



# Timber Kiddies Preschool

## Program Handbook of Policies and Procedures

## **Timber Kiddies Preschool**

Timber Kiddies provides a preschool education for children 17 months through 5 years of age in Bend, Oregon. Multiculture is incorporated into the language and literacy-based curriculum that focuses on preparing the children for their educational journey. Utilizing a blend of the states Preschool Content Standards and Common-Core State Standards ensures that Timber Kiddies students are entering kindergarten with the skills and knowledge base to succeed.

### **Preschool Procedures**

Routines and schedules are important to facilitate the learning experience, as well as to provide safety and well-being of all the children and families.

#### **Class Size-Maximum Occupancy/Age acceptance**

The classroom will consist of 10 students, with me as Lead teacher/owner.

#### **Preschool Daily Schedule**

Timber Kiddies is open between 9:00am and 1:00pm (see TARDY in the handbook for more detail on pick up and drop off). As the class begins to increase, a structured staggered drop-off morning schedule will be provided in the beginning of the school year with drop-offs will begin at 8:00am and 8:15am. More information will be provided about the morning staggered schedule as class grows in numbers (See school year calendar for more detail on days off/holidays).

#### **Signing in and out:**

Signing your child in and out every day is very important. Only an **authorized adult** (see p.5) will be able to pick up and/or drop off your child. A clipboard with a sign in sheet will be available to all parents, who shall note the exact time and provide a signature. If we are not familiar with the adult picking up, we will request a picture ID. It is parent/guardian responsibility to inform anyone picking up and/or dropping off that they will be needing to provide identification and follow the sign-in/out procedures. If you will need to pick your child up early from school, not a problem, please inform the teacher ahead of time.

## Daily Schedule/Activities

\*Times and activities subject to change

9:00-9:15 Arrivals: Upon arrivals, children sign in with their name letters/booklet

9:30-10:00am – Learning Centers – Free play

10-10:15 - Circle-Short Song/Music- Morning Business w/Language and Literacy & Story

10:15-10:30 - Bathroom

10:30-10:45 Snack

10:45-1:45/12- Outdoor Play

12:00-12:15- Music and Movement & Bathroom

12:15-12:40- Lunch

12:40-1pm – Special Project(if time, another story)

1:00-Dismissal

**Arrival Time:** Children are brought to the classroom by an authorized adult and signed in. We begin each day with children signing in their name. Parents are encouraged to participate.

**Circle Time:** The whole group meets with the teacher in the center of the classroom for a calendar/schedule/lesson.

**Interest/Learning Centers:** Children go to different centers set up in the classroom. They learn through their active involvement in each area. Some example centers are blocks, art/writing, library, math/counting, puzzle, dramatic play, science, music etc.

**Outdoor Activity/Play time:** Children engage in outdoor play activities (gross motor) such as climbing, catching/throwing, sand play, water play, and many more group/individual activities/games.

**Departure Time:** The children are to be picked up from the classroom by an authorized adult and signed out at the closure of the day. Please check your child's communication folder for information on home-based activities to complete with your student.

## Excursions/Field Trips

Excursions/Field Trips will be planned throughout the year and provide excellent learning opportunities for the class to explore exciting and interesting new people and places. Parent(s) or authorized adult(s) must accompany their child to and from excursion sight. Children must be present and signed in prior to departure for the excursion.

Parents/legal guardians will be asked to sign a consent form for each excursion and will be provided with two-week notice regarding the excursion that will include date, time, place, proper clothing, and any additional information. Parents/guardians and adult family members are welcome to attend and/or assist in various aspects of the excursion, and teaching staff will provide a sign-up sheet for those interested. **In some circumstances, siblings and other visitors not currently enrolled in Timber Kiddies will not be able to attend. Depending on the excursion, siblings attending will be on a case-by-case basis.**

All parent/legal guardians or adult family members (18 or older) may be assigned certain duties as chaperones.

Children and Adults will be required to wear either slip-on or Sneakers/Velcro shoes.

All children will be required to wear a Timber Kiddies T-shirt (if applicable) for identification purposes. T-shirts need to be purchased prior to the day of the field trip and are typically available throughout the year. There are times, however, when the T-shirts may need to be pre-ordered so please be sure to plan. Any children who arrive at school without the appropriate attire will not be allowed to participate in the field trip.

