



Faithful Foundations Preschool
& Kindergarten
Proverbs 22:6

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Parent Handbook

2026-2027

**Please keep this handbook
For future reference!**



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Program	Schedule	Tuition	Enrollment Fee
 Preschool Prep	Jan–May	\$130/mo	\$75
 Pre-K3	2 days/week	\$185/mo	\$100
 Pre-K4 (2-Day)	2 days/week	\$185/mo	\$100
 Pre-K4 (3-Day)	3 days/week	\$240/mo	\$100
 Kindergarten	Mon–Thu	\$295/mo	\$200

Snack Fees

 Preschool Prep, Pre-K3, Pre-K4: \$5/month or 24 snacks/month

 Kindergarten \$10/month or 36 snacks/month

Available Discounts

 CVBC Member: 5% off tuition

 Sibling Discount: 10% off second (or more) enrollment

 Paid in Full (by August 15): 5% off tuition

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

Our mission is to work alongside parents to lay a strong foundation for children—academically, socially, and emotionally—through a structured, developmentally appropriate early education program. We believe children thrive in an environment that is safe, consistent, and joy-filled, with clear routines, engaging instruction, and warm support from caring teachers.

With gratitude,

Stephanie Burch

OUR APPROACH

Faithful Foundations Preschool & Kindergarten is an academically focused early learning environment, not a daycare. We operate on a traditional school-year calendar and emphasize structured learning, consistent routines, and kindergarten readiness. We are a recorded preschool program in Oregon (Recorded Program No. PS601582), meeting state regulatory standards and operate independently as a privately funded domestic limited liability company.

EDUCATIONAL PHILOSOPHY

We believe children learn best through intentional teaching and structured learning experiences, balanced with purposeful play, within age-appropriate learning environments that intentionally meet and support each developmental stage. Rather than grouping a wide range of ages together, we offer separate, age-specific classes that allow instruction, expectations, and activities to align closely with children's readiness and growth.

This intentional structure supports strong academic foundations, social-emotional development, and confidence as children progress through each stage of early learning. Our approach includes:

- Low teacher-to-student ratios for individualized support
- Developmentally appropriate expectations by age group
- Spiral review teaching techniques to reinforce concepts over time
- Professional Biblical worldview curriculum that aligns with Oregon Early Learning Standards

CURRICULUM OVERVIEW

Faithful Foundations Preschool & Kindergarten uses a thoughtfully planned, academically focused curriculum designed to support the whole child—academically, socially, emotionally, and physically—while preparing students for success in their next stage of learning.

We proudly use the Abeka curriculum, a professionally developed program that has been at the forefront of Christian early childhood education for decades. Presented from a Biblical worldview, Abeka provides a clear scope and sequence that allows learning to build progressively through intentional teaching and

structured learning experiences. We intentionally invest in high-quality curriculum materials each year so instruction remains consistent, purposeful, and developmentally aligned across classrooms.

CORE LEARNING AREAS

Social & Emotional Development focuses on building confidence, independence, and self-regulation while helping children practice kindness, cooperation, and respectful communication.

Self-Help & Independence Skills support children in managing personal belongings, taking responsibility within the classroom, and developing independence through consistent daily routines.

Gross & Fine Motor Development encourages physical growth through activities that build balance, coordination, and strength, as well as fine motor skills such as cutting, tracing, writing, puzzles, and hands-on manipulatives.

Academic Foundations provide structured instruction in early literacy skills including letter recognition, phonemic awareness, phonics, handwriting, and early reading development, along with foundational math concepts such as counting, number recognition, patterns, sorting, and introductory problem-solving. Science and social studies concepts are introduced through observation, nature exploration, and learning about the community and world around us.

Creative Expression allows children to explore art, music, sensory activities, and hands-on projects that encourage creativity, imagination, and self-expression.

Age-Appropriate Technology is used in a guided and purposeful way to support early literacy and learning tools that reinforce classroom instruction.

STATEMENT OF FAITH

Faithful Foundations Preschool & Kindergarten is rooted in the Christian faith and guided by Biblical principles. We affirm the authority of Scripture and the foundational beliefs of Christianity, including the life, death, and resurrection of Jesus Christ.

While our foundation is faith-based, our primary focus is academic excellence within a structured, respectful learning environment. Biblical values such as kindness, integrity, respect, and compassion are woven into daily interactions and classroom culture.

We warmly welcome children and families from all backgrounds and beliefs. Our goal is to create an inclusive, nurturing environment where every child feels valued, supported, and prepared for their next stage of learning.

