



Rising Stars Preschool's

Parent

Handbook

2021-2022



All About Us

Our Mission

Rising Stars Preschool's mission is to provide a safe, nurturing and engaging learning environment for children in southern Deschutes County and the surrounding area. We strive to deliver a developmentally appropriate program that meets the needs of all children and families. Our goal is to prepare our students to be socially and emotionally ready to transition from Preschool to Kindergarten.

Management

Rising Stars Preschool is a non-profit corporation managed by an Executive Board of Directors who provides oversight to the management of the preschool program. Our Executive Board is required for us to be able to operate as a non-profit organization. Our Board meets monthly to continually focus on funding and aides in the day to day operations of the preschool. The Board of Directors communicates closely with the director and teachers to enhance the success of every child's early educational experience. *Board member time commitment is relatively limited, but each member serves a vital role in the day-to-day operation of our preschool! Consider becoming a volunteer member of our Board. Contact Rising Stars Preschool's Director or Teacher for more information. All monthly Board meetings are open to the public.*

Services Provided

Rising Stars Preschool is located at the La Pine Community Campus, 2nd classroom on the right. We strive to offer an affordable preschool experience for you and your child. We are a non-profit preschool that strives to keep our tuition low by way of parent volunteer efforts, fundraisers, grants and donations. Parent volunteers are an important component to the success of our program. We have different types of volunteer opportunities both within and outside of the classroom. From daily classroom volunteer opportunities that offer tuition discounts, to once-a-year type opportunities that support us during individual events and fundraisers. We are also often looking for new Board Members (see above info under "Management.")

We serve 48 children and families with a developmentally appropriate early childhood educational experience. We offer a 3-year-old class two days per week, and two 4-year-old classes three days per week. At Rising Stars Preschool, your child will be served a snack daily and have an opportunity for outdoor activities on our playground. Your child will experiment, make new friends and learn/master many skills that will encourage growth and development.

How our Students Develop on Track for Learning

- *show increased willingness to cooperate
- *express feelings verbally rather than physically
 - *make and develop strong friendships
 - *respect the property rights of others
- *show increased skills in self-regulation
 - *follow classroom routines and rules
- *build on letter knowledge for the letters in "their name"

Rising Stars Preschool is an equal opportunity provider and employer

CLASS TIMES AND FEES:

<u>3-Year-Old Class:</u> \$150.00 per Month	Tues/Thurs	8:30 - 11:30 a.m.
<u>4-Year-Old Class:</u> \$200.00 per Month	Mon/Wed/ Fri	8:30 - 11:30 a.m.
<u>4-Year-Old PM Class:</u> _____ \$200.00 per Month	Tues/Wed/Thur	12:45 pm-3:45 pm

Enrollment is open to all children who are 3 or 4 years old by September 1st of the current school year. Enrollment will be granted without discrimination in regard to sex, race, color, religion, or beliefs. The proper paperwork must be completed and submitted for enrollment, along with the registration fee and vaccination records. Medical reports and emergency contact information must be current at all times. Immunization Records must be on file with Rising Stars Preschool. All children are required to be up-to-date with immunizations, or have an immunization exemption form on file.



TUITION AND FEES:

An annual non-refundable \$50.00 registration fee will be collected upon registration for preschool. The registration fee covers basic classroom materials and needs for every child throughout the school year.

Tuition is due in full by the 5th of each month. If tuition payment is not paid by the **15th** of the month, you will be charged a \$50.00 late payment penalty for non-payment of tuition. If payment is not received by the **20th of the month**, **your child may be dropped from the program**. Returned checks will be subject to a **\$35.00** fee along with any applicable bank charges. If checks are returned more than once, we will be on a cash only basis for the rest of the school year. Tuition payments will not be able to be "held" under any circumstances. Regular tuition payments will begin in August and end in May. As June is a short month for school, June's tuition is prorated for each class and will be as follows: Tues/Thurs class: \$75.00; M/W/F- AM and Tues/Wed/Thur- PM class: \$100.00. June's

pre-paid tuition is due August 5th, or upon enrolling your child after August 5th.

Late pick up fee: Rising Stars Preschool does not provide child care after class time. Time is precious to us all. Beginning at 10 min past the end of class time, a late fee of \$2.00 will accrue for every five minutes you are late picking up your child.



