any questions or concerns, please contact me and we can arrange a time to address them together. 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