



Little Learners

P R E S C H O O L

Parent Handbook



1220 Indian Creek Road , Hood River OR 97031

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School Calendar 2022-2023

September 2022				
Mo	Tu	We	Th	Fr
			1	2
3	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September
5 - No school: Labor Day
6 - First day of school

March 2023				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

March
20-24 - No School: Spring Break

October 2022				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2023				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

November 2022				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

November
11 - No School: Veterans Day
24-25 - No School: Thanksgiving

May 2023				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

May
20 - No School: Memorial Day

December 2022				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December
19-30 No School: Winter Break

June 2023				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June
15 - Last Day of School
26 - Summer Camp Sessions Begin

January 2023				
Mo	Tu	We	Th	Fr
	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January
16 - No School: MLK Day

July 2023				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February 2023				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

February
20 - No School: Presidents' Day

August 2023				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- First Day of Preschool
- No School
- Last Day of preschool
- Summer Camps TBD



What does my child need to bring to school?

Water, nutritional snacks, lunch, and rest are essential to a productive school day. Please be sure your child has the following items listed below at school. Please label everything!!

Water Bottle	Snacks
<p>For your child's convenience, please provide a water bottle that can be left at school. Water bottles are kept in the child's cubby so they can access it at any time. Water bottles are washed nightly at Blossoms.</p> <p>At the end of your child's school week, please bring it home to be washed. Don't forget to return in the following week!</p>	<p>Morning and afternoon snack times are part of the preschool schedule. Examples of snacks provided during these times are fruit, cheese, crackers, homemade popcorn, etc. If you think your child will not eat the snacks provided, please pack something healthy and low sugar for him/her to eat during snack time.</p> <p>For children that need to "graze" throughout the day, they can do so at appropriate times - usually during free-play or outside time. Again, please send healthy, low sugar foods.</p>
<p>Lunch (Full Day Children Only)</p> <p>Full day students will need to bring lunch every day. Lunch is part of the full day schedule and is at 12:15pm daily. Please send nutritional lunches that can be eaten either cold or heated with our microwave. Please do not bring food that requires cooking (i.e. cup of soup, mac & cheese).</p> <p>We encourage our students to eat a healthy, nutrient rich diet, as their growing bodies and minds need it! Please make sure lunches contain a grain, a protein, fruits and vegetables (This is per state regulations that we are required to follow). For nutritional lunch ideas, check out www.modernhoney.com </p> <p>If your child has a lunch that does not meet the nutritional needs required, we will provide them with a meal. The first time there is no cost, but additional fees will be incurred if lunch is provided repeatedly.</p>	<p>Nap time/Rest Time (Full day Children Only)</p> <p>Rest time is from 1:15 - 2:00pm every day (or longer if your child naps). For your child's comfort, please send a blanket to leave at school for the week. You can also provide them with a <u>small</u> pillow and a stuffed animal to use during nap time. You will need to take napping items home at the end of the week to be washed.</p>



ARRIVAL AND DEPARTURE PROCEDURES

Arrival Time

When arriving at Little Learners Preschool, please do the following at the outside table provided:

1. Sign child IN and knock on the door.
2. If a parent needs to connect with the teacher or schedule a specific time for a conference, please do so at this time or make a note in the child's communication log.
3. Before leaving, please inform child of your departure with a "good-bye."
4. Drop offs are usually best if short and sweet.
5. Staff will happily greet child and help child put their belongings away (coat, backpack, lunches etc.)
6. Staff will ask child if he/she needs to use the bathroom.
7. Fun and learning begin!

Departure Time

What to do as parents pick up their child(ren) from preschool:

1. Knock on the door
2. Wait until child is excused from class.
3. Have the child check cubby for papers/work.
4. Sign child OUT as parent and child and wave goodbye to friends.



DAILY SCHEDULE

8:00 Preschool Schedule Begins

Group A

7:15-9:00 Free choice (child-led play, tabletop activities, water table)

9:00 – Transition

9:10 – Song and Dance

9:20 – Transition

9:25 – Circle

9:50 - Transition

9:55 - Snack

10:15 - Transition

10:20 - Outside

10:45 - Transition

10:50 – Small Groups – Work Time/Activities

11:15 – Transition

11:25 – Outside

11:50 – Transition/Say goodbye

Group B

7:15-9:00 Free choice (child-led play, tabletop activities, water table)

9:00 – Transition

9:10 – Song and Dance

9:20 – Transition

9:25 – Outside

9:50 - Transition

10:00 - Snack

10:15 - Transition

10:20 - Circle

10:45 - Transition

10:50 – Outside

11:15 – Transition

11:20 – Small Groups – Work Time/Activities

11:50 – Transition/Say goodbye

12:00 – 12:05 Preschool Parents Pick Up!!

