

LOWELL COMMUNITY PRESCHOOL PARENT HANDBOOK

Lowell Community Preschool offers Kindergarten preparation in a warm and inviting classroom environment with experienced teachers. The hope is that children at Lowell Community Preschool will have a fun first school experience, build positive lifelong relationships and develop a love of learning in a way that makes each child feel special and valued.

Your child will enjoy "Time for Kids" Science and Social Studies lessons, as well as Pre-K SRA Reading Mastery. We will encourage learning through literature, music, a diversity of arts, imaginative play and hands on math concepts. We will have quiet and active play, as well as opportunities for your child to experience monthly outings based on classroom topics. We look forward to meeting your family and helping your child get the best start at a lifetime of learning!

*To stay updated on the events and activities of LCP,
LIKE Lowell Community Preschool on Facebook, or contact
Johnie Matthews - Extended Programs Director at 541-937-2105
Jessica Pelroy - Head Teacher at 541-953-9200 pelroyj@yahoo.com*

GENERAL INFORMATION:

Lowell Community Preschool is located in Lundy Elementary School 45 S. Moss St. Lowell, OR. Mailing address is P.O. Box 415 Lowell, OR 97452. Preschool will run Tuesday/Wednesday/Thursday from 8:15am-11:15am.

There are two teachers, Jessica Pelroy who is a wife and mother of three children, she has operated and taught preschool for a combined 10 years and is trained in CPR/First Aid, SRA Reading and has an Associates Degree. Rachel Thurman is a wife and mother of seven children. This is her fourth year teaching with Jessica Pelroy. She is also trained in CPR/First Aid as well as SRA Reading. With the combined experience, knowledge, education and love of working with preschool age children, your child will have a fun first learning experience at Lowell Community Preschool!

REGISTRATION & TUITION:

Registration is first come, first serve and we will only enroll 18 total students in these two age groups:

- a.) 12 Pre-K: one year until kindergargen (AGES 4 and 5)
- b.) 6 Preschool: two years until kindergarten (AGES 3 and 4)

Teacher to child ratio is 1 to 9. We believe that this will ensure the best learning environment for all children.

Newly Registered preschoolers Registration Fee is \$75.00.

Returning preschooler's Registration Fee is \$50.00.

Tuition is due on the first day of each month from September through May. There will be a \$25.00 late fee applied if tuition is not paid by the 1st of the month. [Setting up Automatic Transfer will avoid the possibility of late fees]

If for any reason a child is removed from the preschool, 30 days notice is required. If notice is not given, then the parent(s) will be responsible for paying that month's tuition.

*Automatic Transfer is the preferred payment method. Please check with Jessica Pelroy if you need another payment option. [See attached form for Automatic Transfer details]

*A 20% discount will be given for each additional child enrolled in the program. The first child will be full price, subsequent children will be discounted 20%.

*All returned checks are subject to a \$35.00 returned check fee.

*Payments are non-refundable.

*Children who leave the program before their monthly or yearly pre-paid tuition is used will forfeit the entire amount paid.

*A fee of \$5.00 per 15 minutes will be charged for continually late pick up.

IMMUNIZATIONS:

A current and updated immunization record of your child will be required. Please bring a copy of your preschoolers immunization records at time of registration.

SIGN IN AND OUT:

For the safety of the children in our program, we require an approved person to sign your child in at drop off on the Sign In sheet and also to sign out your child at pick up. If someone other than a parent is planning on picking your child up, we ask that you send a note to school with your child to notify the teachers that someone other than yourself will be picking up your child and will sign them out. In addition, anyone picking up your child whom the staff has not yet met is required to show their ID and the teacher will verify it with your registration form.

SNACKS:

Snack needs to be brought from home in a lunch pail or sack to be left in your child's cubby until snack time. Please include healthy choices for your child, such as juice, crackers, cheese, fruit or vegetables. **NO SUGARY SNACKS PLEASE.** You are welcome to bring special STORE BOUGHT snack/cupcakes for birthdays, but please notify a teacher ahead of time if you plan to do so.

BREAKFAST:

Lowell Community Preschool is included in the Lowell School District breakfast program, please fill out the form that is included in the Registration packet so your child can be included in breakfast each day.

SCHOOL SUPPLIES:

Supplies will be purchased with the annual registration fee throughout the school year. On occasion you may be asked to bring a small household item to school for a project, but we will give you notice beforehand. Your child may bring a backpack with them to school each day to take home their calendars, papers and artwork.

OUTSIDE TIME:

Outside time is an important part of our preschool day and **we will be going outside rain or shine most days.** Please plan to dress your child accordingly by sending a **rain coat/boots and an extra pair of shoes to wear after we are done outside.**

FIELD TRIPS:

Field trips will be planned monthly and listed on the calendar. Buses are not available for these trips, so parents will be responsible for transportation to and from the field trip, as well as care of your child during the field trip.

RESTROOM/CHANGE OF CLOTHES:

Please take your child to the restroom before coming to school each morning. The teachers will

not be able to help your child in the restroom, so your child **MUST** be potty trained needing **NO** help from an adult. We understand that even potty trained children will have accidents, so we ask each child to leave a change of clothes at school in their cubby, including panties/underwear, shirt, pants and socks in a labeled Ziploc Bag.

ILLNESS/COMMUNICABLE DISEASES:

If your child develops a communicable disease or condition like chicken pox, mumps, pinkeye, hepatitis, measles, lice, etc. please notify Lowell Community Preschool immediately. To keep from spreading communicable diseases, please don't send your child to school if they are ill. Your child needs to be fever/vomit free for 24 hours after the last incident before they may return to preschool. Children with head lice may not return to the preschool until the scalp is free of all traces of lice and nits.

In the event that your child becomes ill while at Lowell Community Preschool, they will be separated from the class in a comfortable place while the parent(s)/guardian(s) is notified and expected to pick up the child immediately.

PARENT VOLUNTEERS:

We have always had amazing parent volunteers over the years and we are so grateful for the extra help! There will definitely be opportunities for parents to volunteer in the classroom either for activities, or holidays. Each individual interested in volunteering must fill out the Lowell School District Volunteer Packet, including a Criminal History verification. **ONLY CRIMINAL HISTORY APPROVED ADULTS WILL BE ALLOWED TO VOLUNTEER IN THE CLASSROOM** [see Volunteer Packet].