



Faithful Foundations Preschool  
& Kindergarten  
Proverbs 22:6

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# Parent Handbook

Please keep this handbook  
For future reference!



## Welcome Families,

Welcome to Faithful Foundations Preschool & Kindergarten! Whether this is your first year with us or you're returning for another, we are so thankful for the opportunity to walk alongside your family during these important early years.

Our school name reflects our mission: to help lay a strong **foundation** in your child's development—academically, emotionally, and socially. We are committed to being **faithful** in that mission by providing a purposeful, nurturing, and impactful start to your child's education.

We are guided by the verse:

**"Train up a child in the way he should go, and when he is old he will not depart from it." – Proverbs 22:6**

This truth reminds us that the work we do now matters far beyond today—it shapes the years ahead.

At Faithful Foundations, we believe learning happens best in a safe, structured, and joy-filled environment. Our teachers are here not only to educate, but to care deeply, model kindness, and encourage each child to grow into who they were uniquely created to be.

As the owner and someone actively involved in our daily operations, please know how honored I am to partner with you in this season of your child's journey. We look forward to a year full of learning, laughter, and meaningful milestones.

With gratitude,

**Stephanie Burch**

Owner, Faithful Foundations Preschool & Kindergarten

# Table of Contents

Welcome Families,.....	1
Table of Contents .....	2
Hours of Operation	
.....	3
Program Staff	
.....	4
Our Mission Statement	
.....	4
Approach To Early Education	
.....	4
Our Educational Philosophy	
.....	4
Preschool Curriculum Overview	
.....	5
Statement of Faith	
.....	5
Parent Communication	
.....	6
Arrival Routine	
.....	7
Separation Anxiety	
.....	7
Classroom Visitation & Volunteer Policy	
.....	7
Departure Routine Policy	
.....	9
Enrollment & Program Fees	
.....	10

## **Tuition Policies:**

.....10

## **Withdrawal Policy**

.....12

## **Academic Calendar**

.....13

## **School Closures**

.....13

## **Health & Immunizations**

.....14

## **Suspected Child Abuse**

.....15

## **Restroom Policy**

.....16

## **Home Learning & Attendance Policy**

.....17

## **Social-Emotional Growth & Behavior Guidance Policy**

.....18

## **Clothing, Backpacks & Personal Items**

.....19

## **Fundraising & Family Involvement**

.....20

## **Hours of Operation**

Monday-Friday: 8:30 AM – 1:30 PM

While you are welcome to call outside of office hours, it is best to reach us by text, e-mail, or app notification. If your concern can be handled during regular hours, we may follow up then. For illness absences, please use the Playground app to self-report.

## **Program Staff**

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Owner/Administrator: Stephanie Burch  
Business Manager: Tim Burch  
Pre-K3 Teacher: Cheree Spence  
Pre-K4 M/W Teacher: Tammisue Kittrell  
Pre-K4 T/Th Teacher: Haley Eide  
Kindergarten Teacher: Crystal Rath  
Teacher's Aide/Substitute Teacher: Jasmine McDermed  
Teacher's Aide: Hailey McDonald  
Teacher's Aide: Zoie Vasquez

## **Our Mission Statement**

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Our mission is to work in partnership with parents to lay a strong foundation for learning in the next generation of young children. We are committed to fostering academic growth, building strong moral character, and nurturing a curiosity and love of learning. Through a structured and engaging program, students will learn and grow in an environment where they have fun, explore new ideas, interact with their surroundings, and develop the skills needed for the next stage of their educational journey.

## **Approach To Early Education**

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Faithful Foundations Preschool & Kindergarten is a structured, part-day preschool—not a daycare. While some preschools operate within daycare settings, we focus solely on early childhood education within a traditional school-year calendar. We are a “recorded program” in Oregon, which means we meet state standards for health and safety while maintaining flexibility in curriculum as a privately funded, faith-based provider. Faithful Foundations is owned and operated by Faithful Foundations, LLC (Recorded Program No. PS601582).

## **Our Educational Philosophy**

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We believe children thrive in an environment that is intentional, structured, and developmentally appropriate. Every child is uniquely created and learns at their own pace. Our role is to nurture both their curiosity and academic growth while helping them develop the skills needed for long-term success.

We offer individual, age-specific classes for Pre-K3, Pre-K4, and Kindergarten. This allows us to target developmental milestones with precision and provide the right balance of support and challenge. Our approach includes:

- Low teacher-to-student ratios for personalized instruction
- Spiral review teaching techniques to reinforce concepts over time
- A balance of structured learning and purposeful play
- Curriculum aligned with Oregon Early Learning Standards

# Preschool Curriculum Overview

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Our curriculum supports the whole child—socially, emotionally, physically, and academically. Children engage in structured learning and play designed to promote confidence, creativity, independence, and school readiness.

