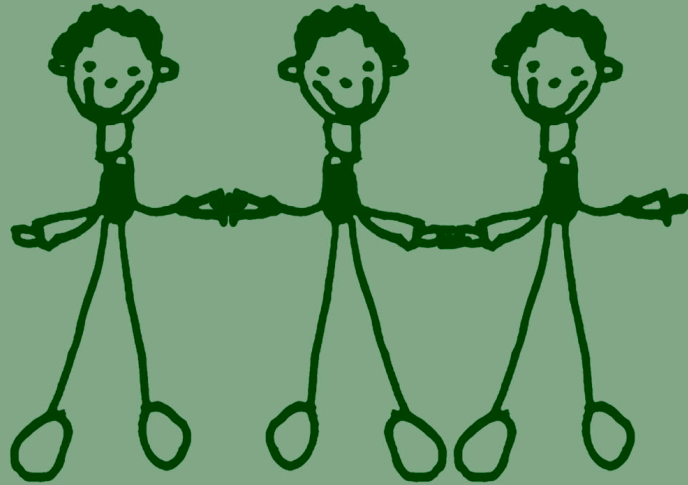


# Corbett Preschool



*Family Handbook 2015-2016*



# Corbett Preschool

*Family Handbook 2015-2016*

## Our Staff

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**DeeDee Hanes**

*Principal*

503-261-4245

dhanes@corbett.k12.or.us

**Grade School Office**

*Dorothy Hayden, Head Secretary*

503-261-4236

dhayden@corbett.k12.or.us

**Tiffany Pearsall**

*Lead Preschool Teacher*

tpearsall@corbett.k12.or.us

**Nikki Hjelm**

*Assistant Preschool Teacher*

nhjelm@corbett.k12.or.us

**Desiree Chiu**

*Director of Student Services*

503-261-4243

dchiu@corbett.k12.or.us

**Sarah Judson**

*Business Office Assistant*

503-261-4253

sjudson@corbett.k12.or.us

*Please direct general inquiries to [preschool@corbett.k12.or.us](mailto:preschool@corbett.k12.or.us)*



# Corbett Preschool

*Family Handbook 2014-2015*

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# Core Values and Philosophies

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## *Mission Statement*

The goal of Corbett School District is to foster intellectual development, social awareness and civic responsibility among the members of our school community.

Corbett Preschool is a play-based school that fosters the intellectual, physical, social, and emotional development of 3 to 5 year old children in a nurturing, school-based environment through developmentally appropriate and research-based practices.

## *Our Philosophy*

*“Education is not what the teacher gives; education is a natural process spontaneously carried out by the human individual, and is acquired not by listening to words but by experiences upon the environment.”*

-Maria Montessori, on constructivism.

Corbett Preschool is a play-based, constructivist preschool that borrows elements of the Reggio Emilia Approach in its day-to-day adventures.

At Corbett Preschool, we use play as the foundation of our learning, and believe that preschool students are inherently able to process, understand, and gain meaning from their environment through the avenue of play and exploration. We believe that play fosters cognitive growth, curiosity, creativity, and promotes problem solving skills.

We are a school based in constructivist theory - we believe knowledge is actively gained through building on existing knowledge. We believe the environment plays an important role in this learning process, and strive to create an environment that is ripe with opportunities for exploration and experimentation. Students are taught elements of respect and caring through the creation of a ‘democratic classroom,’ in which the students themselves are responsible for developing rules, performing real work to care for their room, taught to listen to one another, and empowered to find their own voices.

Corbett Preschool also borrows elements of the Reggio Emilia Approach. We encourage students to explore their own interests at their own pace, and believe that the process and experience of learning is just as important as the final product. Following the Reggio Emilia Approach, we believe it is the duty of the classroom teacher to celebrate and document these learning experiences, making learning visible to all. This also allows for further reflection and continuous professional development as educators.

## *Discipline Philosophy*

Corbett Preschool believes that children need to learn how to behave in appropriate ways. It is the job of teachers, staff members, and volunteers to model these appropriate behaviors and maintain a classroom full of love, trust, and consistency. We encourage students to explore their social world whenever possible, and give them reasonable choices throughout the day. We strive to create an environment where students are empowered to develop their own classroom rules, feel safe enough to make mistakes, and gain independence through asserting their own needs and boundaries. We have found that fostering these skills discourages behavior problems.