## Authorized Adult List

Timber Kiddies releases and accepts the children only to and from a parent/legal guardian, or an "Authorized Adult". Parents/Legal Guardians may add adults (ages 18 or older) to their "Authorization List" at the beginning of the school year and make changes to this list throughout the year by notifying administration. To ensure safety, Timber Kiddies may request to see identification if the adult picking up is unfamiliar to staff. It is the responsibility of the parent/guardian to ensure that the authorized adult is familiar with the school's all pertinent policies and procedures, such as signing in/out, late policy, etc. If an authorized person will be picking up your child, please let me know in advance, so I may be prepared myself and prepare the child as well.

## **Emergency Contact**

Parent/Legal Guardian must provide emergency contact phone numbers in case of an emergency. Persons listed as an Emergency Contact must be available by phone and have transportation available to pick up the child if necessary.

***It is the responsibility of the parent/legal guardian to update the school should any of the following changes be made over the course of the school year:***

***Emergency Contacts (name/numbers)***

***Authorized Persons***

***Health Insurance***

***Doctor/Medical Information***

***Health Conditions***

***Address/Phone Numbers***

***Any additional changes that may be important to communicate***

## **Fundraising**

There may be times in which Timber Kiddies asks the children and families to participate in fundraising to benefit the program. Children and staff shall not be exploited in activities which could be detrimental to the children or the program. Participation in any activities is voluntary, and families will be provided with additional information at least 2 weeks prior to the commencement of any fundraising activities.

## **Attendance Procedures**

Consistency is very important for your child's education. Timber Kiddies is not babysitting, but rather providing a top-notch structured academic experience to support children in developing the skills they need for an excellent educational foundation. Children learn best when they are in school. If there are extenuating circumstances (medical conditions, travel, etc.), please be in close communication with the school, as these instances are important to the teacher.

## **Absences**

Parents/legal guardians are expected to notify the school regarding any absences, as well as provide a reason for the absence so the school can maintain accurate records.

If your child must be absent, **please call or text Timber Kiddies at 635-1626**. If no one is available to take your call, please leave a message including the reason your child will be absent. Please stay in touch to let the teacher know when to be expecting the child back to school.

Please be aware of our procedures regarding specific medical conditions, and their requirements for doctors' visits and notes.

### **Late pick up Policy**

Sometimes events may occur that prevent you from picking up your child in a timely manner. If you anticipate being late to pick-up, please let us know right away by calling or texting, and know that your child is in good hands until you arrive. If picking up late becomes a consistent thing, we will assess a late **pickup** fee of \$1 a minute past 1:05pm (1:05-1:06 tardy)(1:06pm-using cellular phones), which will need to be paid in full prior to the child attending the next day of school. If you are more than 45 minutes late to pick up and no emergency contacts can be reached, we are required by law to make a Child Welfare report and/or contact the police.

### **Tardy Policy**

Being on time allows your child to adjust to being at school and get into the school routine by the time instruction begins. Excessive tardiness is disruptive to the learning environment and may result in disciplinary action or dismissal from Timber Kiddies. Please take responsibility for being on time. Cell phones are all synced to standard time, so that is what we will be going by.

A child will be marked tardy if they arrive any time past 15 minutes after the established drop-off time. For example, if you are in the 8:00am drop-off group and you bring your child after 8:15(8:16), this is considered a tardy.

### **Excessive Tardiness, Late Pick-up, Excused and Unexcused Absences**

Consistency is best for your child. Being on time to school and being picked up from school is very important. If you will be tardy, late for pick up and/or absent, please let the teacher know right away. If there is anything I can do to help you get your child to and from school on time, please don't hesitate to ask for some resources or help.

## **Behavioral Procedures**

### **Behavioral Expectations for Children**

The children will make amazing changes in development over the course of their education at Timber Kiddies! To be able to start the school year off on the right path, children must be able to exhibit the following behaviors while in the classroom or playground:

Be able to enter the classroom and be able to separate from the parent/guardian with minimum disruption.

Respecting the rights of others

Being kind and courteous

Using language that is not offensive.

Using materials and equipment appropriately

Able to work in large and small groups, as well as participate in teacher directed activities.

As safety is our highest concern, it is imperative that children be able to regulate their behavior to the degree that neither they nor others will be harmed.

