



PARENT HANDBOOK 2026/2027

WELCOME PARENTS

FACES of America, "Little FACES" Preschool Center, provides working families with daycare and preschool services, a self-sustaining program where children can learn, develop, dance, exercise and have fun...

"A safe environment where children discover a new world!"

FACES staff develop fun, organized, supervised, and stimulating activities for children's learning and they take place in indoor and outdoor spaces.

You are an essential part of the program. Please feel free to talk to our staff about your child's needs and how we can meet them.

To register, you must submit the registration form with complete information. Registration in the program is not complete until the registration package and the required monthly payment are delivered.

REGISTRATION AND FEES

The costs for the 2026-2027 school year are:

Registration \$100.00

Costs attached

Please contact the office for special schedules and rates.

The monthly payment must be paid on the first (1st) day of each month. Monthly payments received after the fifth (5th) day of the month are considered late and a late fee of \$25.00 will be added to the account. If the monthly fee is not received by the tenth (10th) day of the month, program services will cease immediately and the child will not be received.

Payments can be made in person at the center office. The different payment methods you can use are cash, check or pay pal. (Please include the child's name on the check)

FACES of America
395 Market St. NE
Salem OR 97301





TUITION RATES 2026-2027

Registration Fee

\$ 100.00 New Registration

\$ 50.00 Returning Students

Hours of Operation

Childcare 7:00 am - 5:00 pm

Preschool 9:00 am - 3:00 pm

PRESCHOOL CLASSES 3 - 5 Years Old.

NUMBER OF DAYS	SELECTED DAYS 9:00am - 3:00pm	YEARLY TUITION	MONTHLY TUITION
5	MONDAY- FRIDAY	\$10,117.50	\$ 1,065.00

PRESCHOOL W/ DAYCARE 3 - 5 Years Old.

NUMBER OF DAYS	SELECTED DAYS 7:00am - 5:00pm	YEARLY TUITION	MONTHLY TUITION
5	MONDAY- FRIDAY	\$ 10,402.50	\$ 1095.00

BEFORE / AFTER SCHOOL CHILDCARE

NUMBER OF DAYS	SELECTED DAYS	BEFORE & AFTER	BEFORE SCHOOL ONLY	AFTER SCHOOL ONLY
5	MONDAY- FRIDAY	\$365.00	\$222.50	\$222.50

KINDERGARTEN

M -F 9:00am - 3:00pm Regular school hours	\$1,045.00
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KINDERGARTEN

M -F 7:00am - 5:00 pm Full time	\$1,095.00
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* Yearly tuition is based on 10 months from September to June. And paid whole year at once.

* Tuition is a flat fee and will not be prorated. Is based on 20 days per month, some months have more than 20 days and for that reason we do not prorate for days the center is closed or days your child misses due to illness or vacation days.

* There will be a late pickup fee of \$ 25.00 per student anytime a student is pickup after their scheduled pickup time and/or after 5:00pm.

* There will be a late payment fee of \$ 25.00 after the 5th of the month.



DAYS AND TIMES

FACES operates Monday through Friday from 7:00 am to 5:00 pm, consistent with the Salem-Keizer School District school calendar. If the school does not have classes due to a holiday or inclement weather, FACES will also remain closed.

FACES operates until 5:00 p.m. A fine of \$25.00 per child will be charged for pick-up after 5:00 p.m. If this occurs more than three (3) times at different times during the school year, services will be suspended until arrangements are made.

ATTENDANCE AND ABSENCES

If your child is not going to attend the center, you must inform the center staff.

If your child has to go out to other activities during school hours, parents must fill out the form.

“Permission to leave” (Exception to Departure). NOTICE: There will be no refunds, proration or credit for days your child does not attend the center.

PARTICIPATION

Parent attendance and participation in the series of seminars scheduled throughout the year, monthly reading nights, and parent conferences is very important.

Children with special needs

Registrations will only be done in person at the FACES central office. If your child has any medical/special needs, you must inform them at the time of registration. All reasonable accommodations will be considered to help your child. However, enrollment is not guaranteed due to the availability of staff trained in medical/special needs. These registrations are taken individually.

COMMUNICATION/COMPLAINS

It is extremely important that there is good communication between parents and FACES staff for the best use of your child. For any questions, please contact the campus director directly.

Parents are strictly prohibited from engaging in verbal or physical confrontations with FACES staff.

