



## **School Handbook**

05/09/19

### **Drop off and Pick up**

When dropping off your child, please enter the school with your child and sign in at the computer desk. Personal items can be left in your child's backpack, in their cubby. Check your child in with their teacher and head out for the day.

When it is time to leave, say a quick good bye to your child. It is better to experience the tears for a short time. Children develop trust this way over time. You can always place a call to follow up once you leave.

At pick up time, be prompt. Your child has an internal clock. When you arrive around the same time daily, your child will enjoy the classroom to a much greater extent. This is a great time to catch up with the teacher and see how your child is doing. Make sure to empty their cubby each day and take home their arts and crafts.

### **Others Picking up**

Time to time it is important for those on your registration form to pick up. Weather related, a meeting runs long, or just a nice weekend away -this is a good training experience for your student. When this happens, try and let your student know in advance this is going to happen. If you don't have advance notice, call us and we will inform your child. This will reduce stress for your child in their school environment.

Guests should knock at pick up. We will need to see government issued ID to release your child to the new person. Once the contact has been verified through our system, they will be welcomed in and walked through the end of the day routine. Once a contact is verified, they will not need to produce ID again -unless a substitute is present.

### **Absences**

If your child will be absent on a vacation, please let us know in advance. We will mark your child out. This will prevent a phone call home and keep us moving fluidly through the day with our other students.

Occasionally students will become ill and will stay home from school. Please call us at 541-306-6802 to let us know. If we don't make it to your call leave a voicemail and record the absence.

### **Restroom & Toilet Training**

Our restroom policy is an open door policy. Students are allowed to use the toilet one at a time (unless potty training). Once the student has finished using the restroom, they are instructed by their teacher to wash hands and return to class. Students who need assistance toileting can be assisted by an adult as needed.

When a student shows signs of readiness for toilet training, the teachers will connect with parents to set up a cohesive schedule to begin the process. Parents need to bring 6 sets of spare clothing for the initial 3 week period. During this process, students are encourage to use the toi-

let frequently at home and school. Please let your teacher know if you will be using pull-ups during this process.

### **Personal Belongings**

Hats and jackets are to be stored in your child's cubby. Please leave toys and large snuggly items at home. Please label coats, hats, gloves, change of clothes etc with their names or initials ..so their clothes wont go to wrong children or take home by accident.

### **Clothing & Sunscreen**

Children should come with weather appropriate clothing and a jacket appropriate for each season. Sandals are discouraged with the materials surface on the playground. In wintertime each student will need a hat, gloves, winter coat, snow boots and snow pants. Students go out and enjoy the weather rain, snow or shine. In the summer please provide a swimsuit, as students enjoy the sprinkler, water tables, water balloons and more. Swimming activities are not provided on site. Swimming is a school age event requiring a permission slip to be signed by the parent.

Sunscreen is to be provided by each family. Sunscreen needs to have your chili's name on it. This is administered prior to morning recess and after nap before PM recess. If you prefer for your child to not have sunscreen, please let us know that you will not be providing it. Sunscreen is not provided by the school.

### **Star of the Week**

Special toys can be brought when your student is star of the week. A note will go home 1 week prior to your student's special time. This is a special sharing time for your student. Expect to bring some fun family pictures to share that can be posted up on our bulletin board.

### **School Age**

School age students can be enrolled with a sibling of a preschooler.

### **Locked Facility**

Our facility is open to families Monday - Friday from 7:30 am – 5:30 pm. Please use your parent code to access the school. This code is for parents only. **DO NOT GIVE** this code out or allow children to have the code.

### **Emergency Readiness**

All students and teachers at Bend Immersion Preschool practice emergency preparedness on a monthly basis. These drills include, fire, flood, seizure, choking, lock down and teacher down. We highly value the safety of our students and their ability to feel secure in a stressful situation.

## **Meals**

There will be four times during the day where eating will take place. Breakfast, AM snack, Lunch and PM snack. Breakfast and snacks are provided by BIP. Lunch is not provided. Parents are responsible for their child(ren)'s lunches. Drinks will be provided for your child(ren) during breakfast, snacks, and lunch. If your child has special dietary needs, see the Director to work out addressing these issues.

During the meals teachers sit with the students to eat, encouraging students to take “a courtesy bite,” of their foods. During this time we talk about nutrition and read books. Children learn how to serve themselves and drink from, open cup, pour their own milk and clean up spills. Please see your teacher for the exact time for the meal in question.

## **Birthday**

Bend Immersion Preschool welcomes parent participation and the bringing of yummy treats to celebrate your child's special day. Connect with the Director to set up a day and time for the special celebration.

## **Hygiene**

Wellness is highly prized at Bend Immersion Preschool. Hand washing upon arrival is highly encouraged for each student. In addition students will be washing before and after each meal, after recess, after wiping noses and after using the restroom.

## **Illness**

Children need to stay home when they are sick. This is defined as a student who has one or more of these symptoms: Temperature over 100 degrees, diarrhea, vomiting, persistent cough (wet or dry), significant nasal drainage, yellow skin/eyes, pink or runny eyes, skin/eye lesions, rashes, stiff neck and headache, difficulty breathing or abnormal wheezing, extreme pain, ear infections or lice/lice eggs.