## Developmental Learning Areas:

- **Social & Emotional:** Kindness, respect, cooperation, and emotional self-regulation
- **Self-Help:** Independent dressing, hygiene, and classroom responsibilities
- **Gross Motor:** Hopping, balancing, climbing, and ball skills
- **Fine Motor:** Cutting, writing, puzzles, and hands-on activities

## Academic Foundations:

- **Math:** Counting, patterns, and simple problem-solving through routines and play
- **Literacy:** Storytime, phonics, rhyming, and letter formation
- **Science & Social Studies:** Nature discovery and learning about our community
- **Creative Arts:** Painting, sculpting, collaging, and multi-sensory materials
- **Technology:** Early literacy games and basic computer skills

## Structured Curriculum with a Biblical Worldview:

We proudly use the Abeka curriculum—a structured, professionally developed program built on a Biblical worldview. Abeka offers a strong foundation in phonics, handwriting, numbers, and character development. Lessons are designed to be engaging and age-appropriate while developing fine motor skills, comprehension, and moral values.

# Statement of Faith

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At Faithful Foundations Preschool & Kindergarten, we hold to the foundational truths of the Christian faith as expressed in the Bible. We affirm the deity of Jesus Christ, His sacrificial death for our sins, and His resurrection, which offers hope and redemption to all who believe. We acknowledge the authority of Scripture in guiding our values, teachings, and practices.

While our foundation is rooted in faith, our primary focus is academic excellence. We are committed to delivering a structured, high-quality education that supports all learners in achieving developmental and educational milestones.

We warmly welcome children and families from all backgrounds and beliefs. We believe every child deserves the opportunity to thrive in a nurturing, respectful, and inclusive learning environment. Our desire is to foster unity and understanding while creating a space where all students feel valued, supported, and prepared for their next stage in education.

## Parent Communication

We prioritize clear communication to keep families informed and engaged. Our primary methods of communication are:

1. **Playground App Notifications:** For daily updates, photos, announcements, and alerts regarding your child's activities.
2. **Text Messages:** For quick updates, specific reminders, and school closures.
3. **Email:** For detailed information, newsletter e-mail list, and document requests.
4. **Phone Calls:** Used for urgent or personal matters.

**Please keep your contact information current in your Playground app to ensure you receive important updates. We're here to support you and your child every step of the way.**

### Playground App:

Faithful Foundations uses a comprehensive childcare management software to enhance safety, security, and the parent experience. During the enrollment process, you will be sent an invitation to join our school on the Playground app. This free app will be used for many purposes throughout the year including electronic payment of tuition, obtaining statements and tax documents, messaging teachers, seeing daily routines, documents, and so much more. Each parent/guardian will be assigned a unique 4-digit PIN number used to sign-in/sign-out their children. Need help using the Playground App? You can use the parent resource guide linked from our website, or reach out to us for additional help. Please keep your contact information current in your Playground app to ensure you receive important updates. We're here to support you and your child every step of the way.

### Monthly Newsletters:

At Faithful Foundations Preschool & Kindergarten, we prioritize keeping families informed and connected. A monthly newsletter will be sent directly to your email and shared through the Playground App at the beginning of each month.

These newsletters include important updates such as:

- Changes or reminders regarding the school schedule
- Details about upcoming events, holidays, and classroom activities
- Notes from teachers or administration
- Opportunities for parent involvement
- Highlights and photos from recent class experiences

**We encourage all families to read each newsletter carefully to stay up-to-date and ensure a smooth, well-informed school year.**

## Arrival Routine

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Please do not enter the building until a staff member opens the door. Upon arrival, parents/guardians will use the iPad station inside the main doors to securely sign in their student using a unique 4-digit PIN. Parents/guardians must walk their child to the classroom and ensure brief contact with the teacher before departing. This supports a smooth and secure transition each day. Once students have arrived, the building will be completely locked down for security reasons.

If you anticipate dropping off late, please notify us through your Playground app or contact the preschool via our cell phone at (503) 405-6122. Use the Ring doorbell installed on the office doors.

