
PERRYDALE EARLY CHILDHOOD CENTER PHILOSOPHY

1. Produce a setting that fosters self-esteem.
2. Establishing an atmosphere of trust.
3. Understanding and encouraging each child's individual talent and interests.
4. Making available an assortment of materials that children can playfully explore to better understand their surroundings.
5. making your child's school experience one that will foster future positive feelings with regard to learning.
6. Making school a safe and interesting place to learn, have fun, and make new friends.
7. Explore and engage in enrichment programs outside of the preschool that enhance the preschool experience.
8. Provide a smooth and easy transition to the elementary school for both the students and the parents.

SCHOOL TIME ACTIVITIES

We divide into age groups & work on the following skills during school:

1. Fine motor skills
 2. Gross motor skills – both structured and free play
 3. Language art skills
 4. Beginning math skills
 5. Science
 6. Social Studies
 7. Phonics and beginning reading
 8. Listening skills
 9. Social skills – getting along with others
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Perrydale Early Childhood Center

Pre-School Policies & Procedures

2011-2012

HOURS OF OPERATION

Half day: 12:00-3:00

ARRIVAL & DEPARTURE

Please arrive at school on time each day.

Preschool closes at 3:00. Please be on time to pick up your child at that time. You will be charged \$1.00 per minute after 3:00.

ADMISSION

We accept children 4 to 5 years old (4th birthday must be prior to September 1st). Admission is based on a first come/first serve basis, depending on our waiting list.

CALENDAR OF OPERATION

We follow the regular Perrydale School calendar, available at the office, with the exception of Pre-school start/end date. School runs on a four-day schedule, with holidays and vacation days planned for the year. Pre-School follows the K-12 school schedule. If there is a 2 hour delay due to bad weather, Pre-school will be in session at normal time.

REGISTRATION

There is a \$50 registration fee due when you decide to reserve a spot for your child.

TUITION

- Tuition payment must be paid by the 1st of each month!
- December payment will cover June as well
- Annual Rate - \$1,050 represents a discount of 16% over daily rate
- Monthly rate - \$125 provides a discount of 10% over daily rate

LATE PAYMENT

- You will notice that there is a significant discount for paying in advance, which eliminates any collection problems for the school.
- The annual or monthly rate results in the huge savings over the daily rate.
- Payments must be paid by the 1st of each month!
- Payments paid after the 1st will be assessed a late fee of \$10 per month.
- This will be strictly enforced!
- Failure to uphold your end of the contract for attendance may result in a loss of your spot in the pre-school.

BOUNCED CHECKS

There will be a \$28 penalty for any returned checks.

ABSENCES

- The annual, monthly and weekly rates are for full-time students.
- Our rates are very low, consequently we do not refund for days missed.
- We also give a significant discount for paying ahead. (monthly, yearly)
- Daily rates are not discounted.

CANCELLATION POLICY

The contract that you sign is for Sept. 2011 – June 2012, requires that you pay for your child's spot for 30 days after withdrawal, or give 30 days notice of your child's withdrawal.

ILLNESS

- Do not send your child to school sick!
- If your child has green discharge from the nose or eyes, a bad cough, a temperature, has thrown up, has diarrhea, or shows any signs of being sick they may not come to school.
- If your child becomes ill while at school, we will contact you to pick him/her up. This is for the health and safety of all.

SNACK

We strongly discourage lots of sugary sweets, preferring healthy snacks!

We also accept snack donations from parents!! Here are some idea's for snacks popcorn, fruit, carrots, cheese and crackers. Thanks you!

EXTRA CLOTHING

- Make sure your child always has extra clothing at school in his/her cubby (seasonally appropriate).
- Label everything.
- We are very messy and creative; please leave fine, special clothes at home!

TOYS FROM HOME

Please leave toys from home at home!

RATIOS

- All children are under the direct supervision of the pre-school staff at all times from 12:00 to 3:00.
- We staff at least one 1 adult for every 12 children.
- Volunteers are encouraged, as participation is one sign of a quality program.