At Corbett Preschool, we don't emphasize choices as *good* or *bad* because we believe students are still learning what constitutes a "good" or "bad" choice. When a child needs extra support, we use redirection to correct behavior, along with giving the child clear choices with clear consequences. Should a child's behavior need more adjustment than this, we will provide the child with natural and logical consequences.

Should a child exhibit behavior that is threatening to themselves or others, they may be taken to the office for some cool down time in a calm environment until they are ready to return.

## *Rights of Participation*

The Corbett School District and Corbett Preschool do not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

## *Curriculum*

Corbett Preschool samples elements of its curriculum from several sources, its major influences being Letterland. Above all, Corbett Preschool relies on the judgment and choices of its qualified educators to provide developmentally appropriate and engaging day-to-day experiences that build on student curiosity. We strive to provide a cohesive education that incorporates literacy, mathematics, social skills, science, health, art, and the ongoing study of the Columbia River Gorge.

# Our School Day

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## *Preschool Hours*

The preschool is open Monday through Thursday, 8am to 3pm, with extended care options from 7:30am-8am and 3pm-4:30pm. Students may arrive for the regular school day beginning at 7:45am. The classroom closes at 4:30pm, at which point late fees will apply. The preschool and extended care will be closed on all major holidays and school closures, as indicated on the district calendar.

Please use the main school entrance for pick up and drop off. *Our security system will be updated during the summer of 2015. More information about the details of entering the building will be provided as the system is upgraded.*

## *Arrival*

Upon arrival, please sign your child or children in at our sign in book (located in the hallway), indicating the time of arrival. When arriving at school, *always* escort your child into the classroom and connect with teachers verbally and with eye contact. Families should communicate important information with the teachers by note, email, or phone. Please remember that discussions regarding children should be in private. **Before drop off and after pick up, children must stay with family or care givers at all times for their safety.**

Please arrive early enough to have your child use the restroom, hang his or her coat up, put his or her lunchbox away, and be ready for the day to begin at 8 am. Getting ready for school is an important learning process! Please allow your child to do all of these tasks independently.

Students have cubbies to store their larger items (extra clothes, naptime gear), and a coat hook designated for their own use. All clothing (especially outerwear and rain boots) must be labeled with your child's name. Backpacks are optional and not entirely necessary for our day. Should you choose to bring a backpack, please make sure it is size appropriate for your preschooler and store it in their cubby throughout the day.

Please refrain from sending your child to school with toys or money from home. Students are allowed one stuffed or soft naptime toy for snuggling, and are always welcome to bring one book to read to the class or share with their friends. **Please write your name on everything that comes to school.** Learning how to be responsible for one's own things is very important, and a tough task to learn! This means that items will get lost in the process. Please keep this in mind and keep in mind that staff are not responsible for lost or misplaced items.

## *Cubbies*

All students have a designated cubby in the hallway for storage of extra clothing, nap materials, and other necessary items. The hallway is a frequent stopping spot for the grade school children, and as such they frequently bump into the cubby space. Please be mindful of what is in your child's cubby, and please do not send items to school that won't fit neatly inside or behind them.

## *Clothing Policy*

Children need to be dressed ready to learn. In preschool, this means ready to get messy! At Corbett Preschool, we try our best to use smocks when appropriate and always use washable materials for art and science. **HOWEVER**, we will never miss out on an excellent learning opportunity! Please send your child dressed in clothes that are easy to wash, easy to run in, easy to jump in, and easy to explore in.

We also are not afraid of the weather! We're tough, and go outside as much as we can – even if it means getting wet or feeling chilly for a bit. Please send your child in weather appropriate clothing every day. We also have designated spots on top of each cubby to store rain boots for puddle jumping season.

We also require all students to wear shorts, tights, or leggings under skirts.

## *Water Bottles*

We have no drinking fountain in our room. To ensure that your child stays properly hydrated, please send them with a water bottle clearly labeled with his or her name. We will store them on a designated shelf in our classroom.

*Please take the water bottles home each week to wash.*

## *Morning Snack and Lunch*

*For the safety of all students, please refrain from using any peanut products.*

Children have the option to bring a snack and lunch from home or order hot lunch through the grade school. Students are not allowed to share food items due to district policy. We ask that all students eat healthy food first before any desserts, take their time to eat, and eat politely at the table. We eat all meals together in our classroom.