If a child has any of these symptoms, they may return after being symptom free for 24 hours (medication free). Children who have been on Tylenol or Motrin in the past 24 hours may not be at school.

In rare circumstances a child may have bloody nose or fecal contamination that can not be contained. In these cases the child will need picked up and cleaned up by the guardian.

When a child receives any vaccines, keep the kids at home for 48 hours to be sure there are no reactions and fevers from the vaccinations.

## **Outbreak**

In the event of an outbreak, a notice will be posted at the school. An outbreak is defined as an event where there are more than two (2) family cases in any seven (7) day period. Notices are posted for communicable disease. Good communication between families and teachers is important to keep everyone healthy.

### **Medication Administration**

Parents are welcome to come by anytime to administer medication to their child. Teachers will administer life saving medication if needed. This includes epipens, inhalers and adrenaline. If parents need this option, please see the Director to set this up. Diaper cream can be administered with the ointment being provided by the parent, the tube being labeled and written permission given by the parent and kept on file.

### **Release of Medical Information**

Having all of the necessary medical information available at the time of an emergency is a life saving decision. Make that decision now. Please list all medical conditions on the child's enrollment sheet. If new things come up, please ask us for a new enrollment sheet. With these updated students receive the best in emergency care.

If parents opt to not disclose a medical situation of an enrollment student, the school reserves the right to terminate this agreement without notice or refund.

Keeping a current copy of your child's medical card and shot records on file is important. Yearly shot records are updated and assessed by the Deschutes County Health Department. Records that are incomplete or not up to date are pulled and families can receive "love letters," from Deschutes County threatening to terminate their child from enrollment in any preschool or child care, including this one. Medical cards are imperative to be up to date in the case of an emergency.

During the time when children are at school, it is expected they will have tussles, scrapes and accidents. This is a normal part of growing up and is to be expected. These will be documented carefully and discussed with you at pick up. Parents and guardians agree to hold harmless Bend Immersion Preschool in the event an accident or incident should occur. If you have additional questions about an accident that occurs, please see the Director.

### **Enrollment Fee**

The non-refundable enrollment fee is \$100; this is due with your application. The fee covers the set up process at Bend Immersion Preschool, it allows the school to process your application and fit the student into the school schedule. Fee is fully refundable if there is no position available.

### **Tuition**

Monthly tuition is collected electronically by Tuition Express from a canceled check. Tuition is due on the first of each month for the next month. For example tuition for July is paid June 1. Bend Immersion Preschool pays in advance for staffing, ratios, curriculum, food and special events.

A copy of a canceled checks attached to the Tuition Express enrollment form. Tuition cost is based upon enrollment, not attendance. Increase is yearly January 1. Tuition is still due if your child misses a day due to illness, vacation, holiday or just a family play day.

### **Supply Fee**

Supply fee is due July 1 each year. Fee is \$100 per student, to be paid by the enrolling parent. Supply fee's cover the purchase of consumable materials for the enrolled student(s).

### **Drop in Days**

Additional days can be added to your schedule with a request form. Fill out this form and submit with payment (check or cash). If the day is available, you will be notified and payment will be redeemed. Payment is non-refundable in the event of absence. If the day is not available, payment will be refunded.

### **Vacation**

When families keep children out for a day or family time/vacation, Bend Immersion Preschool does not credit accounts for days missed. Families pay for the month to hold the slot.

### **Hours of Operation**

Hours of operation are Monday - Friday from 7:30 am to 5:30pm.

### **Refunds**

If a child has to be removed from the school due to behavior that is not a good fit, the family will be refunded for the remainder of the unused care. Refunds are not issued for any other reason.

### **Collections**

Families who do not pay on time will be subject to the \$20/day late pay fee. Students are not allowed to attend if their slot is unpaid. Once payment is a week late, a meeting will be called to determine a payment plan. If payment and late pay fees are not paid by the 15th of the current month, care will be terminated without refund for the remainder of the current month. Accounts will be sent to collections or small claims court. Parents are responsible for the cost associated with collections of unpaid accounts.

### **Late Fees**

Late arrival fees of \$1/minute will be assessed for each minute after your agreed upon pick up time. This will continue for the first 15 minutes. After that time the rate moves to \$10/minute. The fees are to be paid at pick up or prior to drop off the next business day. Habitual tardiness may result in immediate termination. Late payment fee is \$20 per day, payable with tuition.

### **School Closures**

Martin Luther King Day

President's Day  
Memorial Day  
Independence Day and the Day before/after  
Summer Break TBD\* 1 Week  
Labor Day  
Thanksgiving Day and the day after  
Veteran's Day

Christmas Eve through New Year's Day  
2 days for Staff Training per year

Families are billed for 48 weeks per year. This rate is split between twelve equal payments, for the monthly tuition. School closures are accounted for when calculating the yearly tuition. During our closure time, Bend Immersion Preschool staff enjoy's time with their families, while you enjoy time with your family as well. This is a benefit to our teaching staff and Directors for their many years of dedication to early childhood in our community.

