



Preschool

2023/2024 Handbook

Welcome to Encore Academy Preschool. The purpose of this handbook is to acquaint you with the people, programs, and policies of the Encore Academy Performing Arts Preschool. Our preschool is outstanding because of our professional and caring staff members, and because parents really understand the importance of their children's education. It is essential that families and teachers work closely together so that each child receives the maximum benefit of our combined efforts.

If you have questions about your child's progress, feel free to contact your child's teacher. We look forward to working with you and your child.

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Address and Contact Info Change

Any change of address, telephone number, or emergency information should be given to the office for your child's records as soon as the change takes place. It is important that the office has up to date contact information for each child in the event of an emergency or should an issue arise.

Attendance

Attendance and punctuality are important life skills. The ability to be present and on time are good habits to reinforce at an early age and will help your child succeed in life. Students who are consistently absent or late miss important elements of instruction.

If a student is going to be late, or if a student is going to be absent due to illness or other unexpected event, please notify the office via phone call as soon as possible.

Birthday Parties

When your child has a birthday during the school year, please feel free to bring commercially prepared (no homemade food please) healthy treats to the classroom.

Some ideas of healthy treats are:

- Frozen fruit bars (no Strawberries)
- Fresh fruit slices (no Strawberries)
- Snack mixes or cereal and dried fruit
- Raisins and other dried fruit
- Fresh vegetables
- Fruit juice and vegetable juice (no Strawberries)
- Crackers or healthier cookies, such as fig bars or ginger snaps
- Pretzels
- Granola bars
- Low-fat or skim milk
- Low-fat or non fat yogurt (no Strawberries)
- Canned fruits (no Strawberries)

If your child will have a birthday party outside of school and you will invite students from preschool, we ask that you please invite all students. We want to be sensitive to the feelings of all our students

Check In Procedures

It is important that parents drop off their child to the classroom no earlier than 8:00am and no later than 9:00am. We do not have a staff member available to supervise children prior to 8:00am.

Complaints

Please address any complaints to the head teacher first, if the issue is not resolved you should then contact the office and/or director.

Curriculum

The teacher has created a curriculum to help prepare the children for kindergarten. Curriculum covers the topics of literacy, reading, handwriting, speaking, mathematics, science, social studies, health, physical activity, art, and music throughout the school year.

Sample Daily Schedule Full Time

Below is the daily schedule your child will participate in:

- 8:15am - 9:30am Arrive & play & snack offered
- 9:30am - 10:00am Calendar, letters & songs
- 10:00am - 10:30am Dance or Tumbling Time
- 10:30am - 11:00am Free time in centers
- 11:00am - 11:30am Math or science activity
- 11:30am - 12:00pm Wash hands & lunch
- 12:00pm - 12:30pm Cleanup & story time
- 12:30pm - 2:45pm Nap time & quiet play
- 2:45pm - 3:30pm Wake up, snack offered and get ready to go home.

Sample Daily Schedule Part Time

Below is the daily schedule your child will participate in:

- 9:00am - 9:30am Arrive & play
- 9:30am - 10:00am Calendar, letters & songs
- 10:00am - 10:30am Dance or Tumbling Time
- 10:30am - 11:00am Free time in centers
- 11:00am - 11:30am Math or science activity
- 11:30am - 12:00pm Clean up and get ready to go home

Discipline and Behavior

In order for there to be a good atmosphere for education, it is necessary that students display appropriate behavior. Each student has the right to learn, and each teacher has the right to teach in a safe and supportive environment.

Students should be aware of the positive and negative consequences of their behavior. The goal of discipline is to encourage greater learning as well as stronger character, responsibility and self-discipline. To achieve this we will provide a school environment that focuses on the following: Be Safe, Be Respectful, Be Responsible

Discipline steps that teachers may take:

- 1) Tell the student that their behavior is not safe, respectful, or responsible and give the student a chance to correct the behavior on their own
- 2) Teacher will direct the student to correct the behavior by giving them positive options to choose from
- 3) Teacher will notify the student they may be removed from the situation if they do not choose to correct the behavior
- 4) Teacher may remove the student from the situation until the student chooses to be safe, respectful, and responsible
- 5) Alert the director for alternative options and problem solving.
- 6) In the unlikely event that the student will not choose good behaviors the teacher reserves the right to call home to the parent and request that the parent intervene by removing the child from preschool for the remainder of the day

Dress Code

The appearance of a student is primarily the responsibility of the student & parent, however dress & grooming should be in good taste and should not distract from the learning process of any students. Clothing with offensive language, images, or clothing which is not considered age appropriate is not allowed.

Your child participates in daily dance classes & should have appropriate attire for the dance class they attend. See Encore Website for appropriate dance attire.

