



Lowell  
Community  
Preschool  
Family Handbook



## LOWELL COMMUNITY PRESCHOOL MISSION STATEMENT

Our hope is that every child who passes through Lowell Community Preschool will have had a fun first school experience, built positive lifelong relationships and developed a love of learning that will last them a lifetime.

### ***WELCOME***

Dear Parents,

Welcome to Lowell Community Preschool. We are happy to be able to serve you and your children. We want to make Lowell Community Preschool an extension of your family, and to care for your child with patience and warmth, while providing a rich environment for learning and play.

Our objective is to help each child to set his or her feet firmly on the path of becoming independent, kind, creative and curious about life and the world around them.

To achieve such a high quality program, Lowell Community Preschool works cohesively with Lowell School District to create a program that helps children develop a love of learning while gaining the tools needed to succeed in the Lundy Elementary School Kindergarten program.

This handbook includes policies and program information you will need as we share the coming months and years together. They enable us to provide our quality, professional program, and reflect governing/licensing agency requirements.

We hope you will read the handbook carefully. If you have questions, please talk with one of our administrative staff.

Thank you for choosing Lowell Community Preschool. We're glad to have you in the Lowell Community Preschool family!

*Warmly,*

*Program Directors: Jessica Pelroy & Rachel Thurman*  
*Extended Programs Director: Johnie Matthews*

# GETTING STARTED

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## ***What you need to know before your child's first day:***

Hours of operation: 8:00am to 11:15am Tuesday, Wednesday and Thursday.

### ***Tour***

We offer a tour to meet with your child's peers and teachers. At that time, please communicate any anticipated concerns, as well as the best communication methods that the teacher or administrators may use to reach you.

### ***Paperwork and fees***

All enrollment forms and the registration fee must be turned in before your child's first day of care. We'll schedule a short time for you to meet with the Program Director to review the Family Handbook and answer any questions you may have. (Please see p 22-24 for Tuition and Fees Policies and the Fee Schedule for current rates and p 26-29 for Enrollment)

### ***What to bring***

A backpack. Lowell School District supplies breakfast, but not snack (See p 5 Meals for details.) Learning tools and toys will be supplied by Lowell Community Preschool.

Your child needs to keep a complete change of clothes in their locker outside their classroom. Be sure to write your child's name in each piece of clothing. (See p 12 Clothing)

### ***What to wear***

Your child should dress for an active day. We suggest comfortable, washable play clothes. We are outside every day so layers and sneakers with socks are a great choice. (See p 12 Clothing)

### ***Arrival and departure***

Always bring your child to his/her teacher inside the school building and make sure to check in with a teacher when picking up your child. You can park in the parking lot or street. Sign your child in at the front desk when you arrive, and the time out with your signature when you pick up.

For the safety of everyone, do not leave children alone in your parked car, or leave your car idling in the parking lot.

### ***Release of Children***

No child will be released to persons not authorized by a parent or guardian. (See p 10)

# ABOUT OUR PROGRAM

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In the heart of Lowell, we have found our home in Lundy Elementary School. The classroom is filled with natural light and amazing views of the mountains around us. The classroom is full of learning and crafts supplies with age appropriate tables, chairs and toys!

The playground has swings, slides, climbers, and space to run, promoting the child's mastery of large motor skills and facilitating wonderful imaginative play and an experience of nature. The gym offers a great place to play, even when it rains.

## ***Our Philosophy***

We believe:

- Children learn by using their senses and by moving.
- Children learn and develop at his/her own pace.
- Children need hands-on experiences with a wide variety of materials.
- Children need regular, hands-on experiences with and in nature for healthy physical, social and emotional development.
- Families and program staff are partners in supporting the child's development and learning.

This is the basis for our program.

## ***Curriculum***

We provide the children with a wide variety of materials (books, toys, art supplies, equipment, games and household objects) and plan experiences that build on their interests and expand their learning.

In addition, we supply the "Time for Kids," a science and social studies curriculum focusing on the world around us. We encourage pre-reading skills through the use of Pre-K SRA Reading Mastery as well as through literature, music and a diversity of arts. Imaginative play, hands on math concepts and having quiet and active play are all important in balancing out a preschool day.