DAILY ROUTINES AND PROCEDURES

Consistent routines help children feel secure, confident, and ready to learn. The following procedures are designed to support a smooth school day while maintaining safety and predictability for students and families.

Hours of Operation

Office Hours: 8:00am-1:00pm (Monday-Friday)

AM Preschool Classes: 9:00am-12:00pm

AM Preschool Prep Class (if offered): 10:00am-12:00pm

AM Kindergarten Classes: 8:45am-12:15pm

PM Preschool Classes (*if offered*): 12:30pm-3:30pm

Families are encouraged to communicate through the Playground App whenever possible. Messages received outside of regular business hours will be returned the next school day unless urgent. Absences do not need to be called/text in and should be reported by a parent/guardian directly through the Playground App.

Arrival Routine

For student safety, families should not enter the building until a staff member opens the door.

Upon arrival:

- Parents or guardians must sign students in using the iPad station and their unique 4-digit PIN.
- Children must be walked to the classroom, with brief contact made with the teacher before departure.
- Once arrival is complete, the building will be locked down for security purposes.

If you anticipate arriving late, please notify the school through the Playground App or by texting **(503) 405-6122** and ring the office doorbell upon arrival.

Separation Anxiety

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 sense adult emotions, so feeling calm and confident helps your child feel secure. If you have questions or concerns, please ask—we're here to help.
- Visit the school with your child before their first day of attendance.
- Learn the names of your child's future classmates and teachers.
- Spend time looking at photos on our Facebook page with your child to help them become familiar with the classroom environment.
- In the first days, use pictures or classroom activities as conversation starters:
What do you think you would like to do there? What did you play with today? Did you like the ____?
- Actively listen as your child talks about their day. This insight can help prepare for the next morning.

- Establish a consistent “goodbye routine,” and practice it at home if possible. This might include a special phrase, one hug, and two kisses.
- Try not to get caught in extended goodbyes. While it can feel comforting in the moment, prolonged farewells often make separation harder.
- Figure out what works best for your child. For most children, a quick and confident departure is best. Often, by the time parents have left the building, children are happily engaged in play.

Please know that tears during the first days are very normal. Most children settle in within minutes. If you are ever concerned, feel free to message us—we are always happy to provide reassurance and updates.

Departure Routine

At dismissal time:

- A staff member will open the doors once students are ready to be released.
- Parents or guardians must pick up students from the designated dismissal location.
- Each child must be signed out using the assigned 4-digit PIN.

Students will only be released to authorized guardians or approved pick-up contacts listed in the Playground App. You may add a guardian into the app for pick-up approval. You will need to provide that person your PIN number in order to access the sign-out menu. Individuals not personally known to staff may be asked to present a valid photo ID.

To support student safety and manage traffic flow, Faithful Foundations Preschool & Kindergarten may designate separate pick-up locations for certain classes when needed due to enrollment levels, classroom configurations, or program changes. Families will be notified in advance when alternate procedures are in place.

Carpooling

If another school family will be picking up your child, a carpool authorization must be created in the Playground App prior to pick-up.

Timely Pick-Up

We ask that children be picked up promptly at dismissal time. A 15-minute grace period is provided. After the grace period, a late pick-up fee of \$1.00 per minute may be charged.

PROGRAM STAFF

Below is a list of our staff and their roles at the school. Staff assignments are subject to change based on enrollment needs, staffing availability, or program adjustments.

Owner/Program Administrator: Stephanie Burch

Business Manager/Administrator: Tim Burch

Teacher: Haley Eide

Teacher: Crystal Rath

Teacher: Cheree Spence

Teacher: Katherine Torgerson

Aide/Substitute Teacher: Jasmine McDermed

Aide: Haley McDonald

Aide: Zoie Vasquez

Aide: Emily Torgerson

Classroom Visitation & Volunteer Policy

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 does this policy exist?

Young children thrive when routines are predictable and free from unnecessary distractions. While we love the heart behind parent volunteers, 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. We believe in open communication and transparency with families. Parents are always welcome to schedule a classroom visit to meet with staff or see the learning environment, in a way that supports classroom routines and minimizes disruption for students.

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. In the event we need volunteers during instructional class time, we will solicit those well in advance and provide you with the process to become registered in the background check system.

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
- Participate in Fundraisers
- 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.

PARENT COMMUNICATION

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

1. **Playground App:** 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. Messages received outside of regular business hours will be returned the next school day unless urgent.

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

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

ENROLLMENT, TUITION, & DISCOUNTS

Program	Schedule	Tuition	Enrollment Fee
 Preschool Prep	Jan–May	\$130/mo	\$75
 Pre-K3	2 days/week	\$185/mo	\$100
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Snack Fees

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Available Discounts

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 Paid in Full (by August 15): 5% off tuition

Enrollment Process

Faithful Foundations Preschool & Kindergarten follows a structured enrollment process designed to be fair, transparent, and consistent.

