

2018-2019

Parent Handbook

Welcome to The Good Life Preschool Community! We are excited for our 2018/2019 school year!

Please read through the entire Policies and Procedures Parent Handbook to see why and how we do what we do here. Our goal is to let each child know “the good life” and feel valued every day! We hope the five sections below answer any questions or concerns you may have. If not, please don’t hesitate to reach out. We know how difficult it is to find the best fit for your child and we want you to be 100% confident in having your child join our classroom!

Parents will be required to read each page and sign the registration forms to indicate you have read and agreed to our policies.

You will need to provide immunization records from your child's doctor or if your child is exempt from immunizations, you will need to complete the exemption module or provide a medical certificate before starting class. **We will also need accurate contact information for authorized pick-up individuals in the registration packet and pictures of all adults on your pick up list. These can be uploaded and attached to the registration paperwork. If you prefer** you can email those to tiff@thegoodlifepreschool.com or text to 503-467-6565. The following is due upon registering your child at The Good Life Preschool:

- ☆ Completed Registration Packet with signatures
- ☆ Current immunization records or certificate for exemption
- ☆ Registration fee paid by check or electronically
- ☆ Complete ASQ before first day of class: <http://www.asqoregon.com> & email results to tiff@thegoodlifepreschool.com

PLEASE MAKE NOTE ON YOUR CHILD'S FIRST DAY BRING THE FOLLOWING ITEMS THAT WILL REMAIN AT THE SCHOOL for the Dundee location, PLEASE INCLUDE THEIR NAME ON EVERYTHING AS WELL. *Newberg students one change of clothes to be brought daily in your Good Life Preschool bag and a water bottle to be left at the studio.

- ☆ 2 CHANGES OF CLOTHING INCLUDING SOCKS AND UNDERWEAR-1 Change for Newberg
- ☆ WATER BOTTLE (Both Locations)
- ☆ BIKE HELMET THAT FITS YOUR CHILD SAFELY (Dundee Only)
- ☆ RAIN BOOTS, SEASON APPROPRIATE JACKET, GLOVES AND HAT (Both Locations)
- ☆ SUNSCREEN IF YOU HAVE ONE THAT YOU PREFER YOUR CHILD USES (We provide a natural 40 SPF sunscreen if you prefer your child uses please sign the sunscreen form at the school their first day. (Both Locations))

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our philosophy

The Good Life Preschool was created on our beliefs for children and their individual development. We value that children progress at their own pace and provide many hands-on experiences. We create methods to help each child gain self-worth and develop life skills that they can take with them when they graduate from our program. We believe in focusing on positive behaviors and teaching tools to help solve problems and self-regulate to aid them in their success of early childhood.

That is why at the Good Life Preschool children will get to explore areas of music, yoga, drama, dance, cooking, art and gardening throughout the year. Children have the option to do yoga on a daily basis to help connect mind with body. Children will also be exposed to Spanish through the bi-lingual curriculum. We also implement Montessori influenced activities and many of our activities are presented with an open Montessori concept. We feel by giving children both research based curriculum as well as our favorite Montessori components, it gives your child truly the best of both world experiences! We believe in not only nurturing the mind, but the body by serving Organic and Local food with our seasonal menu. Our Health & Wellness Manager is on site and your children will receive meals and snacks throughout the day (Newberg session is an AM snack). You can feel good about having your children experience a variety of healthy and tasty food options that are good for their growing bodies and minds! This foundation will help to shape healthy eating habits that carry throughout their life. Allowing your children to experience local organic learning is a rewarding experience for you and your child! We believe that a love of learning and of literature at an early age can give them a great benefit all their future schooling. We provide a children's lending library of over 3,000 books that each child has access to throughout the year. We believe that the development of a child comes from a combination of Nature (their unique personality and traits as well as Nurture (the influence of others and the environment). To ensure that, we as Preschool Teachers have the role to help each child feel accepted and loved, to help them identify their individual strengths, and give them the opportunity and support to work on areas that need additional development.

We believe that the family is the most important part of a child's life and we strive to support the family through community resources, family activities and continuous open communication using the Tadpoles Parent app (see page 22) and ongoing assessment of child's development with the Ages and Stages Questionnaire (ASQ) (see page 15) as well as the Teaching Strategies GOLD Assessment tool (TS Gold).

At The Good Life Preschool, we use our beliefs to guide our decisions and changes. We have chosen to use DLM Express and Starfall in combination with Montessori Learning to provide the best of both styles of learning. We use DLM and Starfall because it is research-based, Common Core based, and developmentally appropriate. Both include curricular activities throughout each day that meet the following developmental areas: Physical, Social Emotional, Math, Pre-Reading, Pre-Writing, Science, Fine Motor and can be assessed regularly through the Ages and Stages year as children increase their abilities to learn through each activity. The curriculum is progressive and builds throughout the year.

