

Sandy Christian Preschool



at Sandy Assembly of God Church

39800 Highway 26 * PO Box 45 * Sandy, OR 97055

503.668.5589 * SCP@SandyAssembly.church

www.SandyAssembly.Church

Sandy Christian Preschool

Welcome to Sandy Christian Preschool, a Christ-centered school located at Sandy Assembly of God. We offer students a fun, nurturing environment to help make the transition from home to the exciting world of school, as well as practical instruction and tools to help prepare them for kindergarten.

Our goal is to provide a loving, safe environment in which your child may learn and grow with a comprehensive approach to Academic, Social, Emotional, Physical, and Spiritual development. Students learn and explore in a classroom setting that combines times of structure, group play, and free play.

We look forward to working with parents and welcome your questions. Please feel free to make an appointment with teachers or staff if you have any special concerns regarding your child. Also let us know how Sandy Assembly of God can be of help to you and your family.

Parents who wish to help are invited to check with your child's teacher about preparing craft items at home or assisting with special cooking or party events.

We have a fun-filled year of learning experiences ahead of us! We are looking forward to working with your child this year.

Sincerely,

Sandy Christian Preschool Staff

Camille Eide – Church Office & Preschool Administrator
Meghan Yow – Yellow Class Teacher
Lillian Dunham – Red Class Teacher
Joel Morris – Lead Pastor

Contact the church office at **503.668.5589** or SCP@sandyassembly.church

Please connect with us on Facebook: www.facebook.com/sandy.christianpreschool

Visit our website at www.sandyassemblyofGod.org/Preschool.cfm

Please make plans to attend *Student/Parent/Teacher Orientation in late August* where you will receive important information about the first week of school, and you'll also have an opportunity to get acquainted with our staff, facilities, and your child's classmates.

CLASSES:

AM classes for 4-year-olds (4 as of September 1st).
Students must be able to use restroom without assistance. Class size: 10.

SCHEDULE: Classes are offered as follows:

4 days per week: Monday, Tuesday, Wednesday, and Thursday
Time: 9:00am - 11:30am

Our school year begins the Monday after Labor Day and runs through the end of May.

TUITION:

4-day class = \$190.00 per month

REGISTRATION FEE:

An \$80.00 registration fee (which covers school supplies, curriculum, and class t-shirt) is required for enrollment. Registration for additional siblings is \$60 each. Registration is first come, first served, with a waiting list available.

WHAT DO WE LEARN?

ACADEMIC OBJECTIVES

write first name
ABC's recognition, sequence, and beginning to write
begin to learn phonics
sequential counting 1-30
counting objects 1-20
ordering numbers 1-10
recognize colors and shapes
days of the week
months of the year
season and holiday appreciation
memorize 9 scripture verses

DEVELOPMENTAL OBJECTIVES

learn to cut with scissors
muscle and nerve coordination
hand coordination
social interaction
learn to follow instructions
following safety and clean-up rules
use of 5 senses
organization
recognize different and alike

SPIRITUAL OBJECTIVES

God created you to be special and unique!
God loves you completely
God is your friend and is with you always
God deserves your respect
God listens to and wants to answer your prayers
God cares about every aspect of your life
God will help you!

Our class will use structured learning, group activity, and free play time to help us explore and learn. Each week we will focus on specific themes. These often coincide with the “letter of the week.” We will also integrate seasonal, holiday, and other themes throughout the year. Some special activities will also be scheduled to enhance our learning experience. Since Covid-19, we have restructured our usual field trips, so stay tuned for extra learning enrichment events.

A snack calendar will be provided each month. Also: keep posted on added news or updates by “friending” us on Facebook: www.facebook.com/sandy.christianpreschool

SCHOOL SUPPLIES:

1 STANDARD-SIZED BACKPACK for bringing work home. (as pictured, not mini or lunch sized, thanks!)

SANITIZING WIPES (1) for our classroom.

SCHOOL SUPPLIES: For uniformity & to allow us to best help with varying levels of motor skills, we will provide school supplies.

LABELING ITEMS: Please write your child’s name on coat and backpack.



OTHER FUN STUFF:

TOYS: ALL TOYS should be left at home except for Show and Tell Day.

SNACK DAY: Your child will be asked to bring the snack for the whole class about one or two times per month. (No beverage needed; we serve water at snack time.) It is always fun to send something that begins with our letter of the week! No candy, pop, or sweets, please! (Ask teacher for exact number of students).

