

Pumpkin Patch Preschool



Parent Handbook

Enrollment & Tuition

As we are conscious of these difficult times in our economy, we are keeping our costs down in order to increase the chances of preparing ALL children towards getting ready for Kindergarten.

Tuition installments are due at the first of each month. The tuition is based on a total of 10 months.

September-June. If payment is not received by the 10th of the month, a late fee of \$25 will be charged. If for some reason you need to temporarily suspend your child's enrollment anytime during the school year you will need to give at least 30 days notice, and there will be a \$25 fee to re-activate your child upon returning them to our program.

There is a \$85 non-refundable registration fee due at the time of registration. This guarantees your child's space in his/her class, and goes towards supplies that will be used for your child.

If you feel compelled to help out in the classroom, your participation would be GREATLY appreciated!!

The School Calendar is from September through June with the holiday schedule following that of the Bend-LaPine School District. Please see our website with coordinating calendar at www.bendpumpkinpatchpreschool.com, or ask to have a schedule printed out for you. No deductions for vacations, holidays or absences will be given.

Rules and Regulations

Release of Child: If someone other than you is picking up your child after school, Pumpkin Patch Preschool must have authorization from you to do so. You do this by filling out the authorization form at drop-off time or contacting the teacher in advance. We also ask that you inform your child of this, and give your child the name of the person picking them up.

Dress Code: At Pumpkin Patch Preschool we will be working with lots of different materials; paint, markers etc. We will also be spending lots of time crawling, jumping and participating in games. We ask that you dress your child in casual, comfortable shoes and clothing appropriate for the season.

Absences: It is not necessary to call if your child is not coming to school, EXCEPT in the case of a field trip, in which instance a specific departure time will have been set.

Field Trips: There may be field trips scheduled throughout the school year. Parent/guardian signed permission slips will be required for each trip. They will be sent home a few days prior to a planned trip and must be returned to the school before a child will be allowed to go on the trip. We will be using parent volunteer drivers. All drivers will be required to fill out a liability proof of insurance and a valid Oregon drivers license form, and a registered criminal history background check.

Illness: If your child has been ill during the night, awakens in the morning ill or is running a temperature, please be considerate of the other children and the teachers and keep your child home until he/she is feeling better. If your child, while at school, becomes ill with the following we are mandated to exclude him/her and you would need to come to take him/her home.

- Temperature of 101 or over
- Diarrhea- more than once/hour
- Vomiting
- Infectious disease, i.e., chicken pox

Snacks: Pumpkin Patch Preschool will provide a nutritious daily snack for our students. Parents often ask if they can bring snacks for the snack break. The answer is "YES". Just indicate to the teacher or aide when dropping off or picking up your child a date for which you wish to provide snacks, (examples) graham crackers, fruit, yogurt, cheese & crackers, applesauce etc. On occasions such as a child's birthday, a snack such as cupcakes or cookies is acceptable.

***All snacks must be store bought and packaged.**

Problems/Concerns: Please don't hesitate to discuss any problems or concerns with us. You can call, text, email or set up a time to meet in person any time between 8am-5pm, M-F.

Snow Days: We will follow the guidelines of the Bend-LaPine School District. If that district is closed, we will not hold class. If the district is on a delayed opening and morning kindergarten is cancelled, our morning preschool class will also be cancelled. Please watch KTVZ or listen to the radio reports for information on school closings.

Contact information:

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www.bendpumpkinpatchpreschool.com

Billing address:

Pumpkin Patch Preschool

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At Pumpkin Patch Preschool we feel children need opportunities to develop an understanding of self and others through varied experience appropriate to their age and stage of development. We feel children learn by building on past experiences, exploring their surroundings and engaging in meaningful relationships with others. We also feel they expand their knowledge by coming into contact with new and different situations. We welcome each child, regardless of their race, creed or color, as a unique individual with rights and responsibilities. We welcome children with special health needs and will make necessary exceptions and accommodations. Our program seeks to promote VALUES which are consistent with the Christian faith, with out pushing any religious views.

A child needs adults to be along side them and to encourage them. We help assist in providing the most positive, growth-oriented environment for your child.

Keeping in mind that parents are a child's best teacher, our doors are always open and we encourage you to participate whenever possible.

* To be qualified for enrollment, your child must be able to be independent of his/her parents and capable of handling his/her bathroom needs with minimal teacher assistance.