## Separation Anxiety

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Separation anxiety is very common in the early days of preschool and is nothing to worry about. Here are some ways to help ease the transition:

- **Relax!** Children will sense your apprehension; therefore, it is important that you feel comfortable with the routine. If you have questions or concerns, please ask us.
- Come and visit with your child before the first day of attendance.
- Learn the names of your child's future play mates and the teachers who will be caring for them.
- Go to our Facebook page, look at the pictures with your child. It will help your child become more familiar with the classroom before attending.
- In their first days, use pictures as a conversation starter with your child. What do you think you would like to do there? What did you play with today? Did you like the \_\_\_\_? etc.
- Actively listen to your child as (s)he talks about their day. This will give insight to help the next day. If you know they like the blocks, that might be a great direction to get them thinking about the next morning.
- Establish a **"goodbye routine"** and even practice it at home when leaving your child with a grandparent or spouse who typically doesn't drop off. Try for example a special phrase like see you later alligator, one hug and two kisses. **Try not to get trapped in the "one more hug, kiss etc."** **Kids are amazing at this game! Unfortunately, it usually just makes a tough goodbye, tough for an even longer period of time.**
- Figure out what works best for your child. For most children **a quick departure is best.** It doesn't prolong what they are dreading (you are leaving). Usually by the time parents have pulled out of the driveway, a crying child has stopped and is involved in playing.

**Please know that it's very normal for tears to happen during the first days. Most children are happily engaged within minutes of arrival. If you're ever concerned, feel free to message us—we'll gladly update you.**

## Classroom Visitation & Volunteer Policy

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At Faithful Foundations Preschool & Kindergarten, we believe in working hand-in-hand with families to support each child's growth and success. Preschool is often a child's first structured experience away from home, and we understand how meaningful it is to witness and be part of these early milestones.



Our goal is to create a nurturing, consistent environment where children can build emotional independence, confidence, and routines that prepare them for future learning. To support this, we have structured our visitation policy to protect the flow of the classroom, honor children's developmental needs, and meet important safety standards.

### **Why This Policy Exists:**

Young children thrive when routines are predictable and free from unnecessary distractions. While we love the heart behind parent involvement, unplanned classroom visits—especially in the early months—can unintentionally impact the classroom in ways such as:

- Drawing children's attention away from learning routines
- Increasing separation anxiety for your child or their peers
- Limiting opportunities for students to fully engage with peers and teachers independently

Our teachers are trained to guide children lovingly through the separation process, and we're always here to support families through this important transition.

### **Safety & Compliance Requirements:**

In addition to the developmental reasons for limiting classroom disruptions, we must also comply with safety standards set by the Oregon Department of Education's Early Learning Division, which oversees recorded preschool programs like ours.

Any adult over the age of 18 who enters the classroom during instructional hours must be enrolled in the Oregon Central Background Registry (CBR).

This registry requires:

- An online application
- In-person fingerprinting
- A completed background check through the state

Because this process can take several weeks and must be completed *before* someone can be present in the classroom, we are unable to accommodate drop-in visitors or unscheduled volunteers during school hours. We know this may feel limiting, but it is one of the ways we protect every child in our care and maintain compliance with state guidelines.

### **How Families Can Stay Involved:**

We deeply value our families and offer many opportunities throughout the year to stay connected, including:

- Open House and family events
- Holiday celebrations and classroom parties
- Volunteer opportunities with advance clearance
- Clear, ongoing communication from your child's teacher

We are committed to maintaining transparency and trust in everything we do. If you have questions about how to stay involved we're happy to have that discussion on a case-by-case basis. Thank you for partnering with us to provide a safe, consistent, and supportive learning environment for all students.

# Departure Routine Policy

The safety and security of our students is our highest priority during both arrival and departure times. To ensure a smooth and safe pick-up process, we follow a structured routine at the end of each school day.

## **Pick-Up Procedure:**

- A staff member will open the doors once students are ready to be dismissed.
- Parents/guardians must enter the building and proceed to the classroom to pick up their child.
- Each child must be signed out using the unique 4-digit PIN assigned to their parent or guardian in the Playground app.
- Only individuals listed as authorized guardians or approved pick-up contacts in the Playground app will be allowed to remove a student from the building. Please ensure these individuals are added in advance.

## **Photo ID Requirement:**

For the safety of all students, anyone who does not regularly drop off or pick up and is not personally known to staff must present a valid photo ID at pick-up.

- The name on the ID must match a name listed in the Playground app as an authorized guardian or pick-up contact.
- Students will not be released to individuals who cannot provide proper identification, even if they are listed in the app.

We appreciate your help in supporting this important safety measure.

## **Carpooling with Other Families:**

If another school family will be picking up your child, you can create a carpool authorization in the Playground app. This allows other parents or guardians in our school community to safely and securely pick up your child.

Need help setting up a carpool? Use the helpful resources in your Playground app or speak with a staff member—we're happy to assist you.

## **Timely Pick-Up & Late Fees:**

We ask that all children are picked up promptly at dismissal time. We understand that occasional delays happen; if you're running late, please notify us as soon as possible.

- A 15-minute grace period is provided after dismissal.
- After this window, a late pick-up fee of \$1.00 per minute may be charged to your account.

Thank you for helping us maintain a safe, respectful, and predictable end-of-day routine for all children and staff.

