



## School Handbook

Calvary Lutheran Preschool  
937 NE Jackson School Road

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[www.calvarylutheranpreschool.com](http://www.calvarylutheranpreschool.com)

Location: Calvary Lutheran Preschool  
937 NE Jackson School Road  
Hillsboro, Oregon 97124

Contact: Preschool 503-693-0403  
Church 503-648-5686  
Email: [hillsboroclps@gmail.com](mailto:hillsboroclps@gmail.com)  
Website: [www.calvarylutheranpreschool.com](http://www.calvarylutheranpreschool.com)

#### Calvary Lutheran Preschool Mission Statement:

Calvary Lutheran Preschool is a mission of Calvary Lutheran Church. Calvary Lutheran Church is a member of the Evangelical Lutheran Church in America.

#### Calvary Lutheran Preschool Purpose Statement:

We are committed to providing a caring, Christian environment where children can gain a healthy self-concept and a positive feeling of trust about God and others.

#### Calvary Lutheran Preschool Non-Discrimination Policy:

Calvary Lutheran Preschool welcomes families of all races, cultural backgrounds, sexual orientation, and life experiences to all the rights, privileges, programs and activities generally accorded or made available to students at the school.



## TUITION

### Tuition and Fees

All students pay an \$80 registration fee. The bulk of this fee pays for classroom supplies.

3s (T/TH) Classes: \$1800.00 per year or 10 payments \$180.00

4s (M/W/F) Classes: \$2300.00 per year or 10 payments of \$230.00

The cost of tuition is divided into 10 equal payments for the ten months we are in school September through June. Though your child may attend class fewer days one month and more another, tuition payments remain the same.

CLP is a non-profit organization and runs each year on a tight budget. It is not possible to give credit for days not attended for vacation or illness.

### How to pay monthly tuition

**Tuition is due by the first of each month and is considered late by the tenth. After the tenth of the month, a \$10.00 late fee will be assessed.**

When you registered, you should have pre-paid your September and June tuition. Tuition is then due October through May. We accept cash, check or money order at the preschool or you can pay via PayPal on the preschool website.

### Should you leave before the end of the year

If it is necessary for you to withdraw from the school for any reason, a minimum of 30 days notice must be given. Parents are responsible for tuition payments for that month.

### Tuition Assistance Fund and Emergency Tuition

Calvary Lutheran Preschool offers a limited number of scholarships to families who qualify. These scholarships are filled on a first come basis. Information regarding the Tuition Assistance Fund is available by contacting the director. In addition, there are limited funds available to families that are unable to pay tuition for a single month.

## Calvary Lutheran Preschool Advisory Board

The Preschool Advisory Board is comprised of two or three church members who act as a liaison to the church council, three to five parent representatives from the preschool classes, and the preschool director.

The Board meets periodically during the year and serves to:

Review the monthly cash flow.

Review the annual budget and tuition recommendations presented by the director prior to its submission to the church council for final approval.

Sets school policies or when appropriate makes recommendations to the church council.

Board members who are the church liaisons assist with the interviewing of staff members and make staff recommendations to the church council.

Assist in making capital improvement decisions.

**Church Liaison-** Represents the church council at the preschool meetings and represents the Preschool Advisory Board at the church council meetings when necessary (Must be a member of Calvary Lutheran Church).

**President-** Presides at all meetings of the committee and works with the director to set the agenda.

**Vice-President-** presides over meetings in the absence of the president.

**Secretary-** Records the minutes at each meeting and provides copy of the minutes to its members. Posts a copy of the minutes on the parent information board.

## Attendance Policy

Preschool is optional. You have chosen preschool for your child to expand their knowledge, learn about school, and make new friends. Therefore, there is no attendance requirement at the preschool. However, it is difficult for children to make new friends and enjoy their day at the school if they do not attend consistently. Children whose attendance is sporadic will not enjoy the benefits of attending preschool.

**If your child will not be at school due to a family illness, vacation, or emergency please notify staff whenever possible. You may leave a phone message at 503-693-0403**

## Removal Request

All children are accepted contingent upon the satisfactory adjustment to the classroom in the opinion of the teacher and the school director. The director may request that a child be withdrawn from the school when the safety of other children cannot be assured or if, in the opinion of the staff, the safety of the child or the developmental needs of the child cannot be met. When a child is withdrawn at the request of the staff, any advance payment of tuition will be refunded and a 30-day notice is not required.