We use the lessons Questionnaire (ASQ) & TS Gold from the research based Second Step Life Skills and GEM (Growth Early Mindset) to help us teach social skills. We also integrate Kelso's Wheel of Choices (see page 19), a tool that is used in our local elementary school to aid children in developing life skills, problem solving, and self-esteem.

We use our values of the family unit to help decisions in planning our family activity nights (see page 22) that encourage family partnerships in their child's learning and development. Family nights help parents understand, connect with and enjoy their young children. We have met all the state required trainings for Certified Family Child Care, and have chosen to go Improvement System (QRIS page 14) that help with trainings and courses for best practices in our program and offer the highest proven quality to the children. We are proud to be recognized a 5 Star rated program by the State of Oregon QRIS! Our continuing education classes range from curriculum, kindergarten readiness, music, art, math, child development and professional development training hours, as well as staying up to date on First Aid and CPR at all times. We help staff choose classes that increase skills to support diversity, children with disabilities and how to work well with families. When hiring staff, we ensure that these individuals embrace and value our core beliefs and program methodology. This quality will be delivered in all that we do around your child's development and how we communicate with families in our program. All of our staff holds a minimum of an Associates degree with most staff holding a Bachelor Degree.

The Good Life Preschool is committed to providing your child with quality care by encouraging each child to express themselves through language, art, music, and physical activity. With the emphasis on play based learning, they are building socialization and self-help skills which build their self-esteem and aid them in succeeding in all areas of life. Every child/family that comes through our doors will be treated with love and respect so that when they leave, they will be able to pass on the love and respect to others that they were shown. No family interested in our program will be discriminated against on the basis of Age, Race, Color, Sex, Creed, Sexual Orientation, Handicap, National Origin or Ancestry. We continue to enroll and practice inclusion of children with disabilities when we are able to meet their needs and make reasonable accommodations necessary for that child to be in a safe learning environment. We look forward to getting to know each child and family throughout the year as we build our community together to show each child "the good life"!

the good life operations

certification and licensing

We are licensed and Certified by the state of Oregon Division of Child Care to serve sixteen children from the ages of 30 months to 10 years old at any given time. To be certified with the Child Care Division we meet all the requirements as found on their website:

[Certified Childcare Requirements](#)

★ staff qualifications

The provider (Lead Teacher), substitute providers (teachers), and any Assistant II-level staff are required to have fifteen (15) clocked hours of training related to child care every year. Of these 15 hours, at least eight (8) clocked hours must be in child development or early childhood education. Everyone who works or volunteers here on a regular basis must also have a cleared the Criminal Background Registry. No one under the age of 18 is allowed to be left alone with our student. Our staff must also maintain the following:

- Current Infant and Child CPR and First Aid, Health & Safety for children, Oregon Food Handler Certification, Criminal Background Registry Cleared with Fingerprints, Certificate of Completion of two (2) hours of training in recognizing child abuse and neglect issues, New Employee Orientation & 20 hours of observed time in our program.

The Program Director/"Vines" Lead Teacher-Jesi Payne Jesi is a native Oregonian, raised in Happy Valley, OR, where her mother owned and taught at the preschool, Happy Valley Kids' Campus, her childhood was busy as the middle of seven children in her family. Jesi's love of teaching and children prompted her pursuit of her B.S. degree from Brigham Young University, majoring in Marriage, Family, & Human Development and Early Childhood Education. In 1999, Jesi began teaching as Lead Preschool Teacher at Adventure Time Preschool. She then taught at BYU, Headstart, and as Curriculum Director at KinderCare in Utah. Jesi moved back to Oregon in 2011 for her husband to pursue his Doctorate at George Fox University. After settling into Newberg, Jesi founded her Life is Good Preschool & Child Care out of her home. The program had the pleasure of teaching over 150 students for over three years. Jesi transitioned over to the Good Life Preschool in September of 2015 to serve as the Program Director and PreK Lead Teacher where she is enjoying her dream job! Jesi was able to bring over her in-depth experience with children and share the research based curriculum that she has developed throughout the years. Both of which have a proven track record in helping children build the foundational skills they need for early life skills, kindergarten and beyond. Jesi has a sincere desire to meet each child where they are developmentally and give them the unconditional help they need to thrive. She values social, emotional, and problem solving skills, as well as the early childhood academic focus. Jesi's husband, Tyson Payne, works with parents in our program on behavior management plans and helps to lead breakout sessions for our family nights. These sessions provide additional tools and resources for parents in our program. Tyson recently finished his PsyD at George Fox as a clinical child psychologist and has reached an ORO level 11.