Planning for the class is based on a brainstorming process involving program directors. Understanding that children are at different ages and stages of development, we offer a time during the day to separate into groups based on age. This allows more specific learning based on age appropriateness.

## ***Program Assessment***

To help us maintain the highest quality in our program, the Lowell School District carries out a program assessment each year. This is a checklist of goals set between Lowell School District and Lowell Community Preschool to offer as a guide to help children achieve the highest quality care and kindergarten preparedness.

## ***Our Staff***

The LCP staff is made up of women with education and experience in Early Childhood Education. All staff members are required to participate in ongoing training in child development and early childhood education, ethics, professional responsibility and confidentiality.

Every employee maintains good status in the Oregon Central Background Registry, as required by Oregon licensing statutes. In addition, references from previous employers and educational transcripts are required. All classroom employees keep current First Aid certification.

## ***CLASSES AND PROGRAMS*** (see current Fees and tuition)

HOURS: 8:00am-11:15am

Tuesday through Thursday, September through May (closures are for inclement weather)

### **Preschool & Pre-Kindergarten—part day**

<b>Combined Class</b>	<b>Age group</b>	<b>Class size</b>
Preschool	3 and 4 year olds	6 children
Pre-Kindergarten	4 and 5 year olds	12 children

**The daily schedule** (this schedule will be adapted to the needs of each class - see the schedule posted in your child's classroom)

8:00 School opens  
Name & Story Writing  
8:30 Breakfast  
8:45 Outside/Gym time  
9:15 Circle  
10:00 Groups  
10:30 Cleanup  
10:30 Snack  
11:00 Story Time  
11:15 Dismissal

## ***Field Trips***

Field trips to parks, museums, the library, and other local sites are planned regularly. These are usually announced in the newsletter at the beginning of the month, and always on fliers posted on the front bulletin boards. We ask for parent volunteers to make sure we have extra adults when needed. Some of our trips are made using a Lowell School District bus and driver. If there is no transportation provided, parents are responsible to transport and care for their child during the field trip.

## ***Outdoor Play***

Lowell Community Preschool knows that being outside and being involved with nature is essential for healthy physical and mental development for children, so being outside is an important feature of every day at LCP. When the weather turns wet, we rely on our wonderful gym and indoor toys to allow us to keep active and MOVE.

### **Please keep in mind:**

- If children are healthy enough to be at school, they are healthy enough to go outdoors.
- Please dress your child for the weather, especially cool mornings in fall and spring.
- Sneakers with socks or other closed-toe shoes are best for running, climbing, and enjoying the outdoors.

## ***MEALS***

Snack is to be provided by each individual parent. Every class day, children must bring their own individual snack in a bag or lunch box to be kept in their cubby until snack time. Please be sure to provide ice packs for food that may not keep for long. We encourage you to send healthy snacks and drinks, as well as snack that your child can open independently.

Lowell School District serves breakfast every class day. This food program is provided at no additional charge to parents.

The Lowell School District receive funds from the U.S. Department of Agriculture to assist with the costs of their meal program. The meals must meet USDA standards for types and quantities of foods included.

We expect all children to participate in our breakfast program.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

To file a complaint related to other services:  
Contact Rita Garza, State of Oregon, Department of Employment, Child Care Division. Her number is 541-688-0933



## *GUIDANCE POLICY*

At Lowell Community Preschool, we guide children through positive means to enhance their self-concept, self-control and sense of cooperation. Problems are handled through redirection, encouraging problem-solving discussions by the children, modeling appropriate behaviors, and when needed, time away from the situation to calm down. Negative forms of punishment such as spanking or withholding of food will not be used, and punishment will not be used in relation to toileting issues. Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

We will not allow the children to hurt each other physically or emotionally, and will encourage children to speak up for themselves in a problem situation, as well as treating others with kindness and respect. Children will be reminded of rules and appropriate behaviors often - they are still learning - and encouraged to grow daily as a member of the LCP community.

