



Wildflower Preschool

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LEARNING CENTER

## Parent Handbook 2024-2025

Thank you for choosing Wildflower Preschool and Learning Center  
to nurture your child's growth.

# About Wildflower Preschool

Welcome, we are so grateful to have you and your family here with us at Wildflower Preschool!

## **Mission Statement:**

Our mission is to create a love for learning by providing a nurturing and educational environment for three-to-five-year-old children within our community.

## **Vision**

Our vision is to be a place where all children can access early learning opportunities.

## **Board of Directors**

Wildflower Preschool is a 501(c)(3) nonprofit organization. We are governed by a Board of Directors made up of both currently enrolled parents and community members. Our organization's teachers are non-voting members of the board. It is the responsibility of the Board to set policies, manage the budget, and make sure that Wildflower Preschool adheres to the mission statement and vision of the organization.

## Contact & Communication

We are using the Remind Application as our messaging system. Please ensure notifications are turned on for this application and/or that you are accepting text messages from the Remind messaging system.

Website: [wildflowerpreschool.org](http://wildflowerpreschool.org)

General Email: [info@wildflowerpreschool.org](mailto:info@wildflowerpreschool.org)

Phone Number: (971) 267-5166

Located inside Amity United Methodist Church, 203 Nursery St SE, Amity, OR 97101

<b>Position</b>	<b>Name</b>	<b>Email</b>
Head Teacher	Stacy Armstrong	<a href="mailto:teacher@wildflowerpreschool.org">teacher@wildflowerpreschool.org</a> 503.250.1738 (text or call)
Assistant Teacher	Crystal Hayes	
<b>Board Members</b>		
President	Taralyn Varnum	<a href="mailto:registrar@wildflowerpreschool.org">registrar@wildflowerpreschool.org</a>
Vice President	Shelly Nichols	<a href="mailto:shelly@wildflowerpreschool.org">shelly@wildflowerpreschool.org</a>
Treasurer	Dani Higgins	<a href="mailto:Dani@wildflowerpreschool.org">Dani@wildflowerpreschool.org</a>
Secretary	Kellie Burger	<a href="mailto:kellie@wildflowerpreschool.org">kellie@wildflowerpreschool.org</a>
Member	Lindsey Duke	<a href="mailto:lindsey@wildflowerpreschool.org">lindsey@wildflowerpreschool.org</a>

# Calendar

School starts September 9th, 2024 and ends May 22nd, 2025.

School Days are Monday-Thursday

Sprouts            Mon-Thur        8:15am - 11:15am

Seedlings        Tue-Thur        12:15pm - 2:45pm

## Holidays

Closed during the Following Breaks:

Fall Break, Nov 25th-Nov 28th, 2024

Winter Break, Dec 23rd- Jan 2nd, 2025

Spring Break, March 24th-27th, 2025

Closed on the Following Holidays:

Veteran's Day, Nov 11th, 2024

Martin Luther King, Jr. Day, Jan 20, 2025

Presidents' Day, Feb 17, 2025

## Emergency Closures

We will be following the Amity School District Emergency Closure calendar. If a closure occurs, days will not be made up.

# Program Descriptions

## Sprouts

For children age 4 before or on September 1st. Traditionally referred to as 'Pre-Kindergarten.' This class meets four days a week, Monday - Thursday, from 8:15 to 11:15 in the morning. All children must be potty trained prior to enrolment.

## Seedlings

For children age 3 before or on September 1st. Traditionally referred to as 'preschool.' This class meets three times a week from 12:15 - 2:45 in the afternoon Tuesday-Thursday. All children must be potty trained prior to enrolment.

# Admissions & Related Policies

Wildflower Preschool admits students of any race, color, national and ethnic origin with all the rights, privileges, programs and activities generally accorded or made available to students at the school.