Managing Director, Co-Owner- Tiffany "Tiff" Darwich believes in a philosophy of exploration for children at the Good Life Preschool . Tiff has 20 years of leadership experience and worked in higher education for 10.5 years. Tiff holds a Bachelor Degree in Business Management and an MBA with a Marketing emphasis. Tiffany and her husband Alain have an almost 8 year old son, Matteo, and almost 2 year old daughter, Alyssa. Tiffany grew up in Wyoming on a farm and explored living in five other states (WY, MT, AZ, CA, WA) before she and her husband settled in Oregon in 2001. They purchased the Dundee Red Hills location in 2013 after living in Downtown Portland for many years. We fell in love with the community and wanted our children to grow up in the country. Tiffany loves wine country, being outdoors and taking in the breath taking views.

“We couldn’t be more excited to put the building on our property to such a great use for the community and love the like-minded families that attend The Good Life Preschool!”. Tiffany's husband, Alain, works full time at his own business in Web Development and holds an undergrad in IT and an MBA. Alain is also a self taught chef and enjoys exploring the art of cooking.

Health & Wellness Manager/Assistant Teacher, Riley Neer is the teacher’s assistant at the Good Life Preschool and also is responsible for cooking and serving the delicious snacks & meals at the preschool. She was born in La Grande, Oregon, where she grew up hunting big game with her family in the Blue Mountains. Riley has her Bachelor of Science degree in Public Health with an option in health behavior and health promotion from Oregon State University. Teacher Riley is going into her fourth year with us! When Riley has spare time, she enjoys trying new recipes and new restaurants. Teacher Riley is getting Married this summer. Riley loves using her degree to impact children at such a young age, teaching them the life skills that they carry beyond just the preschool years.

Lead "Suns" PM Teacher, Amanda Arnold is a Newberg raised local who started working as an assistant at Preschool when she was still in High School at Great Expectations. She then enjoyed working as an assistant with Teacher Jesi from 2012-2014 at Life is Good Preschool. She took a break from Early Childhood in 2015-2017 to experience teaching in Chicago. We have enjoyed having her come back and join us at The Good Life Preschool as our Full Time Suns Teacher. Amanda has a special ability to connect with the children and a contagious smile and huge heart. Amanda has been teaching for us part time through the years as she is attending college and then Full Time in the Summer. Amanda has been part of our program for three years and is majoring in Early Childhood Education.

Lead "Trees" Newberg Teacher, Jennie Delp is a native Oregonian and owns a house on the same street she grew up in the Dundee Red Hills! Jennie has two boys that are 15 and 18. Jennie is going on her second year of teacher with us joining us as our Lead Teacher at the Newberg Good Life "U" location. Jennie is dynamic and has taught children dance in the community for years as well as many camps and learning activities. In the community she has become known as "Zumba Jennie". She has also been a substitute teacher for us prior to coming on as our "Trees Teacher" and taught our dance and gymnastics specialty to kids the past three years. Jennie earned an Associate's degree in Early Childhood Education. We are excited with Jennie's experience, love for learning and high energy that she will share with the kids.

Substitute Teacher, Niki LaDick is a Native Oregonian and has worked with Tiffany & Alain for the past 7 years helping with Matteo and now Alyssa. Niki has early childhood education classes from PCC. Niki is amazing at connecting with children and helping them feel calm. In her spare time she loves to be outdoors, camping and spending time with her dogs.

Substitute Teacher Grace Woolard is also a Native Oregonian and will be filling in on occasion and throughout the summer on some of the afternoons. Grace is a Junior at George Fox University and is a Nursing Major. She wants to eventually focus on pediatrics. She has worked with children for years and also worked in the school district this past year.

☆ sick staff and substitutes

In the event that one of our staff is sick with something communicable we do our best to find a replacement for the day. Sometimes our Assistant Teacher will take the lead or we will need to have a substitute fill in. In the event of a Dr. appointment or other emergency during the school day when our Lead Teacher or Assistant Teacher need to be away, we will provide a substitute.

☆ hours of operation

We are currently open for pre-school and childcare Monday through Friday from 7:30 am-5:30 pm at our Main Dundee location. Newberg location is from 8:45 AM-12:00 PM. We love our students, but please respect the time slot that your child is registered for and pick up on time to ensure we stay within licensing ratios and can only have 16 students in the building at a time. Late fees will be incurred if you pick your child up late.

☆ open & closed calendar

The school year begins in September and ends in May following the Newberg/Dundee calendar for the holidays. A summer program is available for those that are interested in keeping with the same schedule or exploring a different schedule for the summer at our Main Dundee location. We are closed on all State Holidays, Spring Break and part of Winter Break. Tuition is not discounted during this time as tuition is based on an academic year and broken up monthly.

☆ unplanned closures

Our priority is the safety of our staff and families. There are days on occasion that are considered unplanned closures. The Good Life Preschool closes the same days and times as the Newberg School district in cases of inclement weather, an emergency or road safety. We contact families as soon as we know of the change and require parents to find another authorized pick-up to get their child if they are unable to. Since the main preschool is on a hill, on occasion, the weather could be worse. Also, per state requirements, if we have 30 minutes without running water or power we are required to close. You will be notified via Tadpoles as soon as possible if we have an unplanned closure. We do not refund tuition for unplanned closures unless it is more than 3 consecutive days.