At Lowell Community Preschool, we encourage play that is creative, peaceful, happy, and solves problems cooperatively. War toys, super hero toys and weapon games are not allowed, either in store-bought or pretend form. We discourage children from using pretend weapons and/or play fighting as a means of expressing their competitiveness. All forms of violent and aggressive behavior toward others is discouraged; we encourage working together. Your support for this policy will help us provide a positive learning environment for all the children.

### ***Screen Time***

We at Lowell Community Preschool understand that TV and other electronic media can get in the way of exploring, playing and interacting with others, which encourages learning and healthy physical and social development. There are no computers in our classrooms and we use videos or DVDs only rarely as a special event. When there is a special video for an event, it is not the only choice of activity available to children. We will notify families of any upcoming events including use of media, and it will always be in keeping with the philosophy of Lowell Community Preschool and the developmental needs of the children involved.

## HEALTH

We have removed all asbestos from our building, and have removed or abated all areas of lead paint.

### ***Illness***

Please call, text, or email us when your child is ill, so we will know they will be gone.

Do not bring your child to school when s/he has a fever of 100° or higher (without the use of medicine), vomiting, diarrhea, sore throat, a bad cold (especially non-clear nasal discharge), or is very irritable. If your child is not up to participating in all normal activities, including outside time, he/she will do better at home. Children have a very difficult time handling a group situation when they do not feel well.

It is mandated by law that the children who contract the following diseases must have a written statement from a physician stating that the child is fit to return to school and has progressed beyond the contagious stage: This includes: Chicken Pox, Hepatitis, Measles, Mumps, and Rubella. It is recommended that parents request the statement from their doctor at the time of diagnosis, as the contagious stage of most diseases is very predictable, and the physician will be able to specify a safe date to return to school at that time.

It is also mandated that children suffering from Impetigo (staph disease) must have certification from a doctor that the child is being treated (prescription antibiotics are essential for treatment) and is fit to return to school. It is also mandated that if a child has pediculosis (head Lice), a written statement must be provided from the parent or guardian that treatment has been initiated. When children develop symptoms of illness while at school, staff will contact you so you can take your child home. We will call and ask you to pick up your child if they have a fever of 101° (100° under the arm), or a fever of 100° (99° under the arm) along with other symptoms such as sneezing, coughing or difficulty breathing.

### **Children who have been ill may return when:**

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.

Thanks for your cooperation in meeting these requirements, and in helping us in our efforts to keep all the children and staff healthy.

## ***Medications***

We cannot give any medication except at the direction of a doctor (This includes cough syrup, Tylenol, vitamins and other over-the-counter medications). All prescription medication must be in the **original prescription container**. Please complete the medication form on the meds closet door near the staff shelf, including the name of the medication, amount to be given, and any further instructions. Sign your name. The staff person administering the medication will sign the form to verify that it has been given. This form must be completed each day the child needs medication. Medication should be left in and picked up from the locked compartment in the meds closet each day. Some medications, such as an EpiPen (for allergies) may be stored in the medicine cabinet to be used as needed).

## ***Immunizations***

State law requires all children to be fully immunized who are attending child care centers, unless their parents are members of a religion whose belief prevents immunizations from being given, or a physician certifies a medical contraindication. Upon enrollment, each parent must complete and sign a form giving dates of immunizations, or state that they are opposed because of religious belief, or a doctor must sign for a medical exemption. If additional immunizations are needed, they must be completed within 30 days of your child's starting school. Please be sure to notify us when your child has new immunizations to keep the record up-to-date. Children who are not immunized because of religious or medical reasons will be excluded from coming to school if any communicable disease (e.g. measles, whooping cough, etc.) has been detected in the center and will be excluded until the last case has concluded.

## ***Toileting***

Children must be fully potty trained before attending their first class day at LCP. Because we know that accidents happen, a change of clothes at school are essential. **(see P 12 Clothing)**

# ***SAFETY AND EMERGENCIES***

## ***Health and Hygiene***

Good practices for toileting and hand washing are established with circle time practice, storybooks and songs early each school year and periodically as reminders.

- Children and staff all wash hands before and after meals, after toileting, and wiping a nose. Teachers supervise and model to encourage good washing.

## ***Injuries***

**Minor injuries** will be treated with appropriate first aid and you will be informed about them on an accident report. Accident reports are placed in parent mailboxes for parents to pick up. Please sign and return for your child's file. We will copy the report for you at your request.