Where to send payments:

Tuition may be delivered to your child's classroom for staff to place in the payment box or mailed to the school's P.O. Box at: Rising Stars Preschool, Inc
PO Box 866
La Pine, OR 97739-0866



DISCOUNTS:

A 10% discount towards tuition will be given to families with more than one child enrolled in the preschool. We also offer a volunteer discount for volunteer opportunities based upon hours served. Volunteers providing a minimum of 10 hours/month will receive a 10% monthly tuition discount. Volunteers providing a minimum of 15 hours/month will receive a 20% monthly tuition discount. Limit of one discount per family each month.

SCHOLARSHIPS:

We only offer partial Scholarships. Applications are available to families that are in need of financial assistance to cover the cost of tuition. Scholarship Funds vary annually and are awarded at the Board of Directors discretion. Initial scholarship applications will be reviewed during the month of August, with the intent to award scholarships before the beginning of the school year. We work diligently to ensure that families of all income levels are able to attend. Scholarship Forms are available in the office. If you feel your family can benefit from financial assistance please see the Director/Office Administrator.

Failure to pay regular scholarship payments will result in the loss of your scholarship. Please see "Tuition" requirements for further information regarding payments. *Tuition payments are to be paid in full monthly from start date through the month of June.

TUITION REIMBURSEMENTS / DROPPING FROM PROGRAM / TERMINATION:

Tuition reimbursement will be honored when tuition is paid for the month in advance of the child no longer attending. In order for tuition to be reimbursed and/or to avoid further charges to your account, **you must give a two week written notice in advance by the 15th of the month** that your child will no longer be attending school. No reimbursement will be given if the child comes for part of the month and then drops from the program. Written notices must be given to the Director. Rising Stars reserves the right to discontinue service to a family if financial commitments are not met or if it becomes apparent that the program is not equipped to meet the psychological or developmental needs of the child. Written notification will be given to the parents to allow for ample time to find alternative care. The teachers/director will make every effort to resolve any

problems prior to termination.

AGE REQUIREMENTS:

Children who are **three to five years old on or *before September 1st**, are eligible to enter preschool. ****Children must be potty trained and able to care for themselves while toileting.**** If you have any concerns with your child's toileting, please see your child's teacher. If your child is older than 5 years old on September 1st, then he/she is not eligible for our program.

PARENT VOLUNTEERS:

We have a program in place for parents to receive a discount on tuition by way of volunteering. Successful completion of a Criminal History Background Check is also required before permitted to volunteer in the classroom. All volunteers must sign in/out daily and must log their time spent volunteering in our volunteer folder. In order to receive a tuition discount, you must have the directors approval.

CHILD ABUSE AND NEGLECT POLICY:

All staff members are mandated reporters of child abuse and neglect. They are required by law to report suspected abuse and neglect.



EMERGENCY PROCEDURES:

If an emergency arises, a qualified staff will administer first aid care, call the parent, and if necessary, emergency medical personnel will be contacted. Staff will accompany the child to the nearest hospital in the ambulance if needed. The staff will remain with the child until the parent arrives. An accident report and incident report will be logged in the child's file and a copy given to the parent within 24 hours of any injury. In the event of a school-wide emergency, such a fire, children will be safely escorted out of the area and staff will begin phone calls to parents for pick up and location. In the event of a lock down, at La Pine Elementary or La Pine High, we will also be on lockdown procedures. All children will remain inside away from windows with curtains closed. All outside doors will be locked until all clear from police or school officials.

Rising Stars Preschool follows the same **Standard Response Protocol (SRP)** as all Bend La Pine Schools to address any emergency situations that might arise in our community, surrounding school campuses or on our campus. The SRP is based on these four actions: Lockout, Lockdown, Evacuate and Shelter. For more information on the SRP we follow, visit iloveyouguys.org.



School Days

CURRICULUM:

Arts and Crafts:

The majority of our projects are focused around the holidays and theme units. Arts and craft projects stimulate a child's mind to be creative. These activities also assist in the development of fine and gross motor skills. Children also achieve a sense of pride and accomplishment through the development of projects. Open-ended art allows the child to explore the use of various materials and processes and enjoy what happens. Craft projects are designed to help children develop their creativity and the use of specific skills. Uneven or lopsided projects are to be expected from all children of this age. The children are in the process of learning. It is the "process not the product" that is important. Please keep this in mind and treat all of your children's projects as masterpieces!

