



South Shore Preschool Handbook 2023-24 (Last update: 09/05/23)

Contact Info

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1855 South Shore Blvd, Lake Oswego OR 97034

Welcome to South Shore Preschool

South Shore Preschool is co-directed by Sara Stirling and Melisa McCurry. Together, we have over 25 years of experience as teachers and mothers. We are thrilled to welcome your family to our school! We believe a play-based environment is the best way to prepare young children socially and academically for the future.

Communication

We believe good communication is key to relationships between schools and the families of students. We will respond in a timely manner to email, text messages, and phone calls. Please know that we only have a few minutes of time available during drop-off and pick-up each day. If you would like to have a longer conversation, reach out to schedule a time to meet with us. Your teachers will keep you updated via email on a regular basis. Additionally, we prepare a daily “what we did in school today” note near the sign-in/out binder for your viewing. We will have several family events throughout the year and will conduct fall and spring parent-teacher conferences/meetings.

Daily Schedule

Children do best when they know what to expect out of a school day and are acquainted with a daily routine. A typical daily schedule is listed below. Occasionally, we will adjust the order of this schedule for weather, special events, or classroom needs.

- Arrival
- Wash Hands
- Sign in
- Opening Free Choice Time
- Opening Circle
- Small Groups/Special Activity
- Free Choice Time
- Snack
- Playground/Outside Time
- Closing Circle
- Departure

Stay n Play

Each school day for the 3's and 3/4 Blend classes there will be an optional extra hour called “Stay n Play”. This is an extra hour for your child to play and eat lunch at school and for you to take care of your own needs. Stay n Play is \$12 a day and can be signed up for in advance or day-of. There will be a sign up clipboard next to the sign-in binder at drop off. We will tally up the number of Stay n Play sessions at the end of each month and send a separate invoice. If your child is joining us for Stay n Play please pack them lunch.

*Our Pre-K class is an automatic 4 hours so Stay n Play is already built in.

Drop in Days

If your child is in the Monday - Thursday Pre-K class, there will be an option to add a day on Friday. The price for a Pre-K Drop in Day is \$40. Just let your teacher know ahead of time if you plan on coming for Friday.

If your child is in our 3/4 Blend or the 3's class you may have the opportunity to add Drop in Days as well. The price for 3/4 Blend and 3's class is \$35. Please call, text or email to ask about daily availability.

4 and 5 day options are also available in this classroom. Please talk to a director for more information.

Preparing for Class

Children should arrive at school in clothes that are ok to get messy and stained. We work with paint and play outside in various types of weather. Please make sure they come prepared to be outside each day (heavy coats/hats for cold days, sunscreen on sunny days, etc.). Sneakers are the best type of shoes for school to keep up with your child's physical development. **Flip flops and sandals are not recommended because they make running on the playground difficult.**

Drop off and Pick up

Please park anywhere in the lower parking lot behind the church. Walk your child through the double doors into the main lobby (under the sea themed area). From there, take a left down the big hall, pass the "South Shore Lending Library" and you run into your child's classroom. Parents or guardians will sign their children into class using a "sign-in" binder which will be located on the desk near our South Shore Preschool sign.

To pick up your child, meet in the same lobby, sign them out of the same binder. Be sure to look over our "what we did today" note! It's a good idea to take a picture of this note to share with others at home. Children can only be picked up by adults who are listed on their Pick Up Authorization form.

Snack

Because of the high prevalence of peanut and tree nut allergies in children, **South Shore Preschool is a nut free school.** Please send a healthy snack with your child each day that contains no peanuts or tree nuts. Please save sweets for home. Your child will also need a filled water bottle. They have access to this at any time during the school day. If possible, do not send juice. If you need some suggestions as to what to send with your child, just ask! To help your child be successful and independent at snack time, please send snacks in easy-open containers.

Birthdays and Holidays

Birthdays are very special and exciting for children. We will celebrate every child's birthday, including the summer birthdays with a celebration in June. You are welcome to send in a special snack or activity for the class when it is your child's birthday. You are also welcome to join the classroom to participate in some special way on your child's birthday. If you would like to do this, contact us ahead of time so we can work out a plan accordingly.

We value diversity and seek to honor what makes each family unique. We celebrate various holidays in non-religious ways throughout the year. Please let us know if there is something special to your family or culture that we can celebrate.

Parent Visitors

Parents/other family members are welcome at school. Please contact us in advance if you would like to hear more about available opportunities and schedule some time in the classroom.

