

# ***PARENT HANDBOOK 2019-2020***



## **Performing Arts Christian Preschool**

***28 NE 3rd, Gresham, OR 97030***

***Director: Tina Allen 503-998-0827***

***preschoolshine@gmail.com***

***Mission Statement:***

It is the mission of SHINE Performing Arts Christian Preschool to provide a kind, academic learning and development experience for young children. We will accomplish this mission by creating a safe, positive, and nurturing environment in which God and the Bible are shared each day by a caring and well-trained staff.

***Staff Requirements:***

Teachers at SHINE Preschool have a working knowledge of child development and early childhood education principles and techniques. Teachers have at least one year of classroom experience with preschool age children. A college degree or teaching certification is required for all Lead teachers.

**GENERAL INFORMATION*****School hours:***

School hours are 9:00am-12:00pm, held on Tuesday, Wednesday, and Thursday. Students may arrive at 8:50 am or later for educational free choice time. Parents may bring children into the classroom with a brief stay to help them get settled. After the drop off time, by 9:20 am, school doors will be locked for safety. Children are to be picked up promptly after class, unless prior arrangements have been made. If your child is to be picked up by someone not listed on your registration form, a written and signed note to that effect must be handed to your child's teacher by a parent, and identification may be requested of that person at pick-up.

***Class size:***

SHINE Preschool is an open area classroom with a maximum of 24 students registered at the Gresham location. The student ratio is a maximum of 12 students to 1 teacher.

***Daily snack/Lunch:***

Please pack a daily snack or lunch and a water bottled marked with a name. We ask that you limit sugary snacks and avoid items that can stain clothing, floor, etc. Thank you!

***Calendar & school closures:***

We follow the basic school calendar of the Gresham elementary schools, however we do not take all the in-service days they take. In the case of inclement weather, Preschool will be closed when schools are. We will send a notification email. In the case of a two-hour delayed opening, we will not have a.m. preschool classes.

School Session: September 9 - May 31

Thanksgiving Break: November 25 - 29

Christmas Break: December 16 - January 5

Spring Break: March 23 - 27

Closed: Veteran's Day 9/11, MLK Jr. Day 1/20, President's Day 2/17, Memorial Day 5/25

***Tuition:***

Tuition is due by the 5th of each month, September through May. If the 5th falls on a weekend, it will be due the following school day. There will be a \$25.00 charge on each returned check and a \$25.00 late fee assessed for late payments if no prior arrangements have been made. Monthly payments will not vary, even if the month is shortened by holidays or there are 5 weeks in the month. Also, adjustments are not made for absences, as the school's operational expenses do not decrease.

Tuition rates are listed below:

9 Monthly Payments: 3 Days - \$225 monthly tuition, 5 Days - \$375 monthly tuition

\$125 supplies fee: 3 Day Program, (one-time payment or 5 monthly payments of \$25) OR

\$175 supplies fee: 5 Day Program, (one-time payment or 7 monthly payments of \$25)

\$50 registration fee, one-time payment

\$110 costume fee, (one-time payment or 2 payments of \$55, due October and March)

Payments can be given to your child's teacher, the administrator, or mailed to us at:

28 NE 3rd, Gresham, OR, 97030. Auto bill payments are also accepted. Venmo payments are accepted to Venmo name: Tina Allen@Greshamshine (reference child name). We prefer that payments are delivered by parents and not the student. Thank you.

***Monthly Newsletter:***

Each month teachers will send home a calendar and/or newsletter, which is the primary method of communication with parents about what we've done in school, and what is planned. We will also send all the information by email.

***Attire:***

Due to the nature of activities, projects and play at preschool children are to come in washable, comfortable clothing. PLEASE PROVIDE NON-SKID SOCKS (WITH GRIPPIES ON THE BOTTOM) FOR YOUR CHILD EACH DAY. THANK YOU!

***Sickness:***

For the sake of other children and our teachers, please keep your child home when he/she is sick. This would include fever, discolored runny nose, etc. It is helpful to the teachers for you to call in when your child is sick so we are aware of the absence, and so we can pray for him/her. It is important that you contact your child's teacher if your child contracts a contagious disease so the rest of the parents in the class can be notified. This would include chicken pox, mumps, measles, head lice, etc.

