



Faithful Foundations Preschool
Proverbs 22:6

Parent Handbook & Policies:

Welcome & Core Values:

Welcome to Faithful Foundations Preschool. Making the choice where to send your child to school is one of the most consequential decisions you make as a parent; we are excited to be a trusted partner in that decision. At FFP, we believe that students should be trained not only in academics, but in all foundations for successful learning.

Our staff work hand-in-hand with early childhood experts to make sure your child will meet, and in many cases exceed readiness standards by the conclusion of their early education. We also emphasize character and spiritual development as cornerstones of academic success, preparing our students to learn and explore in a structured and safe environment.

This handbook will cover the basic policies, expectations, and opportunities available to students at Faithful Foundations Preschool. While comprehensive, this handbook will most likely not cover every issue we encounter. We are committed to transparency in our communication with you. If you need to discuss an issue or concern that is not addressed in this handbook, I encourage you to reach out to your child's teacher. Our teachers are committed to your children. They love them dearly and will do what they can to help resolve any issues or concerns you have. Thank you for joining us, and I look forward to a fantastic year as we partner with you in your child's early education.

-Stephanie Burch

Statement of Faith:

As a school we commit ourselves to the following statement of faith, which will be the basis of our instruction:

- We believe in one God, Creator of all things, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe in Jesus Christ, God's only Son, fully God and fully man, who was born of the Virgin Mary, lived a sinless life, died on the cross as a payment for our sin, rose from the dead in victory over sin and death, and ascended into heaven where He intercedes with the Father for the believers.

- We believe that human beings--created in the image of God--fell into sin, bear the penalty of that sin, and therefore require regeneration by the Holy Spirit through faith and new birth in order to receive forgiveness, salvation and eternal life.
 - We believe the Bible, consisting of the Old and New Testament, to be the inspired Word of God--the complete revelation of His will for the salvation of man and the final authority for all Christian faith and conduct.
 - We believe salvation is a free gift of God, cannot be obtained except through personal faith in Jesus Christ, and that all who receive Him as Savior become children of God and receive both forgiveness of sin and eternal life.
 - We believe in the resurrection of believers and unbelievers, believers to everlasting life and fellowship with God, unbelievers to eternal, conscious judgment and separation from Him.
 - We believe that Jesus Christ will come again to judge the living and the dead, reward the faithfulness of believers, and establish His perfect Kingdom rule forever.
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Preschool Style:

Preschool is the beginning of a formalized education, and it is our goal to provide a loving, fun, and engaging experience. As a parent it is up to you to decide what type of preschool style is the best learning environment for your child. FFP is not daycare; we are a structured and teacher led program well suited and designed for preparing your children for the transition into elementary education. The flow of our day is designed with this in mind. A structured preschool setting allows students to build confidence, independence, and learning habits from experienced teachers. We teach those skills early in our program.

Teachers use a style of learning called Spiral Learning that begins with the basics, progressing to deeper understanding at age-appropriate times. There is a continual emphasis on review for mastery, reinforcing specific concepts, then advancing to higher complexity. After the initial lessons, concepts are reintroduced and applied in new ways throughout the year so each time a child revisits the material, what they've learned is reinforced. This means children have multiple opportunities for mastering what they've learned, which has been shown to be the best approach to preparing students for their elementary education and beyond.

ProCare App:

Faithful Foundations Preschool uses a comprehensive childcare management software to enhance safety, security, and the parent experience. Upon enrollment, you will be sent an invitation to join our school on the ProCare app. The app will provide you a "one-stop-shop" to pay tuition, message teachers, see daily routines, documents, and so much more. Each parent, grandparent, and authorized pick-up will be issued a unique 4-digit PIN randomly they will use to sign-in/sign-out their children.

Drop & Go:

At Faithful Foundations Preschool, we have a "drop-and-go" policy. Inevitably, preschool and kindergarten students may feel some separation anxiety when they are dropped off at school; this is natural. Additionally, some parents may also feel that anxiety; this is also natural. While this policy can be especially hard at the beginning of the school year, typically it is very short lived. In almost all cases where a student may experience separation anxiety,

they will only cry or be sad for a very short period of time until they feel comfortable participating and engaging with their class. In a structured teacher-led preschool, like FFP, parent involvement is reserved for outside the classroom. While we would love to have parents inside the classroom, at this age, their presence can become a distraction to the flow of the day and by extension student learning. In some cases, parents in the classroom may reinforce a pre-existing separation anxiety that would not otherwise be present in a student. We will try to find ways for parents to be involved in the school without physically being in the classroom each day. Additionally, we will use photos, videos, and notes in our parent engagement app to give you a view into your child's classroom experience. This policy allows students to develop confidence in their learning and independence that will inevitably be required at the next level of their formal education.