Early access enrollment for the upcoming school year is first offered to currently enrolled families. After this period concludes, open enrollment begins, and applications from new families are 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. Payment methods are not charged until a student has been accepted and placed in a class. Submission of an application does not guarantee placement.

Class Selection, Placement & Waitlists

Families apply for one specific class. During the application process, families indicate how the school should proceed if the class applied for is full at the time the application is reviewed.

If the class applied for is full and no alternate class has availability or is not selected as an alternative, the student will be placed on the waitlist. Placement from the waitlist depends on your selections on your enrollment forms. Waitlists are maintained based on application submission order.

Enrollment & Snack Fees

A one-time, non-refundable enrollment fee is required to secure a student's placement at Faithful Foundations Preschool & Kindergarten. This fee helps cover the upfront costs associated with preparing for each child's enrollment and ensuring classrooms are fully equipped before the school year begins. The enrollment fee supports immediate program expenses, including:

- Administrative costs related to enrollment and regulatory compliance, including access to the state immunization database (ALERT IIS)
- Student account setup and enrollment processing software through the Playground childcare management system
- Core curriculum materials, including the primary Abeka curriculum
- Classroom materials directly tied to instruction, such as supplies for arts & crafts, hands-on learning materials, pencils, erasers, etc.
- Cleaning and sanitation supplies used to maintain a safe and healthy classroom environment

Many of these expenses are incurred before the school year begins and are required to prepare classrooms, assign staff, and ensure each student is ready to start learning on the first day of school. For this reason, the enrollment fee is non-refundable once a student has been accepted into the program.

In addition to the enrollment fee, participation in the classroom snack program is required for each family. The snack program is a long-standing part of our daily routine and provides snacks for students during the school day. In our program, "snack" includes more than a single item and may consist of:

- An individual snack provided daily for each student
- Shared bulk snack options offered in a variety of choices
- Fresh fruits and vegetables provided a minimum of once per week, served in place of a bulk snack

Faithful Foundations Preschool & Kindergarten provides a daily classroom snack to support students during the school day. All contributed snacks must be:

- Individually packaged
- Non-perishable
- Free of common allergens when possible (or clearly labeled)

Families of students with documented dietary restrictions should notify the school so appropriate accommodations can be made. The school reserves the right to update snack guidelines as needed to ensure student safety, nutritional balance, and classroom consistency.

Tuition Structure & Commitment

Faithful Foundations Preschool & Kindergarten operates on an **academic-year tuition model**. Tuition is calculated based on the total cost of educating one child over the full school year, including staffing, instructional delivery, classroom materials, and facility expenses.

- Tuition is an **annual charge** and is divided into **monthly installments** for the convenience of families. Monthly payments do not represent a month-to-month enrollment structure.
- Tuition is based on **annual enrollment**, not attendance.
- Tuition is not prorated for holidays, illness, inclement weather, vacations, or other absences.
- Tuition obligations are not contingent upon attendance, satisfaction, or continued participation, except as expressly stated in this handbook.

Billing & Payment Schedule

- Tuition is billed monthly through the Playground App.
- Invoices are typically issued around the 15th of the preceding month for the upcoming month's tuition.
Example: September tuition is billed in mid-August.
- Tuition payments are due on the 1st of each month, with a grace period through the 7th.

Payment Methods

- A valid credit/debit card or ACH bank connection must be maintained on file through the Playground App.
- Families may choose to pay tuition manually or enroll in automatic payments.
- Credit or debit card transactions may incur a processing fee determined by the payment processor. ACH fees are typically cheaper than credit/debit card processing fees.
- Cash or check payments may be accepted in person and a payment credit will be manually applied to your account.

Late Payments & Delinquent Accounts

We understand that unexpected financial challenges may arise and encourage families to communicate proactively if unable to make a timely payment.

- Tuition is late at opening of business the calendar day following the grace period.

- Late tuition payments will incur a \$25 late payment penalty, assessed to your Playground account.
- If tuition becomes more than one month past due, the student may not be permitted to attend school until the account is brought current.
- In rare cases, unpaid balances may be referred to a collections agency, and associated costs will be added to the account.
- If a reversed or disputed online payments resolved in favor of the school occurs, any fees charged to the school for processing a disputed charge will be added to a student's account.
- Returned checks will result in the actual fee to the school by the financial institution to be added to a student's Playground account.

