



# Prince of Peace School

## Parent Handbook 2018-2019

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503-645-1211

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[school@princeofpeacelc.org](mailto:school@princeofpeacelc.org)

### Mission Statement

*By God's grace, through Christ, we seek to know Him and make Him known. We dedicate Prince of Peace School to provide quality, developmentally appropriate and Christ-centered education for early childhood and kindergarten children.*

### Prince of Peace School Philosophy

The Prince of Peace staff, in partnership with parents, will foster the intellectual, social, physical, emotional and spiritual development of each child in a safe, nurturing and supportive environment. For each unique child of God, the Gospel of Jesus Christ will be incorporated into all aspects of learning and children will be invited to develop a personal relationship with Him.

Families will be aided and supported through communication, education and community as they endeavor to educate and nurture their children.

With the Lord's help, we will work alongside parents to teach, care for and love the children who come through the doors of Prince of Peace School.

### 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. Our preschool is a certified program with the State of Oregon Dept. of Education. Our Kindergarten program is annually licensed by Oregon Department of Education.

## Preschool Curriculum Goals

The *Scaffolding Approach* to our curriculum is a purposeful blending of learning through hands on discovery and social play with a structured plan of academic success for each child in preschool through Kindergarten. The study of God's word is basic to all areas of instruction. Please see our website for a full description of each class curriculum.

[www.princeofpeaceschool.com](http://www.princeofpeaceschool.com)

In addition, our kindergarten studies include P.E., art literacy, music appreciation, Authors Study, Sciences, Writer's Workshop and Spanish.

Progress is formally reported to parents during fall and spring conferences, as well as informal communication through emails and classrooms visits.

Student files are maintained in the school office. They include report card summaries, anecdotal records, health information and emergency contact information. The files are available for review by parents or guardians.

## Registration

A child must be toilet trained before enrolling in any preschool class.

Pre-3's	Must turn 3 by	January 1, 2019
3's	Must turn 3 by	September 1, 2018
Pre-K 3 & 4 day	Must turn 4 by	September 1, 2018
Pre-K +	Must turn 5	By teacher approval
Kindergarten	Must turn 5 by	September 1, 2018

A completed registration form and payment of the enrollment fee reserves your child's placement in the school.

*Up-to-date immunization or an exclusion form is required before school begins*

## Non- Refundable Enrollment Fees/2018-2019 Tuition Prices

Pre-3's	\$36 fee/ \$98 monthly Sept.-May
3's	\$180 fee/ \$178 monthly
Pre-K 3 day	\$180 fee/\$248 monthly
Pre-K 4 day	\$180 fee/\$314 monthly
Pre-K + AM or PM	\$206 fee/\$340 monthly
Kindergarten ½ day	\$232 fee/\$424 monthly
Kindergarten Full day	\$232 fee/\$644 monthly

## Tuition

You may contact the office to have your tuition payment electronically deducted from your account by the 2<sup>nd</sup> or 16<sup>th</sup> of each month. Tuition paid by check or cash is due on the first class day of the month. Checks are made payable to *Prince of Peace School*.

For your convenience, drop boxes are in the CLC building, just inside the doorway to the right and in the office hallway. There are no refunds or pro-rated tuition for absenteeism or extended vacations.

## Late Fees/Discounts

There will be a \$25 late fee charged on all monthly payments received after the 10<sup>th</sup> day of the month (Sept-May) unless the office is contacted and arrangements are made for payment. After the 10<sup>th</sup> of the 2nd month unpaid, a student will be withdrawn from school. Non-sufficient check fund fee is \$35.

There is a \$10 discount per month and per child for families with multiple children enrolled. Pastor discounts are available. Scholarships applications for up to 50% are available in the school office.

## Withdrawal from school

Please notify the office one month in advance, if possible.

- If a one month notice is given, paying the following withdrawal month's tuition is not required. A month's notice allows the school time to fill the vacating space with another student.
- If a one month notice is not given, the current month's tuition, as well as the following withdrawal month tuition must be paid in full. Tuition will not be prorated. This policy ensures our school's operating expenses will be covered until the unexpected vacancy is filled.

## Admissions

Prince of Peace School welcomes students of any race, color, gender, nationality and ethnicity to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

We seek to be an inclusive program and desire to meet the special needs of students interested in enrolling at Prince of Peace School. We request full disclosure of any student's emotional, physical, behavioral or academic needs requiring special assistance. This disclosure needs to be made to the school office before completing registration. Children with special needs and their parents will be asked to meet with the director and the classroom teacher prior to admission. Enrollment decisions will be made on a case-by-case basis. We reserve the right to deny enrollment to students who require a special program or accommodations beyond the capacity of the school to provide and to students with severe discipline problems.