South Shore Preschool Illness Policy

Our school follows the Oregon Health Authority and the Oregon Department of Education guidelines for illness. This information will be posted in detail on our parent information board in the hallway. These are some of the most important parts to remember:

- Fever free for 24 hours.
- New cough: symptoms improving for 24 hours.
- Diarrhea: symptom free for 48 hours.
- Vomiting: symptom-free for 48 hours.
- COVID-19: Stay home until you have not had a fever for 24 hours without using fever reducing medication and other COVID-19 symptoms are improving. Your student will need to mask at school for 10 days after they become sick or test positive.

We hope you understand that when students come to school sick, teachers get sick as well. We have a list of substitute teachers on standby but if BOTH of your child's teachers are sick, we may need to cancel class.

Unfortunately, COVID-19 is still impacting our community and so we continue to be careful. As of the writing of this handbook, masks are optional but always welcome. Please keep us informed by calling, texting or emailing us. We will continue to take extra sanitation measures within our classrooms.

Reporting Absence

We understand the need to miss occasional days of school for illness, special events, or just a mental health day. We ask that you notify us if they will not be in school, either by phone call, text, or email. This helps us prepare for our day and keeps us and our students from worrying about your child.

Social Media Policy

South Shore Preschool has a presence on Facebook, Instagram, Nextdoor, and Google. This is to promote our school and develop our school community. We will NEVER post anything on these platforms that identifies your child. No names or faces will ever be shown. There may be a hand or foot in the photos to show how children are using an activity. Please let us know if this is a problem for you; we will respect your boundaries.

Other Photos

We do take photos of children to share with parents and make keepsake items for families. These photos are stored on our school phone. We will never have identifying photos of children on our personal phones/cameras. You will receive a photo release in the first weeks of school. If you prefer no photos are ever taken of your child, you can make that known to us.

Lending Library

The South Shore Preschool Lending Library is located in the hallway on the way to the classrooms. To check out a book or puzzle simply fill out the form located near the library. There is a “ loose” 1 week check out policy on library items. This is a great way for your child to be mindful of taking care of borrowed items but note that none of these items are “precious”. If something gets damaged, it’s not a problem. Book/Puzzle donations for the sending library are always welcome.

Emergencies

There will be a teacher certified in CPR in each classroom. In the event of an emergency, we will call 911 and notify you as soon as possible. There are emergency procedures and a building escape route map posted in the classroom.

Small accidents like skinned knees and head bumps also happen at school. If this happens to your child, we will fill out an Incident Report form letting you know what happened, at what time it happened, and how we handled the situation. You will receive a copy of this report.

All educators in the state of Oregon are mandatory reporters.

Inclement Weather

For weather related closures, South Shore Preschool aligns with the Lake Oswego School District’s decision. So, if LOSD schools are closed, we will be closed as well. The local news will have this information. If LOSD is delayed one hour, we will be delayed one hour. If LOSD is on a two hour delay, we will be closed. We will get an email out to you as soon as possible to confirm a closure, but you can always call or text us for confirmation.

Tuition

3’s Class (Tuesday and Thursday 8:30am to 11:30am): \$315 per month

4’s Class (Monday, Wednesday and Friday 8:30am to 11:30): \$450 per month

Pre-K Class (Monday through Thursday/ Friday): \$705/\$820

Non-Refundable Registration Fee for new families: \$205

Tuition is due on the first day of the following months: September, October, November, December, January, February, March, April, May and June. June tuition will be half price. Tuition is late after the 10th of the month. For late payments, a \$30 late fee will be charged. Tuition will be billed via email on or around the 20th of the month before it is due. Payment can be made online or in-person via check or credit/debit card. We offer a 10% monthly discount on tuition for two or more siblings attending our school.

Reserving a Spot for the Following School Year:

To save a spot for the following school year, let your teachers know when enrollment begins for that year (usually January). September tuition for the fall will be due in June.

Withdrawal from South Shore Preschool

We hope this doesn't happen, but if you need to leave South Shore Preschool because you are moving, etc..., please let us know 30 days in advance. We will miss you and your child.

2023-24 School Year Important Dates

September 2023

September 7: First day of school for the 3's Class and Pre-K

September 8: First day of school for the 3/4 Blend

October 2023

Fall Parent/Teacher Conferences-Dates TBD

Paper Pie Book Fair: Week of October 16th

November 2023

November 10: No school, Veterans Day

November 22, 23, 24: No school, Thanksgiving Break

December 2023

Dec 18-Jan 3: No School, Winter Break

January 2024

January 3: Classes resume for 3's and Pre-K class

January 4: Classes resume for 4's class

January 15: No school, Martin Luther King, Jr Day

February 2024

February 19: No school, Presidents day

March 2024

March 25-29: No school, Spring Break

April 2024

Spring Parent/Teacher Conferences-Dates TBD

May 2024

May 27: No School, Memorial Day

June 2024

June 10: Last day of classes for 3's

June 11: Last day of class for 4's class