

Time to Shine Preschool, LLC

Parent Handbook

2021 - 2022



“The important thing is not so much that every child should be taught,
as that every child should be given the wish to learn.”

–John Lubbock

Benefits

- *Small Class size*
- *Homelike environment*
- *10% discount for younger siblings*
- *Mid-session enrollments welcome*
- *Summer Camp priority*

*Please check out our website and our Facebook page for more details about our program!

www.shineyourlightandlove.com

www.facebook.com/shineyourlightandlove

17007 SW 123rd Ave. Tigard, OR 97224

(503) 680-5010

Philosophy

I believe:

- **Children learn through play.** My play based, "child centered" program provides children with social opportunities and hands on activities that make learning fun and spontaneous.
- **Children thrive when they feel safe, valued, nurtured, heard and loved.** My environment is welcoming, engaging and thought provoking and offers hands-on learning opportunities in each area of development.
- **In the importance of children developing strong social/emotional skills.** Preschool is a time to separate from parents and learn how to independently socially navigate. I am here to guide and model proper social/emotional interactions, to encourage self-initiated activities and self-help skills and to help your child develop a strong foundation of confidence.
- **Children are all whole and unique beings with passions to build upon and curiosities to conquer.** I believe in the importance of listening to the children and building upon their interests to maximize learning opportunities. My approach fosters the use of imagination and creativity where the possibilities are endless.
- **In the importance of using the teachable moments that present themselves daily.** There are countless opportunities for learning as the day unfolds. Embracing these moments and utilizing them as in the moment teaching tools is priceless.
- **In the importance of a blended curriculum.** When building upon the interests of children, I create activities during the week to cover each area of development: Art, language and literacy, math, science, music and movement. While I am a play based, "child centered" program I interweave Montessori, Reggio and project-based activities into our program. I understand that all children learn in different ways which is why I offer a blend of philosophies.
- **In the importance of parent partnership.** I believe in the importance of partnering with you to provide your child with the best care and learning experiences possible. I value open communication, feedback and our teacher/parent relationships.
- **In the importance of creating a strong sense of community.** I highly value the relationships that are built within the classroom between the children and with the teacher. I also encourage and value the relationships that are built between families and encourage you to connect outside of class. We are a small, tight knit community that values kindness, honesty, positivity, communication and respect for all!

Enrollment

Open enrollment begins in January for the following school year. Existing families are given priority enrollment.

- The **first and last month's** non-refundable tuition is due at the **time of enrollment**.
- Mid-Session enrollments are welcome based upon availability.
- Tuition is considered an annual amount and is broken down into monthly increments for a predictable monthly amount for families.
- Enrollment is for the school year, September - June, however, if you choose to withdraw your child at any time, I **require a one month written notice**. Your last month's tuition will be applied. Tuition will not be prorated.

* Please know that I take all necessary measures to ensure each child's success in my program. If a child is unable to adequately function in the classroom, requires extensive individual attention, or is too disruptive to the class the child may be asked to withdraw. I do all that I can to partner and communicate with parents and to provide them with resources to set each child up for success. In rare cases, my program just might not be the right fit for all children.

Classes and Times

Times

- Drop off starts at 8:15 to support staggered drop offs and social distancing.
- Pick up time is at 12:00. Please remember to social distance.
- Parents/guardians must wear masks at drop off and pick up times.

Schedule options

T/Th, M/W/F or Mon-Fri

Required

- Children must be the correct age on the first day of class.
- Children must be completely potty-trained.
- Children must be able to separate from their parents.

Tuition, Fees and Policies

*Prices and policies subject to change.

Tuition is due on the 1st of each month by pick up time. No exceptions.

- Tuesday/Thursday \$285/month
- Monday/Wednesday/Friday \$385/month
- Monday – Friday \$575/month

* To support families in making payments on time, I encourage families to set up **Bill Pay** through their banks or set a **reminder on their phones**.

