

# Cedar Mill Preschool

## Parent Handbook 2023-2024

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## **Mission Statement**

Our mission at Cedar Mill Preschool (CMP) is to provide a nurturing and Christ-centered learning environment where young children can grow in their faith, character, and academic abilities. Rooted in Christian values, we strive to create a loving community that fosters spiritual, emotional, social, and cognitive development. Through engaging activities, and age-appropriate curriculum we aim to empower each child to discover their unique God-given gifts and talents. Together with parents and guardians, we endeavor to lay a strong foundation for lifelong learning, guiding our children to become compassionate, responsible, and confident individuals who positively impact the world around them. At Cedar Mill Preschool, we embrace the love of Christ and the joy of discovery as we embark on this journey of early education and faith-building opportunities.

## **School Philosophy**

In collaboration with parents, the Cedar Mill Preschool staff nurtures the intellectual, social/emotional, physical, and spiritual growth of each child within a secure, supportive environment. The Gospel of Jesus Christ permeates all learning facets, encouraging the development of a personal relationship with Him. Families are guided, supported, and enriched through communication, education, and community, as they strive to nurture and educate their children. In partnership with parents, we endeavor to instruct, care for, and cherish the children at Cedar Mill Preschool, with the assistance of the Lord.

## **Curriculum Goals**

Our curriculum takes a scaffolding approach, blending hands-on discovery and free play time with structured academic plans to ensure the success of each child. We use the Bible as a base for all our curriculum. Our goal is to prepare the child to enter kindergarten with a broad academic, social, and emotional foundation.

## **Administration**

Cedar Mill Preschool operates as a ministry of Cedar Mill Bible Church. The school's administration and policy formation are overseen by the preschool Director, Children's Pastor, and Head Pastor. Our program is registered with The State of Oregon Office of Child Care.

## **School Contact Information**

School address: 12208 NW Cornell Road, Portland, OR 97229

Phone number: 503-644-3156

School Director: Jenny Bernick

## **Registration**

Children must be toilet trained before enrolling in preschool. Children must be 4 years old by August 31<sup>st</sup>, 2023, to enter PreK. Up-to-date immunization records, or an exclusion form, are obligatory before school commencement.

## **Admissions**

There is no enrollment fee for the 2023-2024 school year, as we are introducing the preschool at a late date and doing a soft start process this year. After this year, we will have a non-refundable enrollment fee of \$200.

## **Waitlisting**

If classes are full, waitlists are offered on a first come basis with a completed registration form and enrollment fee required to be on the waitlist. The enrollment fee is not processed until an opening becomes available. Parents will be notified of an opening and asked permission to process the enrollment fee. If the parent still desires the opening, the student is enrolled. If a family chooses to be removed from the waitlist for any reason, the waitlist enrollment fee is refunded.

## **Tuition Payments**

Tuition payments can be made by cash, check, Bill Pay, or online and are due by the 5<sup>th</sup> of each month. Checks and Bill Pay should be made payable to Cedar Mill Bible Church with “preschool” written on the memo line. If you choose to use our PushPay payment system, there is a 2.9% processing fee added to the balance. (This is \$13.05 for monthly payments and \$117.45 for the full year tuition payment.)

## **Late Tuition Fee**

A \$25 late fee applies to monthly payments received after the 10th day of the month (September to May), unless the office is contacted for payment arrangements. This late fee is waived once. If payment remains unpaid after the 10th day of the second month, the student will be withdrawn from school. No discounts are given for early payments, absenteeism, and there is a non-sufficient check fund fee of \$35.00.

## **Admission Policy**

Cedar Mill Preschool School admits students of all backgrounds to enjoy the rights, privileges, and opportunities available to all students. We emphasize inclusivity, compassion, and catering to the specific needs of enrolled students. Disclosure of any special needs is essential prior to admission. Enrollment decisions consider individual needs and capacity for accommodation.

## **Withdrawal Policy**

A 30-day notice is requested for a child to withdraw during the school year. With a 30-day notice, the current month's tuition is fully paid, but the following month's tuition is not required. Without a 30-day notice, both the current month's tuition and the next month's tuition must be paid in full. If the school initiates withdrawal, the prorated tuition is calculated until the withdrawal date, and prepaid tuition for subsequent months is refunded.

## **Special Needs Students Policy**

In cases of previously unknown or changing special needs, a collaborative approach is adopted:

- Teacher and parents meet to address observations and develop a trial plan.
- The plan incorporates potential outside resources, funded by parents.
- The plan's progress is assessed, with potential modifications.
- A final evaluation determines if the plan effectively addresses the special needs or necessitates withdrawal of the student.