## Addressing Special Needs Students

If a child presents any previously unknown special need after enrolling, or if a known special need changes or exacerbates at any time during the school year, the following policies apply:

1. In consultation with the school director, the child's teacher will request a meeting with the child's parents to work in partnership to address the special need.
2. A trial plan of action shall be written, including the potential need for parents to obtain outside resource personnel in the classroom. This plan shall be signed and dated by teacher/parents/director.
3. The trial action plan shall be implemented *up to one month* and the teacher will continue to record observations. The teacher will update the parents of changes and progress. A meeting can be called at any time during the trial month by parents or teacher.
4. By the end of the one month trial, a meeting between parents/teacher/director will occur to determine if the action plan is satisfactorily addressing the special need, if the action plan needs to be revised for another month trial, or if the school cannot accommodate the special need and the child is withdrawn from the school.

## Standards for Student Behavior

Standards are the expectations that govern the school. They focus on acceptable behavior, good work habits and set the tone for the school and classroom environment.

### The behavior 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 respect and care for those things which belong to other people.

Prince of Peace School teachers will always use redirection of a student's behavior when appropriate and immediately effective. The reasons behind our rules and expectations are frequently explained and discussed with students. Helping children work out altercations as friends is a priority. Children are encouraged and supported to talk with one another to negotiate solutions for altercations and offer forgiveness to one another.

## Discipline

The root of the word "discipline" derives from the verb *disciple*, which means to teach or lead. Our **discipline objectives** are as follows:

1. To **stop** inappropriate or harmful behavior
2. To **teach** appropriate and caring behavior
3. To **assign** responsibility, admit wrong and to tell the truth
4. To **forgive** one another

The Prince of Peace School staff will not administer any corporal punishment to any student at any time.

Based on our standards, our **policies for student behavior** are as follows:

Biting, hitting, pushing or bullying of another person, extreme defiant behavior or other unmanageable/disruptive behaviors and purposeful destruction of school or other personal property are not tolerated.

- At the **first incident**, the teacher will remind the student of the expectations and rules and the reasons behind them. They will be encouraged and supported in making amends with the child they hurt or rectifying the situation, if possible.
- If the offending child is unable to calm their emotions or their body, they will be removed from the play area to a quiet area in the classroom until they are able to become calm and play appropriately. Our teachers refer to this as "thinking time." The classroom teacher will continue to offer encouragement, love and support during the thinking time.
- Parents of all students involved are notified with every incidence. A report is filed in the school office.

2. At the **second incident** of any of these behaviors, a meeting of parents, child, teacher and director will be scheduled within the week to partner in addressing the behavior.

3. The **third incident** of any of these behaviors will result in immediate suspension of attendance for one week. The student's parents are called for immediate pick up of their child and a teacher/parent/director meeting will be scheduled within the following week to determine further course of action.

4. The **fourth incident** of any of these behaviors will result in permanent withdrawal of the student from Prince of Peace School.

## Classroom Visitation Policy

We have an open door policy for parental classroom visits. We ask, however, that you allow time in the first few weeks of school for your child to bond with their teacher and adjust to school without parental distraction in the classroom. Beginning in October, parents are welcome and encouraged to visit their child's classroom. Volunteer opportunities are also available throughout the year for parents or other adults.

## Volunteer Policy

We welcome volunteers in our classrooms. A volunteer who will have any access to children at Prince of Peace School without direct teacher/staff supervision, will need to successfully pass a criminal background check before volunteering. There are no exceptions to this policy.

## Student Illness Policy

Your child's health is important to us. We miss children when they are absent and pray for them in the classroom and during teacher devotions. However, we must maintain firm expectations that your child is not sent to school while ill. Please have your child remain at home if the following symptoms are evident or suspected:

1. A fever or vomiting within the last 24 hours
2. A runny nose with green discharge
3. A wet, persistent cough
4. An undiagnosed rash
5. Undiagnosed persistent pain
6. Head Lice (a receipt or letter of completed treatment from a professional is required before a student may return to class.)

Parents will be called to pick up their child if he/she is exhibiting any of these symptoms while at school. An ill child will be brought to the director's office to await pickup.

An **EPI Pen** provided by parent, labeled with the child's name and in the original container, may be left with your child's teacher. All Prince of Peace School staff and teachers regularly receive mandatory First Aid and CPR training, including the use of EPI pens. No other medications are given or stored by teachers. If medicine must be taken during class time, the parent must bring and administer it to their child.

In case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach a parent, we will call one of the emergency contacts listed on your form in the orientation packet. Until the arrival of a parent, other approved person or emergency medical personnel, the director and/or teacher will be in charge and make all decisions about the care of the child.

## Arrival and Pickup Procedures

Persons under the age of 12 may not drop off or pick up any student from the classroom.