The school will be closed in the event of an outbreak of sickness or disease, natural disaster or other emergency situation which affects our ability to operate. Refunds are not offered during such circumstances.

### **Reserving a Slot**

When enrolling for a future month, families may reserve that slot by paying your first month's tuition, enrollment fee and supply fee. Once the tuition has been paid, the slot is reserved.

### **Reducing Schedules and Ending Care**

When a child is old enough for Kindergarten and a family chooses to un-enroll, please see the Director for a dis-enrollment form. Notice given this month, means that next month is your last full month. Example, if your child is moving on to Kindergarten, notice can be given at any point in July and August is your final month of enrollment. Notice is to be received in the month PRIOR to your final month.

### **Confidentiality**

Children's records are kept confidential. All teachers have signed a confidentiality agreement and fully understand its importance. While enrolled, pictures will be taken of students for year books, Facebook, Twitter, Instagram, radio/newspaper, craigslist advertisements and newsletters. All students past and present can appear at times in these avenues.

### **Parent Communication**

Good communication is important for families and teachers. Our aim is to be upfront with parents about our policies, practices, guidelines, curriculum and daily happenings (behavior related). Having shared goals and philosophy is important and Bend Immersion Preschool asks that you share openly about any concerns that may arise. Any issues of a more delicate nature, will be handled in private at an appropriate time. Please see the Director to set up an appropriate time. With clear communication, school can be a fun and safe place for every child and family.

## **Email, Text and Phone**

Bend Immersion Preschool asks you provide a current email address for monthly newsletters. Email is a do not reply address. Email is a great way to share positive things happening at school. Text messaging comes from a computer server and we do not receive replies. Parents can reach teachers/Director by phone for urgent matters at 541-306-6802. In the rare instance teachers can not make it to the phone, leave a message and during rest time the call will be returned.

## **Conferences**

Parent teacher conferences are hosted twice yearly. Once in October and once in April. There will be a sign up list by the sign in desk. Please register for a time that works best for your family. If you can not make the conference week work, let a teacher know. We are happy to meet with you on another day. During conferences we will discuss your child's ASQ, report card, classroom interactions and development; setting goals together for your child's learning and development at Bend Immersion Preschool.

## **Calendar and Bulletin Board**

Check out our website calendar and postings on the parent board for information about fun events coming up.

## **Open Door**

Parents are always welcome at Bend Immersion Preschool. The door code is your key for entry. Please avoid joining us at nap time, as the door opening can be a disruption for your student and others.

## **Screen Time**

Screen time is limited to special events at Bend Immersion Preschool. This includes popcorn party celebrations, parent's night out or a rainy day movie day. All movies are of a G rated nature unless a posting has gone up for a special movie with a PG rating. Parent permission will need to be given for any movies over a G rating.

## **Video Cameras**

Bend Immersion Preschool uses video cameras in the facility. These are used to track lost items and for observation and assessment of our students. All enrolled students and their families/guardians give consent for video monitoring by entering the building. Video footage is kept on file for a minimum of 24 hours and then recycled.

## **Student Behavior**

Students are expected to have some learning interactions while in school. These will include making choices that are not choices we would make as adults. During these experiences, it is expected that students will learn from their choices and make better ones in the future, as is age appropriate. If a student continues to repeat a behavior that is uncouth, a conference will be held with the family to determine a course of action that will suit both the child and the family. If the behavior persists during the school day to the point of disruption for the classroom, the family will be called to pick up the student. Sometimes a new day, brings new light on old learning experiences.

### **Parent Behavior**

In addition to our student behavior policy, it is expected that parents will be on their best behavior while in our school. Bend Immersion Preschool reserves the right to terminate if parent behavior is threatening, violent or intimidating in anyway at any time to any member of Bend Immersion Preschool, parent, teacher, child or visitor. Parents removed for this concern will not be refunded.

### **Parent's Night Out**

Once monthly Bend Immersion Preschool offers a parent date night call Parent's Night Out. This event runs from 5:30 pm – 8:30 pm and costs \$50. Pre-registration is required. See the sign up sheet at the sign in desk.

### **Staff Training**

Once a year all staff attend a mandatory staff training to receive professional development hours. These dates will be posted up as soon as the classes are scheduled each year. A maximum of two days per year Bend Immersion Preschool will be closed for professional development.

### **Curriculum**

Mother Goose Time curriculum is utilized at Bend Immersion Preschool for our students who are 2 years and older. Kindergarten readiness is a strong focus and learning through interactions, play and hands on experience builds our students minds, and growing bodies. Curriculum books are available for viewing at any time. See a teacher for access to the curriculum book.

### **Guidance**

Positive redirection is the method of guidance used at Bend Immersion Preschool. This includes verbal redirection, distraction, joining another group, helping the teacher or taking time to cool off. If a student is worked up and needs time to cool off, the child is welcome to go to the quiet corner to garner some alone time.

Early Intervention, Early Childhood Special Education, work with the child's physician or other health professionals as needed to best serve the student.

By signing below, I/we acknowledge I/we have read and agree to abide by the terms and policies outlined in the Bend Immersion Preschool Policy Handbook.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_