☆ vacation or sick policy for children

The operating expenses of the Good Life Preschool are the same whether you bring your child or not. Therefore, no deductions in the monthly tuition will be made based on attendance. We reserve the right to consider a discount or rate adjustment made to your account for certain extended family emergencies or illnesses.

☆ family language resources

We are committed to providing information to all parents and families in a way they can understand. If we have families who have a language barrier, or need additional resources to help them completely understand and participate in our program, we will find arrangements to fit those needs.

☆ definition of learning groups and schedules

We serve children ages 2.5-5.5 during the academic school year and summer session is ages 2.5-8.5. We meet children where they are at developmentally. Our Preschool curriculum focused on ages 2.5-4 year olds and our Pre-K Curriculum focused on our 4-5.5 year olds, which emphasizes the specific skills to prepare children for Kindergarten. We have our classes broken into the Suns Classroom for primarily the preschool curriculum and the Vines Classroom which is primarily our Pre-K curriculum. Our Newberg Trees class is a mixed age group of 3-5.5 year olds. We also combine age groups frequently, so that children learn to work well with all ages.

arrival & departure routines

The Drop-off and Pick-up portion of each day can either become a routine that children look forward to or something they dread. We try to encourage families to help this time become a good experience for everyone. Our regular AM learning groups drop-off time is between 8:30-8:45am (Newberg 8:45 AM), and pick-up is between 11:45-12:00pm. Our afternoon learning groups drop off is at 12:30 PM and pick-up between 4:30-5:30 PM. For our main Dundee location, we serve two lunch groups, one at 11:30AM and the other at 12:30 PM. Students can be dropped off as early as 7:30 AM and picked up by 5:30 pm for no additional cost. If you would like your child to join us for dinner, we serve dinner at 5:00PM. There is no additional cost for dropping off at 7:30 AM or picking up as late as 5:30 PM.

Please message us through Tadpoles if your child will be late or not attending for that day, so that we know they are alright and not attending. There is no discount in tuition for sick or vacation days as the cost to run our program remains the same. Please remain in communication with us, failure to do so on a routine basis could result in termination of your child's educational journey at The Good Life. If they are sick, please note the symptoms, so we can do our best to add an extra round of sanitation and avoid the spread of germs to other children and staff. For your child's safety, please use the "safety gravel path" at our main location when picking up and dropping off. Please do not allow your child to walk across the parking lot as other cars pulling out make it hard to see. It is required that you make acknowledgment with a teacher during drop off or pick up. When dropping off or picking up children, please sign them in and out using the Tadpoles App on the iPad. After signing in, please help children find their name tag, hang up coats, bags, library bags, etc. and join in the activities. Prepare your child and make drop-off a quick, consistent routine. We have found it successful for parents to create a special word or action with your child that they say to you during drop off. Allow the child to choose so they feel ownership of their preschool experience. An example after they get their stuff hung up, give them a hug, and say, "See you later alligator" or maybe they give you a special handshake with a fun word or silly face. You may want to read "The Kissing Hand" or other books that help children prepare for the goodbye at the beginning of the school day. Please take all papers in your child's cubby home at the end of each day and check clean or dirty clothing.

authorized pick up

Safety is our #1 priority! Each adult on your emergency contact list will have a PIN for Tadpoles. We cannot release your child to anyone NOT listed on the registration paperwork without prior approval from you. If it is the first time picking up you will need to provide a handwritten note with the following info: Date, Name of child, full name of adult picking up, permission from you granted and your signature. Staff will check for picture ID and then take a picture to save in their records.

IMPORTANT: Please ensure you have added pictures of your child, yourself and each adult on your approved pick up/emergency list in Tadpoles. If you did not upload the pictures in your registration file please email pictures to tiff@thegoodlifepreschool.com before your child's first day.

☆ non-discrimination statement

No family interested in our program, enrolled child or their family will be discriminated against on the basis of Age, Race, Color, Sex, Creed, Sexual Orientation, Handicap, National Origin or Ancestry. We continue to enroll children with disabilities when we are able to meet their needs and make any accommodations necessary for that child.

☆ children with special needs

The Good Life Preschool practices inclusion of all children with any cultural background, language, and any kind of physical or emotional disability. We make necessary exceptions and accommodations to support these special healthy needs. We currently provide support children with special needs by providing an iPad with a special communication program (LAMP), sign language, and special needs training. There are added handles for safety near the toilet and steps in the bathroom for children with special physical needs. We have collaborated health services and ongoing communication with local Individual Family Support Plan (IFSP) providers and Individual Education Plan (IEP) team members in our community. We have Speech Therapists, Occupational Therapists, and other professionals who conduct observations and provide services in our program.

We also have a single story building for our program to enable the movement of children with physical disabilities or walking aides. Our classroom has labels using pic card images to give instructions for bathroom routines and a pic card bin for use of any student with language needs.

