

# *Happy Helpers Christian Preschool*

*Preschool Location:* Immanuel Lutheran Church 303 N Church St. Silverton, Oregon 97381

*Mailing address:* 445 Lavender Street Silverton, Oregon 97381

[happyhelperschristianpreschool@gmail.com](mailto:happyhelperschristianpreschool@gmail.com) - [happyhelperschristianpreschool.weebly.com](http://happyhelperschristianpreschool.weebly.com)

Director: Becky Detherage (971) 209-5413

Dear Parents:

We are happy to announce that we will be accepting registrations for the 2016-2017 preschool year, starting February 1, 2016. Preschool days & times are:

**3 year old class Tuesday & Thursday 8:30-11:30**

**4 year old class 8:30am to 12:00 pm**

Registration fee of \$50.00 is due at the time of registration. A child must be 3 or 4 by Sept. 1<sup>st</sup>, and potty trained. In order to guarantee your child a chair, please remit the registration fee when you return your completed form. This deposit is non-refundable.

## **FINANCIAL INFORMATION -- TUITION:**

3 year old class \$115.00 month per child

4 year old class \$130.00 month per child

\$1035.00 for (2 days) & \$1170.00 (3 day) for 9 months Preschool program

\$920.00 (2day), \$1040.00 (3 day) for the full year's tuition paid in advance (one month free)

Discount for 2 children from same family monthly- 3 & 4 year old (\$220.50) two 3 year olds (\$207.00) two 4 year olds (\$234.00).

## **\*ATTENDANCE AND ABSENCES:**

Regular attendance is expected in Pre-School. **If absent, please call the school to let the teacher know your child will not be at school (971) 209-5413.**

## **\*DELIVERY AND PICK-UP OF CHILDREN:**

Parents are to drive their child to the front entrance making sure they enter the building. We are asking that you pick up your child at the front entrance also. If you plan to pick up your child early from school please send a note so the teacher can have your child ready to go. Is it very important that you are prompt in picking up your child from school. There will be a **\$10.00 charge** for parents that are more than 15 minutes late. Emergencies do happen and a phone call would be appreciated if that happens. **Security and safety are of our utmost interest, so if someone other than a parent picks up your child, the teacher must have a note or phone call. Your child is precious to us and we will not release your child to any one without your permission or that is not on the list to pick up your child.**

# GENERAL POLICIES

**Happy Helpers Christian Preschool does not discriminate against applicants and students on the basis of race, color, national or ethnic origin, or religion.**

## **LATE FEE:**

Tuition payments are due by the **1<sup>st</sup> of each month** and will be considered late if received after the 2nd, for the months of September through June. If the 2nd falls on a weekend or holiday, the following business day will be the due date. Payments not received on or before the 2nd of the month will automatically be assessed a \$25.00 late fee unless prior financial arrangements are made IN PERSON with the Director.

## **REFUND:**

Because our expenses continue whether or not every child is present in school each day, there is no discount for sickness or absences. If a student is moving or leaving school, a 30-day notice shall be given. Pre-paid tuition will be refunded only on the remaining whole months that a student has pre-paid, this applies for students paying the full tuition at the beginning of the year. Students not giving the 30-day notice prior to leaving will be charged a month's tuition. (Exceptions are up to the Director, due to emergency that does happen that causes parents or a parent to have to move.) Checks will be mailed within 30 days of the child's last day of school.

## **CLOSING OF SCHOOL (INCLEMENT WEATHER)**

In the event of inclement weather, please call Becky Detherage at 971-209-5413 or listen to the local TV or Radio stations and if Grade schools are closed we are closed, if running late we are closed.

## **HOLIDAY, VACATIONS:**

Our school holidays and vacations are the same as Eugene School. We also send home notes regularly with your child reminding you of holidays and special school events.

## **SCHOOL PICTURES:**

Each year pictures of the individual students are taken before Christmas.

## **TRANSPORTATION:**

Happy Helpers Christian Preschool does not provide regular bus service for our students. We have found that carpools have worked very satisfactorily. If you have trouble arranging transportation for your child, please notify the teacher for assistance.