Details of Daily Activities:

While the daily activities may vary depending on the class, the typical day will follow a similar format below:

Morning Craft & Paper: The morning craft and paper is typically the start of our day. This may be creating a Christmas ornament, painting a picture, or another craft TBD that would require drying or settling prior to the end of the school day. Teachers assist children in small groups while the remainder of the class has free time in the classroom with a variety of age-appropriate activities until all students have completed their craft.

Wall Time: Wall time is learning the classroom posters on the wall. This includes learning about the calendar, days of the week, months of the year, the seasons, colors, the five senses, shapes, numbers from one up to twenty (first year), numbers one up to thirty (2nd year), alphabet, and letter sounds. During Wall time we incorporate a variety of "jingle" style songs that will help the children retain the information being presented.

Snack Prep Time: Our curriculum includes an emphasis on healthy bodies and hands. We have set aside a specific time to teach children the importance of washing their hands prior to having their snack. Staff will use this time to teach proper hand washing techniques and the importance of healthy habits.

Recess/Free Play Time:

This time is set aside to encourage movement. It is our belief that setting the foundations for success include free play time and recess. This allows students the opportunity to move around, get exercise, socially interact with their peers, and learn proper boundaries for peer-to-peer interactions. Staff will emphasize sharing, manners, and fun.

Curriculum Papers/Monthly Theme: Our school will use the Abeka Curriculum. Abeka describes their preschool curriculum as a "traditional approach to teaching and learning, cross subject integration, spiral review, and plenty of hands-on activities." This time will also be used to discuss in more detail the "theme of the month" which may include Bible verses, opposites, manners, farm animals, healthy bodies, community helpers, or other themes

TBD.

Circle Time: This block of time is for wrapping up the day. We will sing songs, have students bring show & tell, and read stories. This will also be a time for us to review our learning for the day and emphasize our learning objectives for the day.

Additional Items: In addition to the regular format, we encourage our teachers to make each class their own. Teachers may integrate additional learning overseen by FFP staff to supplement the material in the normal course of the day.

Enrollment:

FFP will accept enrollment during an open enrollment period. We use an electronic client management software for our enrollment. During the enrollment process you'll be asked to fill out student/parent information, medical history, a release form, and a release for student photographs. Once your enrollment documents are submitted, you will receive an invoice for the enrollment fees. Enrollment is not complete until the enrollment fees are paid.

If classes become full, your child will be put on a waiting list, and you will be notified if an opening becomes available.

Enrollment Fees:

A non-refundable enrollment fee is required to secure your child's spot in a class. Enrollment fees cover registration, supply, and material fees. We make every effort to keep this cost as low as we can while using a respected Christian based supplier for our curriculum. The materials fee covers the cost of basic school and craft supplies your child will use throughout the school year. Students will not need their own supplies, other than a backpack as all supplies are provided by the school using the materials fee.

Tuition:

We base the tuition amount on the annual cost of attendance for one student. While tuition is calculated for the entire school year, most parents choose to pay in monthly installments to make the cost of attendance more manageable for their family. **No discounts or refunds are considered for absences, or for months with fewer days. The cost of attendance is based on the administration of the program over the course of the entire year.** The following policies will govern tuition payments:

- Each family will be set up with an online account through Procure Solutions.
- An invoice for your tuition will be sent out on the 15th of the month for the following month's tuition. (Example: Invoice goes out on August 15 for September Tuition)
- Tuition is due on the 1st day of each month. Tuition will be considered late if not paid by the 10th of each month.
- Please talk to us if you are having trouble paying your tuition; we will work with you to the best of our ability. If we do not hear from you and tuition is late, a \$25.00 late fee may be assessed to your account.
- There is no prorating of tuition for any reason including, but not limited to sick days, snow days, holidays, breaks, vacations, or withdrawal of student mid-month or mid-school year.

In the event school is cancelled, your student will be send their lesson/papers home.

- o December and May tuition must be paid no later than the 10th to participate in Christmas and graduation programs.
 - o In rare cases we may have to use third party services to assist us in collecting any outstanding tuition and fees. Any fees associated with the collection of past due/delinquent accounts may be assessed to the delinquent account.
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Withdrawal of Students:

Full Year Commitment:

Faithful Foundations Preschool is a private school funded entirely of the tuition and fees of enrolled students. **Much of the planning and procurement of supplies takes place well before the start of the year based on our enrollment numbers. As tuition is paid, those initial costs are only then recovered.** As we partner with your family, it is important to understand that **enrollment at FFP is a commitment for the entire school year and the entire tuition amount.** By choosing to enroll your child at Faithful Foundations, a family commits to tuition for the program year; September through May.

