



Faithful Foundations Preschool
& Kindergarten

Proverbs 22:6

2024-2025 Parent Handbook & Policies

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SECTION 1: Welcome & Program Overview

Welcome to Faithful Foundations Preschool & Kindergarten! Here, learning is an exciting adventure of discovery and growth. Our curriculum is carefully designed by professionals to help every child develop a strong foundation for learning that lasts a lifetime. Please take a moment and read through the program overview.

Program Overview:

- At the heart of our teaching philosophy is the spiral review technique, which allows students to revisit and reinforce material learned throughout the year. What sets this approach apart from other school curriculum is its emphasis on regular review, fostering deeper understanding and retention, especially among young learners. By integrating repetition and reinforcement into the learning process, the spiral review method accommodates the natural pace of children's learning, promoting confidence and mastery without overwhelming students with new information.
- Our devoted teachers serve as classroom guides, leading interactive lessons and providing personalized support to each child. With a structured yet flexible approach, we cultivate an environment where curiosity thrives, and every question is valued.
- Central to our philosophy is the alignment of our learning objectives with state standards for each developmental level. By seamlessly integrating these standards into our curriculum, we ensure that students not only meet academic milestones but also develop essential skills for success in school and beyond.
- Understanding that not every child may attend all three years of our program, we've designed our program to seamlessly build upon the foundation laid in the previous year, integrating and re-introducing concepts to confirm understanding. This ensures a consistent and uninterrupted educational journey, whether your child joins us for one year or all three.
- Our commitment to continuity ensures a smooth transition between preschool and kindergarten, with no gaps in learning. Even with just half-day instruction at Faithful Foundations Preschool, many of our students enter the public school system after kindergarten, performing well beyond their grade level. This underscores the effectiveness of our curriculum in preparing children for academic success and lifelong learning.
- From language and literacy to math, science, and social-emotional learning, our program offers a rich tapestry of experiences and enrichments designed to nurture the whole child. Through hands-on activities, collaborative projects, and meaningful interactions, we aim to inspire a love for learning.

We invite you to embark on this incredible journey of growth, discovery, and endless possibilities. Together, we will lay the foundation for a bright and promising future for your child.

SECTION 2 - Statement of Faith:

At Faithful Foundations Preschool & Kindergarten we believe in 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 beliefs, teachings, and practices, and we seek integrate a biblical worldview into our curriculum. We welcome students from all diverse backgrounds and denominations, embracing unity in Christ while honoring individual differences.

SECTION 3 –The 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 student will be assigned a unique 4-digit PIN number that authorized guardians will use to sign-in/sign-out their children. Need help using the Playground App? You can use the parent resource guide at <https://help.tryplayground.com/en/collections/2966039-for-families> or reach out to us for additional help.

SECTION 4: Drop & Go:

We deeply understand that the transition to school can bring about challenges for both students and parents alike. In recognition of this, our 'drop-and-go' policy is crafted with the utmost care to alleviate separation anxiety. While the initial moments of parting may be tough, we have consistently witnessed how students quickly adapt and find joy in engaging with their class.

Within our teacher-led classrooms, we wholeheartedly encourage parent involvement beyond the classroom, as we understand the importance of sustaining a focused learning environment inside. Our sincere aim is to cultivate not only academic growth but also to nurture your child's confidence and independence, recognizing these as crucial facets for their ongoing education and development.

Tips & Tricks for ensuring a smooth drop-off:

- **Make it Quick:** From day one, establish a quick drop-off routine. Don't linger, as prolonging goodbyes can make them harder.
- **Set Clear Expectations:** Even before school starts, help your child understand that you will go home or to work while they're in school. Let them know you'll be there to pick them up and can't wait to hear about their day.
- **Ensure a Good Night's Sleep:** Adequate rest is essential for a successful day. Ensure your child gets plenty of sleep to set them up for an outstanding day.

- **Have a Nutritious Breakfast:** While we have snack time, it's not until about halfway through the day. A good breakfast will help your child stay energized and focused.
- **Remember:** We want your child to have an amazing time at school. If they're still upset after a short time, we'll call you. If not too busy, staff will also update parents with a picture. You can also text for an update at 503-405-6122.

These simple steps can help ease the transition and ensure a positive experience for both you and your child.

SECTION 5: Enrollment Policy & Process

Enrollment for our programs opens during the latter part of February each year. While we welcome enrollment applications from all interested families during this time, priority will be given to families with currently enrolled students until March 1. If you're submitting an enrollment application and your child was not enrolled in the previous school year, or if you do not have a sibling who was enrolled in the previous school year, your application will be placed on a "waitlist status" until priority enrollment ends on March 1.

