

Prince of Peace School Parent Handbook 2016-2017



Prince of Peace School Mission Statement

By God's grace, through Christ, we seek to know Him and make Him known, providing quality, Christ-centered education for early childhood and Kindergarten children.

Prince of Peace School Philosophy

The Prince of Peace teaching team, in partnership with parents, will foster the intellectual, social, physical, emotional and spiritual growth and development of each child.

A safe, supportive environment will be provided which focuses on the faith development and academic success of every student. Students will be encouraged as life-long learners and will develop a personal relationship with their Lord and Savior, Jesus Christ.

Every child is a unique treasure, a child of God. The Gospel of Jesus Christ will be integrated into all aspects of learning.

Families will be aided and supported as they endeavor to educate and nurture their children.

Thank you for entrusting your children to us. With the Lord's help, we will work alongside you to teach, care for and love your children.

Administration

Prince of Peace School is an agency of education established and governed by Prince of Peace Lutheran Church. The administration of the school and the forming of school policy is directed by the Prince of Peace School Board.

Preschool Curriculum Goals

Our basic curriculum is a well-designed mixture of learning through discovery and play with a structured plan of success for each child.

Worshiping: The study of God's Word is basic to all areas of instruction. Children regularly learn the truths from God's Word, the Bible, and memorize Scripture. Every child is continually assured that he/she is a beloved child of God, saved through the redemptive work of Jesus Christ.

Growing: Physical development is fostered through games and exercises using large and small muscle activities.

Learning: Our curriculum is designed to stimulate the natural curiosity within every young child. Using hands-on activities along with pencil and paper activities each child is encouraged to explore and better understand his/her world.

Sharing: Each child's self-esteem is nurtured so that he/she can confidently explore, use and expand the talents, abilities and skills given by God. Children are given various opportunities to communicate: verbally, through written and artistic medium and through musical expression.

Playing: The social development of the young child is very important. Our preschool offers many opportunities for each child to work and play cooperatively with others.

Kindergarten

Religion: The study of God's Word is basic to all areas of instruction. "Voyages" from Concordia Publishing House is the basis for our religious instruction. Students regularly study the Bible and memorize Scripture. Every student is continually assured that he/she is a beloved child of God, saved through the redemptive work of Jesus Christ.

Language Arts: God has provided spoken and written language as a means of communication. A phonics-based curriculum to teach children the basics of the English language is used. Alphabet recognition and letter sounds are taught in a directed way. Handwriting, spelling and reading using phonics and other decoding skills are emphasized. Building reading fluency and comprehension is also addressed. Helping children develop critical thinking skills is a priority. Literature appreciation and author studies are a part of the curriculum.

Mathematics and Science: God has created an orderly, intricate and beautiful world for man to live in and enjoy. Through a study of Math and Science, the children are guided to appreciate God's created wonders. The math curriculum addresses counting and learning numerals, identifying sets and patterning. Measurement, money and telling time are also taught. Computation and problem solving are priorities. The Science curriculum is experiential and thematic in nature. God's creation is explored using the five senses. Students apply the scientific method in physics and chemistry, earth science, life science and astronomy.

Social Studies: God created man to live in relationship with others. The Social Studies program concentrates on the relationships in a child's ever-broadening circle of experience. Families, the school community, our town, our state, our country and other countries are explored. Both history and geography are studied. Children gain an appreciation for the diverse cultures around the world.

Art Literacy: God has created beauty all around us. Students begin to recognize major artists and their works and to identify different art styles throughout history. Students enjoy expressing their own creativity through various art mediums.

Music: God has created us to enjoy and express our praise of Him through music. Students enjoy vocal music, learn to identify notes on a staff and play simple selections on an instrument.

Foreign Language: God has created a wonderfully diverse world. Students learn beginning vocabulary and conversation in the Spanish language. They will also learn some Spanish history and culture.

Social Learning: Prince of Peace Lutheran School will provide plenty of opportunities for the children to interact with each other. Learning to share, show compassion and resolve differences in a Christ-centered environment will be a priority.

Registration

A child must be 3 years old before September 1st of the current school year to be eligible for enrollment in a 3's preschool class. A child must be 4 years old before September 1st of the current school year to be eligible for enrollment in a 4's preschool class. A child must be toilet trained before enrolling in any preschool class. A child must turn 5 years old by February 1st of the current school year to be enrolled in a pre-kindergarten class. For kindergarten, a child must be 5 years old before September 1st of the current school year.