## **SCHOOL VISITS BY PARENTS:**

Parents may visit the classroom by securing permission and making arrangements with the teacher. We do encourage parents to be involved as room mothers in helping on special occasions and holidays. Check with your student's teacher to see how you can help.

## **SCHOOL SUPPLIES NEEDED** ( PLEASE PUT NAMES ON SUPPLIES)

- |                             |   |
|-----------------------------|---|
| 1 box Kleenex,              | 2 boxes Crayons – (for the 3 year old class triangle shape crayons) |
| 6 Pencils                   | 1 Scissor   |
| 2 Elmer's Glue              | Pencil box to hold supplies ( <b>small</b> )                        |
| 4 glue stick                | 3 packages baby wipes   |
| 1 washable markers          |   |
| 1 water bottle for drinking |   |

### **SNACKS:**

We ask parents to send a small snack with your child each day for the three year old class. Example for snacks sandwich, cracker & cheese or fruit snacks. Please not a lot of sweets. I will have snacks on hand if you forget that day, busy schedules does allow us to forget once in a while and we do not want any child to not have a snack. 4 year old class student needs a lunch each day. Lunch boxes are ok or sacks. Please put your child's name on their Snack bag or Lunch box. NO PEANUTS due to allergies!

### **CHAPEL DAY:**

Wednesday is Chapel time for Preschoolers. We will sing songs, read bible stories and learn memory verses.

### **HEALTH REGULATIONS AND IMMUNIZATIONS:**

The State of Oregon requires that all children entering public, private, or parochial school for the first time either have shots for polio, measles, German measles, diphtheria, whooping cough, tetanus, Hep.B, Hep. A and mumps; or admission will be denied.

Proof of immunization shall be received at the office at least one week before school starts. This information needs to be on the states immunization (white) form. The school will have this form available for you.

In filling out the immunization form there are two exemption options: Religious exemption and Medical exemption. Both sections are located on the immunization form and must be completed if used.

### **ACCIDENTS:**

Minor scrapes, bumps, cuts, and bruises will be treated at school. If further attention seems needed, the office will call the student's home or the emergency number given on the application. In the event of an extreme emergency, we would call 911 for rescue team in addition to contacting the parents. Please fill out the medical release form located with this policy book.

### **ILLNESS AND MEDICAL GUIDELINES:**

A tired and sick child cannot learn or behave normally. Therefore, the best and first thing you can do to insure that your child will get the most out of school is to take care that he/she regularly gets sufficient rest and a proper diet.

The classroom experience of your child will be made more profitable if the teacher is made aware of any special physical conditions that are affecting the child. If your child is on regular medication, the teacher must be informed.

Communicable disease manifestations (sneezing, coughing, runny nose, sore throat) must be isolated for the benefit of the child, the class, and the family. In no case should a child who has a fever be sent to school. The child should not return to school until at least 24 hours after the temperature has returned to normal.

*Happy Helpers Christian Preschool Registration (class\_\_\_\_\_)*

Child's name: \_\_\_\_\_  
Last First Middle Name used

Sex: \_\_\_\_\_ Age as of Sept 1<sup>st</sup>: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Birth Place: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Education: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Occupation: \_\_\_\_\_ Business phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Education: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Occupation: \_\_\_\_\_ Business phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are the mother and father living together? \_\_\_\_\_

Child's brothers and sisters (names and ages): \_\_\_\_\_  
\_\_\_\_\_

Dwelling:  House  Duplex  Mobile Home  Apartment

Does the child have his/her own room? \_\_\_\_\_ Shares with whom? \_\_\_\_\_

Child's play area limited to:  Yard  Block  Inside How many playmates: \_\_\_\_\_

Does the child attend Sunday school? \_\_\_\_\_ How often? \_\_\_\_\_ Where? \_\_\_\_\_

Do the parents attend church? \_\_\_\_\_ How often? \_\_\_\_\_ Where? \_\_\_\_\_

Child's present physical condition: \_\_\_\_\_

Has child had any accidents or serious illness? \_\_\_\_\_

Does child rest during the day? \_\_\_\_\_ When? \_\_\_\_\_

What is the child's attitude toward his/her new school experience? \_\_\_\_\_

How does child get along with other children? \_\_\_\_\_ With adults? \_\_\_\_\_

What types of discipline control are most frequently used? \_\_\_\_\_

Any comments which would help the teacher: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Parent's signature: \_\_\_\_\_