Home lunches are stored in bins just outside our classroom door. Please designate one or two items for your child to eat during morning snack time. This can be tough initially! Teachers will remind students to only eat one or two things for snack, although a quick mention of 'what's packed for snack' before school can help this learning process along. Please send students with all necessary utensils.



Hot lunch sign up is located on the sign in table. You may sign your child up for snack or lunch or both. You may also sign up for 'just a milk' and designate which mealtime the milk should arrive. Payment should be given to the front office. Inquiries about free and reduced lunch rates may be directed to the Dorothy at the grade school office. Morning snack costs \$2.00, just a milk costs \$0.50, and lunch costs \$3.35.

## *Afternoon Snack*

Corbett Preschool provides snacks in the afternoon for all afternoon students. We strive to provide students with healthy, well-rounded snacks and encourage them to be adventurous eaters and sometimes the occasional treat to keep things fun. Afternoon snack follows the same rules and routines as morning snack and lunch. Preschool staff are understanding that some kids are very particular about their food. Please consider your child as an eater, and pack an extra afternoon snack if you think this will be an issue. For full day students, a good plan is to pack enough food such that one "emergency snack" is leftover each day. Accidents do happen during mealtimes and it can be very comforting to have an extra or alternative just in case.

## *Nap Policy*

Naptime is from 12:00 pm until 1:30 pm. All students will be encouraged to rest, as it is developmentally appropriate. Teachers may offer additional rest time to students who appear too tired to participate in afternoon activities. We have action packed days in our class! It is not unusual for students who are not accustomed to napping at home to suddenly need a rest at school. When students have indeed grown beyond the need for naps, they are given alternate age-appropriate activities to work on quietly instead.

All full day students are required to bring a blanket and may choose to bring a stuffed animal for snuggling to make themselves comfortable. Should your child need a nap blanket and there is not one available in their cubby, we have a few blankets to borrow. Please wash and return this blanket promptly.

***Please launder all nap accessories weekly as per state regulations.***

## *Laundry and Classroom Cleaning*

We stay environmentally friendly and follow statewide cleaning regulations using a soapy water mixture as cleaner and a bleach/water mixture as sanitizer. We use lots of rags throughout the day as well, and wash them with any additional toys and blankets. Please let the classroom teachers know if your child has any sensitivity to specific cleaning products.

## *Lost and Found*

The preschool lost and found is located in one of the hallway cubbies. Mystery items from the lost and found are occasionally used in emergencies as back up clothes. The school-wide lost and found is located by the gym.

## *Birthdays*

Due to dietary restrictions, religious preferences, and economic circumstances, birthdays may not be celebrated at school with food treats or parties. The Corbett Preschool staff will make your child feel extra special on their special day!

## *Departure*

Preschool ends at 3 pm. Please verbally inform a teacher when your child is leaving for the day. Additionally, please sign your child out in the sign in/sign out notebook. **Before drop off and after pick up, children must stay with family or care givers at all times for their safety**

**Students will only be released to individuals designated on the authorized pick up list or custodial parents** (see *Registration Forms and Required First Day Information* for details). To arrange for someone else to pick up, please bring a written note in the morning with the full name of who is picking your child up or send the classroom teacher an email. In an emergency, please call the Grade School Front Office at 503-261-4236.

Families will be granted a 10-minute grace period, after which they will be billed for aftercare. Please refer to the *Before and After Care* section for full details on pricing and times. Please also keep in mind that children can become very distressed or feel abandoned if they are picked up late, especially if other children have been picked up and they feel they've been left alone. Please be timely and consistent with pickups.

Additionally, Corbett Preschool is not allowed to release children to anyone under the influence of drugs, alcohol, or in an unfit mental state that may cause danger to the child.

## *Friday School*

Corbett Preschool follows the same schedule as the rest of the district. There are a few days where there is no school on Monday, usually due to holidays. In this event, the Monday students are invited to join us on Friday for a 'make-up day.' This allows us to maintain our full four-day week schedule.

## *Special Events and Preschool Meet-Ups*

Corbett Preschool has several special events after school throughout the year. These events include: beginning of the year ice cream social, preschool open house, a harvest potluck, pajama party, Valentine's party, student appreciation day, portfolio night, preschool (pretend!) camp out, and preschool graduation.