Admissions

- For preschool: current enrollment form turned into the office and a \$175.00 non-refundable enrollment fee paid. For pre-kindergarten the enrollment fee is a non-refundable fee of \$200.00.
- For kindergarten: current enrollment form turned into the office and a \$225.00 non-refundable enrollment fee paid.
- Oregon pupil medical record updated (medical information that would affect your child's work or play at school). A physical exam from a doctor is not mandatory.
- Every child entering Oregon public or private schools for the first time must show proof that the child has been immunized according to Oregon Health Laws.
- While it is our desire to welcome all children and their families, children with special needs (e.g. learning disabilities, autism, diabetes, etc) and their parents will be asked to meet with the director prior to admission. Enrollment decisions will be made on a case-by-case basis.
- The school reserves the right to deny enrollment to students who require a special program beyond the capacity of the school to provide, to students with discipline problems **or to parents who owe money from a previous school year**. Students may be dropped from the enrollment if they chronically disturb the education of other students or show detrimental behavior.
- Prince of Peace School admits students of any race, color, gender and national/ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

Tuition

Preschool 3's	PreK-3 day	PreK- 4 days	Pre-K +
\$1512/year	\$2106/year	\$2664.00/year	\$2880.00/year
\$168.00/month	\$234.00/month	\$296.00/month	\$320.00/month

Preschool and pre-kindergarten tuition is due in nine monthly payments, Sept through May.

Full day Kindergarten	½ day Kindergarten
\$5463.00/year	\$400.00/month

Kindergarten tuition is due in nine monthly payments, September through May.

Tuition is due on the first class day of the month. Payments are to be made payable to Prince of Peace School and may be sent by mail or placed in the box designated for tuition in the CLC building or brought to the school office. It would be helpful if you would write your child's name on the memo line of the check. We encourage you to sign up to have your tuition payment electronically deducted from your account by the 2nd or 16th of each month. Check in the school office for details. There will be a \$25.00 late fee assessed on all monthly payments received after the 10th day of the month. If you have any concerns regarding tuition, please speak with the director. Non-payment of tuition will result in student being withdrawn from the school.

Non-Payment of Tuition

- Tuition is due on the first class day of the month.
- After the 10th of the month an email is sent mentioning a late fee.
- If the family contacts us with a reason, the late fee can be waived one time.
- If payment is still not received, late tuition plus late fee and next month's tuition must be paid by the 10th of the second month to maintain a spot in the class.
- The child is withdrawn on the 10th of the second unpaid month unless an arrangement has been made with the school office

Tuition Discounts

There is a \$10.00 discount per month for families with multiple preschool or kindergarten children enrolled. The \$10.00 discount applies to each additional child in the family. There are no discounts for early payments. There are no deductions or refunds for absenteeism. There is a NSF check fee of \$35.00.

Withdrawing From School

If you plan to withdraw your child, please notify the office so that we can help make the transfer as smooth as possible.

- Please notify the office one month in advance, if possible.
- Please let the child's teacher know as soon as possible.
- Tuition must be paid in full, including the month of withdrawal.

Standards for Behavior

Standards are the expectations that govern the school. They focus on acceptable behavior and good work habits as well as set the tone for the school and classroom environment. The standards for Prince of Peace School are:

- **Respect God**: We honor God in our thoughts, words and actions in response to the love He has shown to us. We show reverence for Him and His name. His Word is the guide and rule for our daily lives.
- **Respect People**: We demonstrate our care for others in our thoughts, words and actions. We follow the directions of those in authority.
- **Respect Learning**: The teaching-learning process progresses at an optimum rate and each student experiences success.
- **Respect Property**: We care for those things which belong to other people.

Discipline

The root of the word “discipline” derives from the verb disciple, which means to teach or lead. The discipline program at Prince of Peace School has four objectives:

1. to stop inappropriate behavior
2. to teach appropriate behavior
3. to assign responsibility, admit wrong doing and to tell the truth
4. To forgive each other

The ultimate goal of our program is to teach children how to be self-disciplined individuals. allow them to behave inappropriately. Teachers wish to take the time and effort to help students learn appropriate behavior.

Teachers present a discipline plan for their classrooms at the beginning of the school year. Each teacher has a variety of ideas and techniques which have been successful in the past and which are age appropriate. The plan includes both positive and negative consequences and will be communicated to both students and parents.

The Prince of Peace staff and/or parents will not administer any corporal punishment at school or on school property.

