Calvary Lutheran PRESCHOOL

School Handbook

Calvary Lutheran Preschool
937 NE Jackson School Road

Phone: 503-693-0403

Email: hillsboroclp@gmail.com

www.calvarylutheranpreschool.com

GENERAL INFORMATION

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

Contact: Preschool: 503-693-0403
Church: 503-648-5686
Email: hillsboroclp@gmail.com
Website: www.calvarylutheranpreschool.com

Calvary Lutheran Preschool Mission Statement:

Calvary Lutheran Preschool, a cherished mission of Calvary Lutheran Church, provides a nurturing and faith-centered environment where children can grow, learn, and thrive. As part of the Evangelical Lutheran Church in America, we are dedicated to fostering a foundation of love, learning, and community for every child and family we serve.

Calvary Lutheran Preschool Purpose Statement:

We are dedicated to creating a loving, Christian environment where children feel supported in developing a healthy self-concept, a strong sense of trust in God, and meaningful connections with others. Through this foundation, we aim to nurture their spiritual, emotional, and social growth

Calvary Lutheran Preschool Non-Discrimination Policy:

Calvary Lutheran Preschool embraces and celebrates diversity by welcoming families of all races, cultural backgrounds, sexual orientations, and life experiences. We are committed to ensuring that all students have equal access to the rights, privileges, programs, and activities offered at our school.

Tuition and Fees

All students pay a $100 registration fee. The bulk of this fee will pay for classroom supplies.

3s (T/TH) Classes: $2100.00 per year or 10 payments $210.00
4s (M/W/F) Classes: $2700.00 per year or 10 payments of $270.00

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 $15.00 late fee will be assessed. When you register, you should have pre-paid the registration fee as well as your September and June tuition (see above). 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.

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 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 is not 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.

Late Pick-Up Policy

Please make every effort to pick up your child on time. If you anticipate being late, we kindly ask you to call the school to inform us.

Late fees will apply as follows:

- **First instance (under 10 minutes late):** You will receive a warning.
- **First instance (over 10 minutes late):** A fee of $1 per minute will be charged.
- **Subsequent instances:** A fee of $1 per minute will be charged. A late pick-up statement will be issued, with payment due the following week.

These fees will be provided directly to the teacher as compensation for their time.

When Should I Keep my Child Home from School?

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 their self, is cranky or overtired
- Has a symptom of a communicable disease
- Has a skin rash that has not been diagnosed
- Vomiting or diarrhea in the last 24 hours

Your child may return to school when he or she:

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

Emergency and Weather Closure Policy

Calvary Lutheran Preschool adheres to the emergency and weather closure procedures of the Hillsboro School District. If Hillsboro schools are closed due to emergencies or adverse weather conditions, the preschool will be closed as well. In the event of a weather-related late opening by Hillsboro schools, preschool classes will be canceled for the day.

For updates on school closures:

- Tune in to local radio or television stations.
- Note that Calvary Lutheran Preschool will NOT be listed. Please refer to Hillsboro School District closures.
- Check the Preschool Facebook page for updates.

Please note:

- Days missed due to weather conditions will not be rescheduled.
- If closures extend beyond 10 business days, the Director and Preschool Board will review the situation and propose a recommendation to the Church Council.

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Chronic Illness, Food Allergies, Medical Concerns

At Calvary Lutheran Preschool, we prioritize the well-being of every child. To help us provide the best care for your child, please ensure that we are informed about their medical needs. Be sure to list any medical concerns on the registration forms.

If your child has an allergy requiring an inhaler or EpiPen, we ask that you bring these items to school in a clearly labeled bag that can remain on site. Transporting them daily is not recommended, as having them available at all times ensures your child's safety.

Our teachers may request training or additional information about your child's medication. Even if we don't, we encourage you to share details proactively—this helps us be fully prepared to support your child.

For food allergies, please ensure the staff is informed, and that the information is prominently posted in the classroom. You may be asked to either approve snacks each day or provide a daily snack to ensure your child's safety.

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 cover 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:
(based on 3s class)

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 snacks
11:05 - 11:30	Play outside or big room

Arrival and Departure

Please use the South entrance, located nearest to the community garden, when arriving with your child. We kindly ask that you accompany your child into the building and remain with them until they are safely handed over to their teacher. If you need to leave before the classroom door opens, please make alternate arrangements for your child's care.

The exterior doors will be unlocked 15 minutes before the beginning and end of school. Classroom doors will open at 9:00 a.m. for children to enter. Dismissal times are 11:30 a.m. for the 3s class and 12:00 p.m. for the 4s class.

Sign in - Sign out

At your child's classroom door, you'll find the sign-in book. Each morning, please sign your child in, including a phone number where you or a caregiver can be reached during the day. If you're carpooling, kindly sign in all the children you're dropping off. At the end of the day, don't forget to sign your child out—along with any other children you're picking up.

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.

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, 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

If you need to communicate with your child's teacher, we encourage you to set up an appointment or send an email. While it may be tempting to chat during drop-off or pick-up, these times don't offer the privacy or time needed for meaningful discussions. Plus, they take away from the children's already short school days. Scheduling an appointment ensures you have dedicated time to talk, while allowing teachers and assistants to focus fully on the kids.