## FINES FOR LATE PICK-UP

### Late Pick-up Fees

Please pick up your child on time. If you are going to be late, please call the school. If you are late, you will be charged a late fee.

1st offense (under 10 minutes) - you will be given a warning

1st offense (over 10 minutes) - you will be charged \$1 per minute

Subsequent offenses - you will be charged \$1 per minute. A late pick-up statement will be issued and payment will be due the following week.

The teacher will receive this fee for their time.

**When Should I Keep my Child Home From School?**

*\*For COVID information see current COVID plan at [www.calvarylutheranpreschool.com](http://www.calvarylutheranpreschool.com)*

Please keep your child home from school if he or she:

- Has a fever or has had one during the previous 24 hours
- Has a hacking cough
- Has a heavy nasal discharge
- Is generally not him or herself, is cranky or overtired
- Has a symptom of a communicable disease
- Has a skin rash that has not been diagnosed
- Has had diarrhea within 24 hours

Your child may return to school when he or she:

- Is over the cold but is left with a minor nasal drip
- Has been on antibiotic for more than 24 hours
- Is free from any communicable disease symptoms

**INCLEMENT WEATHER PROCEDURES**

**School Closures Due to Weather**

The preschool follows the emergency and weather closure procedures of the Hillsboro School District. If Hillsboro schools are closed due to emergencies or weather conditions, we will be closed as well. In the event of weather related late opening in the public school, our classes will be cancelled. Information regarding school closures can be found by listening to the local radio stations or television stations. **Calvary Lutheran Preschool will NOT be listed. Please follow the Hillsboro School District information.** You can also check the Preschool Facebook page for information.

We do not make up days that are lost due to weather conditions . However, if the school is closed for more than one week, the Director and preschool board will take this into consideration and make a recommendation to the Church Council.

**You must have a background check on file with the Preschool before you can volunteer in the classroom. Talk to your teacher about this process.**

Parent volunteering in the classroom offers you the opportunity to be actively engaged in your child’s first classroom experience. Children react to their parents volunteering with a wide range of emotions and behaviors. We will work together to provide the most positive experience for you and your child.

If you choose to be a parent volunteer, please let the teacher know when you plan to come. We welcome volunteers any day and if we know ahead of time we can plan an activity for you to do.

If you do volunteer, please be at the preschool at 8:50 and come in the classroom. Teachers can talk to you about the day and let you know where you will be most helpful.

**Student privacy** - parent volunteers must protect the right to privacy for all students.

**IN CASE OF EMERGENCY**

**Emergency Procedures**

Our preschool conducts fire drills to prepare children in case of an emergency. We have gone through safety procedures with the Hillsboro Fire Department. We have emergency kits including first aid supplies, emergency blankets, and flashlights. Tools for gas and water lines are located by the fire exits.

If classes need to be dismissed for an emergency or weather related reason, the staff will contact parents or those on the emergency contact list. **Please do not call the school and block outgoing calls.** Adults will stay on site until all children have been picked up.

**WE ARE A PEANUT FREE SCHOOL.** ALL FOOD BROUGHT TO SCHOOL MUST BE **PRE PACKAGED**, PEANUT FREE- AND NOT MANUFACTURED AROUND PEANUTS.

Snacks :

**Parents take turns providing snack for their child's class. You will receive information and a schedule from your child's teacher about snacks for class.**

ALL FOOD BROUGHT TO SCHOOL MUST BE PRE PACKAGED, PEANUT FREE AND NOT MANUFACTURED AROUND PEANUTS. (No home made or premade items are allowed)

Here are some suggestions for nut-free foods:

Apple slices (prepackaged or left whole for teachers to cut)  
 Crackers with cheese  
 Fish crackers  
 Tortilla chips and salsa  
 Popcorn  
 Pretzels and raisins (check the pretzels, some are manufactured around nuts)  
 Cheerios  
 String cheese • Yogurt or Gogurt  
 Fruit  
 Applesauce  
 Pudding cups  
 Veggie sticks: carrots, celery, zucchini  
 English muffins  
 Mini bagels  
 Tortillas with cream cheese  
 Jello  
 Pirate's Booty  
 Fruit leather

### **Chronic Illness, Food Allergies, Medical Concerns**

The staff at Calvary Lutheran Preschool cares about the well-being of your child. **It is your responsibility to make sure the staff understands the medical needs of your child.** Please list all medical concerns on the registration forms. If your child has an allergy that requires an inhaler or epipen, you must bring these items to school in a bag clearly marked for your child. Do not plan on transporting them each day, please bring medication you can leave at the school. Teachers may ask you to provide training or information about your child's medication. If we don't ask, please offer. The more teachers know, the better prepared we are to handle your child's needs.

