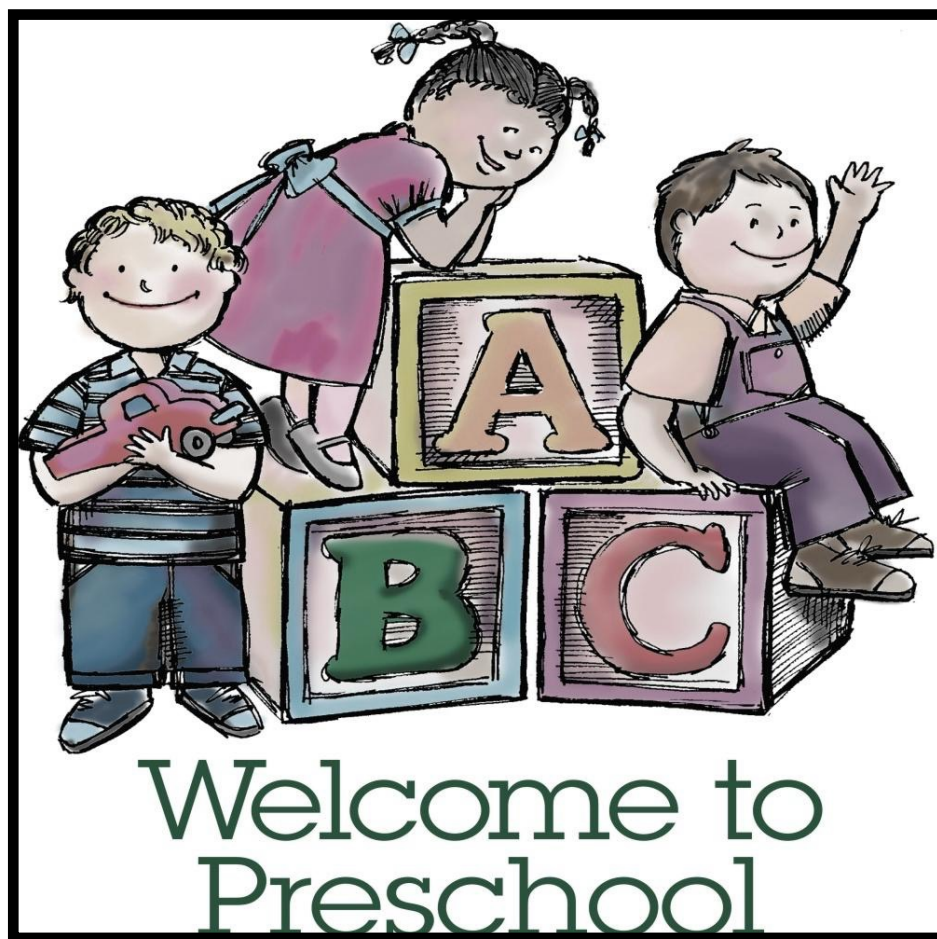


# Prairie City Preschool Promise Parent Handbook



**Statement of Services**  
**Prairie City School District #4**  
**740 Overholt Street**  
**Prairie City, Oregon 97869**  
**844-820-3314 ext:3411**

## **Mission Statement**

Our mission is to provide a safe and welcoming environment for the children and their families. Our program's highly qualified staff will enrich children's development through play and research based curriculum, while building a community of caring learners.

## **Philosophy**

When children are given the opportunity to play, learn, and interact with others, they are able to develop cognitively, socially and emotionally, and build upon their fine and gross motor skills while having fun.

## **Hours of Operation**

Hours of preschool services are from 8:00 AM to 3:00 PM, Monday through Thursday. Students may be brought to school no earlier than 7:50 AM to be dropped off and greeted or brought into the classroom. Students will need to be picked up at 2:50 PM outside the Bates Building doors. Preschool will follow the school's calendar as marked, with Friday school days, school holidays, and breaks.

## **Arrival and Departure Procedures**

### Arrival

The Bates building doors will be open between 7:50AM-8:00AM. Families may accompany their child to the classroom and sign them in. There will be a preschool staff member to greet families that prefer to drop off their child into staff care. Families that arrive after 8:00AM will need to wait at the front doors of the lobby to be let inside. The Bates Building lobby doors will be locked after 8:00AM.

### Departure

We ask that families wait outside the Bates Building doors for their child to be released into their care by preschool staff. For safety reasons, we will not release your child to any adult other than those listed on your enrollment form. You must notify the school in writing if an adult, other than those listed, will be picking up your child.

## **Requirements for Enrollment**

Our preschool program is a structured, curriculum-based program that is designed to prepare students for kindergarten. Enrollment is for children 3 to 4 years old age, or who have turned 5 after September 1st. Age-eligible children may participate in the Preschool Promise Program for up to two program years. The limit of students that can be enrolled is twenty-five, 15 in the 4 to 5 year old group, and 10 in the 3 to 4 year old group. If the class is full, students will be placed on a waiting list. If a family on the waiting list is notified that their child has a slot, they have two (2) school days in which to respond before the slot will be offered to the next family. In-district students have priority over out-of-district students. If class size exceeds the designated student count, students would then be placed on a wait list.