Biting

1. At the first incident, parents of all parties are notified and an incident report is filed with the school office.
2. Parents are informed of our policy.
3. If the bite penetrates the skin, the child is expelled.
4. The second bite that just leaves a mark will result in expulsion.

Fighting or unmanageable behavior

1. At the first incident, parents of all parties are notified and an incident report is filed with the school office.
 2. Parents are informed of our policy.
 3. At the second incident of fighting or unmanageable behavior (kicking, noncompliance, etc.) the student is suspended for one week.
 4. The third incident will result in expulsion.
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Classroom Visits

A child's first steps into the school environment are important and exciting. The teaching staff at Prince of Peace has many years of experience guiding children in their introduction to school. Beginning in October, parents are welcome and encouraged to visit your child's classroom. We ask, however, that your pets not come into the buildings.

Communications

Communication between home and school is critical in ensuring your child's successful and enjoyable school experience. Various circumstances may have an impact on your child's growth and behavior, such as staying up late, having visitors, parents' separation or divorce, a parent away from home, an illness or death in the family, etc. It is advisable to discuss with the teacher anything that will help us to better understand your child.

Changes of address, phone numbers or other pertinent information should be reported to the school office. In this way, school records can be kept current.

Cumulative Records

A school file for each student at Prince of Peace is maintained in the school office. It includes report card summaries, anecdotal records, health information and emergency contact information. The files are available for review by parents or guardians.

Preschool Evaluations

The preschool teachers will meet with the parents in individual conferences as deemed necessary by the teacher and/or parent.

Progress Reports

Progress is formally reported to parents of kindergarten students by means of a written report. This report card is sent home at the end of each semester. Individual conferences are scheduled between parents and teachers at the end of the first semester. Conferences at the end of the school year are scheduled by request.

Arrival and Departure Procedure

Parents/guardians must walk their child(ren) to their individual classrooms and kindergarten parents must sign in using the sign in sheet provided. All parents must also be sure the teacher has acknowledged they have arrived. Departure is handled in the same manner. We ask your co-operation in arriving on time. We would appreciate your child not arriving more than 10 minutes early. Please pick up your child promptly when class is over. Doors to our buildings and classrooms open 10 minutes before class starts and are locked 10 minutes after school begins for safety reasons. The same procedure is used when class is over (reverse order). After ten minutes of being late to pick up your child a \$5.00 fee will be charged for each five minute increment thereafter. Siblings under age 12 are not allowed to pick up students from the classrooms.

Parents and guardians are welcome in their child's classroom at any time their child is in school. Simply contact the office, classroom teacher or the assistant teacher/hall monitor at the Christian Living Center for admission.

Transportation

Parents/guardians provide transportation for their child. At the beginning of the school year, a directory of names, addresses and phone numbers is published to assist in arranging carpools as desired. This is a voluntary arrangement between parents. For your child's safety, he/she will only be released to a parent or individuals designated by you on the "Take Home Authorization" form. Please notify your child's teacher of any changes in your routine.

Inclement Weather

Prince of Peace will follow the Beaverton Public School closure policy. Tune to local radio or television stations for school closures and delays. If Beaverton Schools are closed for the day, Prince of Peace will also be closed. If Beaverton Schools have a two-hour delay, we will close for all AM and PM preschool and pre-kindergarten classes. Full day Kindergarten students will start at 10:45 am. No school for ½ day. When Beaverton Schools have early release due to hazardous weather conditions, please pick up your child as soon as possible.

Health and Safety

Your child's health is a matter of major importance to all of us. Upon enrollment you must file a health form signed by a parent. Your child must have the standard immunizations required by the State of Oregon.

Please be sure your child has enough rest and a nutritious breakfast before coming to school. This will make his/her day more pleasant and productive. If your child has run a fever or vomited within the last 24 hours, please keep him/her home. If a fever or other illness develops at school, we will call a parent to pick up the child. If your child develops a contagious disease i.e. chicken pox or head lice, please contact the school office so that teachers and other parents can stay informed.

An EPI Pen provided by the parent, labeled with the child's name, may be left with your child's teacher. Parents are responsible to provide training to their child's teacher on the use of the EPI Pen, however teachers cannot use the EPI Pen unless a doctor has given written permission or they have been trained by a medical professional.

No other medications are given or stored by teachers. If a medicine must be taken during class time, the parent must bring and administer to their child.

The more regular your child's attendance, the more smoothly he/she will make the adjustment to school. Regular attendance will also contribute to your child's academic success. If your child is sick, please call the school office (503-645-1211). We miss children who are absent and would like to remember them in our prayers.