All regularly scheduled LCP staff is required to have current First Aid and CPR certification. In the event of a more **serious injury**, staff will contact 911 for ambulance service and you will be called to the center immediately. Please make sure we have current information on your child's doctor and how you can be reached during the day.

## ***Release of Children***

Children will be released only to a custodial parent or guardian or to persons authorized by a parent or guardian on the pickup list on the enrollment form. **If we have any doubt that the person picking up your child has the authority to do so, we will not release the child until we contact you.** Anyone picking up a child should be prepared to show picture ID if they are unknown to the staff member.

## ***Right to Refuse Child Release***

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the dismissal of your child from the program.

## ***Weather Related Closings***

In the winter, occasional closures occur due to the weather. If this happens, the information will be available via the news. If in doubt about the weather, please call. If it becomes necessary to close in the middle of the day, staff will notify parents by phone. Please pick up your child immediately.

## ***Emergencies***

Emergency evacuation procedures are posted in every classroom. Fire and earthquake safety issues are discussed with the children and are practiced one or more times each month. Other emergency procedures are practiced periodically including: lock-downs, medical emergencies and evacuation. Emergency stores are kept on hand to provide for children and staff in weather or other emergency. These will include basic foods, water and blankets. The LCP cell phone is available for communication in the event of an emergency (#541 953-9200)

## ***Evacuation***

In the event that Lowell Community Preschool must be evacuated, children and staff will be relocated to:

- Lowell Jr./Sr. High School, 65 South Pioneer St. in Lowell

If possible, we will leave a message on the LCP phone regarding the evacuation. You may call the LCP cell (541 953-9200) for more information.

## ***Dangerous Weapons***

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used is capable of inflicting bodily harm.

Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

## ***Abuse Reporting***

Our teachers are required by state law to report suspected child abuse/maltreatment. This includes non-accidental injuries, such as welts, bruises, cuts, burns, scratches, and broken bones. Suspected sexual abuse, emotional abuse, and neglect are also reported. Child neglect is defined as abandonment, lack of food, utilities, shelter, or lack of supervision.

Teachers are trained to recognize indicators of possible abuse. Reports are confidential and are considered allegations until an investigation is completed. The phone number for the Child Abuse Hotline is posted on the parent bulletin board near the sign-in sheet.

## ***Prohibited Substances***

The use of alcohol, illegal drugs or medical marijuana is prohibited on the centers premises. Possession of these substances or unauthorized potentially toxic substances is prohibited.

Any adult, who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Smoking (including e-cigarettes) is prohibited on Lowell School District property by Oregon Statute.

# *CHILDREN'S NEEDS*

## *Clothing*

Children at Lowell Community Preschool are active and creative. So that your child can fully participate in all the activities, please follow these guidelines when dressing your child for school:

- Children can easily manage clothing for toileting: fasten and unfasten buttons, zippers, snaps, and buckles.
- Clothing is washable and durable enough to permit vigorous play.
- Any artwork or logos are appropriate for the childcare environment.
- Clothing is inexpensive so that soiling, damage, or loss will not cause great concern.
- Shoes are sturdy and protect the child's feet. Sneakers (with socks) are the best choice. Flip-flops, sandals, and open toed shoes can be hazardous.
- Clothing is appropriate to the weather conditions. Children will spend time outdoors every day. Be sure to send jackets, sweaters, coats, gloves, and hats as needed.

ALL clothing should be labeled with the child's name. Lowell Community Preschool is not responsible for lost clothing items.

## *Change of clothes at school.*

Every child must have a complete change of clothes at school (socks, underwear, shirt, shorts/pants/skirt). Please check periodically to see if your child's change of clothes needs replacing. If a change of clothing becomes necessary during the day, the soiled clothing will be placed in a bag with your child's name on it.

## *Cubbies*

Children are provided with cubbies as a means of keeping their belongings together. Please check your child's cubby and art file each day for notes, art projects, and other items that need to go home.