Circle Time:

Circle time provides the children with the opportunity to interact with each other as a group. During this time, we will learn calendar skills, weather skills, sing songs, play games, read stories and learn about each other.

Kindergarten Readiness:

We will focus on social-emotional development including learning to sit and listen at circle time, learning to use their words to express their needs and wants, and learning to write their first name.

Learning centers:

These areas are set up by teachers and students and are changed every two weeks to fit the changing themes. Materials and equipment in each area may promote social or individual play. Learning centers may be designed around a theme or cues from the children.

Letters and Numbers:

Children will learn to recognize, identify, and eventually write some letters and numbers. Games, songs, daily projects, and name writing will solidify these concepts.

Manipulatives:

Manipulatives develop organizational skills like sorting, counting, comparing, classifying, matching, and shape recognition.

Self-help skills:

Staff will assist children in areas of practical life and self-help development by providing activities that encourage using undeveloped skills. The goal for children of all ages are to promote positive self-esteem and competence. Whether buttoning, pouring, folding, preparing food, or cleaning a table, children experience real life situations and activities that encourage them to expand their independence.

Sensory Experiences:

Children will be provided with a wide variety of hands on, concrete, real world sensory experiences. They will begin to discuss and learn all about their senses and how to use them.

Small groups:

This time is a more structured time of the day. During small group time, children may work on projects, games & puzzles, letter activities and social skills.

Weekly & Bi-Weekly Themes:

We have general weekly themes that are established to promote developmental skills, and to enrich all children's understanding of their world. The themes have educational, social, cultural, and emotional value.



CLASS SCHEDULE- AM

8:30am - Arrival / Check In / Handwashing
 8:30-8:55am Morning Boxes; Skill Building Activities
 8:55-9:00am Clean Up
 9:00-9:20am Morning Meeting Circle Time /Calendar & Weather
 9:20-9:45am Handwashing / Snack
 9:45-9:55am Music & Movement
 9:55-10:10am Circle Time
 10:10-10:40am Free Choice / Learning Centers
 10:40-10:45am Clean Up
 10:45-11:15am Outdoor Play
 11:15-11:30am Storytime
 11:30am Dismissal / Check Out / Handwashing

CLASS SCHEDULE- PM

12:45 pm - Arrival / Check In / Handwashing
 12:45-1:10 pm Afternoon Boxes; Skill Building Activities
 1:10-1:15 pm Clean Up
 1:15-1:35 pm Meeting Circle Time /Calendar & Weather
 1:35-2:00 pm Handwashing / Snack
 2:00-2:10 pm Music & Movement
 2:10-2:25 pm Circle Time
 2:25-2:55 pm Free Choice / Learning Centers
 2:55-3:00 pm Clean Up
 3:00-3:30 pm Outdoor Play
 3:30- 3:45 Storytime
 3:45 pm Dismissal / Check Out / Handwashing

ARRIVAL AND DEPARTURE:

The parking lot at the Community Campus can become very congested. Please only park in designated parking spots. Children must be escorted into the building and signed in.

*Drop off and pick up will occur at our outside classroom door (entrance through the playground gate). Staff will greet each child. Prior to entry children must have their temperature taken (must be below 100.4°F, if 100.4°F or over child must be excluded)

from school. Refer to our "HEALTH POLICY" for further details. Children will be directed to sanitize their hands immediately upon entering our classroom. Parents must remain outside of the classroom unless there is a concern for the health and safety of your child. Your child will have their hands sanitized upon departure.

Entering and Exiting the School

Staff will sign your child in and out of the school each day. We feel safety is of the utmost importance. We will only release children to parents or guardians unless you have given us written permission to release your child to someone else. You will be given a form to fill out for this purpose. Please be sure to include all people who may pick up your child on this form. They will also be required to show their driver's license to verify who they are. We ask that you also bring your license/identification the first week to allow us time to become familiar.