# Enrollment & Program Fees

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## Enrollment Process:

Priority enrollment for the upcoming school year is first offered to currently enrolled families. After this period ends, open enrollment begins, and applications from new families will be considered based on class availability and the order in which they are received.

All enrollment applications must be submitted through the Playground App. During submission, families will be asked to enter a payment method for the enrollment fee, which covers curriculum materials, classroom supplies, and registration.

If your preferred class is full, you will have the option to:

- Select a different available class, or
- Remain on the waitlist for your first-choice class.

Your payment method will **only be charged once your child has been accepted and placed in a class.**

**Please Note:** To maintain fairness and consistency in our enrollment process, **enrollment fees are non-refundable** once your child has been accepted into a class—even if you choose to withdraw before the first day of school.

## Program & Snack Fees:

Enrollment at Faithful Foundations Preschool & Kindergarten includes a one-time, non-refundable enrollment fee that covers curriculum materials, classroom supplies, and registration.

Enrollment fees are collected upon acceptance into the program and vary by age group. Current tuition rates, fee schedules, and snack quantity guidelines are outlined in the **Annual Financial Agreement Form**, which is updated and distributed each year during enrollment.

In addition, **participation in the classroom snack program is required.** Families may choose one of the following options:

- Pay a small monthly **snack fee**, billed with tuition, or
- Provide a **store-bought group snack** once per month for their child's class

**Please Note:** Enrollment fees are non-refundable once a child is accepted into a class, even if the family withdraws before the first day of school.

## Tuition Policies:

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### Full-Year Commitment:

Enrollment at Faithful Foundations Preschool & Kindergarten represents a **financial and enrollment commitment for the full academic year (September through May)**. Tuition is calculated based on the total cost of educating one child over this nine-month period, which includes staffing, curriculum, classroom supplies, and facility expenses.

Because much of our planning—such as hiring staff, purchasing curriculum, and preparing classrooms—takes place before the school year begins, early withdrawals without an extenuating circumstance create both financial and operational challenges for our program. As a privately funded school, we do not receive state or federal aid and rely solely on tuition, enrollment fees, and fundraising to operate.

### **Tuition Expectations:**

- Tuition is based on annual enrollment in the program.
- Tuition is **not based on attendance**, and payment is required whether or not a student is present.
- Tuition is **not prorated** for holidays, illness, inclement weather, vacation, or other absences.

### **Payment Methods:**

- Tuition may be paid online through the **Playground App**, or in person via **cash or check**.
- Credit/debit card transactions may incur a small **processing fee**, automatically passed on by the payment processor.

### **Credit Card on File & Auto-Payment:**

To simplify billing and ensure timely payments, all families are required to place a valid credit or debit card on file through the Playground App.

- **Auto-payment will be processed on the 8th of each month.**
- If the card on file is **declined**, the account will be considered **late**, and a **\$25 late fee** will be applied.
- Parents must **update the card on file** promptly to avoid further disruption.
- Families preferring to pay manually before the 8th may do so using Playground or in person. If a manual payment is received before the auto-charge date, no charge will be made to the card on file.

### **Billing Schedule:**

- Invoices are issued **monthly**, typically the 15<sup>th</sup> of the preceding month for the upcoming month's tuition.  
*Example: September tuition is billed August 15<sup>th</sup>.*
- Tuition is **due on the 1st of each month**. A grace period extends through the 7th.
- **Auto-payments process on the 8th** if tuition has not been paid.
- **Late fees apply** if payment is still outstanding after the 8th.

### **Late Payment & Delinquency:**

We understand that unexpected financial challenges may arise, and we are committed to working with families whenever possible. If you anticipate difficulty making a payment, please contact us as early as possible to discuss your options.

- **Late Fee:** A \$25.00 late fee will be added to any payment not received by the end of the grace period.

- **Payment Arrangements:** If you contact us **before** the end of the grace period and an alternate payment plan is approved, the late fee **may** be waived at the school's discretion.
- **Delinquency Policy:** If tuition becomes one month past due, the student will not be allowed to attend school until the account is brought current.
- **Collections:** In rare cases, accounts with unpaid balances may be referred to a collections agency. Any associated fees will be added to the family's account.
- **Chargebacks:** Any reversed online payments that are resolved in favor of the preschool may result in late fees and recovery costs.
- **Returned Checks:** A fee of up to \$35.00 will apply to any check returned by your bank.