## *Sharing Day*

Do not bring toys from home except on an announced sharing day. Some classes will have a sharing day weekly or less often. Please check with your child's teacher for the schedule. On those days, children may bring a toy to school to share with the other children in play during the day. Please do not send toys that are fragile and will easily break, or that are important or valuable to you. In keeping with our nonviolent play policy; please do not send guns (or anything that resembles a weapon or war toy) or super-hero figures for sharing. For reasons of safety, no

latex balloons are allowed in the center.

### ***Birthdays***

At LCP we celebrate our birthdays as they arrive. Parents are welcome to send a store bought treat to share with the class. Please speak with a teacher about what day will work best.

### ***Screening and Assessment***

To guide our work with each child, teachers do an assessment of each child twice each year. The screening and assessment give the teachers information to help them individualize their work with each child. If concerns are identified, teachers will talk with parents about seeking additional assessment. An assessment report is included in the information shared with families at Parent-Teacher conferences.

### ***Children with Special Needs***

We serve children with special health or developmental needs as long as we can meet their needs. We will determine this with the family and other professionals working with the child. We will access resources to assist the child, their family and our staff including referrals for medical, developmental or behavioral assessment. Decisions about placement for a child will be based on our ability to meet the child's needs with the resources available and will be made in conjunction with the family and any other professionals working with the child to ensure ongoing support for the family.

### ***Pattern of Inappropriate Behavior***

When a pattern of inappropriate behavior emerges, staff will collaborate to develop strategies to respond. If the problems continue, parents will be asked to meet with our staff. The goal will be to work together to find a solution to the problem behavior and resolve the difficulty. If appropriate, additional resources may be called upon including referrals for medical, developmental or behavioral assessment.

Some behaviors pose a significant threat to the child or others, and therefore the child must be excluded from the program if the behavior cannot be extinguished quickly. Situations requiring exclusion include:

- A child appears to be a danger to others.
- Continued care could be harmful to or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Provision of adequate levels of service makes an undue burden on our resources and finances.

Decisions about changes in placement for a child will be based on the ability to safely meet the child's needs with the resources available. Decisions will be made in conjunction with the family and any other professionals working with the child to

### ***Admission policy***

It is the policy of Lowell Community Preschool to provide equal opportunity for families and children to participate in the school's programs without regard to race, creed, color, religion, national origin, gender, age, ethnicity, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

We believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs. In instances where we cannot adequately meet the child's needs, we will refer the family to other resources to assist them in obtaining a suitable placement.



# FAMILY-STAFF PARTNERSHIP

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## ***Confidentiality***

All information about children and families is considered confidential. Staff members and volunteers will maintain the confidentiality of each family and of each child's educational records. Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies.

## ***Enrollment Forms***

You are asked for information in the enrollment packet that helps us get to know your child and your family. This includes where we can reach you (home, work and cell phone numbers), names and contact information for family members and others who will be bringing or picking up your child from school and those who should be called in an emergency. We also ask who is in your child's family constellation, and any health issues that we should be aware of. Please be sure to let us know about any information that will help the teachers make your child comfortable and help them succeed at Lowell Community Preschool. Be sure to keep us updated on any changes in any of this information. We do ask for updated forms at the beginning of each school year in September.

## ***Communication Systems***

We use a number of methods to communicate between LCP and family:

- Talk to your child's teacher at drop-off and pickup time.
- Read posted weekly lesson plans and daily schedules.
- Read special event notices posted near the sign-in sheet.
- Read the newsletter.
- Enjoy the photos, children's work and other documentation of children's activities posted in your child's room.
- Check your child's weekly folder, all special communications are placed there.

In addition, there are bulletin boards in the entry area to inform you of current happenings.

You can communicate with us:

- A message sheet is available next to the sign-in sheet to leave special information for the day, i.e. pickup time, someone new picking the child up, etc.

- Payments, messages, changes in information from the enrollment packet, and suggestions for improvement can be left in the 'Preschool Mailbox' at the Lundy office. There will generally be someone in the office between 7:30 and 4:00pm daily if you need assistance
- Come to your parent-teacher conference
- Share information at parent meetings

General information about the school and forms can be found on the web at [www.lowell.k12.or.us/preschool](http://www.lowell.k12.or.us/preschool).