☆ mandatory reporters

As teachers and child care providers we are required by the state of Oregon to report all indications of child abuse that we see or hear about from the children in our program.

☆ termination/withdrawal/schedule change policy

If you need to change your child's schedule, we try to be adaptable per your request pending space available. If you need to change schedules we do require a two week notification via email to the Managing Director (tiff@thegoodlifepreschool.com) and there will not be any tuition refunds during the two weeks that your child finishes out the current schedule. If you are in the middle of the month the tuition can be prorated to the new scheduled tuition amount following the two week notification.

We don't want you to leave, but if you decide to, we need a 30 day written notice of withdrawal to avoid being charged for the following month's tuition. At that time, your last 30 day tuition payment will be due whether your child attends or not. We also reserve the right to terminate services immediately or at any time for, but not limited to:

- Failure to pay on time
- Failure to attend regular hours as scheduled per signed contract
- Failure to comply with policies

- Lack of parental cooperation, communication, or respect
- Violent behavior verbal or physical from a parent or child in the program

We will work with you and your child as much as possible on a plan, but ultimately we cannot put other children, staff or the preschool at risk or in a compromising situation.

---☆ procedures for complaint

We believe in open communication to resolve any conflict and would hope that we could help address your concerns. However, we are required to provide you with the information if you needed to register a complaint against our staff who are teaching. The Office of Child Care's Central Office can be reached at 1-800-556-6616. You will speak to a compliance specialist who will take your information and refer it to a local child care licensing specialist for follow-up.

---☆ staff childcare policy

If parents choose to pay a staff member from the Good Life Preschool to watch their child outside our school program, they must maintain that relationship, the payments, and scheduling separate from our program. The Good Life Preschool is not responsible for child care or transportation from our staff outside our employed programs here.

---☆ confidentiality

All student information will be kept confidential and will only be released to authorized persons such as but not limited to: State licensor, police department, Health and Social services, and backup provider. If you would like to communicate with other parents in our program, please do so through the TeamApp. In our agreement you have the option to allow us to photograph your child on and off the property for our program's publications.

---☆ open door policy

We carry an open door policy which means you may stop by at any time to observe your child unless there is a court order in place in which it would be restricted. Just remember that visitors have an impact on the child's behavior and they may behave differently while you are visiting. Also, if your child is having separation problems, it might make it difficult for them when you leave.

health & safety

---☆ emergency plans & alternative safe location

We have exit plans posted in each room. During an emergency the first "safe" location is by the tall evergreen tree along the white neighbors fence. If the building or parking lot is not safe, children would be escorted to Tiff's house driveway below the preschool (beige house w/ blue door) off of Red Hills Rd. Newberg location would be at the Armory building parking lot. Please complete the emergency authorization form very carefully. Complete, accurate information including home and work numbers is very important.

☆ fire drills & other drills

We hold monthly Fire Drills, earthquake and intruder drills that we rotate throughout the year. You can find the Drill and Safety procedures posted in our "Parent Resources" section of the Team App. We turn on one of the alarms temporarily and practice with the children leaving their items, walking together and going outside. We do have a fire extinguishers throughout the building and teach children about fire safety, intruder safety and earthquake safety.

☆ incident & injury reports

If a student becomes ill or injured at school, the following steps will be taken:

1. The student's home/parent cell is contacted first to report illness or emergency
2. If a parent cannot be reached at home or work, individuals listed on the emergency authorization form will be called.
3. If there is no response to those called, the family physician will be called.
4. If the family physician cannot be reached, the student will be taken to Providence Newberg Hospital. If an emergency that requires EMS, 911 will be called and parents will be notified of the hospital that the child will be transported to.

We send out accident or incident reports to you via Tadpoles if your child encountered an injury or other interaction at school worth noting. We will send a brief description of the incident, who was involved, which staff were present, what the staff offered as help, and if there is any harm done. If there is an injury we will also take a picture of the injury site. We keep these reports with your child's Tadpoles Portfolio and you have access to them as well through the Tadpoles app. If you see any injuries on your child after school that you might have a question about, please contact Teacher Jesi, our Program Director, so that she can research the situation. Sometimes kids do play rough, but it is our ultimate goal that your child is safe. If there is any mark that would suggest abuse of the child, we are required to report it immediately.

☆ influence of drugs or alcohol

If you or any other person appears to be under the influence of alcohol or drugs at the time of pick-up, you will be asked to have someone come and get you and your child. All of our staff are prohibited from using any drug, alcohol, or tobacco during school hours or on the premises.

