

**Preschool  
Parent Handbook  
2022-2023**



## **Enrollment/General Info:**

**Every child is welcome to attend Lotus Heart Preschool regardless of race, color, gender, religious background or ethnic/national origin.**

**Prior to enrollment we ask that prospective families come and visit our school. (Please call or email to set up an appointment.)**

**Before the first day of attendance all enrollment forms must be completed, and the non-refundable registration fee of \$75 paid. This fee, in addition to ensuring your child's place in the school, is used for school costs such as liability insurance and classroom supplies.**

**When registration is completed, your child is officially a student at Lotus Heart Preschool!**

## **Hours of Operation:**

School hours are Monday – Friday, 9am - 1pm.

We have part time classes 2 or 3 days/week and full time 5 days/week. The school year will operate September through May. Exact start/end dates will vary slightly year to year and will be announced as soon as possible.

We usually offer a summer schedule/summer camp, which will be available in the spring, usually by mid April and will vary from year to year.

Hours will be the same as the school year 9am-1pm.

## **Normal School Closures:**

Lotus Heart Preschool follows the Portland Public School system calendar for holidays. This means that we will be closed for national holidays that fall on a

Monday, Veteran's day, Thanksgiving weekend (Wed-Fri), as well as winter and spring breaks. Please see the school district calendar for specific yearly dates. [www.pps.net](http://www.pps.net)

## **Tuition:**

Registration Fee (non-refundable): \$75 Monthly

Rates: 5 days \$640, 3 days \$425, 2 days \$340.

Tuition is due by the 5<sup>th</sup> of each month. Please write a check to the school name. Contact me for other arrangements.

If your child is enrolled in the middle of the month your bill will be prorated into a daily rate for that month.

A fee of \$15 will be assessed for late tuition payments.

Returned checks will be assessed a \$20 fee.

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Payment arrangements may be made with advance approval.

Tuition cannot be prorated or refunded for absences due to illness/child being on vacation/weather closures, etc. PPS inclement weather closures will not be prorated or refunded. School holiday and break closures are included in tuition and are not prorated.

Tuition will be credited for school closure due to teacher illness.

### **Withdrawal:**

We ask that an advance notice of 2 weeks be if you choose to withdraw your child from our program at any time prior to the end of the calendar school year.

Any tuition paid is non-refundable.

### **Arrival and Departure Procedures:**

Our school day begins at 9:00am. We are currently holding drop off/pick up on the porch outside the classroom and cubbies are on the porch as well.

If you will be late or your child is not attending for the day, please call and let us know as soon as possible. You can send a quick text to my cell phone as well. 541-214-9505

When picking up your child, please remember that school ends at 1:00pm.

A late fee may be assessed if you are late picking up your child at the rate of \$1 per minute, beginning at 1:15pm.

If you are behind schedule, please call and let me know as soon as possible.

If someone other than yourself or a person on your registration form with permission to pick up will be picking up the child, you must notify us and the person must have his or her state issued ID. I CANNOT release a child to a different person without permission and ID (If I have not previously met them) regardless if it is a family member or not.

If a person who is not on your pick-up list will be coming, please add them to your list prior to them picking up your child.

Drop off: Normally I would be telling you to come in to the classroom in the morning and hang out with your child and get to know the other parents - I am so sorry I cannot do that this year!

Drop off will be a much quicker process, however, I

am very aware these are preschoolers and some have not been in a school setting. Some of them will be overjoyed and ready to play, and others will be apprehensive and shy or scared, or just not ready to say goodbye to you. If you need to take extra time with your child at the porch, in the front yard, over at the park, or in your car, that is just fine. You know your child best, please do whatever you need to make them feel comfortable and have a great day.

Establishing a routine of how many minutes you will stay or what will happen first/next/last can be really helpful.

When ready to drop off:

Cubbies will be outside on the porch, please put away belongings and then I will check in with you and your child.

As the weather turns, please dress your child in warm layers and send rain gear. Mornings can be cold, afternoons can be hot, and rain can come at any time.