Dropping Off Students: Students may be dropped off at the start of our school day at 8:30am for morning classes and 12:45pm for afternoon class to staff at our outside classroom door. Upon arrival students must be accompanied by a parent or guardian until the student has been received by a member of the Rising Stars Preschool team. To limit the spread of germs, staff will conduct daily temperature checks prior to signing each child in and will ensure that each child washes/sanitizes their hands as they enter our classroom.

Picking Up Students: Students must be picked up within 5 minutes of the school dismissal time. Students must remain inside of the classroom until they have been received by their parent/guardian. All adults must be able to provide identification at pick up. Staff will greet each parent outside of our classroom and escort children one at a time to their parent/guardian at the end of each class day. Children will sanitize their hands as they leave the classroom and staff will sign each child out.

Changes in Information

It is the responsibility of the parent to notify the school of any changes in the information provided on the enrollment form. We must have a current address, phone number, etc. Please put any new information in writing and give it to the Teacher or Director. Changes should be made as they occur.

Custody Agreements

Parents are reminded to provide their child's school with a copy of the most recent court order or judgment concerning custody, parenting time and other parental rights. Unless the school is provided with this information, teachers will afford both parents equal rights with respect to their child, including the right to visit the child during school hours, to volunteer in the child's classroom, to check the child out of school upon showing proper identification, to receive information and notices from the school about the child, and to access the child's educational records.



SCHOOL DELAYS, CLOSURES AND EMERGENCIES:

Please refer to the Yearly Calendar for "No School Days." Rising Stars Preschool follows the Bend La Pine School District calendar for school, and follows their guidelines for school closures and delays due to inclement weather. Decisions regarding school closures are generally made in the early morning hours.

Please listen to the radio, local news casts or call 541-323-SNOW (541- 323-7669) for the latest information. Please be advised that if there is a ***Two-Hour Delay for Bend-La Pine schools**, all morning classes for Rising Stars Preschool will be canceled for the day however, our afternoon 4 year old class will start at normal time with two-hour delays. Our staff will make a courtesy call in the event there is a Two-Hour Delay or Closure for the first occurrence. After that, you will need to be responsible for checking on closures.

****If you would like to receive emergency and severe weather alert text messages (including school delays, closures, emergency notifications, etc.), register for Bend-La Pine Schools' BLConnect text messaging service at <http://connect.bend.k12.or.us>. You are able to choose what schools within the Bend-La Pine School District to receive alerts for. If you have no older children in schools to receive alerts for, we are closest to La Pine Elementary and La Pine High School. Choose either or both of these schools to receive alerts for and you will have the latest text alerts that might affect Rising Stars Preschool.**



PROPER DRESS:

We will attempt to go outside daily (weather permitting), so please send your child dressed appropriately for the weather and for getting messy. Winter months: send snow pants, boots, hats, gloves and a coat to keep them dry. If your child is well enough to come to school, he/she should be able to play outside. When buying indoor or outdoor clothing for school, make sure the child can put them on himself/herself. It's a good idea to send your child an extra set of clothing to be kept at school, just in case an accident should occur. Please label clothing if possible.



SNACK:

Daily snacks are provided by the preschool for every enrolled child. We strive to provide fun and healthy snacks as best we can.

FOOD:

It is our policy that meal substitutions will not be allowed without a doctor's note. If your child has any food allergies you must inform your child's teacher and provide us with documentation from your health care provider stating the doctor's food recommendations for our records so that we may maintain the health and safety of your child.

TOYS:

Toys from home can pose a problem or end up getting broken, so please do not bring toys from home. If toys do end up sneaking in, we will store them in our office until the end of

the day. Rising Stars Preschool is not responsible for lost or damaged items.



BIRTHDAYS:

If you would like to provide a treat in honor of your child's birthday, they must be store bought. Let your child's teacher know so that preparations can be made. Birthday treats are served during our snack time.

FIELD TRIPS:

Field trips will be planned occasionally. Prior to each trip, information will be sent home detailing the date, time, cost, location, chaperones, etc. The permission slip must be signed and returned to the teacher in order for the child to attend. We welcome parents to join us for trips. Most of our field trips are within walking distance to Rising Stars Preschool.

PARENT TEACHER CONFERENCES:

Please plan to attend parent-teacher conferences for your child. During this time we will have a chance to visit one-on-one, to share information and discuss your child's progress. Your family will be offered a minimum of two conferences per school year. You will be notified of the times for conferences by your child's teacher. There will be NO SCHOOL on conference days.