☆ liability & insurance

The Good Life Preschool has a general liability insurance. All families sign our Liability Waiver for field trips and are responsible for transporting their child to and from the field trip. If a parent or approved adult can't drive the student, you can choose whether a staff member can transport your child to and from the location. The Disclaimer of Liability & Release Form explains that we do our best to provide a safe environment for all these children, but sometimes events can occur. The Disclaimer of Liability & Release Form has specific answers for any questions families might have. Parents are also responsible for providing an approved car seat for your child if staff is transporting your child.

illness policy & exclusion

Striving for good health and safety is a goal at our school. To prevent the spread of childhood diseases and illness, please do not bring your child that is ill to the school. Each child is required by the state to be current on immunizations and we will keep a signed current copy on file. If you do not immunize your child, you will need to complete either the non-medical exemption form and certificate or follow the protocol for a medical immunization. Parents can go to the following website to follow the exemption process for their child.

[Exemption from Immunization](#)

If your child comes down with a communicable disease you need to notify the Managing Director right away, and in turn, we must notify other parents and the Yamhill County Health Department. Children with a contagious illness will not be allowed to return until they are properly medicated. A child must be on the antibiotic 24 hours before returning to the school.

The Good Life Preschool will send home any child who exhibits any of the following:

- Fever of 100 degrees or higher. (Need to be fever-free for 24 hours) **WITHOUT THE USE OF A FEVER REDUCING MEDICINE**
- Diarrhea (2 or more stools while here that differ from normal bowel movement) or 1 combined with another symptom.
- Vomiting
- Draining rash anywhere on the body: must be gone before returning
- Eye discharge: Pink eye or from a cold: must be gone before returning
- Lice or nits: can return only after being free of **both** for 24 hours
- Communicable disease: chicken pox, measles, etc., must be gone before returning to school
- Consistent complaints of ear, stomach or headaches, or other pain
- Any color of nasal discharge: it must be clear before returning to school unless it is a severe clear runny nose, then they need to remain home until it becomes a mild runny nose (over 15 min. between)
- Severe coughing: congested, with phlegm, gets red in the face, gags, throws up, or high-pitched whooping or croup sounds: must be mild before returning to school

Even a child that is too tired to participate in normal daily activities or requiring more attention than usual should be kept at home. Please message us via Tadpoles if you are unsure about whether to bring your child here and let us help advise you. Any child who exhibits two or more symptoms will be asked to stay home.

Before returning your child to school they **MUST BE FREE OF ALL ABOVE SYMPTOMS FOR 24 HOURS.**

medication policy

It may be necessary for a student to take medication at school. The following steps must be taken before school personnel can dispense any form of medication (prescription or nonprescription) at school:

1. Parent or guardian must present the medication to the staff and sign a medication permission form
2. Students may not transport medication to and from school
3. All medication must be in its original container and within the expiration date
4. Prescription medication must have the prescription label attached
5. Place prescription medication in a sealed plastic bag with the following written on the bag:
 - a) Child's name
 - b) Prescription name
 - c) Doctor's name and number
 - d) Dosage
 - e) Pharmacy name and phone number
 - f) Instructions for administering
 - g) Dates the medication is to be used for

Child must be kept home for 24 hours after the first dose of a new medicine for possible allergic reactions. Nonprescription medications may include but are not limited to:

- Antihistamines
- NON-aspirin fever reducing/pain reliever
- Decongestants
- Anti-itching ointment or lotions
- Diaper rash ointments or lotions
- Cough syrup
- Teething gels
- Insect repellent

These must be sent in original containers. If any will be taken differently than indicated on the labels or for more than 5 days, we will need a note from the physician. If you fail to bring your child's prescription medication to school you will be asked to go home and get it, or take the child home and give them the required dosage.

We have a medication log that you can review at any time to see when your child was given his/her medications and a note indicating the times and dosage administered at school will be on your daily reports. If a child will be on long-term meds, or as-needed medications like asthma inhalers, a note from your doctor will be required to put in our files. Medications that are not being used must be sent back home. Only asthma-type medications will be kept here between uses.

transportation

By signing the registration forms you are giving your child permission to be transported as needed in case of an emergency only and allowing them to participate in all activities at the school whether on or off premises. If you would prefer to provide your own transportation for field trips or activities, please let our staff know. At this time we do not transport children to

or from any other schools or locations. There may be families who made arrangements with buses or others to transport children here on their own.

☆ pets & animals

At this time we do have a preschool bunny at our Main Location named "Fuzzy Wuzzy" who is kept outside in a cage on our grass playground. The bunny has been raised around kids and is only taken out by the Teacher with a small group of children. The kids are also able to feed the bunny with close supervision. Once a year we do have a pet visitation week that we will reach out to families that would like to come share their family "child friendly" pet with the preschool friends during a supervised circle time. We have two dogs that are kept at Tiffany's house. Francesco, is a small Mini Aussie mix and Daisy, a black Pomeranian. Both are up to date on all shots and flea treated. Both are friendly with kids and only come up to visit on occasion when supervised by the Managing Director and a small group of children.