Family-Initiated Withdrawal

Faithful Foundations Preschool & Kindergarten is an academically structured program that follows a progressive, spiral-review learning model. Instruction builds throughout the school year, and students develop skills cumulatively over time. Because of this academic structure, a mid-year withdrawal does not always allow another student to seamlessly enter a class at the same point in instruction.

For this reason, enrollment at Faithful Foundations Preschool & Kindergarten represents a financial commitment to the full academic year. Vacant seats created by voluntary withdrawals may not be able to be filled based on instructional timing and program alignment.

When a vacated seat is successfully filled by a student from the waitlist, the withdrawing family's remaining tuition obligation for the academic year will be waived.

If a family chooses to withdraw a student:

1. Written notice of withdrawal is required for documentation and recordkeeping purposes.
2. Tuition remains the responsibility of the enrolling family for the full academic year, as tuition is calculated as an annual amount and divided into monthly installments for convenience.
3. Enrollment fees are non-refundable and are not applied toward tuition.

Withdrawal Prior to the First Day of School

If a family withdraws prior to the first day of school, no tuition will be charged. The enrollment fee remains non-refundable, as it covers upfront administrative, curriculum, and classroom preparation costs already incurred.

Administrative Withdrawal

Faithful Foundations Preschool & Kindergarten reserves the right to initiate an administrative withdrawal when necessary to protect the safety, well-being, or learning environment of students and staff.

Faithful Foundations is a small, private preschool program and is not a specialized educational or therapeutic provider. While we believe every child deserves access to a quality early childhood education, there may be situations where a child's needs would be better served in a more specialized educational environment that can provide additional support beyond the scope of our program.

Decisions regarding administrative withdrawal are based on program fit and the ability to maintain a safe, supportive learning environment for all students, not on the value or worth of any individual child. Administrative withdrawal may be considered in situations including, but not limited to:

- Ongoing non-payment or significantly delinquent tuition
- Repeated or serious behavioral concerns
- Child's failure to comply with school policies
- Hostile or inappropriate behavior from a parent or guardian
- Support needs that exceed the scope of the program

Faithful Foundations Preschool & Kindergarten does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the administration of its educational policies or programs.

ACADEMIC CALENDAR & HOLIDAYS

Faithful Foundations Preschool & Kindergarten follows an academic-year calendar that is published prior to the start of each school year. The calendar includes all scheduled school days, holidays, breaks, and planned closures. We serve families from multiple school districts, and while our calendar considers a variety of district schedules, it may not align perfectly with any single district calendar.

To ensure instructional days remain balanced across class schedules, certain holidays may result in additional no-school days.

Because holiday adjustments may vary from year to year, families should always refer to the published academic calendar and monthly calendars for confirmed no-school days and closures. The academic calendar serves as the final authority for all scheduled school days and holidays.

WEATHER RELATED SCHOOL CLOSURES

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. Faithful Foundations closely aligns our decision making with 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.

We recognize that weather conditions can vary significantly across different areas, particularly in higher elevations or rural communities. Road conditions near a family's may be very different from conditions immediately surrounding the school. If you are experiencing hazardous conditions near your home, we welcome your input to help us make an informed decision. Parents are encouraged to send a message through the Playground App or by text to report weather concerns in your area. This information is helpful as we assess the overall safety of opening school. Our decision to open or close is based not only

on conditions at the school, but also on whether families and staff can travel safely. The safety of students, families, and staff is always the primary consideration.

Weather related 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 to the school safely may bring their children during normal class time.
- All formal curriculum and structured classroom activities will be paused. Students will instead participate in supervised free play and informal activities.
- Any missed school work due to weather related closures will be sent home with your student.

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

Your child’s health, safety, and well-being are the top priority at Faithful Foundations Preschool & Kindergarten. Families are asked to inform the school of any health concerns, allergies, medications, or medical conditions that may affect their child during the school day. Any new medical concerns after enrollment should be noted in the students Playground account.

Emergency medical authorization is collected as part of the enrollment process and must be completed prior to a child attending school. In the event of a serious illness or injury, emergency medical services (EMS) may be contacted, and every effort will be made to notify a parent or guardian immediately. A staff member will remain with your child until you arrive.

At all times, there is at least one staff member in the building trained in CPR and First Aid, and a child-compliant AED available on site. Please note: If a child is transported to a hospital via EMS, parents or guardians are responsible for all costs associated with emergency medical care or emergency services.

Minor Injuries & Daily Play

Active play is an important part of early childhood learning, and minor bumps, scrapes, or “ouchies” may occasionally occur. These minor incidents will be addressed by staff and may be shared with families at pickup or documented as appropriate.