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 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. To support these children and still provide a sanitary environment for the children, the following policy has been implemented.

Those children who are 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.

Our goal is to ensure that every child has access to preschool and can actively participate in its enriching activities. If a child's toileting needs present challenges that limit their ability to engage in classroom activities or significantly impact staff capacity, we will work collaboratively to address the situation. This review will involve the child's teacher, the preschool director, and the parents, focusing on finding the best solutions for the child and the school community.

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 to the child through the removal of wet clothing and assist with outerwear replacement. The children may bring their own clothing 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.

BEHAVIOR AT SCHOOL

At Calvary Lutheran Preschool, we are committed to ensuring every child has a safe and positive school experience. We encourage children to explore their environment freely while developing social skills within consistent and age-appropriate boundaries.

When behavioral challenges arise, our philosophy is to guide children in learning how to solve problems and take responsibility for their choices and actions. By applying positive guidance techniques, we aim to reduce inappropriate behavior and foster a nurturing and supportive environment for all 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 if 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.

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

Remember, we want your child to succeed!

What Should my Child Wear to School?

Preschool can be a wonderfully messy place! To ensure your child is comfortable and ready for all activities, please send them to school in play clothes each day. While most of the materials we use—like paints, watercolors, markers, glitter, and glue—are washable, permanent stains can occasionally happen.

We play outdoors year-round, so it's important to dress your child for both indoor and outdoor comfort. Close-toed, rubber-soled shoes are required for safety on indoor and outdoor equipment. Sandals, slick-soled shoes (such as dress shoes or cowboy boots) are not permitted.

We are unable to change clothes or shoes during the school day unless there's an accident, so please plan accordingly. Outerwear, such as coats or jackets, should be brought every day to keep children warm and dry during outdoor play. While umbrellas are not allowed, we do provide mittens and gloves for children to use when necessary.

Please label any outerwear with your family name.

Personal Items:

Our school has plenty of toys and activities to enjoy! Unless your child's teacher specifically asks (such as for show-and-tell day), we kindly request that toys, electronics, and jewelry not be brought to school. Necklaces, in particular, can pose safety risks during active play, and personal items can easily get lost or damaged.

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 with your child.

To ensure a safe and inclusive environment for all our students, we kindly ask that birthdays are celebrated without food, due to potential food allergies.

If you'd like to bring a small token for your child to share with their classmates, we encourage inedible items such as stickers, pencils, or other non-food treats.

At school, we recognize and celebrate each child's special day in a meaningful way, though it's not intended to replicate a traditional party atmosphere.

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

My Child is Having a Birthday Party!

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

WE ARE A PEANUT FREE SCHOOL. ALL FOOD BROUGHT TO SCHOOL MUST BE **PRE-PACKAGED**, PEANUT FREE AND NOT MANUFACTURED AROUND PEANUTS. (Homemade or premade items are not allowed)

Snacks:

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

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

VOLUNTEERING AND EMERGENCY PROCEDURE

Background Check: A background check must be on file with the preschool before you can volunteer. Please speak with the preschool director to complete this process.

Scheduling: If you choose to volunteer, kindly inform the teacher of your planned visit in advance. This allows us to prepare an activity for you to assist with. Volunteers are welcome any day, but advance notice helps us make the most of your time with us.

Arrival Time: On your volunteer day, please arrive at the preschool by 8:50 AM and come directly into the classroom. This provides an opportunity for teachers to discuss the day's activities and how you can best support the class.

Student privacy – We deeply value student privacy. As a parent volunteer, we kindly remind you to respect the confidentiality of all students.

Emergency Preparedness and Procedures

Our preschool takes every measure to ensure the safety and well-being of children in case of an emergency.

- **Fire and Earthquake Drills:** Regular drills are conducted to prepare children, guided by safety procedures established with the Hillsboro Fire Department.
- **Emergency Kits:** Classrooms are equipped with kits containing first aid supplies, emergency blankets, flashlights, and tools for gas and water lines. These items are conveniently located near fire exits.
- **Emergency Dismissals:** If classes need to be dismissed due to an emergency or weather-related situation, staff will contact parents or those listed on the emergency contact forms. To ensure clear communication, we kindly ask parents not to call the school, as outgoing calls need to be made.
- **Staff Responsibility:** Adults will remain on-site until all children have been safely picked up.

The Preschool Advisory Board consists of:

- **Two or three church members** act as liaisons to the church council.
- **Three to five parent representatives** from the preschool classes.
- **The preschool director.**

The Board meets at least twice a year to:

- Review the monthly cash flow.
- Review the annual budget and tuition recommendations presented by the director before submitting them to the church council for final approval.
- Set school policies or make recommendations to the church council when appropriate.
- Assist in staff interviews and make staff recommendations to the church council (church liaisons).
- Make decisions regarding capital improvements.

Board Roles:

- **Church Liaison:** Represents the church council at preschool meetings and the Preschool Advisory Board at church council meetings when necessary. (Must be a member of Calvary Lutheran Church.)
- **President:** Presides over all committee meetings and collaborates with the director to set the agenda.
- **Vice-President**: Presides over meetings in the president's absence.
- **Secretary**: Records meeting minutes, distributes copies to members, and posts them on the parent information board.