



Prince of Peace School Parent Handbook 2023-2024

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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 nurture the intellectual, social/emotional, physical, and spiritual development of each child in a safe, supportive environment. For each unique child of God, the Gospel of Jesus Christ will be blended 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 program is licensed with the Oregon Department of Education and recorded with The State of Oregon Office of Child Care.

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

Kindergarten Program

Included in the program are Reading, Math, Sciences, P.E., Art Literacy, vocal singing & music education, music appreciation, literature & author studies, Handwriting Without Tears, and Writer's Workshop.

Kindergarten parents may choose $\frac{1}{2}$ day, full day, or a mixed schedule. Afternoons may be added from a $\frac{1}{2}$ day schedule anytime during the school year with one week notice to the school office. Once afternoons are scheduled, it is assumed it will continue for the remainder of the year. Afternoon stay may not be switched week to week. Afternoon attendance can be removed with a one-week notice. Random, 1x afternoon stays are not permitted.

Progress Reports

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.

3's (AM & PM)	Must turn 3 by	September 1, 2023
Pre-K 3 & 4 day	Must turn 4 by	September 1, 2023
Kindergarten	Must turn 5 by	September 1, 2023

Admissions

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

Enrollment Fees are not refundable

2 day & 3 day 3's (AM & PM)	\$200 fee
Pre-K 3 & 4 day	\$200 fee
Kindergarten $\frac{1}{2}$, mixed or all day	\$250 fee

Wait Listing

Waitlists are offered on a first come basis if classes are full. A completed registration form and enrollment fee are required to be on a waitlist. The enrollment fee is not processed until an opening becomes available. Parents will be notified of an opening and asked permission to process the enrollment fee. If the parent still desires the opening, the student is enrolled. The waitlist enrollment fee is refundable if you choose to be removed from the wait list for any reason.

Tuition Payments

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, in the office hallway and by the Cottage's gazebo. Credit Card payments may be processed in the school office for a 3% fee.

Class	Monthly	Yearly	
2 day 3's	\$205	\$1845	
3 day 3's (AM & PM)	\$235	\$2115	
3-day Pre-K	\$275	\$2475	
4-day Pre-K	\$340	\$3780	
½ day K	\$450	\$4050	+1 afternoon = \$495, +2 = \$540, +3 = \$585, +4 = \$630
Full day K	\$670	\$6030	

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, religion, 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 and compassionate program, our desire is 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.

Withdrawal Policy

If a child is withdrawn at any time during the school year, the school requests a 30-day notice. With a 30-day notice, the current month's tuition must be paid in full, but the proceeding month's

tuition will not be required. *Without* a 30-day notice, the current month's tuition as well as the proceeding month's tuition must be paid in full. If the school initiates withdrawing a student for any reason, parents will pay the prorated tuition for the current month up to time of withdrawal. Any tuition that has been prepaid for proceeding months will be refunded.

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 share observations and 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.
3. The trial action plan will be implemented for a determined period but may be terminated earlier at the discretion of the school. The teacher will record observations during the trial period. The teacher will update the parents of changes and progress. A meeting can be called at any time during the trial period by parents or teachers.
4. By the end of the trial period, a meeting between parents/teachers/director will occur to determine if the action plan is 1) satisfactorily addressing the special need, 2) if the action plan needs to be revised for another trial period, 3) 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 and set the tone for ensuring academic success, safety, and emotional well-being for every child in the classroom. The standards focus on acceptable behavior and establish and maintain a happy, safe, and nurturing environment.

The following behavior standards are as follows:

*We 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.

*We Respect People: We demonstrate our care for others in our thoughts, words, and actions. We follow the directions of those in authority.

*We Respect Learning: The teaching-learning process progresses at an optimum rate and each student experiences success.

*We 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 effective for the situation. 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 apology and forgiveness for restoration of relationship.

Discipline

The root of the word "discipline" derives from the verb *disciple*, which means to teach or lead. Prince of Peace School staff will not administer any corporal or verbal punishment to any student at any time. The discipline program at Prince of Peace School embodies the following objectives:

Our Discipline 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

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

Biting, hitting, pushing, verbal mistreatment, bullying of another person, defiant behavior or other unmanageable/disruptive/unsafe 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 quiet area in the classroom until they are able to resume appropriate classroom participation.
- The classroom teacher will continue to offer encouragement and support during the quiet 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 for every occurrence.
- At the second incident of any of these behaviors, a meeting of parent, child, teacher, and director will be scheduled 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 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, resulting in likely 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 logbook.

Student Illness

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 notify the school if your child is ill or if you have questions about the exclusion policy. If in doubt, it is best to keep your child home to fully recover before returning to school.

