



Prince of Peace School Parent Handbook 2019-2020

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 staff, in partnership with parents, will foster the intellectual, social, physical, emotional and spiritual development of each child in a safe, 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 encouraged 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 a non-profit 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 program is a certified program with the Oregon Department of Education. Our Kindergarten program is licensed and annually inspected by Oregon Department of Education.

Preschool Curriculum Goals

The *Scaffolding Approach* to our curriculum is a well-designed 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. Our website offers detailed descriptions of each class curriculum.

www.princeofpeaceschool.com

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

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, except Two's Time

Two's Time	Must turn 2 by	December 1, 2019
Pre-3's	Must turn 3 by	January 1, 2020
3's	Must turn 3 by	September 1, 2019
Pre-K 3 & 4 day	Must turn 4 by	September 1, 2019
Pre-K +	Must turn 5 by	February 1, 2020
Kindergarten	Must turn 5 by	September 1, 2019

Admissions

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

Non- Refundable Enrollment Fees:

Two's Time	\$ 20 fee
Pre-3's	\$ 36 fee
2 day & 3 day 3's	\$185 fee
Pre-K 3 & 4 day	\$185 fee
Pre-K +	\$200 fee
Kindergarten $\frac{1}{2}$ or all day	\$235 fee

Tuition

We encourage you to sign up to have your tuition payment electronically deducted from your account by the 2nd or 16th of each month. Please visit the school office for details. 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.

Credit Card payments may be processed in the school office.

Class	Monthly	Yearly	
Two's Time	\$55	\$495	
Pre-3's	\$100	\$900	
2 day 3's	\$180	\$1620	
3 day 3's	\$210	\$1890	
3 day Pre-K	\$250	\$2250	
4 day Pre-K	\$315	\$2835	
Pre-K Plus	\$600	\$4860	
Explorers	\$80	\$720	
5 $\frac{1}{2}$ days K	\$425	\$3825	+1 afternoon \$470, +2 \$515, +3 \$560, +4 \$605
5 Full days K	\$605	\$5805	

Late Fees

There will be a \$25 late fee charged on all monthly payments received after the 10th day of the month (Sept-May) unless the office is contacted and arrangements are made for payment. The late fee will be waived one time. After the 10th of the second month unpaid, a student will be withdrawn from school.

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

There are no discounts for early payments. There are no deductions or refunds for absenteeism. There is a non-sufficient check fund fee of \$35.00.

Admission Policy

Prince of Peace School admits 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, compassionate program and desire to meet the special needs of students interested in enrolling at Prince of Peace School. We require full disclosure of any student's emotional, physical, behavioral or academic needs requiring assistance that exceeds normal expectations for their age. This disclosure needs to be made to the school director before admission. Children with special needs 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. 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.

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 will be written, including the potential need for parents to obtain outside resources or specialized personnel in the classroom, either through the school district or privately. These outside resources will be financed by the parent. This plan will be signed and dated by teacher/parents/director.
3. The trial action plan will 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 teachers.
4. By the end of the one month trial period, a meeting between parents/teachers/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 newly presenting special need or the exacerbating of a known special need and the child is withdrawn from Prince of Peace School.

Standards for Student Behavior

Standards are the expectations that govern the school. They focus on acceptable behavior, a happy, safe, and nurturing environment and set the tone for ensuring academic success for each child in the classroom.

With a compassionate approach, the following standards are as follows:

***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 staff will use redirection of a student's behavior when appropriate and immediately effective. The reasons behind our rules and expectations are explained and discussed with students. Helping children work out altercations with friends is a priority. Children are encouraged and supported in talking with one another to negotiate solutions for altercations and to offer forgiveness for restoration of relationship.

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 embodies the following objectives:

Our Objectives:

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

Our teachers present a discipline plan for their classrooms at the beginning of the school year and will be communicated to both students and parents.

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 personal property is not tolerated.

-At the first incident of any of these behaviors, the teacher will remind the student of the expectations and rules and the reasons behind them. They will be encouraged and supported in making any possible amends. If the child is unable to calm their emotions or their body, they will be offered a resting area in the classroom until they are able to resume appropriate play. The classroom teacher will continue to offer encouragement, love and support during the rest time. A student may be brought to the director's office if they are unable to successfully resume participation in the classroom and parents will be notified to pick their child up.

-Parents of all students involved in any incidences will be notified.

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

-At the third incident of any of these behaviors, parents will be called to immediately pick up their child from school and a meeting of teacher, parent and director will be scheduled within the same week to determine a further course of action.

-At the fourth incident or any of these behaviors, parents will be notified for immediate pickup of their child from school and will result in withdrawal from the school.

Classroom Visitation Policy

We have an open door policy for parental classroom visits. Parents are welcome and encouraged to visit their child's classroom. 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. Volunteer opportunities are also available throughout the year for parents or other adults.

Volunteer Policy

Volunteers, 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. Volunteers must stop by the school office and sign in and sign out of the visitor log book.

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 school 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.

Main entrance doors open 10 mins. before class begins and are locked 10 mins. after class starts.

Main entrance doors reopen 10 mins. before class ends and are locked 10 mins. after class ends.

Individual classroom doors open 5 minutes before class begins.

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. Pick 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.

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 and PM preschool and pre-kindergarten classes. 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.

We will make every effort to send a text alert for school closures. However, please refer to Beaverton School District or media news for the earliest announcement.

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 Tote Bags

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 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. 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. The money raised goes to school scholarships and special classroom or playground purchases.

Prince of Peace School
14175 NW Cornell Rd., Portland OR 97229
503-645-1211

www.princeofpeaceschool.com

2019-2020 School Staff

Pre-3's Teachers

Michelle Shipley
Kelly Morris

3's Teachers

Nancy Lydon
Michelle Shipley
Desiree Sellke
Kelly Morris

Kindergarten Teachers

Ali Caponette
Lindsey Lyons

Art Teacher: Leslie Swinford

Director: Teresa Brophy
teresa@princeofpeacelc.org

Family Life Minister: Jeff Kranich
jeff@princeofpeacelc.org

Pre-K 3 day Teachers

Kim Goudy
Nancy Lydon

Pre-K 4 day Teachers

Rona Niles
Kelly Hansen
Patty Manning

Pre-K+ Teacher

Jenny Bernick

Reading Instructor: Anitha Chandran

Assistant Director: Anitha Chandran

Administrative Assistant: Susan Strum
financial@princeofpeacelc.org

Pastor: Dan Haugen
pastor@princeofpeacelc.org