SPECIAL NEEDS

We provide school for special needs children, unless it drastically changes the way the school operates. For those who qualify, we can arrange for regional special education services right here at our pre-school.

MEDICATION

For the protection of the children, pre-school staff shall not administer medication to any child for any reason. Parents need to contact the school office for details regarding dispensing of medication at school.

PARENT/STAFF CONFERENCES

Conferences will be set up on an as needed basis. Parents may schedule conferences at any time during the school year.

RELEASE OF CHILD

- Children shall be released only to the parent or guardian who has signed the enrollment form, or anyone who has been listed under “who can pick up my child.”
- In case of emergency, please call us to arrange for someone different to pick up your child. Safety and security of kids is an ongoing concern.

VISITORS

- All visitors wanting to spend time at the preschool need to make an appointment with the teacher.
- Parents of students are both welcome and encouraged to visit!
- Notifying the teacher ahead of time will help us find ways for you to help out during your visit.

ENRICHMENTS

The enrichment part of Preschool is a very important part of our curriculum! Some of the activities are incorporated into the daily schedule and we may plan some extra activities. You may even have something you would like to either present or have presented for the group. Please let us know of possible options.

There may sometimes be an extra cost for the activities that you sign up for.

Perrydale Early Childhood Center

7445 Perrydale Road, Amity, Oregon 97101

Phone 503-623-2040

Missy Locke, Director

Fax 503-835-0631

Pre-School Agreement Annual Contract 2011-2012

I/We understand and agree to the following terms of agreement:

1. Perrydale Pre-School is open from 12:00–3:00
2. I will not leave my child at school before or after the pre-school hours.
A charge of \$1.00 will be assessed for every minute after 3:15 that your child is left at school without you. A 15-minute period is provided, with 3:00 set for timely pick up.
3. Tuition fees are listed in the Pre-School Packet. December covers June fees as well.
4. Tuition fees are payable on a monthly basis. Fees are due by the 1st of each month.
5. A late fee of \$10.00 will be applied to your bill after the 1st of each month.
6. A \$28 fee is charged for returned checks.
7. Annual tuition is offered as an option, providing a huge discount to provide incentive for parents to select the one payment option.
8. The period of this contract agreement is September 12, 2011 to June 7, 2012.
9. In committing to this agreement, I understand that I am responsible for payment of the full schedule for the 2011-2012 school year.
10. If I withdraw before this agreement expires, I understand that I must give 30 days notice, or pay for my child's spot for 30 days after withdrawal.
11. No tuition refunds are made for missed days, due to the low tuition rates.
12. The registration fee is due each year, to be applied to classroom supplies.
13. Individuals violating the Code of Conduct may lose their right to attend.

Failing to live up to any of the items above results in a violation of the contract for continued attendance, and the privilege to attend Perrydale Pre-School may be revoked.

Student Name _____

Age _____

Parent/Guardian signature _____

Date _____

Perrydale Early Childhood Center

2011-2012



PERRYDALE PRE-SCHOOL PROGRAM STUDENT & PARENT HANDBOOK

PERRYDALE HOTLINE (503) 835-3184 or (503) 623-2040

Website: Perrydale.k12.or.us

**PERRYDALE EARLY CHILDHOOD CENTER
PRESCHOOL
REGISTRATION PACKET
2011-2012**

Please read carefully!!!

Before your child can attend, the following items must be completed and turned in prior to your first day of school.

1. Enrollment Form
2. Authorization Form
3. Pre-School Contract
4. Medical forms

THANK YOU!

Please feel free to contact us at 623-2040 with any questions, concerns or comments.

Contents:

- Philosophy & Activities
- Tuition Rates
- Time & Dates Open
- Contract of Agreements
- Miscellaneous Pre-School Information
- Registration Forms

PRESCHOOL SCHEDULE

- 12:00-12:10 Come to class
- 12:10-12:40 Share and circle time
- 12:40-1:30 Craft, learning time and free time
- 1:30-1:45 Circle time
- 1:45-2:00 Recess
- 2:00-2:20 Snack time
- 2:20-3:00 Centers, Library and Music

Drop Off by 12:00!

Pick up your child by 3:00!