## Withdrawal Policy

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### Voluntary Withdrawal Policy (Family-Initiated):

Faithful Foundations Preschool & Kindergarten plans staffing, curriculum purchases, and classroom placements well in advance based on enrollment commitments. To ensure continuity and minimize disruption, the following withdrawal policy applies:

- **Written notice is required at least 30 days prior** to a student's intended withdrawal. This notice allows us time to offer the space to a family on our waitlist, **if a waitlist exists**.
- If a waitlisted student is able to fill the vacated spot **within the 30-day notice period**, **Faithful Foundations will waive the full-year tuition commitment** for the withdrawing family.
- **Enrollment fees are non-refundable**, even if a student withdraws before the first day of school.

### Extenuating Circumstances:

In rare cases of documented extenuating circumstances, families may be alleviated of the full-year financial commitment. A written request must be submitted and will be thoughtfully reviewed on a case-by-case basis by the director. Supporting documentation may be requested as part of this process.

Extenuating circumstances may include:

- **Death** of the custodial parent who signed the financial agreement
- **Verified loss of primary income** of the person who signed the financial agreement
- **Relocation** more than 30 miles away from Faithful Foundations Preschool

We are committed to handling all sensitive situations with care and understanding and deeply value the trust families place in our school community.

### Administrative Withdrawal Policy (School-Initiated):

Faithful Foundations Preschool & Kindergarten reserves the right to initiate an administrative withdrawal when necessary to protect the safety, well-being, or learning environment of all students and staff. Administrative withdrawal may be considered in situations including, but not limited to:

- Ongoing non-payment or significantly delinquent tuition
- Repeated or serious behavioral concerns that disrupt the classroom environment

- Failure to comply with school policies and procedures
- Hostile, inappropriate, or threatening behavior from a parent or guardian
- Identification of additional support needs that exceed the scope of our program

In most cases, written notice will be provided, and a meeting with the director will be scheduled to discuss concerns prior to finalizing the withdrawal. Tuition policies for administrative withdrawals will be reviewed and handled on a case-by-case basis, with consideration given to the circumstances surrounding the withdrawal.

#### **Administrative Withdrawal Appeal Process:**

Families who have received notice of an administrative withdrawal may request a review of the decision by submitting a written appeal within five (5) business days of receiving the withdrawal notice.

To initiate an appeal, parents/guardians must:

1. Submit a written request to the director outlining the reason for the appeal and any supporting information or documentation.
2. Attend a scheduled meeting with the director (and other school representatives, if applicable) to discuss the concerns and any potential resolution.

Appeals will be reviewed by the school's administrative team. A final written decision will be communicated to the family within **seven (7) business days** following the appeal meeting.

While all appeals will be reviewed thoughtfully and respectfully, Faithful Foundations Preschool & Kindergarten retains final authority on all administrative withdrawal decisions in order to ensure the safety, integrity, and overall well-being of the school environment.

## **Academic Calendar**

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A detailed academic calendar with scheduled breaks, events, and special school days is provided **monthly through the school newsletter and website**. This includes information such as holidays, spirit days, classroom events, field trips, and other important dates.

Please make sure you are reading the monthly newsletter and calendar to stay up to date on the most important information in our school community.

## **School Closures**

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At Faithful Foundations Preschool & Kindergarten, the safety of our students, families, and staff is our highest priority. Because our families and teachers commute from a wide range of areas, many of which experience different weather conditions, our decisions regarding closures and delays are made thoughtfully and with caution.

#### **School Closure Guidelines:**

Faithful Foundations follows Estacada School District for most weather-related closures.

- If Estacada School District **closes school, we will also close.**
- If Estacada calls for a **2-hour late start** or a **virtual school day**, we will evaluate our own ability to safely open based on staff availability and broader weather conditions. A final decision will be communicated as early as possible.

### **Local Weather Variations:**

We understand that many areas within a single district can experience different weather conditions, particularly in higher elevations or rural neighborhoods. If you live in a weather-prone area and are seeing hazardous road conditions near your home, we welcome your input. Parents may send a message via the Playground App or by text to report local weather. Your feedback is helpful as we assess the safety of opening school.

### **Staff Commutes:**

Many of our teachers and staff travel from areas including Troutdale, Fairview, and Welches, which can also be significantly affected by weather conditions. Our ability to open safely depends not only on the conditions around the school, but also on whether staff can commute safely.

### **Non-Curriculum Days:**

In some situations, we may declare a Non-Curriculum Day, or “Play Day” due to weather or staffing limitations. On these days:

- The school will remain open **only if adequate staffing is available** to ensure safety.
- Families who are able to travel safely may bring their children to school.
- All formal curriculum and structured classroom activities will be paused. Students will instead participate in supervised free play and informal activities.
- This policy helps ensure all children remain at the same pace in their academic progress.

**Please Note:** Tuition is not prorated or refunded for weather-related closures, Non-Curriculum Days, or student absences due to inclement weather. Any missed school work will be sent home with their student, or we will pause the schedule until the closure has concluded. We appreciate your communication, understanding, and support as we navigate weather challenges with care and flexibility—always placing the safety of students and staff first.