### ***Daily Arrivals and Departures***

A parent or authorized adult must accompany children into and out of the center at all times, and must sign children in and out. Arrival and departure times are very busy; for safety, please hold your child's hand in the parking lot. (Please do not leave your car running in the parking lot. Idling cars create lots of exhaust, creating a health hazard for everyone.)

Drop-off and pickup times are opportunities to exchange information with our staff. As staff members are greeting children, parents often have lots of information to give us. Please help us do a good job — if it's important for us to know, write it down and hand it to a staff member.

### ***Parent-Teacher Conferences***

Teachers hold individual conferences with parents to talk about their child each fall. We look forward to these special opportunities to talk about your child's progress. The conference will include a report of the most recent assessment and we'll want your input about your child's needs. If you have questions or suggestions, please feel free to talk to the teachers or Program Director as you come and go each day, or don't hesitate to ask one of us to call you, or schedule an extra conference. We want to be sure both you and your child are comfortable and happy at Lowell Community Preschool.

### ***Procedure for Complaints***

If you have concerns, please bring them to one of the LCP Program Directors. We will make every effort to find the best solution.

## ***Meetings and Special Events***

Parent nights are held at the beginning of each year as a forum for parents and staff to get to know each other and share ideas. Sometimes this will be a potluck party for the whole family, and sometimes there will be a topic, with perhaps a guest speaker. If you have a suggestion for a parent night topic let us know.

## ***Photographs and Video***

Teachers use digital cameras and, occasionally, digital video to record children's activities. Documentation of children's activities is used for families to see what their children are doing in the center, and also for children to recall what they have been doing. You will see photographs throughout the center. Video may be used occasionally during meetings or special events.

Photographs may also be posted on our web site to inform the community about our program.

During the enrollment process, parents will sign a release for their children to be included in photographs and video.

Please remember you cannot post photos of LCP children (other than your own child) on Facebook or other social media. Please respect the privacy of other LCP families.

## ***Parent participation***

The Lowell Community Preschool program is a reflection of the people involved in it, and we want you to be involved.

### **Open Doors:**

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. (Free access for parents of enrolled children is required by Oregon licensing standards).

### **Orientation:**

As your child begins at LCP, we'll schedule a short time for you to meet with the Program Director to review the Family Handbook and answer any questions you may have. This will help you and your child become comfortable and familiar with the school.

**Volunteer opportunities:**

We often post volunteer opportunities on the parent bulletin board. Some parents have offered to repair books or puppets, help with small repairs, or sew special additions for the classrooms. They have organized fundraisers or special activities. Please watch the bulletin board and the newsletter for opportunities, and talk with the Director when you have a great idea or some extra time. Always feel free to offer your farm for a field trip, or come in to talk with the children about what you do!

**Spread the word!**

Parent referrals are our best source of new families, so please tell your friends, neighbors, and coworkers about LCP.

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# ENROLLMENT AND ATTENDANCE

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## ***Records***

We must receive all enrollment forms on or before the first day your child attends Lowell Community Preschool. Please be sure to complete and sign all forms. These include:

- Enrollment Form (4 pages) \*
- 9 Month Agreement \*
- District Volunteer Packet \*
- Certificate of Immunization Status\*\*

\*updates are required annually (September 1)

\*\*updates are required as new immunizations are completed

Be sure you give us a contact person that we can call to pick up your child in an emergency if we cannot reach you. Include this person on the "Emergency Contact" list on the enrollment form. Please be sure you tell your emergency contact you have given us their name. If your address, phone number, doctor, or any other information on your application form changes please notify us immediately.

## ***Bringing your child to school***

Always bring your child to his/her teacher inside the school building and make sure to check in with a teacher when picking up your child early.

## ***Attendance***

Sign your child in and out each day. It is an important record of who is here. This is required by law and is also used in billing. We also use the attendance sheet as a reference during fire drills and other emergencies to account for children at school.

The attendance sheet is located on top of the cubbies near the exit door. Write in the times you drop off and pick up your child and sign your name so we know whom your child left with.

Please be sure you call to let us know when your child is home due to illness or for other reasons.

### ***Picking up your children***

Please arrive to pick up your child on time. We schedule staff based on children's scheduled attendance.