All enrollments will be handled through our Playground App. Parents will need to create a free account to submit an enrollment application. We will utilize the electronic time stamp of your signed application to process enrollments. You'll have the opportunity on your enrollment document to select an alternate class if your first-choice class is unavailable. In the event your first choice is unavailable, and you have selected an alternate class placement, we will automatically place your child in the alternate class.

To apply, an enrollment fee must be paid at the time of submission. This fee covers the cost of curriculum, supplies, and registration. If we're unable to place your child in your first choice or alternate class (if selected), we'll reach out to you. You can choose to remain on the waiting list with an active enrollment, in which case we will hold your enrollment fee until we determine if we can place your student in a class. If you decide to withdraw your enrollment application, we will refund your enrollment fee at that time, and you will no longer be placed on the waiting list. Once we have placed your child in a class, your enrollment fee becomes non-refundable.

SECTION 6: Tuition

Tuition is calculated as the annual cost of attendance for one student, covering the entire school year. While tuition is calculated annually, many parents opt to pay in monthly installments to make the cost more manageable for their family. The following policies outline our tuition payment procedures:

- Tuition may be paid electronically through the Playground App, or by cash or check in person at the school.

- Invoices for tuition will be sent out on the 1st of each month for the following month's tuition (e.g., an invoice for September tuition will be sent on August 1).
- Tuition is due on the 1st day of each month, with a grace period until the 7th of the month for payment. Tuition is considered late if not paid by the 7th.
- Your Playground invoice may display as "overdue" if not paid on the 1st, but no late fee will be charged unless the invoice remains unpaid after the 7th.
- **If you encounter difficulties in paying tuition, please communicate with us**, and we will strive to assist you. Failure to communicate the need for a flexible payment arrangement may result in a \$25.00 late fee being assessed to your account if tuition remains unpaid after the 7th of the month.
- Tuition is not prorated for any reason, including sick days, snow days, holidays, breaks, vacations, or mid-month or mid-year student withdrawals. In the event of school cancellation due to weather, students will receive a packet of papers and lessons.
- In rare instances, third-party services may be engaged to help collect outstanding tuition and fees. Any associated fees will be invoiced separately on the student account. Once again, please reach out if you require flexibility in paying tuition.
- Bank disputes resulting in chargebacks that are overturned in favor of the preschool will incur any associated late payment fees.
- Returned check fees of up to \$35.00 will be charged to the student account to cover the bank's fee for the returned check.
- Payments made electronically through the Playground App will be assessed a small processing fee through our payment provider. Please use the guide below to see the fee schedule for online payments:

Processing fees by payment method:

- **Credit or debit card:** 3% + \$0.30 per transaction.
- **ACH:** flat \$1.00 per transaction
- **Offline payment (Cash or Check):** zero fees

SECTION 7: Full Year Commitment

At Faithful Foundations Preschool, we rely on the tuition and fees from enrolled students to operate effectively. While we are housed within a church, we operate independently

and depend on tuition payments to cover our expenses. Enrollment at Faithful Foundations Preschool & Kindergarten entails a commitment for the entire school year, from September through May, and the full annual tuition amount. This commitment is essential for us to plan effectively and provide quality education to all our students.

SECTION 8: General Withdrawal Policy

We understand that circumstances may arise requiring the withdrawal of a student from Faithful Foundations Preschool & Kindergarten. Here's how our withdrawal process works:

To initiate the withdrawal process, parents/guardians must submit a written withdrawal request form, available from our staff. This form should be submitted at least 30 days before the desired withdrawal date.

1. If a student is withdrawn before the first day of school, no tuition is due, though enrollment fees are non-refundable.
2. If a student is withdrawn on or after the first day of school, but prior to Thanksgiving break, tuition will be due through the end of the calendar year they are currently enrolled in, **unless and only when** there is an active waitlist, and a waitlisted student can fill the vacancy. If a withdrawal request meets this timeline, no tuition will be charged for any months after the return from Christmas break. (Jan, Feb, Mar, Apr, May)
3. If a student is withdrawn at any time during, or after the Thanksgiving break, parents/guardians will be responsible for all remaining months of tuition, including months their student may not be attending **unless and only when** there is an active waitlist, and a waitlisted student can fill the vacancy.

SECTION 9: Withdrawal of Student Due to Extenuating Circumstances

Under exceptional circumstances, flexibility to the general withdrawal policy may be considered, such as:

1. Death or disability of a custodial parent.
2. Physical relocation of at least 35 miles from Faithful Foundations Preschool & Kindergarten.
3. Child's physical illness or injury requiring long-term rehabilitation.
4. Loss of a primary income of a parent

In these exceptional circumstances, Faithful Foundations Preschool reserves the right to request verification of the circumstance to render a decision on whether to provide an exception to the general withdrawal policy.