Pick up: I will dismiss children to you at the door one by one at the end of the day. Alternately we may be outside on the porch waiting for you if we have just returned from the park.

Pick up should be complete and the school will be closed with everyone leaving by 1:20pm.

\*I encourage you to introduce yourself and get to know each other, hang out with your kids at the park after school and have play date outside of school. Lotus Heart strives to create community, I hope for families to connect and make friendships with one another!

\*During drop off/pick up, please be mindful that the school is the children's space, and keep any conversations child appropriate. (politics, covid, news, etc, can all be unsettling to children and are adult topics and unique to each family, thanks!)

## **Snacks & Meals:**

At this time, all food will come from home. Please send a lunch box with 4-5 healthy growing foods, high in protein and low in sugar. Nutrient dense foods to sustain kid's high level of activity are best. Some examples are: sandwiches, trail mix, cheese, nuts, no/low sugar yogurt, tortilla wraps, sushi rolls,

granola, fruits, and vegetables. Usually parents get great ideas from each other for packing lunches! I cannot refrigerate lunches, please send an ice pack if needed. I cannot heat up lunches, warm up and send in a thermos if needed.

Please send a water bottle from home daily. Normally I would encourage you to leave one at school, but with extra sanitation measures you might choose to take it home daily for washing. Make a habit of just adding the water bottle to the lunch if that helps with remembering. With all of our outside time, it is crucial your child has a water bottle at school each day. (If you need to leave a clean empty one in the cubby- go for it!)

I will advise via email if there are any nut or other serious allergies to be aware of. (Currently there are not)

## Soup Day:

Soup day is cancelled until further notice due to Covid regulations. Here is the description if we are able to reinstate it during this school year:

Once a month the class participates in Soup Day. We ask that each child bring a vegetable to share and add to our pot of soup. We will chop and prep together, and we invite parents to eat with us at 12:35pm. Please send your child with a full lunch as usual on soup days. Dates will be sent out for the year with the calendar and reminders sent out the week before.

## Yoga Day:

Leslie Wilda, of Yoga Playgrounds joins us 2 times a month for a 45-minute guided yoga class.

[www.yogaplaygrounds.net](http://www.yogaplaygrounds.net)

We will also be practicing yoga on our own as part of circle time.

## **Special Visitors:**

Depending on an individual child's needs, there may be other teaching professionals such as speech, occupational, physical, or play therapists, and educational assistants in the classroom. They are licensed professionals usually contracted with an individual family rather than with the school.

## **Holiday/Birthday Celebrations:**

Part of our curriculum focuses on the seasons and the cycles of the earth. For Holiday time, we will emphasize autumn and harvest time rather than Halloween. For winter, we will focus on subjects such as hibernation and the weather and changes of the season, rather than Christmas or other religious holidays. We will talk about these holidays and how they relate to the children's lives or cultures, but we won't celebrate them in class per-say.

To celebrate your child's birthday we will sing to them and make them a birthday crown if they wish, and encourage them to choose a special activity or game for us to play together. Families may send a snack to share for their birthday- please opt for fruit or a no/low sugar cracker/muffin/etc option rather than a sweet treat or candy. Please do not send juice boxes.

## **Outdoors/Park/Garden:**

It is part of our curriculum to take time outdoors every day. We will play outside more than usual this school year! During normal weather in all seasons we will visit Pendleton Park grounds daily. We will also visit the Vermont Hills Community Garden adjacent to the park behind Vermont Hills Church weekly during the fall and spring growing season.

In extreme winter weather we will still have time under our covered porch for some fresh air.

Inclement Weather: PPS will make the call about school being open or closed if there is snow or freezing rain. They usually do so the night before or by 6:00am. I will let you know asap if there is a closure or delay.

### **Parent/Teacher Communication:**

I strive to keep constant lines of communication open to discuss your child and their life at school.

I will be available at the end of each day to talk briefly with parents about their child's day. This year, any conversation longer than a couple of minutes will have to be done after hours due to the logistics of drop off and pick up this year.