The withdrawal process starts when a parent/guardian submits a withdrawal request form through the website. The withdrawal request must be submitted in writing, no less than 30 days in advance of the requested withdrawal date.

General withdrawal policy due to a voluntary withdrawal:

1. If an enrolled student is withdrawn prior to August 1, no tuition is owed.
2. If an enrolled student is withdrawn on or after August 15, but prior to the first day school is in session, then one month of tuition will be owed.
3. If an enrolled student is withdrawn on or after the first day of school, the year long commitment for tuition is in force and the balance of tuition will be due, unless the preschool is full and a waitlisted student is able to fill the place of the withdrawn student.

Extenuating Circumstances Refund Policy for Voluntary Withdrawal :

There are rare occasions when an exception would be granted to the General Refund Policy. The withdrawal process starts when a parent/guardian requests, in writing, a withdrawal request form no less than 30 days in advance of the requested withdrawal date.

Below are the qualifying events that may result in an extenuating circumstance being approved by the school. If you feel as though you are experiencing an extenuating circumstance that you would like us to consider, please include that information on your withdrawal request form.

1. The death or disability of at least one custodial parent
2. Physical household move of a minimum of thirty-Five (35) miles from Faithful Foundations Preschool.
3. Physical injury or illness of a child that requires long term rehabilitation.

Please let us know if you are having any type of financial hardship so we can point you to any resources that may be available for help.

Administrative Withdrawals:

An administrative withdrawal is initiated when Faithful Foundations Preschool determines that a student should be withdrawn from the program for a specified reason, including, but not limited to the following reasons:

- Continuous non-payment of tuition.
- Verbal or physical abuse by parents/caregivers or your child to other children or staff.
- Non-compliance to any parental responsibilities outlined in this handbook
- Persistent non-compliance of the classroom rules.
- The preschool director has determined the school is not able to meet the educational needs of the student due to non behavioral related circumstances.

Administrative withdrawals are handled under the general voluntary withdrawal refund policy, unless an extenuating circumstance has been presented.

Academic Calendar:

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

Weather Related Closures:

If Estacada School District calls a two hour late start, Faithful Foundations' classes will start one hour later than regular start time, but end at normal time. (Example: 8:30 classes will now start at 9:30 and release at 11:30, 9:00 classes will now start at 10:00 and release at 12:00). We ask that you never put your safety, or the safety of your loved ones at risk in order to attend school. If you feel the conditions are not suitable for coming to school, please do not attempt to do so.

Arrival Procedures:

Doors will open 5 minutes prior to school arrival time. (i.e. 8:55 for 9:00am classes). Please bring your child to the classroom. Every parent and authorized pick-up will have a unique 4-digit PIN number they will use to sign-in/sign-out for class. You can use your phone with the ProCare app to scan a QR code to streamline the process, or you can use the iPad kiosk to sign-in/sign-out. Once students have arrived, doors will be locked to protect your children inside the building. If you are running late or dropping off after 9:05am, You can send us a message through your ProCare app, or reach the preschool via our cell phone at (503) 405-6122. Additionally, you can enter through our office entry next to the main door and check in at the preschool office.

Dismissal Procedures:

Parents/guardians must pick up their children from the classroom and use your unique 4-digit PIN to sign-out a student. **NO PERSON WHO IS NOT LISTED AS AN AUTHORIZED PICK-UP IN THE PROCARE APP AND ASSIGNED A 4-DIGIT PIN WILL BE ALLOWED TO REMOVE A STUDENT FROM THE BUILDING WITHOUT THE CONSENT OF A PARENT LISTED IN THE REGISTRATION. A parent will need to add any authorized pick-up to the ProCare app in order to allow that person to depart with your child.**

If another parent is taking your child, they will be listed in ProCare as a "carpool" authorized pick-up and they will use their PIN as they would for their own child.

It is important you pick-up your child promptly. Pick up time for all classes is 12:00pm. We will open the door 5 minutes prior to pick up time. We understand that unexpected delays can happen, for this reason, we offer a 15-minute grace period after pick up time. After 12:15pm we may charge a \$1.00/min late pick-up fee. If you are going to be later than the grace period, please let us know via the preschool cell phone to the extent possible.