We also offer occasional Preschool Meet-Ups. These are in lieu of field trips, and great for the whole family! We set a date and time, coordinate the details, and you bring the whole family for a little adventure! In the past, we have visited Old Macdonald's Farm, taken a gymnastics class, gone to a play in downtown Portland, and met up for a hike and picnic. Please let the classroom teachers know if you have any excellent ideas for meet-ups this year!

## *Our Daily Schedule*

*Disclaimer: Preschoolers are task oriented, not time oriented beings. We try to follow this routine daily, but times are subject to change.*

<b>7:30-8:00</b>	Before Care
<b>7:45-8:15</b>	Welcome, sign in, good morning play time
<b>8:15-9:15</b>	Morning circle time and activity (Letterland, math, gorge studies, etc.)
<b>9:15-9:45</b>	Morning Snack
<b>9:45-10:15</b>	Gym
<b>10:15-11:15</b>	Choice Time/Recess
<b>11:15-11:30</b>	Closing circle
<b>11:30-12:00</b>	Lunch
<b>12:00-1:30</b>	Nap
<b>1:30-2:00</b>	Outside
<b>2:00-2:15</b>	Snack
<b>2:15-2:45</b>	Art Studio
<b>2:45-3:00</b>	Closing Circle and goodbye song
<b>3:00-4:30</b>	After Care

## Before and After Care

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### *Program Goals*

Corbett Preschool's Before and After Care program strives to provide care before and after school to support preschool families with extended care schedules. This includes a drop-in option. We also provide consistency for children by having a dedicated teacher for our program, and balance the ongoing learning needs of the whole child by staying attune to the needs of a child with a longer day schedule. This means we provide a balance between active learning and quieter individual down time as necessary.

Some students are not developmentally ready for the long days that come along with consistent before and after care. Please be mindful of your child's ability to handle the longer daily schedule. Consistent behavior issues may jeopardize your child's enrollment in before or after care.

### *Before Care*

Before care begins at 7:30 am. Should your schedule change, please inform a staff member a day in advance. Should a last minute change in schedule occur, please email Miss Tiffany or notify the Grade School Office to ensure a staff member is at school early enough to accommodate your needs. Before care costs \$5/hour/child. Siblings are welcome to attend for the same price. Before care charges a flat rate of \$5 per day.

### *After Care*

Preschool ends at 3:00pm. There is a 10 minute grace period before After Care pricing begins, which officially begins at 3:00pm and ends promptly at 4:30pm. Should your schedule change, please inform a staff member a day in advance. Aftercare costs \$5/half hour/child. Siblings are welcome to attend for the same price. Space is limited, please inform Miss Tiffany or Miss Nikki in advance of your schedule.

**After Care ends promptly at 4:30 pm.** Families will be billed \$1/minute/child for time extending past 4:30 pm. If you are going to be late, please notify the school immediately. After 4:40 pm, we will begin calling emergency contacts to come pick up your child. Please keep in mind that children can become very distressed or feel abandoned if they are picked up late, especially if other children have been picked up and they feel they've been left alone. Please be timely and consistent with pickups.

## *After School Snack*

Should your child be staying for after care, please pack an appropriate snack in his or her lunch box. After school snacks are not provided, although time will be given for children to eat. Please discuss hot lunch arrangements with a staff member in the morning should your child need an extra after school snack.

## *Billing*

Before and After Care will be billed on the following month's invoice (for example, November care will be on the December bill). Before and After Care charges only in one-hour increments, fractions of an hour are not applied at reduce cost. For more information on billing, please see the section on *Registration and Tuition*.

# Health and Wellness

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## *Toileting Policy*

All children should be able to use the restroom with minimal adult assistance. If your child has special toileting needs, please contact a staff member. Children will be coached with bathroom procedures, as well as given reminders to use the restroom. If a child has a restroom accident, they will clean themselves under adult supervision and change themselves into their extra clothes. Sometimes, children need extra assistance. In this circumstance, staff members and staff members only (no volunteers or high school helpers) will assist the child.

## *Allergies*

Please list all allergies on the *Student Verification Report* and verbally inform teachers on or before the first day of school to ensure your child's safety. Should new allergies be discovered at any point in the school year, please notify the Grade School Office to update your Student Verification Report and inform the classroom teacher in writing. Please inform staff members of any particular dietary needs, and provide alternate afternoon snacks from home as necessary.