**The following forms will be required prior to your child starting in our program.**

- Registration form
- Application form
- Birth certificate
- Immunization records
- Proof of Oregon residency such as a current utility/service bill, Oregon driver license, or picture identification
- Income statement such as tax return, 3 consecutive pay stubs, or other source

A file will be maintained on each child with these documents and other pertinent information. Please provide the school at least two-weeks notice if you wish to withdraw your child from the program.

## **Attendance Policy**

- Medical Leave of Absence

Children with an approved medical leave of absence maintain their placement and are considered enrolled in the program. A PSP Grantee may offer educational support and resources to the child as requested by the family and

may hold the slot until the child's return. Should the family wish to un-enroll and re-enroll later, the child will have selection priority as currently enrolled wishing to transfer.

PSP Grantees may adjust their expected attendance goal for students with a documented specialized educational and/or medical need who must leave the program for a specified period during PSP hours to receive specialized services.

- Other Leave of Absence

When an enrolled child must be absent due to family vacations or other situations, the PSP Grantee can approve a leave of absence of up to 25 consecutive days. Beyond 25 consecutive days will require approval from the ELD. Children on an approved leave of absence may return to the program.

- Absence without Approved Leave

An absence of 15 consecutive days without an approved leave should typically be considered as a vacancy, and the child will be considered inactive in PSP. Children who are inactive status may return to the applicant pool but do not have transfer selection priority.

## **Guidance and Discipline Policy**

Positive guidance is an integral part of our program. Respect is the basis of the guidance and discipline policy. Clearly stated consistent limits are defined and a regular routine is established to provide security. The staff members model conflict resolution and problem solving. Each child will be encouraged to develop these skills. Children will be offered choices within limits. Self-control and inner discipline are learned skills. When a child exceeds the limits, they are given a time to calm themselves away from others in a safe space while within staff's vision. The staff and child will talk through a situation. This will be an opportunity to learn about consequences and practice other skills in making successful choices. When the child feels ready, they will join the class activity.

## **Illness Policy**

Should a child become ill while at preschool, the child will be separated from the other children and made comfortable while we contact a parent or designated adult to pick up the child. While separated from the other children, your child will remain within sight and hearing of a staff member. For the well-being of the children in preschool we will not accept a child who displays any of the following symptoms:

1. Fever more than 100 degrees
2. Diarrhea
3. Vomiting
4. Nausea
5. Severe cough
6. Green discharge from the nose
7. Skin or eye lesions or rashes that are severe, weeping or pus filled
8. Stiff neck or headache with one or more of the symptoms listed above
9. Difficulty breathing or abnormal wheezing
10. Complaints of severe pain

The guidelines for which a child will be readmitted to preschool for the following communicable or infectious diseases are:

1. Strep throat; the child has been on antibiotics for a minimum of 48 hours
2. Conjunctivitis; eyes must be clear of drainage and redness
3. Impetigo; skin is clear and free of open lesions and scabs
4. Staph skin infections; skin must be free of open lesions
5. Head lice; treated and hair is free of lice and nits
6. Ear infections; treated with antibiotics for 24 hours and without fever
7. Influenza; without fever for 24 hours
8. Chicken Pox; pox scabbed over and dry
9. Pneumonia or Bronchitis; treated with antibiotics for 48 hours and without fever for 24 hours
10. Pertussis; 5 days after the onset of treatment

We reserve the right to monitor your child's well-being and refuse to accept a child while he or she is recovering from an illness.

Parents are required to notify a staff member if a child has been diagnosed with any of the following;

<b>CHICKEN POX</b>	<b>MUMPS</b>	<b>PINK EYE</b>	<b>COLD SORES</b>	<b>HEAD LICE</b>
<b>HEPATITIS</b>	<b>DIPHTHERIA</b>	<b>PERTUSSIS</b>	<b>RUBELLA</b>	<b>MEASLES</b>
<b>STREP THROAT</b>	<b>SCABIES</b>	<b>IMPETIGO</b>	<b>TUBERCULOSIS</b>	<b>MENINGITIS</b>
<b>COVID-19</b>				

### **Immunization Records**

The State of Oregon requires that we keep up-to-date immunization records on each child enrolled. A copy of your child's records must be on file by the date of enrollment. Please remember to update our records when your child receives an immunization.

### **Transportation**

Prairie City School does not provide transportation for preschool students. You are responsible for providing transportation to and from preschool for your child.

### **Parent Involvement and Visitation**

We have an open-door policy for visitation and ultimately the child's success rests on the partnership between parents and staff. We encourage you to be involved in any way you feel most comfortable. Visitors will be required to have a background check through the Department of Early Learning and be fingerprinted. After we receive confirmation from the Department of Early Learning, we will contact you. Please notify the staff in advance if you are planning a visit and make sure to sign-in as a GUEST in the Preschool Promise lobby.

### **Abuse and Neglect**

Prairie City School and staff are mandated by the State of Oregon to report any suspected signs of child abuse and/or neglect.

**AGREEMENT TO COMPLY WITH THE PRAIRIE CITY  
PRESCHOOL PROMISE POLICIES AND PROCEDURES AS  
WRITTEN IN THE PARENT HANDBOOK.**

**I have read the preceding Parent Handbook for Prairie City Preschool Promise. I understand the policies and requirements of receiving services from Prairie City's Preschool Promise.**

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Child's name - print

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Parent/guardian name - print

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Parent/guardian signature

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Date