Be sure to come before 11:15 am, as our center is then closed and staff are off work and need to leave the school. If you leave with your child after 11:15, we charge \$1.00 per minute late fee based on when you leave the building with your child. Repeated occurrences will result in an increased charge (SEE FEE POLICY FOR DETAILS p 22)

If a child has not been picked up by 11:15 AM and we have not heard from you, attempts will be made to contact you and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 30 minutes we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### ***Days closed***

From time to time and with lots of advance notice, we may close for an extra day or so for training, workdays, repairs, etc. In the winter, occasional closure occurs due to weather. If the school is closed due to bad weather, the information will be available on the local news by 6:30 AM. If Lowell School District closes due to extenuating circumstances, Lowell Community Preschool will be closed also. If in doubt about the weather or school closures, please call.

\* Please note: Tuition is charged equally across nine months. Holiday or weather closings will not change your tuition.

# TUITION AND FEES

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Tuition is paid in advance and pays for program. The tuition rate is based on an average of 10 days per month, for 9 months.

## ***Withdrawal from school***

To withdraw your child from LCP, a 30 day pre-notification is required to exempt you from the coming month's tuition. No refunds are given for withdrawing your child before your paid month is up. (This includes illness and holidays.)

## ***Registration fee***

An annual registration fee of \$75.00 is charged for each child. This amount will be included in your September bill or, if you enroll after September, will be added to your first bill upon enrollment.

## ***Due date and late fee***

Tuition must be paid in advance, due by the 1st of each month. (If you have unusual circumstances you can arrange for an alternate payment date. Arrangements must be made in advance of the due date.) A late fee of \$5.00 will be charged for each school day the payment is late, past the 5<sup>th</sup> of the month, and care will not be provided if payment is not received by the 15th. Fees are assessed as long as your account has an unpaid balance. Accounts more than 30 days overdue are charged interest at the rate of 10% per year and are assigned to a collection agency. When 60 days have elapsed since the due date. A fee of \$25 will be charged for each returned check.

## ***Refunds***

No tuition refunds are made for sick days or days absent (up to 5 class days).

## ***School Hours and Pickup***

Our business hours are 8:00 am - 11:15 am. If you arrive after 11:15 am, we charge a late pickup fee \$1/ minute (based on the time you leave the school with your child), billed to your account. The fee increases to \$3/minute for repeat incidents. In the event of any true emergency please notify us immediately and make arrangements for your child. Thank you for your cooperation.

### ***Holding a Space***

If your child is returning in the fall following the end of the school year, a portion of your registration fee (\$50) due by June 15<sup>th</sup> will hold your space. The remaining \$25 of the registration fee is due with your September tuition. The registration fee, whether partially paid, or paid in full, is nonrefundable and does not apply to the monthly tuition.

### ***Other absences***

If your child is gone for vacation during the school year (more than 5 class days), three quarters of the monthly tuition (\$93.75) must be paid to hold the space. Due dates are the same as regular tuition.



# LOWELL COMMUNITY PRESCHOOL 2015-2016 TUITION AND POLICIES

Rates & Policies effective **September 1, 2015**

Tuition is due on the 1<sup>st</sup> of the month and late after the 5<sup>th</sup>.

Preschool & Pre-Kindergarten: \$125 per month

Registration Fee: \$75/yr./child

Late pick-up: \$1 per minute (\$3/minute for repeat incidents)

Late payment fee: \$5 /day, dropped after 15th 10% /yr.

Return check fee: \$25

All tuition adjustments must be arranged by 25th of previous month.

- No credits for sick days
- No multi-child discount

30 day pre-notification is required to exempt you from the next month's tuition

- No refunds are given for withdrawing before your paid month is up

# Lowell Community Preschool Calendar 2015

September 15  
November 24-26  
December 22-31

Program Begins  
Closed for Thanksgiving  
Closed for Winter Break

## 2016

January 5-7  
January 12  
March 22-31  
May 31

Closed for Winter Break  
Program Resumes  
Closed for Spring Break  
Program Ends & Graduation

Check out our web site at  
[www.lowell.k12.or.us/preschool](http://www.lowell.k12.or.us/preschool)