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## MEDICAL RELEASE

### EMERGENCY PHONE NUMBERS

CONTACT FIRST (Name & phone): \_\_\_\_\_

SECOND (Name & phone): \_\_\_\_\_

THIRD (Name & phone): \_\_\_\_\_

Child's doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance: \_\_\_\_\_ Policy #: \_\_\_\_\_

Allergies to food or medicine? \_\_\_\_\_

Are immunizations up to date? \_\_\_\_\_

I, the undersigned, hereby consent to all Emergency medical and surgical treatment by attending physicians and to the administration and performance of all examinations, administering of medicine, treatments, anesthetics, operations, x-rays, or other procedures which may be deemed necessary and I am giving Happy Helpers Christian Preschool my permission to seek medical attention for my child should the need arise.

\_\_\_\_\_  
**RESPONSIBLE PARTY/LEGAL GUARDIAN**

\_\_\_\_\_  
**DATE**

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## **PHOTO RELEASE**

It is necessary for Happy Helpers Christian Preschool to photograph your child throughout the year. These photographs are used in crafts and for the purpose of creating a slideshow CD. Photographs are also shared on the school website, happyhelperschristianpreschool.weebly.com, and on our member's only facebook page. State law requires parent/guardian permission to allow a student's photograph to appear in school documents. (Reference: ORS 326.565)

I, the undersigned, hereby consent to having my child \_\_\_\_\_, photographed while attending Happy Helpers Christian Preschool. I also give permission for my child's photograph to be posted on the Happy Helpers Christian Preschool website and the Happy Helpers Christian Preschool facebook page.

This permission will be applicable until revoked in writing.

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## **DISCIPLINE POLICY**

We expect all children to go through a time of adjustment when first coming to our school. Any special information a parent can give us concerning physical and/or behavioral problems will be helpful. Discipline shall be directed toward helping the child develop inner control, acceptable behavior, and respect for the rights of others. Our teachers will make every effort to train and guide each child toward this goal.

“And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: and thou shalt teach them diligently unto thy children...” DUETERONOMY 6: 5-7a.

### **DISCIPLINE:**

When warranted, discipline may be exercised, under the following conditions:

1. Direct defiance to staff member
2. Destroying of school property
3. Fighting or physically harming another student
4. Using the Lord's name in vain and the use of abusive language.

### **PRESENT ORDER OF DISCIPLINE:**

When discipline is found necessary, the following procedure will be followed. Each step in the process is for a continued discipline problem.

1. The teacher will talk to him/her about the problem.
2. The next step would be to have the child put his/her head down on the desk for a short period of time.
3. Talk with parents.

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## **FIELD TRIP FORM**

In connection with the curriculum, students have some field trips scheduled during the year. Although such off-campus learning experiences are of real enjoyment for the students, it is to be realized that these experiences are designed primarily to enrich learning. Parents are encouraged to come on the field trips, but due to limited space on the bus and our Insurance policy we ask that no other children other than the preschool children attend.

**I give permission for my child \_\_\_\_\_, to go on scheduled supervised field trips with Happy Helpers Christian Preschool this year.**

I understand that Happy Helpers Christian Preschool is not liable for any accidents or injuries sustained while on the field trips or at school. Medical coverage is the sole responsibility of each student's parent or guardian.

Parent or Guardian's Name: \_\_\_\_\_

Phone number to be reached at: \_\_\_\_\_

Cell phone: \_\_\_\_\_

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**Signature of Parent or Guardian**

**Date**

**I would also be able to help supervise and or transport students on fieldtrips: YES/ NO**



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## **PERMISSION TO PICK UP**

**\*Please list names and phone numbers of persons who have your permission to pick up your child at school. NO ONE will be allowed to pick your child up without your written consent. This is for your child's protections.**

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Name	Relationship	Phone Number
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Name	Relationship	Phone Number
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Name	Relationship	Phone Number
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