## **Health & Immunizations**

### **Health Policy:**

Your child’s health, safety, and well-being are a top priority at Faithful Foundations Preschool & Kindergarten. We ask that you inform us of any special health concerns, allergies, medications, or medical conditions that may affect your child during the school day.

Each enrolled student must have a completed and signed Emergency Medical Authorization Form on file. In the event of a serious illness or injury, emergency medical services (EMS) may be called, and we will make every effort to contact a parent or guardian immediately. A trained staff member will remain with your child until you arrive.

Please Note: If your child is transported to a hospital via EMS, parents or guardians are responsible for all costs incurred from any medical provider or emergency service.

All staff members are trained in CPR and First Aid, and we are committed to providing prompt and attentive care whenever needed.

### **Minor Injuries & Daily Play:**

We understand that during the course of regular play, it is not uncommon for children to experience minor bumps, scrapes, or “ouchies.” These minor incidents will be handled by staff and may be documented or shared with you at pickup.

If a child experiences a more significant injury—such as a large bruise, a visible bump to the head, or is hurt by another child—we will contact a parent or guardian directly to inform you of the situation. This communication may be made via phone call, text message, or a notification through the Playground App, depending on the nature of the incident and urgency.

### **Sick Child Guidance:**

To help maintain a healthy learning environment for all students:

- If your child is not feeling well or shows symptoms of illness, please keep them home.
- Absences due to illness should be reported using the **Playground App**.
- For guidance on when to keep your child home, visit the **Parent Resources** section of our website for the latest information from the **Oregon Health Authority**.
- If your child becomes ill during the school day, you or your designated emergency contact will be called to pick them up. While waiting, your child will be cared for by a staff member and kept comfortable in a quiet, supervised area away from other students.

### **Immunization Policy:**

Faithful Foundations Preschool & Kindergarten adheres to Oregon State Law and Administrative Rules regarding immunization requirements for preschools and childcare providers.

We utilize the state database, ALERT IIS, to access immunization records for enrolled children and determine their immunization status. If a child is not up to date on immunizations, and an appropriate exemption has not been submitted prior to the state-mandated exclusion date, they will not be permitted to attend school until compliance is met. This requirement is a statewide regulation and applies to all preschool programs, not just Faithful Foundations.

We recognize that vaccination decisions are personal to each family. We do not make judgments for or against your choice to immunize. As long as the proper documentation is on file—either a Certificate of Immunization Status or an approved exemption form—no child will be discriminated against or excluded based on immunization status.

Our goal is to comply with state health regulations while fostering an inclusive, respectful, and safe environment for every student.

## **Suspected Child Abuse**

Oregon law and administrative rules require all employees to report any suspected instances of neglect, physical, sexual, or emotional abuse to the Department of Human Services. Our staff undergoes



comprehensive training in child abuse detection and awareness to ensure they can identify and respond appropriately to any signs or suspicions of abuse. This commitment to vigilance and reporting helps safeguard the well-being and safety of all children under our care.

## Restroom Policy

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At Faithful Foundations Preschool & Kindergarten, we are committed to supporting children's independence and dignity while maintaining a safe and hygienic environment.

### Student & Staff Restroom Use:

During preschool hours, staff and students use separate restroom facilities. Our children's restrooms are equipped with child-friendly supplies such as step stools, hand soap, and hand towels to encourage independence. Teachers provide verbal support and reminders to help children manage restroom tasks on their own whenever possible.

If a situation arises where a child needs additional help, staff will guide them respectfully and safely.

When it becomes necessary for an adult to enter the restroom while a child is inside, a second staff member will be present to ensure accountability and the child's well-being. This practice is part of our commitment to upholding student privacy and safety at all times.

We ask that families help support the routine by encouraging children to use the restroom before arriving at school, which minimizes classroom disruptions and helps students stay engaged in learning.

### Potty Training & Pull-Up Guidelines:

We expect children to be potty trained by the start of the school year, especially those entering Pre-K3. However, we understand that young children may still be working toward full independence. To support this transition, the following guidelines apply:

- Pull-ups may be worn if a child is actively potty training and showing consistent success at home.
- Staff will not check or change pull-ups. If a pull-up becomes soiled, **a parent must return to school** within 15 minutes or have an approved plan on file.
- For Pre-K3 students, the school provides a potty training seat with an attached step stool in each student bathroom to support safe and independent toilet use. As children grow in confidence and ability, we encourage a gradual transition to using the full-size toilet. While we do not monitor potty use, most students should be able to use a full-size potty. We encourage parents to have this conversation with their child and support their readiness and comfort with using a standard toilet seat. We extend grace and support throughout the school year for children who are still gaining restroom independence.