- Payments can be mailed to 17007 SW 123rd Ave. Tigard, OR 97224
- Checks can be made out to Time to Shine Preschool, LLC
- Checks may be post-dated and will not be cashed until the 1st.
- ~~A~~ **\$10/day late fee will be applied to late tuition**
- ~~A~~ **\$30 fee will be charged for insufficient funds**
- ~~A~~ **one month written notice is required** if your child will no longer be attending our preschool. Tuition will not be prorated. Your last month's tuition will be applied.
- ~~A~~ **10% sibling discount will be applied to the youngest sibling attending during the same school year as their sibling.**
- ~~S~~ **ummer Camp payments are non-refundable but are transferable based upon availability.**

Policies

Drop off and pick up

Drop off will be from 8:15 to 8:30. To comply with social distancing regulations, parents will drop off at the front door and answer the daily health check questions. Please wait until one drop off is done before another begins... maintaining a distance of at least 6 feet apart.

*If your child is having a hard drop off please take a seat on the front porch until the other children are dropped off so that I can best support your child in their transition.

Pick up time is at Noon. Students must be picked up on time; late fees are \$1 per minute after 12:05. Students will be ready and waiting at noon. If you need someone else to pick up your child, please let us know at drop off and please make sure they are added to your child's registration form. **Proper identification is required upon pick up.** Please maintain a distance of at least 6 feet apart while picking up your children.

*** I live on a dead end street. Please use caution when turning around. In efforts to be as respectful as possible to neighbors please do not block driveways and if briefly double parking please be sure that there is enough room for other cars to go by. Thank you for your support and consideration of the neighbors.

Communication

*If you would like to talk with me please send me an email at tinetoshinepreschool@outlook.com so that we can set up a time for a phone conference.

Illness Policy

Per the State: Children who have shown symptoms of cough or fever should stay home for 10 days after the onset of symptoms and 72 hours after resolution of fever and cough.

Please keep your child home if they have had any vomiting, diarrhea, or bright green or yellow mucus in the last 24 hours. If you have to administer medicine please keep them home. Thank you!

Student Attire

- Appropriate attire is play clothes that you don't mind getting messy and that they can put on independently please.
- Shoes that are securely attached to their feet that they can put on independently please.
- Clothing that makes potty time easy for your child to navigate independently please.
- Please be sure to label all jackets and backpacks with the student's name.
- Student's backpacks should only include a full change of weather appropriate clothing and his/her snack and **spill proof** water bottle.
- Socks are required.

Snacks

Please send a healthy snack (i.e fruits, veggies, dips, cheese, crackers, sandwiches, squeezers etc.) and a spill proof water bottle for your child. **Please save all other drinks for home.** **All snacks need to be nut and peanut free due to the severe allergic reaction to some of our students.* Thank You for your support! In lieu of family style snack time we will be having a picnic style snack time. **Please send a towel for your children to have their picnic snack on.** * Forgotten snacks provided \$1 each

Birthdays

I celebrate your child on their special day by singing "Happy Birthday" at circle time and by making them the special helper of the day! I usually have them bring in their favorite book and game to share but this is put on hold due to COVID.) Birthdays are treat free and goody bag free. Thank you for your support and understanding!

Weather

For the safety of all we follow the Tigard school district's closure days during severe weather. In the event of a 2 hr late start, we will be closed. Please sign up for Flash alerts via the link below. We, unfortunately, cannot credit back severe weather closure days and days will not be added to the end of the school year. Thank you for your understanding!

http://www.ttsdschools.org/pages/ttsd/News/Are_Schools_Closed__Sign_Up_

Daily Schedule Sample

Could change based on the needs of the classroom

8:30 - 9:30	Arrival/potty/handwashing/free choice
9:30 - 10:00	Outside time/weather permitting
10:00 - 10:30	Circle time
10:30 - 11:00	Snack time
11:00 - 11:45	Teacher directed activity/free choice
11:45 - 12:00	Goodbye circle/Pick up