CONDUCT/EXPULSION

To ensure that the program is safe and efficient, we need the full cooperation of children, parents and staff. If a disciplinary issue arises with a child, FACES staff will work to provide positive guidance for that child. ***All FACES students are expected to abide by the rules; failure to do so will require disciplinary action and/or removal from the program.***



RULES:

- Listen to the instructions
- Participate in activities
- Walk at all times/do not run (on campus)
- Pick up the mess that is made
- Respect to others

Any violation of rules, use of inappropriate language/gestures, physical/emotional harm to staff or others, destruction of school property, or continued disrespect of program rules, parents will be cited and options will be pursued. to resolve the situation, always seeking the safety of students and teachers. FACES will use expulsion as a last resort when frequent negative behavior is displayed.

STUDENT DISMISSAL TIME

Under no circumstances will students be allowed to go home alone or with another minor/sibling. Only people authorized by parents will be allowed to pick up students.

The person who delivers or picks up the student MUST sign in or out on the registration form and ensure that they have previously presented identification. ***Staff will not escort students off building to parents. All parents or persons authorized to deliver or pick up children must enter and sign the students in or out, this is a State requirement.***

JUDGE'S ORDER ON STUDENT CUSTODIES:

In custody cases, both parents listed on the registration packet will be authorized to pick up the child, unless a court order rules otherwise, and such order is submitted to program administration.

RESTITUTION FOR DAMAGES

Community taxpayers make a significant financial commitment to the construction and maintenance of school facilities; therefore, students will be required to make restitution for any damage they cause to the equipment/facilities and will be subject to disciplinary action.

SEXUAL ABUSE/HARASSMENT

FACES prohibits students, employees and volunteers from engaging in conduct of a sexual nature, verbal or physical, and uncomfortable, directed towards other students, employees and/or volunteers. This prohibition applies to conduct carried out through words, gestures or any other sexual conduct.

A substantive complaint against a student will result in appropriate disciplinary action, consistent with the nature of the grievance. The supervisor will notify the parents of all persons involved. Complaints will be treated confidentially to the extent possible. If necessary, limited disclosure may be required to conduct a thorough investigation.



If the resolution of said complaint is not satisfactory to the student and/or parent, the parent may request a conference with the program supervisor.

In accordance with state law, any suspected child sexual abuse will be reported immediately and within 48 hours to Child Protective Services (CPS). It is FACES administrative procedure that within 48 hours after making the complaint, the program staff submits the CPS form to the Administrative Department.

FOOD AND SNACKS

The daily meals schedule is as follows: Breakfast 8:30 to 9:00 am, Lunch 11:30 to 12:00 pm, Snacks approximately 2:00 to 2:30 pm. Students must be present to deliver the corresponding food. For health reasons, food cannot be held for students arriving late and/or leaving center.

Parents who wish to bring a “snack” to celebrate their child's birthday should contact the teacher to plan and confirm that it meets nutrition guidelines and to determine the date and number of children who will be present. This cannot be carried out without supervisor approval.

If your child is allergic to any food and/or requires a “special diet,” she must notify the FACES child care staff to make the necessary modifications.

TECHNOLOGICAL RESOURCES

The use of technological resources and/or computers is restricted for students. The only time allowed for the use of said resources is supervised by teachers and is approved for program activities.

VIDEOS/PHOTOS

The videos and photographs of the groups of students when the program is carrying out an activity will be taken by the staff, solely for educational purposes and/or the promotion of the program and its activities. Parental permission is granted on the Parent Agreement Form, signed during the registration process.

VISITS

Parents can come to learn about FACES and its activities. For the safety of children and program staff, all visitors must first see the Principal and/or supervisor.

The frequency and permanence of visits MUST NOT interfere with teaching time and/or program activities; If so, parents will be asked to leave and limit future visits.

WEBSITE

Information about the FACES program is available on our website www.facesofamerica.org. Registration information is available online for printing and to deliver to the center office, if necessary. The Parent Handbook (English and Spanish) is also available, as well as the School's telephone numbers.

Registrations must be made in person. Registrations will not be considered completed until the corresponding payments are made.



WITHDRAWAL OF STUDENTS FROM THE PROGRAM

Withdrawal by parents:

Parents who wish to withdraw their children from FACES must complete the "Parent Withdrawal" form (available online in the portal or in the office and submit it, send it via email to frontdesk@facesofamerica.org , a four week notice before the suspension of services.

If FACES finds it necessary to suspend services to a student for any reason, the supervisor will complete the appropriate form and inform the parent of the action and the reasons for taking it. It is not necessary to provide prior notice if the withdrawal is due to severe disciplinary action.

THERE WILL BE NO REFUNDS OF MONTHLY FEES FOR ANY REASON. The monthly fee is a fixed fee and must be paid in full before withdrawing a child from the program regardless of the number of days they have attended.

Families that are under the Preschool Promise scholarship are not subject to rules related to tuition payments.

All FACES families are under the Equity Fund scholarship, which is why they are required to attend the 3 Seminars offered for Parents during the School year. These funds will provide you with information and materials important for your children's academic success.