If frequent accidents occur, we will collaborate with families to determine the best plan for the child's success—this may include creating a transition plan or temporarily pausing attendance.

Our goal is to make the potty-training journey a positive and supported experience for both children and families.

# Home Learning & Attendance Policy

At Faithful Foundations Preschool & Kindergarten, we believe that learning is a partnership between school and home. While our half-day programs are rich with developmentally appropriate academic instruction, additional learning opportunities at home help reinforce what is taught in the classroom.

## **Home Learning Expectations:**

To support your child's academic success, we encourage families to stay engaged with at-home learning routines:

- Teachers may occasionally send home learning materials, packets, or activities for added reinforcement.
- Parents are encouraged to read with their child for at least 15 minutes each evening. Consistent reading at home builds literacy skills and nurtures a love of learning.
- Some students will be provided access to additional educational games and learning programs that can be used at home. These engaging, interactive tools help reinforce skills in early reading, phonics, and number recognition. We encourage families to use them as a fun way to support and extend classroom learning at home. At-home learning is an important component of your child's progress and plays a key role in helping them meet academic milestones.

If you would like additional resources or have specific questions or suggestions about what your child is learning, please don't hesitate to reach out to their teacher. We are happy to collaborate with you to create a consistent learning experience that bridges school and home.

## **Attendance Expectations:**

We understand that families choose our part-day preschool model for its flexibility. However, consistent attendance is critical for your child to make the most of our program.

- Our curriculum is designed around structured routines and sequential skill-building. Missed days may affect your child's ability to stay on track.
- While occasional absences for illness or family events are understandable, we encourage families to prioritize attendance on scheduled school days whenever possible.
- Teachers do not provide formal make-up work for missed days, but may send home key materials at their discretion.

We appreciate your partnership in helping your child build strong habits, enjoy a routine, and succeed both socially and academically.

# Social-Emotional Growth & Behavior Guidance Policy

At Faithful Foundations Preschool & Kindergarten, we believe that supporting each child's social, emotional, and behavioral development is just as important as building academic skills. Our goal is to nurture confident, respectful, and compassionate learners who are prepared for future success—both in school and in life.

We do not expect children to enter our program already meeting these goals. Instead, we view behavior as a learning process and focus on growth, encouragement, and support as students develop and practice new skills.

## Social & Self-Help Skill Goals:

Each program sets developmentally appropriate expectations, including:

- **General Manners** – Using polite language such as “please,” “thank you,” and “excuse me”
- **Sharing and Taking Turns** – Practicing patience and cooperation
- **Cleaning Up** – Taking responsibility for materials and helping tidy shared spaces
- **Respect and Care** – Treating teachers, peers, and school property with kindness
- **Safe Interactions** – Using gentle hands and avoiding rough or unsafe play

These foundational skills help children develop independence, self-regulation, and readiness for kindergarten while contributing to a positive classroom culture.

## Positive Guidance & Discipline:

Our discipline approach is rooted in **prevention, redirection, and consistent support**. Staff are trained to guide children in developing appropriate behavior through:

- Gentle reminders of classroom expectations
- Positive reinforcement for appropriate behavior
- Clear and consistent boundaries
- Redirection to more appropriate activities
- Teacher-supported conflict resolution
- Emotional validation and helping children process feelings in a safe, respectful way

We do not use or permit any form of physical punishment, emotional intimidation, humiliation, or deprivation of basic needs. Our classrooms are safe, respectful, and nurturing spaces for all children.

## Behavior Support & Intervention:

In cases of challenging or aggressive behavior (e.g., hitting, biting, spitting), we follow a progressive support process to ensure the safety of all students while helping the child learn appropriate behavior:

1. **Gentle reminders and redirection** to encourage positive choices
2. **Brief removal from the classroom** to a quiet, supervised space (if needed), allowing the child time to regulate emotions, followed by teacher-supported reintegration

3. **Parent communication and collaboration**, which may include calling the parent during the school day to speak with their child and reinforce expectations
4. **Parent contacted to pick up the child early** if the behavior continues or presents a safety concern

If the behavior persists despite these steps, we will work closely with the family to develop a Behavior Support Plan. This plan outlines strategies, goals, and a timeline for improvement. If ongoing concerns remain, and the behavior becomes unsafe, severely disruptive, or unresponsive to intervention, the child may be withdrawn from the program to maintain a safe learning environment for all students.

#### **Our Commitment:**

Our staff is deeply committed to creating a safe, respectful, and inclusive learning environment where children can build the social-emotional skills they need to thrive. Through positive guidance, compassionate intervention, and strong parent partnerships, we aim to help each child grow in confidence, character, and community.