If a parent or teacher needs a longer conversation, we

will set up a time for a phone call, longer meeting, or communicate by email.

At anytime if you have questions or concerns, please feel free to call or email and I will respond as soon as possible.

### **What to bring/wear:**

Please dress your child in play clothes. We will paint, garden, experiment, and participate in several activities that may get on a child's clothes. Our paint is generally washable, but for peace of mind, please send them in clothes that can get messy. I will provide art smocks to use, children will be asked but not forced to wear them.

Each child will have a cubby and we ask that you have 1-2 complete changes of clothes for them. Keep in mind we will go outside every day. Warm layers, rain

gear including rain pants, boots, gloves, and hats are essential. Please label all of your child's clothes.

## **Toilet Training:**

Children must be toilet trained and comfortable using the toilet. Please bring an extra change of clothes in case of an occasional accident. If accidents are frequent, the teacher will request a conference with the parent to address the situation. Children train in their own time and this process is greatly respected and cannot be rushed. Lotus Heart simply does not have the facility available to change diapers or care for regular accidents.

## **Discipline and Guidance:**

**At Lotus Heart Preschool, we practice positive guidance and discipline. We strive to ask children what they can do rather than what they cannot.**

**Children will be encouraged to communicate with each other and resolve their conflicts with one another. Using our “6 step conflict resolution guide” we will assist children in finding out what the problem is and how it can be resolved. Children are intelligent and creative and can usually find effective solutions to their problems with little adult intervention.**

**We strive to create a positive atmosphere where children can be their unique selves. Teacher guidance will assist children in positively expressing their frustrations, showing respect for others, and developing self-control. Our motto is that our**

classroom is a family and we care for one another above all else: A friend is always more important than a toy or object, and hurting the feelings of another hurts your own heart. In this way we work to create a tight knit, supportive group of friends that build each other up and help one another be their best, caring self- and in this way, one friendship at a time, we build a better world for all of us!

Children will be redirected from inappropriate behaviors and clear consistent classroom rules will be in place. If such redirection is not working, the child will be asked to help the teacher in a meaningful task. The child may also be asked to “take some space” on the reading couch to look at a book and refocus. This is not the typical “time-out” scenario or punitive, just a momentary chance to reconnect.

If a child’s behavior is extreme and consistently

disruptive or becomes unsafe for them selves or others, the parent will be contacted and the child may be asked to go home early.

A parent/teacher conference will be scheduled to discuss the behavior and together we will create an action plan. If the behavior continues without resolution or if any conduct results in seriously harming a child or adult, Lotus Heart Preschool reserves the right to terminate enrollment for that child immediately.

## Contact Info:

Teacher: Brynn Anderson

Address: 5406 SW Iowa St.

Portland, OR 97221

Phone: 503-452-6148 ( school office phone)

Cell: 541-214-9505 ( please use this private cell number to communicate about anything during the school day as I will not have a chance to check the school voicemail)

Email: [teacher@lotusheartpreschool.com](mailto:teacher@lotusheartpreschool.com)

Website: [www.lotusheartpreschool.com](http://www.lotusheartpreschool.com)

## Illness Policy:

(This is the general illness guide. Covid specific rules and protocol are listed separately afterwards)

Please keep your child at home if they have any of the following:

- Fever above 99 degrees
- Constant runny nose of any color
- Constant or fluid cough
- Diarrhea
- Vomiting
- Yellow, green, or crusted discharge from eyes or ears
- Head lice or nits
- Skin rashes
- Open wounds with blood and/or pus

\*Your child must be free of symptoms for a minimum 48 hours before returning to school. If in doubt, please keep them home and err on the side of caution. This policy is for everyone so that we maintain a healthy classroom space.

\*If your child has an illness that requires antibiotics such as strep throat, your child must have had the medication for a minimum of 48 total hours prior to returning to school. If they don't feel well even after this time period, please keep them home. Diarrhea as a side effect to antibiotics still needs to be treated as infectious and the child must stay home.