Immunizations:

Oregon State Law and Administrative Rules regulate the immunization requirements for preschools and daycare providers. Children attending Faithful Foundations Preschool must be up to date with their vaccines. We use the state database, ALERT IIS, to pull immunization records for children enrolled in our preschool. This information is used to determine immunization status for your child. If you are not up to date on immunizations, or have not filed an exemption with the school prior to the exclusion date, your child will not be able to attend school. This is not a policy of FFP, this is a State guideline for providers.

We understand that vaccination and immunization is a personal decision for every family. We do not make any judgments for/against your decision to immunize your child, or not. Therefore, as long as the required paperwork is filed with the school (Certification of Immunization Status), no student will be discriminated or barred from attending Faithful Foundations Preschool based on their immunization status.

Clothing:

Please have your child wear clothing appropriate for the day's activities. Your child's shoes should be comfortable with good traction for outside or indoor recess play. In addition, it is very important to provide a seasonal jacket for outside play.

Accidents happen with small children. We encourage parents to help us in minimizing the potential embarrassment of an at-school accident by keeping a change of clothes for your child on-site with the preschool. You can use a gallon size Zip-loc style bag to label and seal a change of clothes to keep in your child's backpack. In the event of an accident, we will give your child their spare change of clothes to change into. Depending on the nature of the accident, this may allow your child to remain at school. NOTE: Teachers and staff are prohibited from assisting your child in a restroom including to help them change into new clothes. We will offer them verbal assistance from outside a restroom and try to guide them, but if they are unable, we will have to make a phone call home to a parent/guardian for assistance.

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.

Snacks:

Children will be provided snacks during their class time. Each parent/guardian will assist the school by providing enough snack for the entire class once per month. You may provide your monthly snack in one of the following ways:

1. You may opt to be billed \$5.00 per month with your enrollment fees for all 9 months of school. This will cover your 9 months of snack and you will not have to do anything else regarding snacks.
 2. You may bring in a snack at the beginning of each month. Your snack should be enough for the entire class for one snack. (Ex. If your child has 10 students in their class, you should bring in 10 snacks per month. If you were to bring in a box of 30 snacks, we would credit you for having provided 3 months worth of snack).
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Health & Illness:

Your child's health, and the overall health of all students is a matter of great importance to us. Please send us a message in the ProCare app, or call/text the school phone (503) 405-6122 if your child will not be coming to school due to illness. You can use the following guidelines provided by the Oregon Health Authority and Oregon Department of Education to determine when you should keep your child at home.

This list is school instructions, not medical advice. Please contact your health care provider with health concerns. Parents should consult the OHA/ODE guidance on our [website](#) for additional information.

If your child becomes ill while at school, you (or your emergency contact) will be contacted to take your child home. Your child will be comforted by a staff member but kept separated from the other children in a designated quiet time area in a classroom or in the preschool office.

Accidents & Emergencies:

Minor bumps, cuts, and bruises may occur during the normal course of play and learning. We maintain a first aid kit on-site and will treat minor injuries without immediate notification. There will always be a staff member on site who holds a First Aid and CPR certification.

In the unlikely event of an emergency, the staff will make every effort to reach you or an emergency contact listed during the enrollment process. If you need to provide us updated information, please use the request form on our website so it is linked to your online profile.

If 911 needs to be called, we cannot guarantee a specific hospital or doctor your child will be sent to. We will make every effort to contact you simultaneously to any emergency call being placed. We will relay medical information you have provided to any paramedics or first responders. Parents will be financially liable for all emergency services.

Classroom Expectations:

Preschool is a time when children start to learn the behavioral skills parents have taught

them and apply them to a social setting. The classroom expectations are in place to help your child know what behavior is acceptable in the classroom environment. Students coming through our program will be well equipped to understand the expectations of classroom learning prior to beginning elementary education. We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property.

Children are not allowed to hit, spit, or act aggressively towards other students or teachers at any time. Rarely do our teachers and staff encounter a situation that cannot be corrected with minor coaching techniques, however if an unacceptable behavior does not correct itself with direction from a teacher, we will reach out to a parent to support the school with reinforcing classroom expectations. Corrective action may include:

- meeting with parents to discuss a plan to resolve the behavior
- setting a deadline as to when the behavior must be corrected or;
- rarely it may become necessary to remove a child from the program if the behavior is egregious or cannot be corrected.