## *Required Vaccinations*

All children must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the child should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any child not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Families will be notified of the reason for this exclusion.

Oregon law requires the following shots for preschoolers:

- 4 Diphtheria/Tetanus/Pertussis (DTaP)
- 3 Polio
- 1 Varicella (chickenpox)
- 1 Measels/Mumps/Rubella (MMR)
- 3 Hepatitis B
- 2 Hepatitis A
- 3 or 4 Hib

## *Incidents and Injuries*

Families will be notified of any illness, injuries, or accidents each day. Teachers will do their best to inform parents in person at pick up time. Pick up time can be quite frantic! To make sure that families stay well informed of all incidents, we report them using “yikes!” forms.

## *Illness Procedure*

If a child becomes ill or the parent or teacher notices any of the following symptoms, please keep your child at home:

- Fever
- Vomiting
- Nausea
- Unusual yellow color to skin or eyes
- Complaints of severe pain
- Diarrhea
- Excessive or colored nasal discharge
- Severe cough
- Difficulty breathing or wheezing
- Live head lice (not gnits)
- Skin or eye lesion or rash that is severe, weeping, or filled with pus

If a child is too sick or too tired to participate in class activities, we will contact the family and ask that the child be taken home. Please have a plan in place should an early pickup be necessary. For this reason, **please keep your child’s *Student Verification Report* up to date and immunization forms current.**

Children must stay home 24 hours after a fever and/or vomiting has subsided to avoid infecting others.

Corbett Preschool must report any communicable disease to the health department. Please inform the Grade School Office of any serious illness or communicable disease. A student with certain communicable diseases may not come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. These diseases include chicken pox, diphtheria, measles, meningitis, mumps, rubella, scabies, staph infection, strep infection, tuberculosis, plague, and whooping cough. Please contact the Grade School Office with questions.

## *Medication*

**Please do not send your child to school with medication.** An adult should bring medication *in its original over the counter or prescription container* to the Grade School Office for storage, and fill out an *Authorization for Medication Administration by School Personnel* form. Please also notify a preschool staff member with relevant information regarding frequency and other details of the medication.

Corbett Preschool does not have school provided medication on hand for dispensing (like Benadryl or aspirin), and under no circumstance will Corbett Preschool give any medication to students not specified with an *Authorization for Medication Administration by School Personnel* form.

## *Emergencies*

In the event of a medical emergency, we will follow any directions specified on the *Student Verification Report*. The closest hospital is Mt. Hood Legacy.

## *Behavioral and Developmental Referral Process*

Teachers and staff members will have open and ongoing conversations with families regarding behavioral or developmental concerns. Should ongoing concerns arise, the principal and the classroom teachers will meet to determine the appropriate next steps. These steps may include:

- Implementing new strategies or further observing current strategies
- Developing an individualized behavior plan with the family
- Choosing to refer to outside sources as needed.

Should the principal and classroom teachers decide that the best option is to involve outside referrals, the principal and teachers will meet with the family about the referral process, and the family will be given information necessary to contact Corbett School District's Director of Student Services, Desireé Chiu.

## *Late Start, Early Dismissal, and School Closures*

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, late start of schools and early dismissal of students. Families will be notified via telephone using information from the *Student Verification Report*. Families will also be notified via email.



“Late start” means that school will begin two hours late, at 10am. Before Care will begin at 9:30 AM. AM only students are welcome to attend for the shorter morning. In the event of an early dismissal, there will be no after care.

Preschool billing is a flat rate. Any changes to schedule due to late start, early dismissal or school closure will not result in reduced billing for the month. For more information, see *Registration and Tuition* or the Corbett School District policy regarding inclement weather.

# Volunteers and Visitors

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## *Volunteering in the Preschool*

We love having volunteers, and believe a strong partnership between families and school is necessary for student success. Parents are asked to volunteer with us in ways that match their interests, skills, and schedules. We have a variety of volunteer opportunities already in place (such as helping with special projects, making playdough, and spending time with the preschoolers), and we welcome new ideas too! Please contact Miss Tiffany or Miss Nikki if you're interested.

If you are interested in volunteering with us, please contact Miss Tiffany or Miss Nikki with ideas or times that work for you.