### **Toileting Expectations**

Children do not need to be fully toilet trained to attend Timber Kiddies. Eventually, as a team, we want to introduce it and have it part of their daily routine. They will see other children going and it may spark an interest. If your child is not potty trained, at it's appropriate time, let work together to help prepare them for success. If your child is potty trained, help use these below to foster independence. These are ways to encourage your child to begin steps towards potty training. These include:

Ability to verbalize his/her needs.

Can use toilet without assistance.

Can dress and undress his/herself.

Can wipe him/herself independently.

Is not wearing "pull-ups" or cotton-type training pants.

Demonstrates self-control.

## **Disciplinary Action**

Timber Kiddies Preschool strives to support and empower children to make good choices when it comes to their behaviors and interactions. TKP disciplinary interventions are specifically designed to support cognitive, emotional, and social development. Everyone makes mistakes! Timber Kiddies seeks to provide students with the tools needed to solve problems and challenges independently.

Some interventions may include:

- Talking out the situation

- Contracting for preferred behavior

- Resolving conflict with peers

- Using a timer

- Ho'omalū Center (Peace Center) provides students with an emotional respite (think time) and guided expression of feelings.

- Positive Sticks uses positive reinforcement to support good behaviors.

Timber Kiddies staff are highly skilled in behavior management and may involve the family in developing a behavior plan to address issues that extend into the home or have difficulty resolving while at school.

## **Items to Bring on First Day of School**

- Reusable lunch box

- Water bottle

- 2 Extra sets of clothes (labeled with child's name, in a Ziploc labeled with name: (shirt, elastic band shorts, undies, sweater or light jacket) in a zip lock bag labeled with child's name). Winter attire would always consist of your child having a bib or snow outfit, jacket with hood, snow boots, waterproof gloves/mittens, and beanie.

## **Clothing Policy**

Your child should come to school dressed comfortably in clothes that are ok to get dirty and that they can put on and take off themselves. While school T-shirts are not required, they are recommended(when applicable) and available for purchase throughout the year.

It is required that children wear shoes when outside of the classroom on TKP property. Please, part of the learning process of independence, is putting on their shoes themselves. Please pick shoes, boots, sandals that have velcro and/or easy access to putting on themselves. When



attending field trips or excursions, it is required that children wear either comfortable Velcro or slip on tennis shoes.

### **Items NOT allowed**

For the safety of your child and others, these items are NOT allowed at Ke Kula Pono:

- guns, knives, or any other sharp items
- money
- toys
- gum, candy medication (including cough drops or any other medicated substances)
- cosmetics (lip stick/gloss, etc.)
- earrings or any type of jewelry/watches

### **Academics**

Timber Kiddies provides an academic learning environment that fosters all areas of a child's growth and development:

**Cognition**-how children reason

**Social**-how children relate to others.

**Emotional**-how children handle their feelings.

**Language**-how children communicate with others.

**Physical**-how children control their bodies.

Timber Kiddies is based on developmentally appropriate practices (Oregon Early Learning and Development Standards) while acknowledging the role of adults as facilitators of children's learning. How children respond to activities and interact with one another is noted and analyzed. Timber Kiddies incorporates language and literacy curriculum. We also incorporate many other cultures into the curriculum to focus on preparing the children for their future educational journey. This is all to ensure that all students are entering kindergarten with the skills and knowledge base to succeed.

## **Special Needs**

It is this center's policy to not discriminate against persons with disabilities based on disability, and to provide children and parents with disabilities an equal opportunity to participate in the center's programs and services, in compliance with state law and the Federal Americans with Disability Act. TK makes its programs accessible to persons with disabilities, however TK may be limited in its ability to provide specialized services. If your child is diagnosed with any type of disability, please contact the school to arrange a conference to evaluate whether TK can provide the appropriate educational support. These situations will be evaluated on a case-by-case basis. Should TK is not able to continue providing services or accept a child into the program, we will provide appropriate referrals to alternative services.

## **Health and Safety Concerns**

Health and wellness is essential to the learning environment. In addition to requiring that each student have an annual physical on file and a list of updated vaccinations; TK has outlined the following procedures regarding health and wellness to maintain health and safety of children and staff.

### **Student Health Records**

Health records are maintained for each student. All health records contain emergency contact information, health insurance, yearly physical and immunization information, as well as information on any medications or allergies. The signed Permission for Medical Treatment and Release Form is held in the Student Health Record. These important documents should be updated frequently, and changes must be reported immediately to Timber Kiddies staff. All health records are kept in a staff-only filing cabinet.