***Birthdays:***

We like to celebrate our little ones special day! Parents are welcome to bring in treats at drop-off time. Please make prior arrangements with the school staff. We encourage treats like stickers, pencils, small toys (the less sugar the better!). Thank you!

As the children get acquainted, they often want to invite classmates to their home birthday parties. If you wish to invite the entire class, invitations may be put in the cubbies at school. However, if you will be inviting only some of the children, please mail the invitations, so that no child's feelings get hurt.

***Emergency Procedures:***

Teachers will be trained in fire drill and other safety procedures, and the classes will practice these drills periodically throughout the school year.

***Discipline:***

Students of SHINE Preschool will be expected to learn and develop many social skills, such as: showing respect for self, others, school property, and authority; listening to staff and following directions; being kind to staff and other students; taking turns; and managing frustration, anger, and hostile behavior in appropriate ways. Young children sometimes have difficulty meeting our expectations. For example, if a child is hurting another child, not playing properly with school toys, is out of control, or not following directions, the child will be removed from the situation. There will be a discussion between the teacher and student of the inappropriate behavior, and what is appropriate behavior before he/she returns to the group. We use a warning and time out system only. If the child is uncontrollable, parents will be called.

***Parent Involvement:***

We find that most children do better in the preschool setting when independent of their parents. For this reason, we do not have regular parent volunteer times during our academic portion of the day. We do encourage and welcome your participation in field trips, class parties, your child's birthday celebration, special art projects, and certain units of study where you could supplement our lesson. We desire open communication with you, and want you to feel free to call us with any concerns, questions or suggestions you may have throughout the year. There will be parent/teacher conferences once a year.

***Special Events:***

During the school year we hold special events and activities beyond our normal school days (dates will vary by preschool location, special dates will be marked on the monthly calendar):

Performance Recitals (December and May)

Parents Night Out (We try to hold a fundraiser night a time or two during the year)

Class Parties (will be held during school hours)

**Daily Schedule: (might vary slightly from day to day when needed)**

**9:00 – 9:10** Settle in/Educational free choice time

**9:15 - 9:30am** “Good Morning Circle Time”(Consisting of topics such as): Welcome Love you song and prayer, Bible lesson of the week, Alphabet, Shapes, Numbers, Colors, Days of the week, Seasons, Intro to Addition, Weather, Etc.

**9:30 – 10:00** Seat work time, Learning Group

**10:00 – 10:15** Wash hands/Snack Time

**10:15 – 10:45** Daily Craft, Letter Craft

**10:45 – 11:45** Circle Rhythm, Movement and Dance time, Tumbling, Preschool Drama, Music

**11:45 – 12:00** Clean-up, Educational Free choice

**12:00** Saying our Goodbyes

**UNITS OF STUDY**

The following units are will be part of our curriculum sequence for 3's, 4's, or 5's:

(May include but not necessarily limited to the following)

Colors	Shapes / Letters / Numbers
Counting	Farm/ Harvest
Days of the Week / Calendar	Writing name / Cutting
Family	Thanksgiving, Christmas, Easter
Dinosaurs	Community helpers / Safety
Transportation	Jungle animals
Ocean	Review of shapes & colors
Apple week, Johnny Appleseed	Letter of the week (beginning sound)
“All about Me”/ senses / feelings	Patterning / Sequencing
Seasons	Transportation
Insects, Bugs, caterpillars, butterflies	Word rings- sight words
Writing numbers	Beginning math- addition to 10
Nutrition	Space / Solar System

We use the Horizons Christian based curriculum, consisting of one workbook for 3's, and two workbooks for 4's and 5's. Bible verses, bible stories, and other bible related activities are part of the Horizons daily curriculum. Throughout the school year we introduce: music- singing, instruments, rhythm sticks, shakers, movement, crafts, art, painting, puzzles, games, manipulatives. Each day we have a dance, tumbling, and movement portion for students.