In case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we will call one of your emergency contacts. If necessary we will also call an ambulance or the paramedics. Until the arrival of a parent or emergency medical personnel, the director and/or teacher will be in charge and make all decisions about the care of the child. It is for your child's benefit that phone numbers, emergency numbers and other pertinent information stay updated with the school office.

Prince of Peace School will use Providence St. Vincent Medical Center for treatment of a child or staff person when an emergency arises. The address is 9340 SW Barnes Road, Portland, Oregon and the phone number is 503-216-2057.

Preschool Snacks

The children enjoy a snack time together each preschool day. At snack time we are able to thank God for our daily provisions and teach good table manners. Your child's turn to bring snack for the class will be noted on the monthly class calendar. Please check with your child's teacher for the number of students in the class. Please notify your child's teacher if your child has any food allergies.

Please provide a simple, nutritious, low-sugar snack. We encourage **fresh vegetables, fruit and/or string cheese**. Please try to avoid processed foods when possible. The children receive water with their snack. Please check with your child's teacher for health needs in your classroom.

The Oregon Health Department requires that all food items be store bought and in unopened packages. (Fresh fruits and vegetables may be washed at school) **No homemade or home prepared foods are served for snacks.** We are a peanut-free school.

Birthday Parties

Each child is scheduled to bring a snack on the school day closest to his/her birthday. The birthday boy/girl may bring a special snack on that day. Children with summer birthdays will also have the opportunity to celebrate with their friends. Suggestions for birthday snacks include: pudding cups, ice-cream or juice bars, cookies, etc.

Celebrations

Room celebrations are planned for Harvest, Christmas and Valentine's Day. Room parents are needed to coordinate with the teachers to plan these special events. Please let your child's teacher know if you are available to help.

Dress Code

Please have your child dress to participate fully in all of the activities of each school day. Children need to be dressed for the weather as we plan to play outside as much as possible. In helping preschool children step towards independence, please have them wear clothing that they can manage by themselves in the restroom, and in preparing to go outside. Please label all coats, sweaters and hats with your child's first and last names.

School Bags

At the beginning of the school year each new preschooler will be given a tote bag that should be carried to and from school each day. During the course of the year, if your child needs a new tote bag, one may be purchased for \$7.00. Check in the school office. Preschoolers do not need to bring backpacks.

Kindergarten students, however, may bring a manageable size backpack. First and last names should be written on all tote bags, backpacks and lunch boxes.

Show and Tell

In helping children to develop good communication skills, the students in the 4-year old classes are invited to bring an item for "show and tell" on their snack day. The students are encouraged to articulate about their item and to ask meaningful questions. As the year progresses, "show and tell" items should correspond to the classes units of study.

Each classroom environment contains many items and toys for exploration and play. Children are discouraged from bringing toys from home, except on special occasions designated by the teacher.

Solicitations

Fundraising items for various organizations and clubs will not be sold on school property. Advertisements for businesses and other organizations will not be posted. The mailing list for Prince of Peace Church and School is for parent and member use only.

Chapel Offerings

The Lord would have us show love and compassion to those in need. We desire to teach the children to be loving and compassionate, especially towards those who are less fortunate. Each

quarter a local or global mission agency is selected to be the focus of our giving. Offerings are gathered in each classroom throughout the month and then brought to Chapel.

School Volunteers

There are numerous opportunities to volunteer your time and talent at Prince of Peace School. In order to volunteer on a regular basis (helping once a week or more) or to work with children on an individual basis, speak with your child's teacher and/or the director. A background check will be requested.

2016-2017 Teachers and Staff

Teachers of 3 year olds

Laurie Weide
Michelle Shipley
Nancy Lydon

Teachers of PreK 3day

Nancy Lydon
Kim Goudy

Kindergarten

Ali Caponette
Kaitlyn Johnson
Kathy Crider

Teachers of PreK 4day

Kelly Hansen
Patty Manning
Rona Niles

Teachers of pre-3 (starts in Jan 2016)

TBA

PreK+

Jenny Bernick

Teacher Aide/Hall monitor

Anitha Chandran

Spanish Teacher for PreK+ & Kindergarten

Tish Hull

Art Teacher for Kindergarten

Jody Thurston

Pastor

Butch Olsen

Director

Carol Kluth

Administrative Assistant

Susan Sturm

Family Life Minister

Jeff Kranich