In order to attend Wildflower Preschool, parents must acknowledge and adhere to the following:

1. Behavior Policy. Child will comply with all the rules and regulations of the school and may not be disruptive to the class as a whole. See below for policy.
2. Health Policy. A current copy of your child's immunization record must be submitted with registration and be kept on file in accordance with the Oregon State law. Keep the child home when sick. See below for policy.
3. Maintain Open Communication with Teacher. We ask to address any issues or concerns with the teacher directly. This meeting should be scheduled at a separate time outside of classroom time.

4. Students must be potty trained to attend, no pull ups or diapers are to be worn. While accidents happen, we are not equipped to change students. If the issue persists, we will schedule a meeting to discuss potty training issues.

### **Withdrawal Policy**

We ask for a 30 day written notice if you plan to unenroll your child.

## **Tuition**

Tuition costs include a \$10 snack fee and a \$10 materials fee. Initial first month tuition will be collected to reserve your space in the program, as well as the registration fee. Monthly tuition is due the first of every month. Tuition will be collected September 2024 through May 2025. Tuition in full may be paid in advance at a 5% discounted rate. Scholarships based on financial need are available.

### Monthly Tuition costs:

Sprouts	\$260/month
Seedlings	\$195/month

### Tuition Paid in Full:

Sprouts	\$2223/year
Seedlings	\$1668/year

### **Payment Methods**

In order to complete your registration and reserve your child's place in our program, please choose your preferred method of payment. You may change your method of payment at any time.

### **Options:**

1. Cash or Check made payable to Wildflower Preschool and Learning Center in person. A \$15 fee will be assessed for bounced checks.
2. Pay online through Quickbook Invoice, automatic recurring payment available.

### **Late Payment Policy**

Monthly tuition is due the first of every month. A late fee of \$15 will be incurred if tuition is received more than 5 business days past due.

If you are more than 30 days late, your child will not be able to attend until tuition is paid to date.

### **Siblings**

Parents with multiple children enrolled at Wildflower Preschool receive 5% off additional tuition.

### **Registration Fee**

We are a small nonprofit created by a group of women in Amity, Oregon who are passionate about providing early learning opportunities for our community. We are asking for a \$75 non refundable registration fee for the 2024-2025 school year. Funds will go towards start up costs and supplies to continue to grow our program. Please visit our wish list for learning resources on our website [wildflowerpreschool.org](http://wildflowerpreschool.org).

### **Scholarships**

If you are facing financial hardship that could prevent your child from being able to attend our program, please indicate how much you are able to contribute towards tuition each month. We will contact you with scholarship application information.

## Late Pick Up Policy

Children are required to be picked up from preschool at the end of the preschool class. If a child is not picked up by the time that the school closes (see below), a \$15.00 fee will be assessed for every 15 minutes a child is picked up late. A board member will be contacted to stay with the child and action will be taken to contact emergency numbers on file. If a parent is unable to pick up their child on time, please contact the teacher to make arrangements.

Sprouts 8:15 am- 11:15 am. At 11:30 am, an additional \$15 fee will be assessed.

Seedlings 12:15-2:45 pm. At 3:00pm, an additional \$15 fee will be assessed.

## Health Policy

Attending preschool can increase your child's risk for exposure to illness. Your child's health and safety is our number one priority. In order to decrease everyone's risk level we ask you to keep your child home due to illness if any of the following symptoms occurs:

- Runny nose with yellow or green mucus
- Congested cough
- Sore throat
- Red or discharging eyes
- Vomiting or diarrhea in the last 24 hours
- Temperature of 100F (must be fever free for 24 hours before returning to class)
- Skin eruptions, rash or inflammation
- Signs of listlessness or weakness
- Head lice

**A child will be sent home if any of the above symptoms should arise while at school.**

If your child gets a communicable disease it is important that all other families are informed of possible exposure. If your child has been diagnosed with any of the following **please make us aware** (all your information will be kept confidential):

- Head Lice
- Pink Eye
- Impetigo
- Chicken Pox
- Ringworm
- Scabies
- Measles
- Mumps
- Hand Foot & Mouth
- Positive COVID test