### **Health Requirements**

Requirements needed for enrollment at Timber Kiddies preschool include:

#### **Minimum Immunization Requirements Pre-K:**

- **4 doses of DTaP**
- **3 doses Polio**
- **3 doses Hepatitis B (3<sup>rd</sup> dose of Hep B must be after the age of 24 weeks)**
- **1 dose MMR (on or after 1<sup>st</sup> birthday)**
- **1 dose Varicella (Chickenpox) (on or after 1<sup>st</sup> birthday)**

- **2 doses Hepatitis A (the minimum interval between doses is 6 months)**

### **Non-Emergency Medical Concerns**

When a child appears to be slightly injured (i.e., bumps/bruises), TK may provide basic first aid in the form of ice packs, cleaning with water, and band aids. All TK staff are certified in pediatric/standard first aid and CPR. Staff can provide first aid and CPR as needed and will contact EMS/911 as deemed necessary (see Emergency Medical Concerns). TK will notify the parent/guardian of any minor injuries via note to be sent home with the child.

Staff will not administer prescribed medications to children unless during an emergency. Any medications needed to be taken during the school day will need to be administered by a parent/legal guardian/authorized adult.

If your child exhibits any of the following, a parent/legal guardian or emergency contact may be contacted to take the child home and possibly to the doctor:

Fever or temperature of 99 degrees or more.

Students must be fever free for 24 hours *without medication* (i.e., Motrin, Tylenol, etc.) before returning to school.

Evidence of infection such as persistent or producing cough, or nasal discharge.

Vomiting or diarrhea

Infectious diseases (i.e., chicken pox, pinkeye, influenza, head lice, ringworm, impetigo, or any other potentially contagious conditions.)

Please be aware that you may be asked to trim your child's nails and scrub them. This is important for minimizing the risk for impetigo and other contagious skin issues.

### **Emergency Medical Concerns**

If an incident occurs such as a serious fall, head injury, etc., Timber Kiddies staff are CPR/First Aid certified and will administer aid as needed while calling 911 for Emergency Medical Support (EMS). The child will be transported to a medical facility at the discretion of EMS. If a child is transferred to EMS, the child will be transferred into the care of EMS staff, and the parent/guardian instructed to meet the child and EMS at the appropriate emergency room. The teacher will remain with the class. The child's emergency contact will be contacted and provided with all necessary information as soon as the situation allows. Parent(s)/and or Legal Guardians are liable for any costs that may occur during these emergencies.

## **Head Lice**

Head Lice happens. Be aware that head lice are common experiences with young children. Prevention and early intervention are very helpful when dealing with outbreaks. In addition to keeping hair pulled back and neatly groomed, it is recommended that you check your child's hair for any signs of head lice.

## **Parking Safety**

Maintaining safety is a top priority of Timber Kiddies. We have provided the following procedures to ensure the safety of children, families, and staff. Do not block roadways, driveways, or allies.

Do not double park.

Please use designated TK parking areas

Do not allow young children to exit the vehicle unassisted.

Please ensure safety of yourself and children when loading/unloading near the street

Refrain from leaving any children unattended in your vehicle. Children may not open the door to let themselves out. Children must be accompanied by an adult at all times when entering and exiting the school.

## **Food Services**

Timber Kiddies recognizes good nutrition to be central to learning and development. While TKP does not offer food service, it is expected that parents provide nutritious options for the following snack & mealtimes to be dispersed by TKP throughout the day.

### **Morning Snack**

Parents are to provide fruit, crackers, or other nutritious food for snack time. Please label snack items "snack". This should only be two items. This snack is NOT intended to take the place of breakfast at home. It is very important that your child has breakfast each morning before school to function properly.

### **Lunch**

Parents are to provide a nutritious home lunch for their child. Late lunches should be dropped off before 9:30am. Parents should pack a water bottle (filled with water only & labeled with their name) everyday as well.

TKP does not provide refrigeration or heated food services. Please make sure if this is needed to provide ice packs and/or thermos containers. If children do not have appropriate snacks, lunch, and/or drinks parents will be contacted to bring the proper items.

**\*\*Non-nutritious foods that are high in calories, salt, and sugar will be sent home unopened. If you have any questions about proper nutrition, a Timber Kiddies representative will be happy to provide additional information.**

## **Emergency Operations Procedures**

### **Major Emergencies**

Timber Kiddies has emergency plans to ensure the safety of children, staff, and visitors, minimize property loss, minimize disruption of academic programs and business operations, and assist the community in time of emergency. This emergency operation plan may be activated by Timber Kiddies, Civil Defense and/or other emergency agencies.