Wellness Policy

At Prince of Peace School, our priority is to provide a safe and healthy learning environment for our children and staff. We request all persons in our school community to observe these policies for the health and safety of all.

OUR EXCLUSION POLICY CRITERIA

- *Prevents the child from participating comfortably in activities.
- *Results in a need for care that is greater than staff members can provide without compromising the health and safety of other children.
- *Poses a risk of spread of harmful disease to others.

If your child exhibits any of the following symptoms of illness, please do not bring them to school. If a child is experiencing any of the following symptoms while at Prince of Peace School or they say they do not feel well, parents will be notified for immediate pickup. Ill or presumed ill children will be isolated in the school office and observed and cared for by a school staff member until pick up occurs by an authorized adult.

WELLNESS POLICY & EXCLUSION SYMPTOMS:

Children and staff may not attend school with any of the following symptoms:

- Confirmed for having COVID and have not been symptom free without the use of medication for 5 days since the onset of diagnosis.
- A child must be "Fever Free" for 24 hours = a temperature over 100.4F AND not using fever reducing medicines before returning to school.
- A child must be "cough free" = not using cough reducing medicines and not diagnosed as allergies.
- Shortness of breath that is not diagnosed as asthma.
- Persistent runny nose not associated with diagnosed allergies
- Sore Throat
- Nausea within previous 24 hours
- Vomiting within the previous 24 hours
- Diarrhea within the previous 24 hours- defined by stool which occurs more frequently and/or is less formed in consistency than usual in the child, and not associated with changes of diet.
- Unknown or undiagnosed rash
- Abdominal pain or intermittent abdominal pain associated with fever or other signs or symptoms within previous 24 hours
- Strep Throat- child may return after 2 doses of a course of an appropriate antibiotic 12 hours apart
- Head Lice- child may return to school the following day after being treated by a doctor or lice removal company

- Chicken Pox- child may return after all lesions have dried or crusted (usually 6 days after onset of rash) and no new lesions have showed for at least 24 hours.
- Mumps- child may return 4 days after onset of rash
- Pink Eye- When symptoms are gone, especially discharge and after 24 hours of antibiotics
- Feelings of excessive tiredness, unresponsiveness, irritability, persistently crying, unusual behavioral changes

We realize that in young children, a lingering cough or slightly runny nose may persist for several weeks. To preserve optimal learning and attendance, please call the office for guidance on your child returning to school if all COVID guidance has been observed and no other symptoms are present.

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. 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.

All Prince of Peace School staff and teachers regularly receive mandatory First Aid and CPR training.

In case of accidental injury, we will call for emergency services, if deemed necessary. 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 authorization form. 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 building doors open at 8:40 am for kindergarten and classroom doors open at 8:45 am. 3's and Pre-K classroom class doors open at 8:55 am. 3's & Pre-K families should not arrive before 8:55 am

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. This allows our teachers to safely perform their after-class duties without having to care for a child. There is a 1x grace for late pickups. Repeated late pickups will incur a late fee @ \$5 for every 5 minutes past 5 minutes after expected pickup time.

If arriving late please check in at the school office to sign in before heading to your child's classroom. When needing to pick up your child early, please notify the office. You can then pick up your child and sign out at the school office.

Emergency Pickup Procedures

Every attempt will be made to contact parents immediately by text or phone should an emergency or weather condition arise at Prince of Peace School. An alternate pick-up site for evacuation scenarios will be the far, east end of the school parking lot, or the tennis courts at Sunset Athletic Club on NW Cornell Rd.

School Closures/Inclement Weather

Prince of Peace School follows the Beaverton School District with regards to closures and delays in opening. Please tune to local radio or television for information on school closures and delays. The school 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.

**If Beaverton Schools are closed for the day, Prince of Peace School will also be closed.*

**If Beaverton Schools announce a "two-hour delay," we will close for ALL morning classes, including the AM portion of Kindergarten. Kindergarten will resume at 12:00 pm. Afternoon 3s will start on time at 12:45 pm*

**If we alert you to an early release due to hazardous weather conditions, please pick up your child as soon as possible.*

**We have accounted for 3 non-school days in our tuition pricing for situations out of our control such as inclement weather, any emergency or unforeseen facility issues. If we surpass the 3 days, the school board will determine how and if we can make up the missed days.*

Snacks/Lunch

Students will bring their own healthy, non-sugary snack each class day. *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. Full day Kindergarten students will bring a daily lunch.

Students may bring a special store purchased snack to celebrate their birthday. Children with summer birthdays will also have a scheduled time to celebrate.

School Celebrations and Events

Parents are invited to volunteer to help coordinate classroom holiday parties. Our school Christmas Party, Journey with Jesus, Trunk and Treat and Art Show are great ways to have quality family time and get to know other families!