SECTION 10: Administrative Withdrawals:

Faithful Foundations Preschool reserves the right to initiate administrative withdrawals for specific reasons, including but not limited to:

- Continuous non-payment of tuition: Failure to fulfill tuition obligations may result in the use of a third party to collect outstanding balances. We encourage open communication regarding financial difficulties and are available to provide guidance on available resources.
- Non-compliance with school policies.
- Incidents of fighting, bullying, or violence in the classroom.
- School director's determination that a student requires additional support or early childhood intervention beyond what the school can provide.
- Parent/Guardian hostility, sexual harassment, or inappropriate behavior toward any teacher or staff member.

While this list is not exhaustive, the school director/owner may find reasons for an administrative withdrawal that are not listed above. It is our sincere hope and expectation that every student will flourish and participate in school. In the rare event an administrative withdrawal is necessary, a letter will be sent via email and US mail to the parent outlining the reasons for the withdrawal. If appropriate, a meeting with the school director will be scheduled before the withdrawal to discuss options for allowing the student to remain in school.

SECTION 11: Academic Calendar

Our school year will run from September through May. We will generally follow the Estacada School District Calendar and will put an academic calendar on our website and in our newsletters monthly.

SECTION 12: Weather Related Closures

Ensuring safety during weather-related events is our top priority at Faithful Foundations Preschool. We closely monitor the status of the Estacada School District and neighboring districts for any weather-related closures. Here's how we handle closures:

- If the Estacada School District closes school due to weather conditions, our school will also be closed for all classes.
- In the event of a 2-hour late start or a virtual school day declared by the Estacada School District, we will consult with our teachers and staff to assess their ability to safely commute to the school. Based on this assessment, we will decide whether to close school or proceed with classes as scheduled.
- We utilize the Playground App to notify parents about weather-related closures. A notification will be posted on the app's feed, and parents will also receive a text message notification for any closures.

Our goal is to keep our students, staff, and families informed and safe during inclement weather conditions. Thank you for your understanding and cooperation in these situations.

SECTION 13: Arrival & Dismissal Procedures

Arrival:

The main doors will open 5 minutes before the start of school, which means at 8:55 for 9:00am classes. Upon arrival, guardians can use the iPad station inside the main doors to securely sign in their student using a unique 4-digit PIN. It's mandatory for parents to escort their child all the way to the classroom, ensuring contact with the teacher. Once students have arrived, the building will be completely locked for security reasons.

If you anticipate arriving late or dropping off after 9:05am, please notify us through your Playground app or contact the preschool via our cell phone at (503) 405-6122. Additionally, there is a Ring doorbell installed on the office doors. If you're unable to reach the school, you can ring the doorbell, and a staff member will promptly open the door for you. Your child's safety and security are our top priorities.

Dismissal:

Parents/guardians are required to pick up their children from the classroom after using their unique 4-digit PIN to sign them out. Only individuals listed as authorized guardians in the Playground app will be allowed to remove a student from the building.

If another parent is designated to pick up your child, they must be listed as guardians/authorized pick-up for your child. You can create a "carpool" in your Playground app, authorizing another family to pick-up your child. This setting is available for a one-time pick-up for can be utilized as a repeat feature. If you need assistance in setting up a carpool in your Playground app, please use the helpful resources on your app, or contact a staff member and we can assist you.

Please pick up your child promptly after school. We recognize that unexpected delays can happen, so, if running late, please notify us as soon as possible. We provide a 15-minute grace period after pick-up time. After the grace period a late pick-up fee of \$1.00 per

minute may be charged. Thank you for your cooperation in ensuring the safety and well-being of all our students.

SECTION 14: Immunizations

Faithful Foundations Preschool adheres to Oregon State Law and Administrative Rules regarding immunization requirements for preschools and daycare providers. It is mandatory for children attending our preschool to be up to date with their vaccines. We utilize the state database, ALERT IIS, to access immunization records for enrolled children, which helps us determine their immunization status. If a child is not up to date on immunizations or if an exemption has not been filed with the school prior to the exclusion date, they will not be able to attend school. Please note that this is a state guideline applicable to all providers, not just Faithful Foundations.

We recognize that vaccination and immunization decisions are personal for every family. We do not make judgments for or against your decision to immunize your child. Therefore, if the required paperwork (Certification of Immunization Status) is filed with the school, no student will be discriminated against or barred from attending Faithful Foundations Preschool based on their immunization status. We prioritize the well-being and safety of all our students while respecting the diversity of individual choices.