Finances

☆ learning group tuition & extended care fees

Tuition rates are a monthly rate based on the schedule you register for. The tuition for your child is due at the beginning of each month or bi-monthly, if chosen. Online payments from your bank is the preferred method. If you need to pay by paper check, please contact the Managing Director at tiff@thegoodlifepreschool.com. We send invoices by email from Quickbooks Online on the 25th of the month for the next month's tuition and for those paying bi-monthly, again on the 10th of the month. You will be able to pay online using your bank information and creating your own login. We do not accept credit cards.

Each month your payment is due by the 1st and 15th and is considered late if not received by the 5th (monthly payments and 20th (for bi-monthly payments **there will be a \$15 per day fee until payment is made in full.**

Tuition includes all meals and snacks for your child! We believe in serving organic and local food, whenever possible, for your child. We try to keep our tuition costs comparable to the market and for all the fabulous things we provide at the Good Life Preschool. In the event of increased tuition, families would be notified and it would not go into effect for 30 days.

☆ discounts available

There is a discount of 10% for a second sibling and limited financial need based scholarships are available at the beginning of the school year. Please see our website for more information on scholarship opportunities for the upcoming school year. If you would like a financial need based scholarship application, please reach out to tiff@thegoodlifepreschool.com to apply.

☆ additional costs

If you are late to pick up your child, you will be billed \$10 per 15 minute increments. This will be added to your next invoice. We know stuff happens, so you will receive one late pickup "freebie" per month up to 15 minutes. A \$25 fee for insufficient funds or bounced

transactions will be charged. There is a \$150 non-refundable registration fee when initially registering for the program and an annual \$100 registration fee for returning families to hold your child's desired schedule and place in class (\$50 will be credited to September tuition). This helps to pay for the child's materials for the year and includes a library book bag and art piece that your child will get to keep at the end of the year!)

If library books become lost, torn, or destroyed beyond repair while you have them checked out, you will be responsible for the replacement cost or one similar to it. Please take good care of the books, these were passed on from Teacher Jesi's mom, who lost her battle to cancer. This is where the name "Silly Grandma's Library" comes from.

★ taxes

A W-10 form will be emailed by January 31st. You will be provided this with a summary of your payments for the current calendar year for your own personal tax records and potential deductions. If you do not receive a form or need additional information please email tiff@thegoodlifepreschool.com.

preK & preschool program

★ basic learning group schedule & routine

We know that consistent routines help children know what to expect each day. The adventures during a preschool day are never lacking, so the schedule does change. Below is a suggested schedule of activities and meals we seek to follow each day. Please make sure your child is dropped-off and picked-up by your contracted time. We plan our day/activities according to the children that will be here. If you are more than 15 minutes late to pick your child up at the end of their scheduled time, you will be charged the late fee for the day. Basic routines during the day include the following:

★ Getting Settled-

- Parents Sign child in, put personal belongings away, get name tag
- Greet teachers
- Play Village is available or group activities for dramatic/imaginative play, writing, art, creative expression.
- Breakfast is served for AM drop off, Lunch Served for PM drop off, please note times.

Whole Group Meeting

- ★ • Greet each other and sing together
- Take attendance & update the Calendar
- Movement songs and/or stretching/yoga
- Announcing the day's events

★ Small Group Spanish Lesson

- Learning songs, phrases, and doing activities in Spanish
- Group discussions
- Transitions are said in Spanish such as washing hands, eating
- All curriculum hanging in the room is labeled in Spanish and English

★ Whole Group Life Skills

- Share personal news or ideas
- "Today I feel....." discussion
- Practice songs, poems, rhymes
- Role playing social scenes

★ Small Group Circle Time

- Letter and number recognition
- Phonics
- Read stories
- Plan activities
- Group discussions

★ Story Time & Music Time

- Child choose between Story or Music
- Reading stories for meaning
- Acting out stories
- Learning to sing, play instruments or dance to music

★ Outside Play

- Bikes, tricycles, scooters & wagons for riding
- Balls, jump ropes, buckets and shovels available for outside play
- Sand & water tables with tools to explore
- Playstructure with rock wall, swings, slides and rope ladder.
- Observe weather, animals, birds, and the natural world, Nature walks

★ Open Hour (Montessori)

- Learning centers are available for child-initiated, teacher supported learning
- Learning centers include a library area, dramatic play area, science exploration, writing center, art station, science exploration, creation station for building and constructing, math materials
- Small skill-focused groups and special projects
- Beginning reading and writing
- Art Lab is open and changes weekly
- One-on-one time focused on children's individual goals
- Children self regulate the timing and serving of their snack.