Emergency Drills

Students will be required to participate in practice emergency drills. During drills students will evacuate the school building and gather at a designated safe spot on a regular basis in order to be prepared for a fire or evacuation made necessary by an earthquake or tsunami warning. As well as safety drills which help our students be prepared in case of an emergency.

Please send your child in shoes with a coat or jacket so they are prepared in the case of an emergency drill.

Emergency Contact Info

If your emergency contact information changes throughout the year, please let us know as soon as possible so that we may contact you in the event of an emergency.

Emergency Early Dismissal

In the event of an emergency the center director will decide if students are more safe by staying in the care of school staff, or if students should go home. If students need to be dismissed early for an emergency we will contact parents/guardians current phones on file. In the event a parent/guardian cannot be reached, school staff will make the best decisions possible about the students in the emergency situation.

Emergency Situations

Tsunami Alerts: In the event of a tsunami alert students will evacuate to the designated area at Fred Meyers. Students will remain there until picked up by a parent/guardian or the all-clear is given & students return to school.

Earthquake: During an earthquake all persons in the classroom will brace under sturdy desks away from windows, persons outside will move to an area away from structures or overhead wires & poles.

Fire: In the event of a fire all persons will evacuate to the designated location behind the building until the all clear is given.

Other: In the event of any other form of emergency requiring evacuation of the building, all persons will evacuate to the designated earthquake & fire evacuation location behind the school.

In the event of any evacuation, parents (or if unreachable, an emergency contact) will be notified of the evacuation via phone call.

End of the School Day

Parents must pick up their child between 3pm-3:30pm, unless the child is enrolled in our late pick up program.

If someone else is picking up your child you must notify the teacher in writing when dropping off your child for the day. **We will not release your child to another adult without your written permission.**

Head Lice

If you discover your child has head lice at home, please keep your child home from school and notify the office. We want to be aware of this so we can check all students to prevent the head lice from spreading. After treatment we will need to check your student before he/she comes back to school. Please notify the office if you need any information or tips on how to get rid of head lice.

Health

See graphic below for general guidelines for when to keep your child home from school. We are required by law to keep up to date and accurate immunization records for each student on file. Please be sure your child is receiving their immunizations & provide updated copies as necessary.

As a preventive measure we ask that you teach your children at home to wash hands regularly (after using the bathroom, blowing nose, before and after touching food, etc.) using soap and water for at least 30 seconds. We also ask that you teach your child to cough in his/her elbow rather than their hand.

If your child is showing symptoms of a retractable disease they must stay home. I also verify that my child does not have a fever at drop off time each day in attendance. Our facility will be sanitizing frequently touched surfaces throughout the day including toys.

If you need help finding a healthcare provider you may call your local health department or State of Oregon Health Plan 503-378-2422.

KEEP ME HOME IF...



Lost and Found

Coats, lunch pails, dancewear, etc. may become lost throughout the school year and we suggest having some form of identification on them. Encore Academy provides a lost & found which is emptied & donated to a local charity on the 1st of the month. If you believe you may have something in the lost & found please check with the office.

Meals at School

Parents must provide their child with a healthy lunch and snack each day. The preschool will provide bottled water and 2% milk to drink as well daily snacks including string cheese, applesauce/fruit cups and graham crackers.

Medication at School

We understand that it may be necessary for some students to take medications during school hours. All medication must have the student's name on it and will be kept in a locked storage box in the fridge or cabinet. Upon providing medication to the school for the student to take, the parent/guardian must submit in writing dosage and timing which

the medication should be given to the student. All medication must be provided by the parent/guardian in the original packaging.

EA Staff reserves the right to refuse to administer medication, in this case the parent/guardian will be notified & has the option to come to the school to administer the medication themselves. A written note with the date, time, dosage of medication given, and the teacher's initials will be given to the parent daily.

Newsletter

A monthly newsletter will be sent home with each student at the beginning of each month. Included in the newsletter will be themes we are studying for the month, important events (such as recitals!), birthdays, holiday closures, and any field trips.

Non-discrimination Policy

EA Preschool and Encore Academy & Dance Studio does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, age, or disability.

Personal Belongings

Students may bring personal toys and/or stuffed animals from home so long as they are safe and age appropriate. Please help us keep our classroom device free by keeping your students' entertainment screens/devices at home.

School Year Calendar

The school is closed for several holidays, exact dates other information can be found online at www.encoreacademy.com

Labor Day

Thanksgiving

Christmas and New Years

MLK Day

President's Day

Spring Break

Memorial Day



ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF HANDBOOK

I acknowledge that I have received and read a copy of the Encore Academy Preschool Handbook. In acknowledgement, we as a family and as individuals will do our due diligence to adhere to the standards presented. My signature below also indicates a full review of this acknowledgement page.

Parent Signature

Date

Parent Name PRINTED