DISCIPLINE POLICY:

All teachers at Rising Stars Preschool manage behavior in our classroom in a non-punitive, age-appropriate manner. Our policy is to redirect a child to a more appropriate behavior, activity or language. We work on instructing the students what they can do instead of what they can't do. For example, "we walk inside the building" rather than "no running." Our students will be encouraged to learn problem-solving skills by giving them the opportunity to choose alternatives that will enable them to participate in a socially acceptable manner without reinforcing their negative behavior. For example, if a child is having difficulty sitting quietly during a story, he/she will be asked to go to the library and look at books independently until the student can return to the group.

Staff will use positive reinforcement while supervising children, encouraging them to cooperate and continue using appropriate behaviors. Children will be redirected to an alternate activity if their behavior continues to be inappropriate. An example is when a child is doing something that could hurt others, themselves, or destroying property and choosing not to use problem-solving techniques. Teachers will continue to be an active listener and support the child with conflict resolution. In rare cases, teachers may have to call parents to pick up the child if resolution of conflict cannot happen during class time. If the child has continued issues with behavioral problems, a parent-teacher conference and action plan will be implemented. If failure to ensure safety for all children due to an ongoing problem, and action plan does not help, the child may be expelled from school.

No child shall be subject to physical corporal punishment, humiliated, frightened, verbally abused, or denied food, rest or bathroom facilities. Children will never be disciplined for toileting accidents, sleep habits, or food consumption. Any violation of this discipline policy

should be reported to the director immediately.

REFERRALS:

When there becomes a concern from either the parents or the teachers, a conference will be held to discuss concerns and options. Rising Stars Preschool will make every effort to lead the parents in the correct direction for assistance. The parent/teacher/director will work together as a team to document all concerns.



HEALTH POLICY:

For attendance at public, private, or parochial schools through Grade 12, and at certified day care centers & preschools, children must be: **Fully immunized** as required; or be in the **process of receiving immunizations; or have accurate and complete immunization records on file; or have religious or medical exemption on file with Rising Stars Preschool.** Children must be in compliance and up to date prior to the Local County Health Department's exclusion date in February in order to attend.

Policies and Procedures in relation to COVID-19:

Rising Stars Preschool's Point of Contact Person is our program Director. Our Director will facilitate communication, maintain healthy operations, and will respond to COVID-19 questions from state or local public health authorities, state or local regulatory agencies, families and staff. Our Director can be reached at 541-536-8362 or by email to risingstarspreschool@hotmail.com.

1. We require temperature checks for staff, volunteers, children or any other individual coming into contact with our classroom. If temperature of 100.4°F or over, that individual must be excluded.
2. Any individual regardless of vaccination status who exhibits COVID-19 symptoms including new loss of taste or smell, fever, new cough, or shortness of breath in the last 10 days must be excluded.
 - a. New cough means out of the ordinary for this person - e.g., not typical asthma or allergies.
 - b. Fever means 100.4 degrees Fahrenheit or more, without the use of fever-reducing medication.
 - c. Exclusion from the program is 10 days after the onset of symptoms and 24 hours after both fever and cough resolve, without the use of fever reducing medication. The local Public Health Authority will be consulted for additional guidance should an exclusion occur.
 1. the 10 day exclusion period can be shortened:
 - If an individual with symptoms of COVID-19 tests negative at any time during the 10 day period. They can return to the program 24 hours after resolution of cough and fever without the use of fever reducing medication following the negative result.
 - If an individual's only symptom is fever and is advised by a medical professional they can return to the program.
 - Documentation from a medical professional and fever free for at least 24 hours without fever reducing medication.

3. We are required by the state to:
- a. Exclude from the program any individual, child or staff member who tests positive regardless of immunization status as listed above, for the time period specified in the rules adopted by the Oregon Health Authority under OAR 333, Division 19, in accordance with rules adopted by the Authority.
 - b. Exclude from the program any child or staff member or other individual who is susceptible and who is exposed to COVID-19, for the time period specified in the rules adopted by the Oregon Health Authority under OAR 333, Division 19, in accordance with rules adopted by the Authority.
 - c. Inform all families, staff and individuals who enter the program that they must not enter if they are unvaccinated and have been exposed to a COVID-19 case.
 - d. Notify the Public Health Authority immediately if anyone who has been on our premises is diagnosed with COVID-19.
 - e. Communicate, in coordination with the local public health authority, with all families and other individuals who have been on the premises of the program in the past 14 days about a confirmed case of COVID-19.