**If your child has a food allergy** please make sure the staff is aware and that the information is posted in the classroom. You may be asked to approve the snack each day for your child's safety or you may be asked to bring a snack everyday for your child.

### **Emergency Medical Procedures**

Staff members will take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include the following:

1. Call 911 Medical Emergency Response. Once on the scene, the paramedic's recommendations will determine whether the child is immediately transported to the hospital by ambulance. The family will incur the cost of this transport.
2. We will attempt to contact a parent or guardian.
3. If a parent/guardian cannot be reached, we will contact those listed on the parent information form.
4. If no parents or emergency call list people are available, the child will be transported to the emergency hospital by a staff member when an ambulance is not warranted but care is required.

## Daily Schedule

The teachers support the children by following a daily routine. The daily schedule is posted in each classroom. Keep in mind that the time allotted for various activities will be flexible and can change due to special events or weather. The schedule will reflect the needs and interests of the children in each classroom.

Sample schedule:	09:00– 09:15	Sign in and gather
	09:15 - 09:35	Clean up and first circle time
	09:35 - 10:25	Free play and directed activity
	10:25 - 10:35	Clean up
	10:35 - 10:50	Second Circle
	10:50 - 11:05	Wash hands and snack
	11:05 - 11:30	Play outside or big room

## Arrival and Departure

Please bring your child through the South entrance (the one nearest the community garden). You must accompany your child into the building and stay with your child until the child is handed over to the teacher. Make other arrangements if you need to leave before the classroom door opens. The exterior doors will be unlocked 15 minutes before the start and end of school. Teachers will open the classroom doors at 9:00 for children to come in and then again at 11:30 for children to be dismissed.

## Sign in - Sign out

At the door of your child's classroom is a sign-in book. Please sign your child in each day when you drop your child off and write a phone number where you (or a caregiver) can be reached that day. If you carpool, please sign in children that you bring to school. At the end of the day, please sign your child (and every child you pick up) out.

## **Be On Time!**

Please drop off and pick up your child on time. It is easier for a child to transition into the classroom at the beginning of class time when the teacher can properly greet your child.

## Celebrating Birthdays at School

We use one class day to recognize every child's birthday. If your child's birthday falls during the school year then we will schedule their day as close to their actual birthday as possible. If your child has a summer birthday then we will celebrate at the end of the year. You will receive a calendar indicating the date we will celebrate your child.

### How we celebrate in class:

Your child gets to make a special "cake" out of playdough. He/she gets to count out and place the right number of candles on the "cake". During snack time we light the candles and sing Happy Birthday.

**DUE TO FOOD ALLERGIES we will not be celebrating birthdays with food. If you would like to bring a treat for your child to share, it needs to be something inedible. At school we RECOGNIZE the child's birthday, it is not meant to be a party.**



### **My Child is Having a Birthday Party!**

Great! If everyone in the class is invited you are welcome to distribute invitations in the class cubbies. If not, please use the class roster to mail invitations to children's homes or discreetly inform parents.

### What Should my Child Wear to School?

#### Clothes:

Preschool can be a messy place! **Please send your child to school in play clothes each day.** We use lots of paints, watercolors, felt pens, glitter, and glue. Most of these are washable but permanent stains are possible.

#### Shoes:

We go outside all year long so consider your child's comfort for indoor and outdoor play. Please wear close-toed, rubber-soled shoes. Sandals, slick soled shoes (such as dress shoes or cowboy boots) cannot be worn on the indoor or outdoor equipment for safety reasons.

#### Changing clothes and shoes:

We will not change clothes or shoes at school unless the child has an accident. We have a limited time during the day and there just isn't time for wardrobe changes. Please bring a coat or jacket:

Please bring outerwear every day. We love to give the children a chance to play outside but outside is no fun if you are wet and cold. Umbrellas are not permitted. We do have mittens and gloves available for each child to wear outside when necessary.