If a child experiences a more significant injury—such as a head injury, visible swelling, or injury involving another child—a parent or guardian will be contacted directly. Communication may occur by phone call, text message, or Playground App notification depending on the nature and urgency of the situation.

Sick Child Guidance

To help maintain a healthy learning environment for all students:

- Children who are ill or showing symptoms of illness should be kept home.

- Illness-related absences should be reported through the Playground App.
- Guidance on when to keep a child home is available in the Parent Resources section of our website, based on recommendations from the Oregon Health Authority.
- If a child becomes ill during the school day, a parent or designated emergency contact will be called for pickup. While waiting, the child will be cared for in a quiet, supervised area away from other students.

Vaccines & Immunization Policy

Faithful Foundations Preschool & Kindergarten follows Oregon State immunization requirements for preschool programs.

- **Immunization Verification:** Student vaccination records are verified through the Oregon state database, ALERT IIS. Families are not required to submit a signed Certificate of Immunization Status (CIS) if a child's record can be confirmed as up to date through the state system. If no additional information is needed, you will not be contacted.
- **Playground Records:** Immunization records are entered into the Playground App at the time of enrollment. If your child receives additional vaccines during the school year, parents should update the vaccination date directly in Playground and notify the school so records remain current.
- **Access to Records:** Families may request a copy of their child's school Certificate of Immunization Status at any time, and we are happy to provide it.
- **If Records Are Incomplete:** If a student is not current on a required vaccination, we will contact the family to review available options, which may include:
 - Becoming up to date on required vaccines
 - Submitting a medical exemption with proper documentation
 - Submitting a non-medical exemption with proper documentation
- **Exclusion Requirements:** Students who remain non-compliant with state immunization requirements and have not submitted proper exemption documentation may be excluded from attending school, as required by Oregon law. Families will receive advance notice and guidance on how to become compliant prior to any exclusion.
- **State Reporting:** Faithful Foundations is required by state law to report student immunization status approximately 30 days after the start of the school year and again in January. State-mandated exclusion periods may occur in February if compliance requirements are not met.

We respect that immunization decisions are personal family decisions. Faithful Foundations Preschool & Kindergarten does not judge or take a position on individual vaccination choices. While enrollment decisions are guided by state health requirements, our goal is to maintain a safe, inclusive learning 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

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 Preschool Prep or 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

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 & TOYS

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

Please dress your child in weather-appropriate clothing including:

- Warm coat
- Mittens/gloves
- Hat
- Boots or sturdy shoes

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

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

Faithful Foundations Preschool & Kindergarten is a privately funded school. We do not receive funding from a church ministry budget, government programs, or external grants. Unlike some preschool and Kindergarten programs that are subsidized by churches or operate as part of larger daycare centers, Faithful Foundations operates independently.

Because of this structure, fundraising plays an important role in supporting the enriching experiences and special activities that fall outside our regular operating budget—the extras that help make our program meaningful and memorable for students.

Funds raised through our school community are used to support things such as:

- Trunk-or-Treat and seasonal celebrations
- Field trips and community helper visits
- Enrichment experiences like Graduation Ceremonies and Vet Day (where children care for a stuffed “patient”)
- Additional classroom materials, activity supplies, and hands-on learning tools
- Playground enhancements and general school improvements

Rather than charging additional fees for every special activity we host, we use fundraising as a way to keep these opportunities accessible and affordable for all families. We are deeply grateful for the support and involvement of our school community—it truly makes a difference for our students.

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.

HANDBOOK & FINANCIAL AGREEMENT ACKNOWLEDGEMENT

As part of the enrollment process, families are required to review the Faithful Foundations Preschool & Kindergarten Parent Handbook and Annual Financial Agreement in their entirety.

During enrollment, parents or legal guardians will be asked—through the enrollment questionnaire and acknowledgment section—to confirm that they have read, understand, and agree to the policies, procedures, tuition structure, and financial obligations outlined in these documents.

By completing the enrollment questionnaire and submitting enrollment materials, families acknowledge and agree that:

- They have reviewed the Parent Handbook and Annual Financial Agreement
- They understand that enrollment represents a commitment to the full academic year
- They agree to all tuition, enrollment fee, billing, and withdrawal policies
- They understand that tuition is an annual academic charge divided into monthly installments for convenience
- They agree to abide by all school policies as a condition of enrollment

Faithful Foundations Preschool & Kindergarten reserves the right to update policies as needed to reflect operational, safety, or regulatory changes. Families will be notified of material updates through the Playground App or email. Continued enrollment constitutes acceptance of any updated policies.

We value transparency and partnership with our families and appreciate your careful review of these expectations as we work together to support your child's educational journey.