Our teachers and staff will try to help correct behavior issues by:

- Patiently reminding your child of the classroom rules and using positive reinforcement for positive behavior.
- Guide your child by setting clear, reasonable, consistent, and fair limits for behavior.
- Redirect your child to more acceptable behavior or activity.
- Listen if your child talks about feelings or frustrations.
- Guide your child to resolve conflicts with others independently.

If further action is required, your child will be directed to sit quietly in a designated time out in the classroom until they are able to rejoin activities in a positive manner. During this time the child is under continuous supervision by staff. When the time out is over, the teacher will use the approaches above to re-establish appropriate behavior and integration into the classroom activity.

These methods are typically effective when employed consistently. If a problem is beyond the scope of these methods, a parent will be contacted to determine other courses of action to give your child the necessary skills to function successfully in the preschool setting.

Our staff will NEVER:

- Hit, shake, spank, pinch or inflict any form of physical punishment.
- Inflict mental or emotional punishment such as humiliating, shaming, or threatening a child.
- Deprive a child of snacks or necessary toilet use.

Suspected Child Abuse:

Oregon law and administrative rules **mandate** each employee to report any suspected neglect, physical, sexual, or emotional abuse to the Department of Human Services. Our staff is trained in child abuse detection and awareness.

Restrooms:

Teachers, staff, and adults will not use the same restrooms as children during preschool

hours. Children will be provided a step stool, hand soap, hand towels, and guidance in order for them to independently use the restroom. In the event a child needs assistance in the restroom, teachers and staff will verbally guide the child from outside of the restroom, if possible. If it becomes necessary to enter a restroom while a child is occupying the restroom a second adult/staff member will be present.

Pull-up Policy:

We encourage children to be potty trained prior to the start of the school year. We recognize that our first year preschoolers are 3 years old and may be learning to use the restroom independently requiring the use of a pull-up at times. If a student is actively potty training and mostly independent in their use of the potty, a pull-up may be used to protect them from accidents. Teachers and staff will not check pull-ups and in the event of a soiled pull-up a parent will be required to immediately return to the school and change the pull-up or take their child home for the day. This leniency should be extended through the first couple of months of school. As a parent, you know your child best. If you do not believe your child will be able to independently use the restroom within the first couple of months of school, it may be best to hold off on enrollment. Repeated soiled pull-up calls home may require the initiation of an administrative withdrawal.

Recorded Program:

Faithful Foundation Preschool, LLC is a recorded preschool with the State of Oregon and is exempt from specific licensure requirements. Your children's safety is paramount to our mission. As such, Faithful Foundations Preschool has, and will background check all staff members as part of the hiring process. Background checks will be administered through 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 for the purpose of conducting business in the field of early childhood education.

Financial Agreement:

2023/204 School Year Financials for Preschool (Pre-K3 & Pre-K4):

Enrollment Fees: \$125.00 non-refundable

2-Day Tuition: \$1,485.00 per year available to be paid in \$165.00 monthly installments.

Optional Friday Class: \$450 per year available to be paid in \$50.00 monthly installments.

2023/204 School Year Financials for Kindergarten (Pre-K5):

3-Days per week

Enrollment Fees: \$150.00 non-refundable

Tuition: \$2,250 per year available to be paid in \$250.00 monthly installments.

PLEASE KEEP THIS AGREEMENT FOR YOUR RECORDS. YOUR SIGNATURE ON THE FORM INDICATES YOUR UNDERSTANDING AND ACCEPTANCE OF THIS FINANCIAL, ADMISSION AND WITHDRAWAL POLICY. BASED ON YOUR ENROLLMENT, YOU AGREE TO FINANCIALLY TAKE RESPONSIBILITY FOR THE PROGRAM YOU ARE ENROLLING IN. MY SIGNATURE ALSO

INDICATES I HAVE READ AND UNDERSTAND THE PARENT HANDBOOK CONTAINING THE POLICIES AND PROCEDURES FOR FAITHFUL FOUNDATIONS. I HAVE HAD AN OPPORTUNITY TO ASK QUESTIONS AND CLARIFY ANY UNDERSTANDING OF THE POLICIES AND PROCEDURES PRIOR TO AFFIXING MY SIGNATURE TO THIS DOCUMENT. I AGREE TO ABIDE BY AND SUPPORT THE ENFORCEMENT OF THE POLICIES AND PROCEDURES SET FORTH IN THIS HANDBOOK.

TIMOTHY BURCH - TEST ACCOUNT

FAITHFUL FOUNDATIONS PRESCHOOL, LLC

Faithful Foundations Preschool, L

✓ Signed Feb 1st, 2023
