Falls City Elementary
Pre-K Program
2019-2020

Falls City Elementary School
177 Prospect Road
Falls City, Oregon 97334
Phone 503-787-3521

Art Houghtaling, Principal
Bethany Cornut, Pre-K Teacher
I/We understand and agree to the following terms of agreement:

1. Falls City Elementary Pre-K is open 7:45 am-11:20 am. **Please do not drop off your child prior to 7:30 am.**
2. I will not leave my child at school before or after the pre-k hours.
3. A charge of $5 will be assessed for every 15 minute block that your child is left at school without you after 11:20 am.
4. Enrollment fee is due at registration. Recommended donation may be paid on a monthly basis, preferably by the 15th of each month.
5. A $20 fee is charged for returned checks.
6. The period of this contract agreement is the first day of school, September 3rd 2019 to the last day of school 2020.
7. No refunds are made for missed days, due to the low material fee’s rates.
8. Individuals violating the Code of Conduct may lose their right to attend.
9. Pre-K will attend school per school calendar Monday-Thursday only. Students will not attend any Friday school.

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 Falls City Elementary Pre-K may be revoked.

________________________________________
Student Name ____________________________ Age _________

________________________________________
Student Name ____________________________ Age _________

Parent/Guardian Signature _______________________ Date ____________
Falls City Elementary
Pre-Kindergarten Program
Student and Parent Handbook

(503) 787-3521
Pre-K extension 2112

Website: http://www.fallscityschools.org
PLEASE READ CAREFULLY!!!

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

1. Enrollment Form with $30 fee.
3. Pre-K Contract
4. Medical forms

THANK YOU!!!

Please feel free to contact us at (503) 787-3521 with any questions, concerns or comments.

Contents:

- Philosophy and activities
- Materials Fees and Volunteer Hours
- Time and Dates Open
- Contract of Agreements
- Miscellaneous Pre-K information
Falls City
Pre-Kindergarten
GOALS

1. Provides a smooth and easy transition to the elementary school for both the students and the parents within the Falls City School Community.
2. Foster age appropriate literacy and math skills.
3. Develop social and behavior skills for school readiness.
4. Understand and encourage each child’s individual talent and interests.
5. Make available an assortment of materials that children can playfully explore to better understand their surroundings.
6. Make school a safe and interesting place to learn, have fun, and make new friends.

ACTIVITIES

Throughout the year Pre-K students will participate in the following activities to strengthen their skills in:

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.
Falls City Elementary Pre-K
Pre-K Policies & Procedures
2019-2020

HOURS OF OPERATION

Monday-Thursday
7:45 am-11:20 am (Per adopted District Calendar)

Please do not drop off your child prior to 7:30 am.

ARRIVALS & DEPARTURE

Please arrive at school on time each day.
Pre-K closes at 11:20 am. Please be on time to pick up your child, as our Pre-K staffing does not include supervision beyond 11:20 am. If late pick-up becomes chronic, your child may forfeit their slot in the pre-k program or incur additional charges.

ADMISSION

We accept children 3 to 5 year olds with preference given as follows:

- Falls City resident children who will be Kindergarten ready the following year.
- Falls City School District staff children who will be Kindergarten ready the following year.
- Non-resident children who will be Kindergarten ready the following year.
- Falls City resident children who will be Kindergarten ready in 2 years.
- Falls City School District staff children who will be Kindergarten ready in 2 years.
- Non-resident children who will be Kindergarten ready in 2 years.

Upon completion of the registration packet and submitted with $30 enrollment fee, admission is based on a first come/first serve basis. Enrollment is limited. When the enrollment cap is met, new enrollees will be placed on a waiting list. Enrollment fee will not be charge until student admission is accepted. Priority is given to students entering kindergarten in the subsequent year and/or to students with special needs.

Students on the waiting list will be contacted regarding availability. Students younger than 3 years of age will be placed on the waiting list and enrolled when the child meets the above criteria.
For admission to be complete, a completed Oregon Certificate of Immunization Status and a birth certificate must be given to the secretary. **No Exceptions!!!**

*Students must be potty trained*

**FEES**

Pre-K materials, activities and supplies are funded by enrollment fees and donations. It is recommended that each participant contribute a minimum of $10 per month, payable to Falls City Elementary Student Funds.

**CALENDAR OF OPERATION**

We follow the regular Falls City Elementary School Calendar, available at the office, with the exception of the Pre-K start date. Typically, school runs on a four-day schedule, with holidays and vacation days planned for the year. If the District has school on Friday, Pre-K will **NOT HAVE SCHOOL.**

**INCLEMENT WEATHER**

In the case of a 2 hour delay, Pre-K will be cancelled for the day.

**ABSENCES**

Regular attendance of your child will increase the effectiveness of the program. In case of an absence, please notify the front office, (503) 787-3521. If a student continues to be absent, she/he may be subject to exiting the program so another student on the waiting list may attend.

**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.

MEALS

A free breakfast will be provided as well as a snack each day. Lunch will be served and provided per the District’s food program. Eligible families may receive lunch at no cost. All families are asked to complete an application for free and reduced meals. We also accept healthy snack donations from parents!! Thank you!

EXTRA CLOTHING

● Make sure your child always has extra clothing at school in his/her backpack.
● 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 unless requested by the teacher.

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-k. If you suspect a learning challenge, please consult with school staff to initiate an appropriate screening.

MEDICATION

For the protection of the children, pre-k 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 follow scheduled Falls City Elementary School conference days. Additional appointments may be made on a needs basis.
IMMUNIZATIONS

All students will need to have current immunizations on file prior to the child’s first day of the program.

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.

VOLUNTEERS

The Falls City Pre-K program welcomes volunteers. Volunteers need to fill-out District provided volunteer screening paperwork and be subject to a background check which is required by law.

VISITORS

- All visitors wanting to spend time at the preschool need to sign-in at the office and wear a volunteer badge.
- 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 PreK is a very important part of our curriculum! Some of the planned activities include music, physical education, and art classes. You may even have something you would like to either present or have presented for the group. Please let us know of possible options.