ALL snacks must be **store purchased and unopened**. No homemade or handled foods. Please note: On special occasions, such as birthdays or parties, we ask parents to please *not* bring cupcakes. They really aren’t a favorite and make quite a mess!

The child who brings snack gets to be the special helper for the day. **PLEASE CALL AHEAD IF YOUR CHILD WILL BE ABSENT ON HIS/HER SNACK DAY!**

SHOW & TELL: is on a student’s snack day. This is a great experience! The children really look forward to sharing and it is a real motivation for “public speaking.” Show & tell can be a special item from home. If you would like to bring in something “alive,” please make arrangements with your teacher ahead of time.

GENERAL POLICIES

FINANCIAL POLICY: We run a full-year, tuition-based program. Tuition is \$1710 per year, divided into payments of \$190 per month for 9 months. Tuition is based on the total number of days we plan to be in session for the year, taking into account holidays, vacations, and snow or other closures. **Please note that tuition is due regardless of absence due to illness, holidays, months with fewer school days, or vacations.** If a child is ill or away for an extended period of time, teachers continue to provide curriculum and projects for your child until they return.

Accounting for closures: Our tuition factors in 8 snow days each school year, but since covid, we found additional closure days are sometimes (decreasingly, we hope) necessary. If we cancel more than 8 days in the school year, we might make a temporary adjustment to tuition as needed.

Tuition payments are due on the 1st of each month (Sept - May). We charge a \$10.00 fee for returned checks and payments received after the 10th unless prior arrangements have been made. Students with past due accounts will need tuition caught up in order to attend school.

September tuition is due September 1st.

Payment Options:

- cash, check, or credit card in the office
- mail a check to SCP, PO Box 45, Sandy, OR 97055
- online at sandy-christian-preschool.square.site
- make checks payable to **SCP** and include student's name on the memo line.

Office Hours: Monday – Thursday, 9:00am – 3:00pm.

DROP- OFFS AND PICK-UPS:

Check In & Drop Off: 9:00 – 9:10am

Students are checked in from 9:00-9:10 at the main entrance by the office. Bring your student to the door one at a time to be checked in. If a child is coughing/sneezing or showing other signs of illness, they will need to go home and be well before returning to school.

Pick Up: 11:30am

Parents/providers form a line with your vehicle (or wait near the entrance if walking) for pick up. We will release students one at a time. We have two pick up areas, one for Red Class and another for Yellow Class. (If you pick up students from both classes, we will arrange for a combined pick-up plan for you).

- **Red Class - Back door:** Park at the east end of the lot (by the field) and wait near the back door. The teacher will release students to parent/care providers one car at a time. Please accompany children in the lot and watch for exiting vehicles.

- **Yellow Class - Main door:** Park near the main entrance and wait in the breezeway. The teacher will release students to parent/care providers one at a time. Please accompany children in the lot and watch for exiting vehicles.

Please be prompt in picking up your child. Additional charges are applied for those excessively late in picking up students.

BUILDING SECURITY & HEALTH: Only students, staff, and authorized adults are permitted in the school areas of the building while preschool is in session. Anyone needing to drop off items or pick up a student early must come to the church office. Authorized adults include parent volunteers arranged in advance. ALL adults must use the upstairs restrooms during school hours.

RELEASING STUDENTS: ***If someone other than a parent or regular sitter is picking up your child, parents must send a note or call/text the teacher before pick-up time*** - thank you! Children will not be released to anyone without written or verbal instruction/permission from a parent.

CONTACTING PARENTS:

For health and security reasons, our facility is closed to the public during school hours, meaning that only authorized staff and workers are allowed inside. To facilitate real-time communication, we encourage parents and teachers to exchange cell numbers so both you and your child's teacher can be reached during school hours. We will also send texts to parents when added information is needed, such as a change in our schedule due to weather or other closure. You can also text your child's teacher if you have questions about school or your child's progress.

Please make sure we have current phone numbers, in desired order, so we can reach an authorized adult should the need arise (illness, student not picked up, etc.). For example, if the parent is the first to be called, please list the parent in the first space on your registration form. **Please make sure a parent or care provider is available by phone** during school hours.