## *Volunteer Background Check*

**All** volunteers **must** pass a background check through the Oregon Department of Education (the *Criminal History Verification of Applicants*).

## *When You Arrive*

Please check in at the Grade School Office and get a volunteer badge for security purposes.

Some things to keep in mind while visiting our classroom:

- Please sit down and make yourself comfortable! Children prefer to interact at their own level.
- Learning is happening all the time, sometimes in unexpected ways.
- Teachers may ask questions or make an observation about student work. Please let the children discover the answer – it is through this discovery that real learning occurs. This may take a few minutes, take some extra work, take some extra thinking, or take asking nearby friends for help. Please let the students work on this discovery process, as teachers usually have a goal in mind.
- At circle time, you are welcome to sing and dance with us! Please be a quiet observer during our discussion times.
- More information on directing children toward meaningful learning experiences can be found in the additional handout, *Childwork Learning Center's Ways to Help Children Learn*.

Thank you for visiting, we hope you enjoy your time with us!

## *High School and Middle School Volunteers*

Corbett Preschool is lucky enough to have a partnership with Corbett Middle School and Corbett High School. High school volunteers are part of a child development elective class and are a daily part of our classroom, and Middle school volunteers are here to experience preschool for school projects and gain volunteer hours.

A preschool staff member always accompanies and supervises high school and middle school students. Students are never left alone with volunteers, although volunteers will accompany individual students to public places should the need arise (like someone leaving their coat on the playground.) Volunteers will accompany younger students to the bathroom, and will wait outside the bathroom should they need help. Volunteers will notify a staff member, and will never assist a child in the bathroom.

We love our high school and middle school collaborators! Please contact Mrs. Hanes with any questions or concerns.

# Communication

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## *Communication Policy*

Open and ongoing communication between families and preschool staff is essential for building a strong relationship. Please contact Miss Tiffany or Miss Nikki right away with concerns in person or via email. Any correspondences or communication from the school district, Miss Tiffany, or Miss Nikki will be sent home either attached to your child's sign in page or distributed as handouts on your child's clipboard. Each student has their own personal clipboard hanging above his or her cubby, which is where we put all work to be taken home as well as any handouts. Please check these frequently and take things home on a regular basis.

Electronic communication will be sent out simultaneously for families on the email list. Our classroom has various other methods of continuous family communication and outreach, outlined below. If at any point you feel you are unable to resolve any concerns with classroom teachers or staff directly, please contact Mrs. Hanes to further facilitate conversation and problem solving.

## *Parent Table*

The table in the hallway has important information regarding upcoming events, announcements, newsletters, reminders, and more. This board also contains the lunch sign up, and the daily sign-in and sign-out binder (as well as additional sheets).

## *Preschool News*

Corbett Preschool sends out monthly newsletters with announcements and information regarding our learning journey. Hard copies of this are sent home, as well as posted to our classroom blog at:

*<http://corbett.k12.or.us/teacher-notes/miss-tiffany-miss-nikki-notes/>*

Corbett Preschool also has a twitter account, posting daily pictures and things we'd like to share with you! Follow us @corbett\_prek and be on the lookout for funny kid quotes!

## *Conferences*

There are two designated conference times throughout the year (October and April). Conferences are not a requirement for preschool families, but are strongly encouraged. Sign ups for conference times will be posted two weeks prior. We suggest that conferences be "adults only" if your schedule allows – children can get uncomfortable hearing adults talk about them, just like we get uncomfortable when others talk about us.

# Registration and Tuition

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## *Registration*

A registration fee \$50 (non-refundable), along with \$100 to reserve space (to be applied to first month's tuition) are required along with an *Intent to Enroll* form to register for preschool.

Once registered and accepted into the program, families will receive the *Corbett Preschool Enrollment Forms 2015-2016*. These forms must be received by June 1 to guarantee full admittance to the preschool program.

The following forms are included in the enrollment packet:

- **Student Verification Report**
- **Tuition Contract**
- **Immunization Form**
- **Copy of immunization records**
- **Copy of state certified birth certificate (not the one with the cute feet)**
- **Photo Release form**
- **Home Language Survey**
- **Health Data Form**
- **'Getting to Know You' Survey**
- Authorization for Medication Administration by School Personnel (if necessary)

These forms and fees are required *every year* your child is enrolled in preschool. Due to legal requirements, we are unable to use most of last year's information to enroll your child for the current year. Returning families need not re-submit copies of birth certificates, and need only update immunization records with the front office.