**Please label any outerwear with your family name.**

#### Personal Items

We have many toys to play with at school. Unless your teacher asks (for instance, show-and-tell day) do not allow your child to bring toys, electronics, or wear jewelry to school. Necklaces are not safe during large motor play and it is too easy for personal items to be lost or damaged.



### How to Handle Separation Anxiety

You are not alone! Many children go through separation anxiety. The teachers are here to help and have plenty of experience. Don't worry about leaving your child with the teachers even if your child is crying. If your child is unable to settle down in a reasonable period of time, we will call you.

To help reduce separation anxiety, make your goodbyes positive and quick. Tell your child to have a great day, offer a kiss and hug, smile and wave goodbye. Most children do not cry past the time you are out of the parking lot. We will help you through this sometimes difficult departure. Your child is in good and caring hands and most often, the anxiety passes quickly for both of you!

### I Need to Talk with My Child's Teacher

Please set up an appointment or e-mail your child's teacher if you need to communicate with her. Trying to talk during pick-up and drop-off doesn't give you time or privacy and it takes away from an already short school day for the kids. By asking for an appointment, you give yourself time to talk and allow the teachers and assistants to focus on the children.

### Reaching Staff During School Hours

When you need to reach a staff member during school hours and the phone is not answered please stay on the line. Once the recorded message is complete, please identify who you are and if someone is available to answer, we will do so. If no one is available to pick up the phone, leave a message. We screen calls during the school hours because of the high volume of sales and registration information requests we receive each day. Whenever possible, we check the messages during the school day. If it is an emergency, you may call the church office (open Tuesday - Thursday) at 503-648-5696 and request a message be given to the preschool staff.



## Potty Training and Toilet Issues

The staff feels that it is not realistic to think that every child will be completely potty trained before entering preschool. In an effort to support these children and still provide a sanitary environment for the children, the following policy has been implemented.

### **Those children not potty trained may attend preschool under the following guidelines:**

The child must wear a “pull up” type of undergarment until he/she is completely potty trained.

Infrequent bowl movement accidents will be tolerated if the parent is “on call” to come and change the child. The child may remain at school following the change. Staff may not assist with these changes.

Wet pull-ups will not be changed by staff but, at a child’s request, we will talk them through the removal and replacement of a new garment if it is supplied by the parents.

It is our goal to have all children attend preschool. If toileting issues prevent a child from participating in the activities at school or the child’s needs consume too large amount of staff time, continued attendance will need to be reviewed together with the teacher, director, and parent.

## Wetting Accidents

Accidents do happen and even potty-trained kids can forget to use the bathroom when they are busy playing. To help prevent this:

### **Please take your child to the bathroom before the school day begins**

If a child has an accident at school, staff will talk the child through the removal of wet clothing and assist with outerwear replacement. The children may bring their own clothing change in their backpack for emergencies or they may use items available at school. If your child borrows clothes, please wash the items and return them to school the next class day.

Calvary Lutheran Preschool staff believes that all children should have a safe, positive, school experience. We strive to let the children explore their environment and work on social skills within consistent, age appropriate limits. When behavior issues do occur, our philosophy is to help the children learn how to problem-solve and to take responsibility for their choices and actions. By using the following positive guidance techniques, we work to minimize inappropriate behavior while creating a positive environment for all of our students.

**Basic management-** Our staff and parent helpers will model and reinforce appropriate behavior, maintain constant supervision, set reasonable expectations, become familiar with children’s individual needs and provide interesting, challenging and age-appropriate activities.

**Ignoring behavior-** Some behavior can be ignored as long as it doesn’t present a safety threat.

**Verbal intervention-** The staff will explain the inappropriate behavior and help the children problem-solve to find appropriate ways to handle a given situation.

**Redirection-** We offer alternative choices to children engaged in undesirable behaviors.

**Logical consequences-** Students may lose choices of activities because of inappropriate behavior. This will help to illustrate that there are consequences for every choice.

**Take a break-** Take a break removes a child from a situation to allow time to calm down and relax. We might suggest the child look at a book, work on a puzzle, or spend time with an adult.

**Teacher and parents united-** Teachers will keep parents informed of any behavior or developmental concerns. When necessary, we will meet with parents to develop a plan of improvement.

**Remember, we want your child to succeed!**