- \* School building doors open 10 mins. before class begins and are locked 15 mins. after class starts.
- \* Classroom doors open 5 minutes before class begins.
- \* School building doors reopen 10 mins. before class ends and are locked 15 mins. after class ends.

A late pickup fee of \$5 is charged for every 5 minute increment after 5 mins. late. (\$5 for 5 after 5) Please call the school office if there is an emergency or reason you cannot pick up on time. Your child will be brought to the school office to await your arrival.

## Emergency Pickup Procedures

Every attempt will be made to contact parents immediately should an emergency situation arise at Prince of Peace School. Parents will be notified by text alert or phone call if the school is closing due to weather conditions or if we are in a lock out, lock down, fire evacuation, or other emergency. Evacuation pick up site will be the far, east end of the school parking lot, or the tennis courts at Sunset Athletic Club on NW Cornell Rd. as an alternate site. **Please make sure that the office has your correct cell phone numbers- (Both mother and father)**

## School Closures/Inclement Weather

Prince of Peace School follows the **Beaverton School District** with regard to closures. Please tune to local radio or television for information on school closures and delays. If Beaverton Schools are closed for the day, Prince of Peace School will also be closed. If Beaverton Schools have a two-hour delay, we will close for all AM preschool and pre-kindergarten + classes, AM & PM. Full day kindergarten students will start at 10:45 am. No school for  $\frac{1}{2}$  day kindergarten. When Beaverton Schools have early release due to hazardous weather conditions, please pick up your child as soon as possible.

## Snacks/Lunch

Your child will bring a snack to share on a rotating basis. **Please do not send food that contains peanut products of any kind due to allergies.** Please let the classroom teacher know if your child has allergies. Snacks must be store bought.

Full day Kindergarten students will bring a daily lunch. *Lunch Bunch* dates will be announced at the beginning of the year. (\$3 for hot lunch)

Each child is scheduled to bring a snack closest to their birthday. Children with summer birthdays will also have a scheduled time to celebrate. Your child may bring a special snack such as pudding cups, ice-cream, juice bars, cupcakes, etc.

## School Celebrations and Events

Holiday classroom celebrations are planned throughout the year. Parents are invited to volunteer to help coordinate.

Prince of Peace has family events to enjoy, as well. All school Movie Nights, Christmas Party, OMSI Presentation, Presto the Magician, Journey with Jesus and McTeacher's Night are great ways to have quality family time and to get to know other families!

## School Bags/T-shirts

At the beginning of the 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 \$8.00 in the school office. Preschoolers do not need a backpack.

Kindergarten students, however, may bring a manageable size backpack. School logo T-Shirts are available for purchase for \$10 at orientation day or in the school office.

## School Dress

Please send a change of clothing in your child's school bag. We do not allow flip flops. Children need to be dressed for the weather, outdoor play and in clothing that can get paint, marker and glue on them without worries.

## Solicitations

Fundraising items for various home businesses, organizations or clubs will not be sold on school property, unless approved by the school director. The mailing list for Prince of Peace Church and School is for parent and member use only.

## Chapel Offerings and Fundraisers

We desire to teach children to be loving and compassionate toward those in need. Each quarter, a local or global mission agency is selected to be the focus of the giving of our chapel offerings. Chapels are held twice a month. Offerings are gathered in the individual classrooms and brought to chapel.

Prince of Peace will give opportunities for families to support the school by having occasional fundraisers such as McTeacher's Night and Jamba Juice Cards. The money raised goes to school scholarships and special classroom or playground purchases.

## 2018-2019 School Staff

### Pre-3's Teachers

Patty Manning  
Whitney Gadawski

### 3's Teachers

Nancy Lydon  
Michelle Shipley  
Laurie Wiede

### Kindergarten Teachers

Ali Caponette  
Lindsey Lyons

Art Teacher: Leslie Swinford

Director: Teresa Brophy  
[teresabrophy@princeofpeaceclc.org](mailto:teresabrophy@princeofpeaceclc.org)

Family Life Minister: Jeff Kranich  
[jeff@princeofpeaceclc.org](mailto:jeff@princeofpeaceclc.org)

Pastor: Dan Haugen  
[pastor@princeofpeaceclc.org](mailto:pastor@princeofpeaceclc.org)

### Pre-K 3 day Teachers

Kim Goudy  
Nancy Lydon

### Pre-K 4 day Teachers

Rona Niles  
Kelly Hansen  
Patty Manning  
Desiree Sellke

### Pre-K+ Teacher

Jenny Bernick

Teacher's Aide: Anitha Chandran

Administrative Assistant: Susan Strum  
[financial@princeofpeaceclc.org](mailto:financial@princeofpeaceclc.org)