12:00 – 12:10 Transition

12:15 – 12:45 Lunch

12:45 – 1:00 Settle Down time/Open book time

1:00-1:10 Transition

1:15 – 2:30 Rest Time

2:00 – Non-sleepers get up

2:00 – 2:30 Quiet activities/Books/Puzzles

2:30-2:45 Wake up sleepers

2:45 – 3:45 Work time/structured activities/ free play

3:45 – 3:55 Clean Up

3:55 – 5:15 Outside time/Gym time (ALL CHILDREN PICKED UP BY 5:15)



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COMMUNICATION

Communication between parents and teachers plays an important role in making sure our week (and yours!) goes as smoothly as possible!

At Little Learners, we use an app called **Brightwheel** to help run, manage and communicate in our classrooms! You can download the Brightwheel app in your google or apple store. You will receive directions to connect to our classrooms at the beginning of each year.

In Brightwheel you can:

1. Send a text to the teachers: if you are going to be late, or there is a change to your child's normal routine, you can easily communicate with the teacher!
2. See & pay for your monthly invoice
3. Reminders of special days at school (PJ day, crazy hair day, etc).
4. Information on changes or weather updates

If you need to get in touch with a staff member at Little Learners, you can message them on Brightwheel or you can call the main phone: (541) 387-5723.





DISCIPLINE POLICY

Little Learners Preschool uses the conflict resolution and positive reinforcement concepts of the PBIS guidelines used by the Hood River County School District.

We maintain a positive discipline policy which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: be kind and be safe. Children are reminded of classroom rules frequently, so they are all familiar with the guidelines.

There **WILL** be disagreements between children. Young children have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We do our best to prevent problems and redirect when conflicts occur. Redirection allows us to discuss inappropriate behavior with the child(ren), encourage them to make amends when offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences". For example, if a child misuses a toy then he/she will not be allowed to play with the toy for a period of time.

Children are given 3 chances to make a good choice in any given situation. This gives the child opportunities to learn about and deal with his/her emotions. If the child is unable to make a good choice after 3 chances, he/she will be asked to leave the situation to regroup and will return when feeling ready to do so.

Under **NO CIRCUMSTANCES** will there be any spanking, physical abuse, verbal abuse, name calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

If a behavior problem continues and a child does not respond to the above mentioned techniques, we will hold a conference with the parents. **Clear communication between parents and teachers is the key to success.** Together, we will create a behavioral plan to support the child. **You may be called** to remove your child if his/her behavior continues and prevents us from being able to properly care and/or provide a safe environment for other students. If the problem still continues, other care arrangements for the child will have to be made, for the safety and well-being of all.



FEE POLICY

Monthly Tuition

Tuition is due the 1st of the month.

Any payment received after the 10th of the month will be charged a \$35 late fee. This fee is automatically applied to the student's account, payable with the following month's tuition.

*Communication in writing of family hardship, emergency, etc., is required for payments being made later than the 10th of the month.

Returned Check Fee

There is a \$35 returned check fee. This fee will be automatically applied to the student account and due with the next month's tuition payment and you may be asked to pay cash for future payments.

Fees for Late Pick-up or Early Drop-off - \$5 per 5 minute

Children dropped off or picked up outside of their scheduled time will be charged \$5 for every 5 minutes for that time. Teachers arrive before school opens to prepare for the day. They are not ready to receive children until school opens for the day. Late pickups result in longer hours for children and staff. Please make every effort to pick up your children no later than their scheduled time. Fees will be noted in the sign-in/out book and added to your tuition. There is a 5 minutes grace period before fees are incurred.

Communication is very important! If you know you are going to be early/late, please contact us at one of these numbers: Site # 541-386-4919 x 4310 Cell # (541)-399-4840, or through the Brightwheel app.

Field trip

In past years we have enjoyed field trips as a class. But recent changes in policy from the state of Oregon have made field trips extremely difficult to plan, as facilities can no longer transport children from the site. We are working hard to brainstorm ways to bring the field trips to our preschool. Thank you for your understanding as the pandemic has made policy changes that are out of our control.



Mandatory Reporter

All staff and volunteers at Little Learners are mandatory reporters.

Requirements of Mandatory Reporters (“Contractor”):

As required by Oregon Revised Statutes (ORS) 419B.005 through 419B.050, contractor must immediately inform either the local office of the Department of Human Services or a law enforcement agency when they have reasonable cause to believe any child with whom the contractor comes in contact has suffered abuse, or any person with whom the contractor comes in contact has abused a child. Oregon Law recognizes child abuse to be physical injury; neglect or maltreatment; sexual abuse and sexual exploitation; threat of harm; mental injury; and child selling. Report must be made immediately upon awareness of the incident.