SECTION 15: Clothing

Please ensure that your child wears appropriate clothing for the day's activities. Comfortable shoes with good traction for outdoor or indoor play are recommended, and it's essential to provide a seasonal jacket for outdoor activities.

Accidents can happen with small children, and we encourage parents to assist us in minimizing potential embarrassment by keeping a change of clothes for your child in their backpack. You can use a gallon-size Zip-loc style bag to label and seal a change of clothes. In the event of an accident, we will provide your child with their spare change of clothes to change into. Depending on the nature of the accident, this may allow your child to remain at school.

Please note that teachers and staff are prohibited from assisting your child in the restroom, including helping them change into new clothes. We will offer verbal assistance from outside the restroom and try to guide them, but if they are unable to manage, we will need to make a phone call home to a parent/guardian for assistance. Thank you for your understanding and cooperation in ensuring the comfort and well-being of all our students.

SECTION 16: Show-and-Tell:

Apart from show and tell, all **toys should be left at home**. Show and tell will be rotated through the children for each class session. Please do not allow your child to bring in toy guns to school. If your child has a "security toy or blanket" they need to bring to school, they will be asked to keep the toy in their backpack or cubby while school is in session.

SECTION 17: Snacks

Children will be provided with snacks during their class time to keep them energized and focused. We ask parents/guardians to assist the school by providing class snacks each month. You have several options for contributing snacks:

1. Monthly Snack Fee: You may opt to be billed \$5.00 per month for each month of school (\$45.00 per year). School staff will use these funds to purchase snacks in for the entire classroom, and snack fees will be invoiced along with your tuition.

2. Parent Provided Snack: Alternatively, you can bring in a snack at the beginning of each month. Your snack should be pre-packaged and have enough quantity to provide each student with a snack for one day of class. For example, if your child's class has 10 students, you should provide a minimum of 10 snacks per month.

3. Allergy or Dietary Needs: If your child has allergies or specific dietary needs, please provide a variety of non-perishable snack options in a small plastic bin labeled with your child's name. We will keep this bin separate from all other snacks and your child will be able to choose from their specific snack options during snack time. We will send you a notification when your child is running low on snacks. If you need this option for your child, you will not be required to pay a snack fee or provide additional monthly snack.

Water Bottles:

It's important for children to stay hydrated during school hours. We ask that parents provide a closeable water bottle to ensure that your child has quick access to water throughout the day, which is essential for maintaining focus and staying refreshed. Additionally, limiting beverages to water helps promote healthy hydration habits and minimizes potential distractions in the classroom.

SECTION 18: Health & Illness

Your child's health, as well as the overall well-being of all students, is of utmost importance to us. If your child will not be attending school due to illness, please notify us promptly through the Playground app or by calling/texting the school phone at (503) 405-6122. You can refer to the parent resources link on our website for guidelines provided by the Oregon Health Authority and Oregon Department of Education to determine when to keep your child at home.

If your child becomes ill while at school, you (or your listed emergency contact) will be contacted to take your child home. We understand that illness can be distressing, and your child will be comforted by a staff member while being kept separated from other children in a designated quiet time area within a classroom or in the preschool office. Thank you for your cooperation in maintaining a healthy environment for all our students.

SECTION 19: Accidents & Emergencies

Minor bumps, cuts, and bruises are common occurrences during play and learning activities. Our preschool maintains a well-equipped first aid kit on-site, and minor injuries will be treated promptly by staff members who hold First Aid and CPR certifications. Additionally, our preschool is equipped with a child/infant AED for more serious medical situations, and staff members are trained and certified in its use.

In the rare event of an emergency, every effort will be made to contact you, or an emergency contact listed during the enrollment process. Please ensure that your contact information is up to date in the Playground App. If 911 needs to be called, we cannot guarantee which hospital or doctor your child will be sent to. However, we will make every effort to simultaneously contact you alongside any emergency calls made. We will also relay any relevant medical information you have provided to paramedics or first responders. Please note that parents will be financially liable for all emergency services rendered.

SECTION 20: Classroom Expectations

Preschool and Kindergarten mark the beginning of children applying the behavioral skills learned at home to a social setting. Our classroom expectations are designed to help your child understand acceptable behavior in a classroom environment, preparing them for elementary education. We uphold a positive discipline policy centered on prevention, redirection, love, consistency, and firmness, emphasizing respect for others and property.

Children are not permitted to hit, spit, or act aggressively toward others at any time. Typically, minor coaching techniques suffice to correct unacceptable behavior. However, if issues persist, we will collaborate with parents to reinforce classroom expectations. Corrective actions may involve discussing a plan to address the behavior, setting deadlines for improvement, or, in rare cases, removing the child from the program for egregious or uncorrectable behavior.