# Preventing Communicable Disease

Viruses often get spread prior to any symptoms showing up. This means that none of us really know when we have been exposed to a virus until we have symptoms. Not everybody who gets exposed to a virus will get symptoms. Someone can pass a virus on without ever exhibiting symptoms themselves. So, here is a reminder of precautions that we can each take and encourage kids to take in order to minimize risk. From Oregon Health Authority:

1. Stay home while you are sick.
2. Cover your coughs and sneezes with a tissue and then throw the tissue in the trash.
3. Wash your hands often with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
4. Avoid close contact with people who are sick.
5. Avoid touching your eyes, nose, and mouth with unwashed hands.
6. Clean and disinfect surfaces that are often touched.

## Wildflower Preschool Behavior Policy

At Wildflower Preschool, we are committed to creating a nurturing and respectful environment where every child can thrive. Our behavior policy is designed to foster positive behavior, encourage social skills, and ensure the safety and well-being of all children.

### Core Principles

1. **Positive Reinforcement:** We emphasize positive behavior through encouragement and praise. Recognizing and celebrating achievements helps build self-esteem and encourages good behavior.
2. **Clear Expectations:** We provide children with clear, consistent rules and expectations to help them understand appropriate behavior and the importance of following guidelines.
3. **Respectful Environment:** We model and teach respect, kindness, and empathy. Our goal is to create a supportive atmosphere where every child feels valued and understood.

### Behavior Guidelines

1. **Respect for Others:** Children are expected to show respect to their peers, teachers, and themselves. This includes using polite language, sharing, and listening when others speak.
2. **Safe Play:** Children should engage in safe and constructive play. Physical aggression, such as hitting, pushing or biting, is not tolerated. We encourage children to use words to express their feelings.
3. **Following Directions:** Children are expected to follow directions from teachers and staff. This helps ensure a smooth and organized learning environment.

### Discipline Procedures

1. **Redirection:** When inappropriate behavior occurs, teachers will first use redirection to guide the child towards more appropriate behavior. This involves gently steering the child towards a different activity or behavior.

2. **Natural Consequences:** In cases where redirection is not effective, natural consequences may be applied. For example, if a child is not sharing toys, they may need to play with a different toy.
3. **Time-Out:** For more serious or persistent behavior issues, a brief time-out may be used. This provides the child with a moment to calm down and reflect on their behavior.
4. **Behavior Plans:** For recurring behavioral issues, teachers will work with parents to develop an individualized behavior plan. This plan will outline specific strategies and goals to address the behavior.

### Communication with Parents

1. **Open Dialogue:** We believe in maintaining open lines of communication with parents. If behavioral concerns arise, teachers will discuss them with parents to work together on solutions.
2. **Behavior Reports:** Updates on behavior and social development will be provided to parents as needed. This helps keep everyone informed and involved in the child's growth.
3. **Support and Resources:** We offer resources and support to help parents address behavioral concerns at home. This may include recommendations for additional support or strategies to reinforce positive behavior.

### Grounds for Dismissal

While we strive to address behavior concerns with support and intervention, there are circumstances where dismissal from the program may be necessary. Grounds for dismissal include, but are not limited to:

1. **Repeated Violent Behavior:** Persistent physical aggression or harm towards others despite intervention efforts.
2. **Severe Disruption:** Continuous disruption that significantly impacts the learning environment and other children's experiences.
3. **Non-Compliance with Policies:** Failure to adhere to the behavior policy despite ongoing support and communication.

### Dismissal Process

1. **Documentation:** All incidents leading to dismissal will be documented, including the nature of the behavior, intervention attempts, and communication with parents.
2. **Meeting with Parents:** Before any dismissal decision, a meeting will be scheduled with the parents or guardians to discuss the issues, review documentation, and explore any final intervention strategies.
3. **Final Decision:** If dismissal is deemed necessary, the decision will be communicated in writing to the parents or guardians, detailing the reasons for dismissal and the effective date.