Stat. Auth: ORS 329A

Stat. Implemented: ORS 329A.010

Hist.: ELD 1-2016, f. & cert. ef 1-25-16

School Withdrawal Policy

Withdrawal before end of the school year

Written notification is required at least 6 weeks before the child’s last day of attendance, per your contract agreement with Little Learners Preschool. Without written notification, you will be liable for the remaining tuition. Families withdrawing on or after May 1st are liable for May and June tuition.

Separation from Little Learners

The following are conditions that will cause your child’s participation in the program to be terminated:

1. Behavior problems that cannot be resolved within a designated time frame. We reserve the right to terminate participation immediately if we consider the situation to be severe or to represent a safety issue.
2. Failure to pay fees within 30 days of due date.
3. Unresolved disagreements with program policies and procedures.

ILLNESS GUIDELINES

When Should I Keep My Child Home?

Student's Symptoms/Diagnosed Illness	Student May Return to School When
Fever greater than 100.5 degrees (orally)	Temperature below 100 degrees (orally) for a minimum of 24 hours without the use of Tylenol or other fever-reducing medicine.
Rash or rash with fever - new or sudden onset	Rash disappears. Written or phone consent from doctor to school nurse
Yellow or brown drainage from eyes or unusual drainage from other parts of the body, such as a draining sore	Discharge must be gone or the student must have a written or phone consent from doctor to school nurse.
Vomiting	Symptom-free for 24 hours
Diarrhea: 3 loose or watery stools in one day	Symptom-free for 24 hours
Cough: Deep, barking, congested or productive of colored mucus	Symptom-free or student must have been on antibiotics for 24 hours or have a written or phone consent from doctor to school nurse. Antibiotics are not effective for viral illnesses. When antibiotics are prescribed for bacterial infections, take all medications as prescribed until gone.
White, clay-colored or bloody stool	Written or phone consent from doctor to school nurse.
Yellow color of skin or eyes	Written or phone consent from doctor to school nurse.
Brown or bloody urine	Written or phone consent from doctor to school nurse.
Stiff neck or headache with fever	Symptom-free for 24 hours
Strep throat diagnosed by Health Care Provider	Must have been on antibiotics for 24 hours and have written or phone consent from doctor to school nurse. If no antibiotic given, call school nurse before sending child to school.
After an illness lasting 2 or more weeks, surgery or other change in health status	Written instructions from doctor and parent regarding medication or special health needs must be provided to the school nurse.

DO NOT SEND AN ILL CHILD TO SCHOOL. If his/her fever is higher than 103 degrees we advise you to contact your health care provider for advice. If you need help in finding a health care provider, you may contact the local health department. Children with measles, chicken pox/shingles, fifth disease, rubella or hepatitis may cause dangerous illness to others, so please let Little Learners staff know if your child has any of these diagnoses.



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A medical release form must be signed and on file to give a child ANY form of medication at school. This includes over the counter or prescription medication and sunscreen (must be lotion, no aerosol spray).

MAKE-UP DAYS POLICY

Little Learners will make every effort to offer alternative days for your child to make up missed preschool days. Please see below for which types of absences are eligible for make-up days.

Absences eligible for make-up days:

- ✓ Weather and Emergency School Closures
- ✓ Sick Days

Students attending school 4 or 5 days per week can make up missed school days during the third week in June, as indicated on the calendar.

Students attending school 3 days or less per week will be offered make-up days throughout the school year, if/when space is available. In most cases, space becomes available at the last minute so families are typically given short notice. Little Learners will notify you by phone.

Absences NOT eligible for make-up days:

- Prearranged absences or vacation days are not eligible for make-up days.

~ Monthly tuition will not be prorated for any reason~



SCHOOL CLOSURES

Snow Days

Cancellations, late starts, and early releases will coincide with Hood River Valley School District.

HRCSD Late Start and Closure information is available by radio, local TV channel, HRCSD app, Facebook, or by calling any of the schools in the district. We will also post updates on our Facebook page.

Here are the three possibilities:

1. **Two-Hour Late Start** - If Hood River County School District is operating on a two-hour late schedule:
 - Extended care will open at 9:00am
 - Preschool hours will remain 9:00am – 12:00pm
2. **Hood River County School District is closed**
 - Little Learners Preschool will also be closed
3. **Early Release due to inclement weather/school emergency**
 - As soon as HRCSD announces an early release, Little Learners will begin notifying parents via phone calls/voicemail and Facebook, and ask that you pick up your child as soon as possible.