Our teachers and staff employ various methods to address behavior issues, including patient reminders of classroom rules, positive reinforcement, setting clear and fair limits, redirecting behavior, listening to children's feelings, and guiding conflict resolution independently. If necessary, a child may be directed to a designated time-out area in the classroom under continuous supervision until they can rejoin activities positively. After the time-out, the teacher will facilitate re-establishing appropriate behavior and integration into classroom activities.

These methods are generally effective when consistently applied. If issues persist, parents will be consulted to explore additional strategies for fostering their child's successful participation in the preschool setting.

Our staff strictly adhere to policies prohibiting physical or emotional punishment, deprivation of snacks or necessary facilities, and any form of humiliation or threat to children. We are committed to creating a safe and supportive environment for all students.

SECTION 21: 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.

SECTION 22: Restrooms

During preschool hours, teachers, staff, and adults will utilize separate restrooms from those designated for children. Our facilities are equipped with step stools, hand soap, and hand towels to facilitate children's independent restroom use. In the event a child requires assistance, teachers and staff will provide verbal guidance from outside the restroom whenever feasible. If it becomes necessary for an adult to enter the restroom while a child is inside, a second adult or staff member will be present to ensure a safe and supportive environment for the child. This protocol is implemented to uphold the privacy and dignity of all children under our care.

We encourage parents to ensure that their child uses the restroom before drop-off and entering class. While we will always accommodate a child's need to use the restroom, we encourage them to do so during planned restroom breaks to minimize disruptions and allow them to fully participate in learning activities. Your cooperation in this matter helps maintain a smooth and focused learning environment for all students.

SECTION 23: Pull-up Policy

Children must be potty trained before the beginning of the school year. We understand that our first-year preschoolers, who are typically 3 years old, may still be learning to use the restroom independently and may require the use of a pull-up at times. If a student is actively potty training and mostly independent in using the potty, a pull-up may be used to prevent accidents.

However, teachers and staff will not check pull-ups, and in the event of a soiled pull-up, a parent will be required to return to the school immediately to change the pull-up or take their child home for the day. This leniency should be extended during the first couple of months of school. As a parent, you know your child best. If you believe your child may not be able to independently use the restroom within the first couple of months of school, it may be best to wait before enrolling them.

Repeated instances of soiled pull-ups may lead to the initiation of an administrative withdrawal process. Our goal is to create a comfortable and supportive environment for all students as they navigate this important developmental milestone.

SECTION 24: Homework Packets & Home Learning

Our curriculum encompasses numerous lessons and materials that may exceed the time available for classroom instruction. Occasionally, teachers may send home additional

packets of papers or learning materials to reinforce classroom learning. As we operate on a half-day program, parental involvement in reinforcing learning at home is crucial.

If you require additional resources or have questions about learning objectives, please don't hesitate to reach out to your child's teacher. We are committed to supporting your child's educational journey both inside and outside the classroom.

SECTION 25: Attendance

We acknowledge and value parents' preference for a half-day program that doesn't meet every single day. However, considering the learning standards we aim to achieve, regular attendance is crucial. While we recognize that circumstances like vacations may arise, we encourage parents, to the extent possible, to prioritize their child's attendance during scheduled school days to ensure they stay on track with their learning.

SECTION 26: Fundraising Information

At Faithful Foundations, we strive to create a supportive and enriching environment for our children without placing undue burdens on our parents. Unlike many other preschools, we have chosen to simplify our fundraising efforts to focus on one annual event: our fall fundraiser.

The funds raised from our annual fall fundraiser directly contribute to school improvements, additional enrichment opportunities, and help us maintain competitive tuition rates, all while offering a premium curriculum. We strongly encourage all parents to participate in this important event, as it significantly enhances our children's preschool experience.

It's important to note that any additional fundraisers throughout the year, if we choose to organize them, will be entirely optional for parents to participate in. Thank you for your support in making our preschool community thrive while respecting the valuable time and contributions of our parents.

SECTION 27: Recorded Preschool Program

Faithful Foundation Preschool, LLC is a registered preschool with the State of Oregon and is exempt from specific licensure requirements. Ensuring your children's safety is central to our mission. To uphold this commitment, Faithful Foundations Preschool conducts background checks on all staff members using the Oregon Department of Education Early Learning Division Central Background Check Registry.

Our recorded preschool registration number is PS601582. Faithful Foundations Preschool, LLC is an independent domestic limited liability company registered within the State of Oregon, dedicated to providing quality early childhood education.