### **Emergency Actions**

Should there be an emergency while in school, TKP is prepared to respond to such events. Always stay tuned to the radio for detailed updates. Please be assured that your child will be cared for until it is safe for you to pick them up. Depending on the nature of the emergency or actual situation, Parents/Legal Guardians will be notified in a timely manner. In situations where we may or may not have ample warning for disaster, decision will be made of whether to open or close school. Once the decision is made, this information will be communicated as early as possible. It is always to the parents/legal guardians' discretion whether they feel comfortable sending their child to school. Please do let TKP know if you will be keeping your child at home. If we are at school when a disaster happens, if it is safe for us to stay here, we will. If we need to move to a safer place, we will either be outside of the school building (on Scott Street closest to the mailbox or, worse scenario, I will put all the kids in my car and go to the nearest shelter station. Parents will meet us there (unless we are here if we haven't left yet).

# **Admissions Policies**

## **Admissions Requirements and Procedures**

Applications are accepted via e-mail or mail.

Applicants that have appropriate paperwork filled out and deposit in, get put on the enrollment list. A whole months' notice must be given if an applicant wants to be pulled out. As of May 1, if you dis-enroll your child, you WILL NOT receive your deposit. At this point, it is too late in the year to receive deposit. If you still would like to dis-enroll your child, you may do so, but will not receive deposit back. Deposits are put towards your child's June tuition payment (SEE TUITION PAYMENTS FOR DETAILS).

## **Required Forms for Enrollment**

**The following completed forms required before enrollment is confirmed:**

The following forms are required before enrollment is complete: Registration form, Emergency contact form, Medical Consent Form, social media, videos and pictures Form, Most recent Physical & Immunization Form.

## **Tuition Payments**

Tuition is a fixed annual amount based on the TKP Academic calendar. Deposit/Registration for the upcoming school year is usually due at the end of July. Tuition is due on the first of the month from Sept to June. Payment in full is due each month (on the 1<sup>st</sup>) regardless of the days your child is ill, on vacation, or does not attend for any reason. Payments by QuickBooks ACH, money order or cash may be delivered/made by a responsible adult to TKP Administration. Receipts will be available on the following business day, upon request.

Prompt payment of tuition each month is imperative for TKP to meet its obligations. A \$30.00 each day (including weekend days), will be assessed to any payment which is received after the first of the month. Any account delinquent past the 20th of the month MUST make arrangements to pay immediately. Should account balances remain after the 20th of the month, the child may be dismissed from school, resulting in a forfeiture of the security deposit, and the account may be sent to a collection agency.

Timber Kiddies preschool 2024-25 School Year Full Time Tuition is \$1300(Unless doing Half days). An initial deposit of \$1300 will be required at the time of enrollment, in addition to the first month's payment. **The deposit will be applied to the final month of enrollment. 30 days' notice is required for any termination of the preschool contract prior to the end of the school year (SEE DEPOSITS and ADMISSIONS POLICY). If it is not a 30-day notice, deposit is not returned.**

### **Teacher Flex days**

The teacher will have 4 days set aside for the whole school year. These days may or may not be used. These may be sick days, emergency leave days, weather days, etc. in case one of the following happens. These days will be calculated into all instructional days. The teacher will try to give notice as soon as possible, but just know that sometimes things cannot be helped.

### **Insurance**

Timber Kiddies carries General Liability

### **Child Protection Policy**

**You must report child abuse and neglect 24 hours per day, seven days per week.** The report must be made immediately. This requirement applies whether you observe abuse or neglect during your work activities or on your personal time. Oregon Revised Statute 419B.

### **Timber Kiddies Facilities**

#### **Contacting Administration of Timber Kiddies**

Please feel free to contact Timber Kiddies should you have any questions or concerns. We are available to assist in any way we can, and are available via phone, text, and e-mail. Please feel free to e-mail me at any time. If you would like to contact us via text or phone, **please call/text between the hours of 7am-3pm Monday-Friday.** While we hope to be able to respond as soon as possible, please allow between 24 and 48 hours for response. If something is urgent, please call or text and indicate that there is an urgent matter, and we will contact you at the next available break.



## Timber Kiddies Preschool

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