Please make sure your contact information is up-to-date.

Holidays and Vacations

Little Learners follows the Hood River County School District calendar for major holidays and vacation time (Thanksgiving, Winter Break, MLK Day, Presidents' Day, Spring Break, and Labor Day).



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Head-Lice Policy

If a child has lice and/or nits, a parent will be asked to pick up their child from school as soon as possible. The child may return to school 24 hours after she or he has been treated for lice and is free of lice and nits. A second treatment will also be required to be give 7-10 days after the first one to ensure that the lice does not return. Regular screenings of children for lice are done at Blossoms.



Accident/ Injury Report Reporte de Accidente

In the event of an accident/injury at our site, the staff fill out the following form. Parents will be notified of any situation that requires a form to be filled out. The utmost care is taken for any accident or injury, as the well-being of your child is the priority for our staff.

1. **Name of injured child (nombre del niño lastimado):** _____

2. **Date/Time of injury (dia y fecha del accidente):** _____

3. **Nature of injury (descripcion del accidente):** _____

4. **Witnesses (testigos):** _____

5. **Action taken (descripción de la acción tomada):** _____

6. **Parent notified (nombre del padre notificado):** _____

7. **Required medical attention (atención medica requerida):** _____

8. **Signatures (firma del padre/guardian):**

_____ **Date:** _____
_____ **Date:** _____

Food Preparation, Selection and Storage Procedure

All food and drinks provided by the center are selected, stored, prepared, and served in a sanitary manner.

Food Preparation

- Food preparation is done in a clean and sanitized area
- Staff shall wash their hands with soap and warm running water before and after handling food.
- Food is prepared within 30 minutes of being served
- Raw fruits and vegetables are washed in a sanitized sink before being cooked or served

Service

- When food is served, a paper or real plate, or a napkin is provided for every child
- Food servers use a glove or utensil to serve food
- All “potentially hazardous” food shall be refrigerated, except when it is being prepared

Left Overs

- Left overs are stored in an air tight container. The container will be dated and used within a timely manner
- Left overs are NOT served to children
- Left overs are eaten, taken home or thrown away by ONLY the staff

All food expiration dates are check before use and automatically disposed if expired.



Little Learners Preschool - Emergency Plan

Little Learners has emergency procedures in place for the following events: Fire, acute illness of child or staff, floods, earthquakes, and lockdowns.

- A) In the event of an emergency, Little Learns staff will ensure the safety of each child before parents are informed of the event. Once children and staff members are all accounted for and safe, the center will then immediately inform parents of the situation.
- a. In the event of a fire or earthquake, Little Learners will evacuate to the far north corner of the play area fence outside of the Hood River Valley High School.
 - b. In the event of a lockdown (danger in the building), all students will be quickly escorted into the office where the door will be locked from the inside. The students and staff will stay safely in place until safety officers clear the area.
 - c. In the event of a lockout (danger outside the building), all students and staff will continue with instruction and the daily schedule, but will not be allowed out of the building until approval is given from emergency responders. While in a lockout, children and staff are not permitted to leave the building and no parents/guardians are permitted inside.
 - d. In the event of an emergency, text messages and phone calls will be the source of ongoing information to all parents and guardians.
 - e. Child and parent/guardian information for each child is contained in our emergency kit that is quickly accessible in the event of an emergency. A copy of each child's registration form is kept inside the kit in case of emergency. Please keep this information updated so we have the most accurate information in event of an emergency. The emergency kit contains staff information, as well.
 - f. Regardless of emergency events, Little Learners emergency kit will have emergency information for each child and staff member at all times.
- B) Fire drills and lockdown drills take place on a monthly basis to ensure the safety of our students. All other emergency drills take place every other month.
- a. BBP will keep records that include type, date, time, and duration of drills/practices.



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COVID -19 Policies

Little Learners Preschool follows the health and safety guidelines published by the Oregon Health Authority.

For more information about [Health and Safety Guidelines for Child Care and Early Education Operating During Covid-19](#), please visit:

<https://oregonearlylearning.com/COVID-19-Resources/For-Families>

Little Learners Masking Policy:

Per the most recent guidance from the Oregon Health Authority, masking is not required at Little Learners Preschool, but is optional. We will continue to provide masks for those children who have runny noses or coughs throughout the day, as a preventative measure and protection for all.

We encourage, but do not require, our staff to wear a mask unless they are working one on one with a child, in which case a mask shall be worn.

As Covid-19 policies change, we will continue to communicate those changes to you. Thank you for your patience and understanding as we navigate these challenging times.