\*Your child home must stay home for 48 hours after any vaccines to monitor for fever and/or side effects. This is a new cdc rule as vaccine side effects can mimic illness with symptoms such as fever. Schedule shots accordingly in order to miss the least amount of school. If fever or other symptoms appear, keep your child home until 48 hours after fever resolves and other symptoms are not a concern.

<https://vaers.hhs.gov/reportevent.html> is the reporting website if your child has a side effect/complication after vaccination.

\*For head lice, your child must be NIT-FREE before returning to school. Please wash all clothes, cloth items, toys and car seats.

If your child is acting lethargic, unusual, or just “not themselves” please keep them at home, as this behavior is often a pre-cursor to illness.

At school we will practice effective hand washing, covering coughs & sneezes, and nose wiping.

Children will be asked to wash hands upon arrival each day, choosing their own hand towel for the day. They will also wash hands before and after eating, toileting, and wiping nose or putting hands in mouth.

We will notify all families in the event of a major illness in the school. (Strep, Hand/foot/mouth, chicken pox etc)

You will be notified to pick up your child as soon as

possible if they become sick during school hours.

You will be asked to take your child home if they appear to be too ill to be at school or have a fever upon arrival. They will need to remain home for 48 hours before returning.

### **Medications:**

Medications can be administered to a child only by the teacher or parent. The parent of a child that needs medication during school must fill out an authorization form and provide medication in its original container with instructions for use.

### **Emergencies/Accidents:**

If a child requires medical treatment, 911 will be called and parents will be immediately contacted. If necessary, the child will be transported to the nearest

or preferred hospital. If the parents cannot be reached, emergency contacts will be called while we will continue to try and reach you.

Lesser accidents that do not require medical treatment will be logged in an accident report and treated with first-aid at school.

Parents will be notified of any accident that occurs with their child at school.

Lotus Heart Preschool is First-Aid and CPR certified.

### **Teacher Illness (non covid):**

In the event that the teacher is ill, a qualified substitute will be called to teach the class for the day.

If a suitable substitute is not available the preschool will be closed for the day(s).

## **Covid Specific Regulations and Protocols:**

(ever changing and please note quarantine time has been reduced from 14 days, to 10 days, to the current 5 days. I will notify families via email with updated changes as well)

If child or staff member has had illness with fever, unusual cough, or shortness of breath they should not come to school. (please also see regular illness policy)

If covid symptoms arise at school, child must be sent home and stay home for 5 days after day of onset of symptoms and 48 hours after “fever free”.

If a child or staff tests positive for Covid they must stay home for 5 days after day of onset of symptoms and 48 hours after “fever free”. If cough continues beyond 5 days, child may be asked to stay home if it is constant or difficult for them to cover/keep to themselves, or inhibits their ability to

play/participate.

If person tests negative for COVID-19, they may return 24 hours after resolution of cough and/or are fever free for 48 hours.

If a child or staff member has been exposed to someone with a current presumptive or positive COVID-19 case they are no longer required to quarantine unless they show symptoms.

(Please use common sense and courtesy- if you think your child may become ill even without current symptoms, keep them home)

IF there is confirmed case of Covid within the classroom and the child was present at school while contagious, the school will need to close for 5 days.

Masks are currently not mandated/required or expected for preschool children. There is currently no mask mandate for staff or for parents and siblings dropping off/picking up. If this changes during the school year I will update families via email.

The classroom and high touch surfaces will be cleaned daily with an approved non toxic cleaner.

The bathroom will be wiped down and sanitized daily before and after school.

Please see regular illness policy regarding vaccines- Children must stay home for 48 hours after vaccination to monitor for fever and side effects, this includes covid19 vaccines.

If fever or other concerns appear, please contact your pediatrician and keep your child home until 48 hours after fever resolves and other symptoms are not a concern. <https://vaers.hhs.gov/reportevent.html> is the

**reporting website if your child has a side effect/complication after vaccination.**