## **Discipline Definition**

The staff will never use verbal or corporal punishment with any child. Discipline, rooted in the verb "disciple" (to teach or lead), is approached with five objectives:

- Ceasing inappropriate behavior
- Teaching appropriate conduct
- Encouraging responsibility, honesty, and admitting wrongdoing
- Fostering forgiveness
- Supporting emotional regulation

## **Student Discipline Policies**

- Prohibited behaviors: Biting, hitting, bullying, defiance, and damage to property.
- Responses: Gradual interventions from reminders to quiet time, involving parents if necessary.

- Continued misbehavior results in escalated responses, including time-outs, parent conferences, and potential suspension, as deemed necessary by the School Director or Children's Pastor.

### **Student Illness**

To maintain a healthy environment, we require students to remain home if they show symptoms of illness. Students must be symptom-free for 24 hours before returning to school. Common illness symptoms include fever, vomiting, diarrhea, persistent cough, and rash. A rash must have a medical diagnosis before a child may return to school.

### **Wellness Policy**

Incorporating nutritious foods, proper sleep, and physical activity is vital to a child's well-being. We encourage parents to provide balanced snacks and meals. Cedar Mill Preschool has a nut-free policy; this includes ground and tree nuts.

### **Exclusion Policy**

In the case of contagious illnesses, we follow the exclusion policy outlined by the Oregon Department of Education and the Office of Child Care. Students with symptoms like fever, vomiting, and communicable diseases are excluded from school until they are no longer contagious.

### **Exclusion Symptoms**

Common symptoms that might lead to exclusion include fever (above 100.4°F), diarrhea, vomiting, severe cough, yellow or green discharge from the eyes or nose, and uncontrolled itching with rash.

### **Arrival & Pickup Procedures**

Drop-off and pickup procedures ensure student safety. Parents (or another designated adult) must accompany the child to the classroom in the morning. Pickup time will adhere to the following protocol: Parents will stay in their vehicle and line up outside the school entrance. Teachers and aides will bring the children to the entrance door and take each child to their car as the vehicle arrives. If a parent needs to talk to the teacher, they may park and enter the building after all the other children have been dismissed. There is a late pick-up fee of \$5 a minute for parents who are late 15 minutes or more at pick up time. The school allows one grace instance and then the fee will be applied for subsequent lateness. If someone other than the parent is picking up the child, prior consent is required. No child under the age of

12 can pick up a child (including a sibling). Restraining orders are handled on a case-by-case basis with the school Director.

### **Emergency Pickup Procedures**

In case of emergencies, parents must provide the school with a list of authorized individuals who can pick up the child. Photo identification is mandatory for anyone picking up a child during an emergency.

### **School Closures/Inclement Weather Policy**

We follow local school district closures due to inclement weather. Closures are communicated through our website, and email. No tuition reimbursement is given for closure days. If the Beaverton School District is running two hours late, we will be closed for the day.

### **Conferences**

The school schedules two conferences during the school year; one in the fall and the other during spring. There is no school on the day of parent/teacher conferences. Parents are asked to NOT bring their child to conferences. Teacher communication also occurs through emails and before or after school meetings with parents.

### **Snacks/Lunches/Birthdays/Holidays**

Parents provide a small morning snack and a nutritious lunch for their child. Avoid sending peanut or nut products due to allergies. Please separate the snack and the lunch and label each with the child's name. Labeled water bottles are encouraged. Children may bring a special snack for the entire class to celebrate their birthday. Examples are donuts, cookies, or little ice cream cups. Please do not bring cupcakes. Children are allowed to wear costumes for our Harvest Party on October 31<sup>st</sup> and are encouraged to bring a Valentine for every member of the class on Valentine's Day.

### **School Dress**

We encourage comfortable and weather-appropriate attire. We use washable paints and markers, but some art projects do get messy. Please send a coat with your child for outdoor recess. Closed-toe shoes are recommended for safety during recess. Please send a complete change of clothes for your child in a Ziploc bag. Please label the bag with your child's name. The bag will stay at school and be available should the child have an accident.

## **Grievance Process**

If a parent or a member of the school community has a grievance with someone connected to the school, or the school operations, that person is asked to personally reconcile with the individual, or party involved. If the situation is not resolved the school Director may become involved. The Children's Pastor will become involved to provide additional mediation if necessary and will be the final recourse for resolving grievances.