## **Clothing, Backpacks & Personal Items**

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To ensure a smooth and successful day at school, we ask that families send children prepared with practical clothing, necessary supplies, and a clear understanding of what should (and should not) be brought from home.

#### **Dress for Play & Independence:**

Our preschool environment encourages active, hands-on learning, which often means getting messy!

- Please send your child in casual, play-friendly clothing that can get dirty.
- Choose clothing that your child can manage independently. Avoid belts, overalls, or suspenders unless your child can fasten and unfasten them on their own.
- Help support your child's self-help skills by dressing them in layers or simple fasteners they can practice using themselves.

#### **Backpacks & Daily Essentials:**

Each child should bring a **full-size backpack** to school **every day**. Backpacks should be large enough to comfortably hold the following items:

- **1–2 complete changes of clothing** (more if your child is potty training)
- **Water bottle** – filled with **water only** (please do not send juice, milk, or other beverages)
- **Papers, crafts, or notes** sent home by the teacher
- **Seasonal items** such as a hat, gloves, or rain gear as needed

We kindly ask that parents **check your child's backpack daily** for important updates, artwork, or classroom communication. Keeping backpacks clean and organized helps your child develop responsibility and ensures you stay connected with what's happening at school.

#### **Cold Weather & Outdoor Play:**

We go outdoors regularly—even during the winter—on our covered playground, unless conditions are unsafe (freezing rain, snow, or strong winds).

- Please dress your child in weather-appropriate clothing including:
  - Warm coat
  - Mittens/gloves
  - Hat
  - Boots or sturdy shoes

**Label all winter gear clearly—especially gloves, hats, and boots—as many items look alike.**

### **Toys from Home:**

We kindly ask that toys and personal items from home remain at home unless specifically requested for a show-and-tell or classroom activity.

- Toys brought from home can be distracting, cause conflict, or be accidentally lost or damaged.
- Comfort items (such as a small stuffed animal) may be allowed on a case-by-case basis for separation anxiety during the early transition period—please discuss this with your child’s teacher if needed.

Thank you for your cooperation in keeping the classroom environment focused, peaceful, and inclusive for all students.

## **Fundraising & Family Involvement**

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At Faithful Foundations Preschool & Kindergarten, we’re committed to offering an enriching, joy-filled preschool experience while keeping tuition and fees as accessible as possible for families. One way we accomplish this is through **fundraising efforts that directly benefit our students.**

### **Why We Fundraise:**

We are a **privately funded preschool**, which means we do not receive support from a church ministry budget, government subsidies, or external grants. **Unlike many other preschool and Kindergarten programs that are part of or subsidized by churches or daycare centers**, Faithful Foundations operates independently. Because of the way our program is structured, we do not qualify for many of the resources typically available to nonprofit or ministry-affiliated schools.

As a result, **we rely on fundraising to help cover expenses that fall outside our regular operating budget**—the kinds of enriching experiences and classroom extras that make Faithful Foundations special.

Funds raised through our school community directly support:

- Trunk-or-Treat and seasonal celebrations
- Field trips and community helper visits
- Enrichment experiences like Graduation Ceremonies, Vet Day (where children receive their own stuffed animal “patient”), etc.
- Extra classroom materials, activity supplies, and hands-on learning tools
- Playground or General School Improvements

Rather than raising tuition or charging additional fees for each activity, we turn to and rely on fundraising as a way to keep these opportunities affordable and accessible to all students.

#### How It Works:

We typically host **two main fundraising events per year**—a Fall fundraiser and a Spring fundraiser. Each student will be assigned a **suggested fundraising goal**, and families may choose how to participate:

- Join in the fundraiser by sharing links, encouraging family and friends to support, or engaging in event activities
- Contribute a **direct donation** in lieu of participating in the fundraiser

Participation is **strongly encouraged**, but not required. While there are no penalties for not meeting the suggested goal, we rely on collective family support to continue offering the level of programming that makes our school unique. Your involvement—whether through time, outreach, or donation—is deeply appreciated.

#### Your Impact:

Because of fundraising, we are able to:

- **Maintain a competitively priced Preschool & Kindergarten experience**—especially compared to many other private programs that are subsidized by churches or operate as part of larger daycare centers
- Avoid additional activity or materials fees
- Enrich each child's preschool experience with engaging, hands-on, and memory-making moments

We are incredibly grateful for the support of our school community. **Your partnership helps keep Faithful Foundations a place where children grow, explore, and thrive.**

Thank you for taking the time to review our Parent Handbook. We appreciate your partnership and trust as we work together to provide a safe, nurturing, and engaging learning environment for your child.

With gratitude,  
All of us at  
Faithful Foundations Preschool & Kindergarten