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 art activity. Please send a jacket every day.

School Tote Bags

A Prince of Peace School Tote Bag will be given to 3's & Pre-K students at their orientation day prior to the first day of school. We strongly encourage you to use the tote bag to bring your child's belongings to and from school. Tote bags are generally easier for children to get their belongings in and out of without teacher assistance, promoting self-help skills. The tote bags take up less room in your child's cubby and/or on the hooks along the wall. Your child may decorate the bag however they desire. The bags are washable but should be laid out to dry to prevent shrinkage. If you lose your bag, a replacement can be purchased at the school office. Kindergarten students may bring a backpack.

Chapel Offerings & fundraisers

To help teach our students the principles of love and compassion, Prince of Peace School has sponsored a child in Ethiopia through Compassion International. Chapel offerings are sent to support him. Chapels are held twice a month. Parents are welcome and encouraged to attend. Prince of Peace will give opportunities for families to support the school by having occasional fundraisers such as Piccolo Mondo Toys, Jamba Juice discount cards and Bottle Drop give recycling bags. The money raised goes to school scholarships and special classroom or playground purchases.

SCHOOL BOARD GUEST ATTENDANCE AND GRIEVANCE PROCESS

The Prince of Peace School Board provides the safest and highest quality learning environment for our students and families, and welcomes ideas, opinions, and questions from anyone committed to helping them achieve that goal. To that end, the agenda for each regular School Board meeting includes a designated time to receive and consider input from members of our Church and School community.

Each meeting follows an agenda prepared by the president. This agenda, along with pertinent background information is provided to Board members at least 24 hours in advance of a meeting to allow Board members time to adequately prepare, pray about, and consider the agenda items.

Each School Board Meeting date and time is posted on the Prince of Peace School calendar @ www.princeofpeaceschool.com. School board meetings may be conducted in person or online at the Chairperson's discretion.

Any member of our Church and School Community is welcome to submit an agenda item for consideration at an upcoming School Board Meeting by written request to the school director or chairperson at least 24 hours in advance of a meeting. This ensures our ability to maintain our policy to provide an advance agenda to our board members. The board President will add the submitted item to an upcoming school board agenda at the earliest date possible. Please submit attendance or agenda requests to teresabrophy@princeofpeaceclc.org or schoolboard@princeofpeaceclc.org

Regular school board meetings are always open to any member of our Church and School Community. We ask anyone who wishes to attend a school board meeting to please notify our School Director or Chairperson at least 24 hours before the meeting they plan to attend. This allows the Chairperson adequate time to adjust the agenda to accommodate guests.

Out of consideration for all who may wish to speak, to honor everyone's commitment, and to stay within the appointed time limit for each meeting, we ask that discussion be limited to items on the meeting agenda, and that all participants keep their remarks as brief and to the point as possible.

At every Board meeting, all participants are committed to maintaining a safe conversational space in an atmosphere of Christian love, mutual respect, open-minded consideration, and reserved judgement,

When necessary for reasons of sensitivity, confidentiality, etc., the Board may call an executive session for the purposes of discussing personnel issues, contract negotiations, and other internal concerns as outlined in our bylaws. Due to the nature of these discussions, guests and non-board members do not attend or are asked to excuse themselves prior to any executive session.

GRIEVANCE PROCESS: If a member of our Prince of Peace Church and School Community wishes to address a grievance with an aspect of our school operations, we request that the following process be observed:

1. *First seek to personally reconcile the grievance with those individuals directly involved.*
2. *If personal reconciliation is not possible, the school Director may be requested to become involved to provide additional mediation to try and resolve the concern.*
3. *If reconciliation is not achieved with the participation of the School Director, the Chairperson may be requested to become involved to provide additional mediation to try and resolve the concern.*
4. *If reconciliation is not achieved with the participation of the School Director and the Chairperson, the concern may be brought to the School Board to provide additional mediation. If necessary, the aggrieved party may be invited to attend the School Board meeting to represent their concern.*
5. *The School Board is the final recourse and authority for resolving grievances. Once the School Board has reached a decision the matter will be considered closed.*

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

www.princeofpeaceschool.com

2023-2024 School Staff

Pre-K 3-day Teachers

Kim Goudy
Nancy Lydon

3's Teachers

Nancy Lydon
Hannah Lee
Ali Caponette
Raquel Bookout

Kindergarten Teachers

Kristy Kolodge
Desiree Sellke

Art Teacher: Leslie Swinford

Pre-K 4-day Teachers

Kelly Morris
Amanda Leckvold
Raquel Bookout
Michelle Shipley

Director: Karen Kiser
kkiser@princeofpeacelc.org

Administrative Assistant: Susan Sturm
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Pastor: Dan Haugen
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