The information in these forms is important in the day-to-day support of your child, and will be used in the event of an emergency. We need to be able to reach you or a responsible person you trust at any time during the day to make decisions for your child. **If you have any special information regarding your child's health or special needs, please indicate the information on the forms and let the teacher know verbally and in writing.**

The Corbett Preschool Parent Handbook and individual Tuition Contracts may be reviewed and revised as necessary throughout the year. In the event of a revision, parents will be provided with written notice of said revisions at least 30 days prior to any changes in agreement.

## *Tuition Pricing Information*

Tuition is expressed as a ten-month school year cost with payments due September 1 through June 1. Tuition is calculated for the entirety of the school year, and divided evenly over this ten-month period. Tuition incorporates

***Per day tuition is a flat rate and stays the same regardless of student attendance, school closures, or late start days.*** Here are the following payment options, calculated using the ten-month payment plan:

- Monday-Thursday Full Day: \$597/month
- Monday-Thursday Half Day: \$399/month
- 2 Full Days: \$360/month
- 2 Half Days: \$273/month

## *Before and After Care Pricing Information*

Before Care costs a flat rate of \$5 per child, and After Care costs \$5/half-hour/child. Before and After Care will be included on the following month's bill (for example, November care will be on December's bill). Any additional late fees (picking up after 4:30 pm, \$1/minute/child) will be added on as necessary.

Before and After Care costs a flat rate of \$5 per hour per child, and will be included on the following month's bill (for example, November care will be on December's bill). Before and After Care charges are a flat rate, and fractions of an hour are not applied at reduce cost. Any additional late fees (picking up after 4:30 pm, \$1/minute/child) will be added on as necessary.

## *Billing*

As an independent preschool dedicated to providing the best care for your children, our monthly cash flow is critical for the effective operations of our school. We ask that each family fulfill their monthly tuition obligations in a timely manner. Families are welcome to pay via check or cash. Checks should include the child's first and last name. Invoices are sent out on the 15<sup>th</sup> of each month.

Payments are due on the 1<sup>st</sup> of each month. Payments received after the 1<sup>st</sup> of the following month will receive a late fee of \$5/day, reflected on the next month's invoice (for example, an October payment received November 5<sup>th</sup> will accrue \$25 on the November bill). Extended lateness of payment will jeopardize enrollment eligibility for your child.

## *Withdrawal*

Four weeks advanced written notice is required should you wish to terminate your contract. Payment is required for the following four weeks, regardless of child attendance. Corbett Preschool reserves the right to terminate enrollment. Two weeks notice will be given under unusual circumstances, however, we reserve the right to immediate termination of services under extreme circumstances (children who are a threat to others, non-payment, etc.).

# Childwork Learning Center's Ways to Help Children Learn

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*The following (highly informative and helpful!) list is from the Childwork Learning Center Family Handbook.*

## Ways to Help Children Learn

- Ask children open-ended questions that may lead to their discovery, instead of telling them directly.
- Let children discover properties of materials by themselves. Encourage children to feel, smell, taste and listen as well as look at an object.
- Let children discover new methods of doing things even though you already know a different way.
- Let them explore according to their own ideas.
- Give the children as much time as needed to understand a new idea or concept, sometimes weeks or months or years.
- When speaking to children
  - Use their names.
  - Avoid comparing children and their work.
  - Give children a choice only when you will accept their choice.
  - Talk about what you observed.
  - Extend learning through open-ended questions.
  - State directions in a positive form - "Use the blocks for building," rather than, "Don't throw the blocks!"
  - Body language, tone of voice and words should be consistent.

## A child's learning and you

- Listening to a child is one of the most important experiences that you can share with a child. Getting down to the child's level lets them know you are giving them your undivided attention.
- Allow children to play. Trust their play as a learning process. Play is the child's work.
- Allow the direction of the play to emerge from the children's work. Observe children in their play, describe what you see and wonder aloud.
- Children sense your intent, be clear and honest. Consistency with tone of voice, body and facial expression is important for children's understanding.
- The community behavioral expectations need to be consistent for children at school and all school events (ie: outdoor spaces, common areas, hallways, etc.).