BATHROOM POLICY: Students need to be able to use the bathroom without assistance. Teachers do not help students in the bathroom. If your child needs help with clothing, the teacher will help them in the hall where other staff can offer accountability. If a child calls for bathroom help (such as wiping), the teacher will ask the child to do the best they can and let the parent know at pick up time. In the case of an accident requiring cleaning, (poo) the parent will be called to come clean up and assist the child. We call parents and other caregivers in the order you have listed until we reach someone who can come. Please make sure your alternate caregivers are aware of this.

DISCIPLINE: We expect all children to go through an adjustment period when first entering school. Any information a parent can give us about physical or behavioral concerns will be helpful. We help students learn to develop inner control, make good choices, and show courtesy and respect for others. Discipline may be exercised under the following conditions:

1. Aggressive behavior toward others
2. Abusive language
3. Destructive behavior
4. Direct defiance or refusal to comply with staff

Every effort is made to be sure the child understands what is expected, what their choices are, and what will happen if they choose not to do what is asked. Teachers help students understand good choices, redirect when appropriate, and talk to the child if a behavior problem persists. If the behavior is repeated, a child may be given a “time-out” for an appropriate length of time. If the child continues negative behavior after time-out is given, longer time-out or loss of playtime or other choices may occur, and parents are made aware at the end of the day. More serious or ongoing behavior issues may result in a time-out in the office and parents may receive a call to pick up their child.

In the case of a persistent behavior problem, a conference between parents and teacher would be needed. The child may be on a probationary status, meaning that continued misbehavior (of an aggressive or disruptive nature) will result in a call to the parent to pick up the child. Continued problem behavior can result in suspension or dismissal.

HEALTH GUIDELINES: We will do a visual wellness check of each student as he or she arrives. Communicable illness symptoms, such as fever, coughing, sneezing, mucous/runny nose, sore throat, or other must be isolated. ***In no case should a child who currently has a fever, or who has had vomiting or diarrhea in the past 24 hours be sent to school.*** If your child displays coughing, sneezing, or a runny nose that are not allergy related, they need to stay home until they have recovered. If a child has a contagious illness, they must be symptom free before returning to school. If your child has or has been exposed to communicable illness, please let us know. If child is absent due to illness, also please let us know. Thank you!

Head lice: We do not routinely check students for head lice. If we see that a student is infested, we will ask parents to take the child home and treat them. They must be free of nits before returning to school, as leftover nits can mean re-infestation. If you realize your child has lice and has recently been at school, please contact the teacher so she can alert other parents.

Immunizations: We do not require proof of immunization, however, current records are usually required when entering Kindergarten, so we encourage parents to keep their child on schedule.

ABSENCE: If your child is ill, please let the office or teacher know. If you expect your child to be absent for an extended time, please provide us with the dates. We do our best to continue providing curriculum for students who are absent. If a student is absent for more than 2 weeks without notification, we may assume they are dropping out of school.

ACCIDENTS AND EMERGENCIES: Minor owies will be treated at school. If more attention is needed, we will call a parent. If we are unable to reach you, we will call the next contact person you have listed, in order. Please notify the people on your list that they need to be

available to respond to calls during school hours. In the event of an extreme emergency, we would call 911 in addition to contacting parents. A medical release form (needed in case of emergency) is included in the registration packet.

SCHOOL CALENDAR: We follow the Oregon Trail School District's calendar for national holidays, Christmas and Spring Breaks, and a few (but not all) no-school days. We provide a monthly calendar, but if you need to know dates later in the year for planning, please check with your child's teacher.

WEATHER-RELATED CLOSURES (NEW): In the event of inclement weather, we will make decisions about school on a case-by-case basis and will inform parents. We are no longer following the Oregon Trail School District for every instance of snow related closure. If OTSD is closed, we *may* also close, depending on the severity. If OTSD has a 2-hour delay, chances are this will NOT affect our classes, as a delayed start is roughly the same time that our AM classes begin.

When winter weather is severe enough to make travel safety uncertain, we will make a decision as soon as possible and send parents a text no later than 8:00am, either way. We will also do our best to post on our Facebook page any changes to our regular schedule.

SCHOOL PICTURES: Each year we offer optional school pictures provided by *JT Michaelson Photography*. Individual pictures are taken in the fall, and a class picture as well as individuals are taken in the spring. All children are photographed, and then proofs are made available for order.