4. We are required, for contract tracing purposes, to log the following, in accordance with rules adopted by the Oregon Health Authority under OAR 333, Division 19:

- Adult name(s) completing drop off and pick up;
- Child's names, arrival and departure date and times;
- Name of staff or person coming into contact with children from our program, arrival and departure date and times;

5. Indoors, all adults must wear a face covering unless they are vaccinated.

6. Indoors, children who are in grades kindergarten and up must wear a face covering.

7. Handwashing is required:

Before and after eating.

After toileting.

After wiping a nose, coughing or sneezing.*

Upon entering and leaving the classroom.*

(Hand sanitizer is allowed when an asterisk (*) appears.)

*In the event that Rising Stars Preschool must end our program activities due to a COVID-19 outbreak or the risk levels warrant a program shut down, all families will be notified immediately. Our Board of Directors, Staff, Local Public Health Authorities and the Oregon Early Learning Division will work together to ensure a safe return when possible.



ILLNESS:

It is best to keep your child home until they are feeling well and will not share their illness

with others. Your child may not attend if they have any of the following conditions:

Pinkeye- Eyes should be clear before returning to school.

Fever- 100.4 degrees or higher.

Chicken Pox- All spots must be scabbed over before your child may return.

Vomiting- It must be 24 hours since they have last vomited before returning.

Lice- Child's hair must have been treated with lice shampoo and must be nit free.

Contagious Illness- Any contagious illness that requires antibiotics must have completed the dosage required for the first 24 hours before returning to school.

*We must exclude staff, children and others with COVID-19 symptoms or cases as follows: *If the adult or child has had an illness with new loss of taste or smell, fever, unusual cough, or shortness of breath in the last 10 days they may not attend for 10 days after onset of symptoms and 24 hours after both fever and cough resolve, without the use of a fever reducing medication.*

**If a person develops symptoms while at the facility or learns they have been exposed to a positive or presumptive case while at our facility, they will be sent home as soon as possible, and will be separated until they can leave our facility.*

***Please refer to the above Policies and Procedures in relation to COVID-19 for more information, or contact our program director with questions or concerns.*

GUIDELINES FOR DISPENSING MEDICATIONS AT SCHOOL:

If it is medically necessary for our staff to administer any medications to your child while at school, the following guidelines must be followed to insure the well-being of your child:

1. A written note must accompany the medication stating the following; what it is for, instructions for administering medication, permission for the teacher to administer, parent signature and date.
2. Medication must be brought to school by the parent in the original prescription container. Medication will be returned home with parents.
3. Changes in your child's medication or dosage must be received in writing, change must be noted on the prescription label as well.
4. Staff must document the dosages and time that the medication was given to the child.

COMMUNICATION:

If your child will be absent from school for any reason, please call and let the teacher know. Communication is the key to success!

Communication between home and school is extremely important in order to ensure the success of your child. Please feel free to discuss any concerns you have with your child's teacher or the director. It may not be possible for you to have a long conversation with your child's teacher at drop-off or pick-up times as the teachers are responsible for supervising all of the children in their care. If you have a special concern, a meeting or phone conference may be arranged. Rising Stars Preschool provides opportunities for parents to receive information on the progress of their child as well as the activities and events at our school. The following types of communication may be used:

- Parent conferences: two conferences a year (fall & spring) are offered; more as

- needed.
- Monthly calendar and newsletter: will have information about units of study, snack, and any other pertinent information *note this is usually a two sided document.
 - Web site: www.risingstarspreschool.org is used for general preschool information. Follow Rising Stars Preschool on our Facebook page as well!
 - Phone calls and Emails: as needed.

How to Contact Us: 
Rising Stars Preschool Inc.

Physical Address:
51605 Coach Rd.
La Pine, OR. 97739

Mailing Address:
P.O. Box 866
La Pine, OR. 97739

Phone Number:
541-536-8362

E-Mail Address: risingstarspreschool@hotmail.com
Website: www.risingstarspreschool.org