Small Group Project Time

- Child-initiated projects and exploration of topics suggested by students and based on their interests/questions/curiosities
- Children plan and conduct investigations/activities in small groups and/or individually

★ Breakfast/Lunch/Late Snack

- Children and teachers enjoy social conversation and the sense of community that comes from eating together

★ Rest Time

- Full Day Suns class children can sleep, listen to books aloud or look at books. Full Day Vines have the option to do yoga or rest.
- Children who are awake after 20 minutes move to activities with the rest of their class

★ Pick Up

- Share daily photos
- Pick-up work to go home
- Gather belongings
- Say Farewell to Teacher and Friends

★ curriculum

The Good Life Preschool lessons are from the research based and Common Core Aligned. For our Vines class we use DLM Curriculum and for our Suns class we use Starfall Pre-K. These exciting programs integrate: math, science, health, creative arts, social studies, physical movement, early literacy, and social-emotional development, all under a framework of guided instruction and imaginative play. Both classes follow the same schedule for Life Skills, Spanish, Letter of the Day and Specialty learning. We also use Montessori style learning daily to provide individual learning experiences. We combine the two methods to really create the best of both worlds for your child to experience.

★ special instruction

In addition to the regular instruction from our staff throughout the day, we invite specialists to visit our main Dundee location throughout the year. These instructors will range from yoga, cooking, drama, art, gardening and music. We value the many experiences these children will have from the added richness of these speciality instruction times. Being able to explore and experience a variety of activities at The Good Life Preschool helps build confidence in your child. Newberg enrolled children are welcome to attend the specialty programs, but we would ask that a parent or adult stays with the child to ensure we maintain ratios. Specialty schedules will be communicated in our newsletter throughout the year and via TeamApp Calendar. Please RSVP if your child is not normally scheduled during that time/location. Siblings are also welcome as long as a parent/guardian stays with them during the session.

★ bi-lingual Spanish

We know the value of exposing children to various languages during these early years, and have made our classrooms a place to see, hear and speak Spanish throughout the day. The entire school is labeled in both English and Spanish. We use a curriculum specifically created to teach 3-5 year old's Spanish through a play based method and have increased the amount of Spanish learning throughout the day.

When children learn “whole language” and not just isolated vocabulary, they remember and are able to use the words the word they learned. This is the key to successful language immersion. Children will be learning songs in both Spanish and English that relate to all the topics we cover throughout the year. We also will be reading books in Spanish on occasion as well and frequently will play Spanish stories or music during some of the snack times.

★ weekly life skills

We begin the school year with the GEM Growing Early Mindsets Lab lessons to set a foundation for the year of learning ahead. Then we begin the 25 weeks of Second Step: Early Learning Lessons. The end of the year we will finish with another set of the GEM Lab lessons to help them look forward to another year of learning ahead. Parents can watch for the family notes in the Newsletter to see how to bring these life skill activities home as well.

We also use the lessons from Second Step: Early Learning Lessons to help us teach social skills and the Kelso's Wheel of Choices (see page 20) that is the tool in our local elementary schools to aid them in developing life skills and self-esteem.

The curriculum is research based, progressive and builds throughout the year as children increase their abilities to learn through each activity.

☆ QRIS now known as SPARK

Oregon has joined the Race to the Top to increase the quality of early childhood education and child care there is available in our state. To increase the standards of providers and teachers, Oregon adopted a star ranking scale similar to other states. We now have the Quality Rating and Improvement System, now referred to as SPARK which goes above and beyond the basic safety requirements for child care. Through SPARK, programs submit a portfolio with evidence for all the parts of their program to Western Oregon University to have it ranked based on the proven markers of quality.

The Good Life Preschool Dundee location is proud to be a 5 Star Rated program! For information visit <http://triwou.org/projects/qrisc>

The domains evaluated for our quality ranking include the following Domains:

- ☆ **Children’s Learning and Development (LD)**
- ☆ **Health and Safety (HS)**
- ☆ **Personnel Qualifications (PQ)**
- ☆ **Family Partnerships (FP)**
- ☆ **Administration and Business Practices (AB)**

☆ silly grandma’s library

We believe that a love of learning and of literature at an early age can give them a great benefit for the rest of the schooling ahead. We provide a children’s lending library of over 3,000 books that each child has access to throughout the year. When each child enrolls, we provide them with a Library Bag that they can bring each day to school. Whenever they bring the bag with them, they may “check out” one book to read at home with their families. We encourage families to read at home with their children using our library that correlates to what we are learning about each Unit throughout the year.

The reason our library is called “Silly Grandma’s Library” is because it was named after Jesi’s mother, Allyson Taylor (AKA Silly Grandma). She had owned a private preschool in Happy Valley all the years Jesi grew up there. She went back to teaching first grade for another 10 years before she lost her battle with cancer. Her greatest legacy she left behind was her absolute LOVE of books and children. Sharing Silly Grandma’s Library with all the children attending our program is one way to continue that legacy.

☆ developmental screening & assessments

We require all parents to perform one Ages and Stages Questionnaire (ASQ) with their child prior to starting in our program.

From that point we do a Fall and spring developmental screening using the ASQ and the ASQSE (Social Emotional). This information is used during parent-teacher conferences to discuss progress and areas that need focus. Parents can access ASQ at www.asqoregon.com and results need to be emailed to tiff@thegoodlifepreschool.com before your student starts class.

We also use the Teaching Strategies GOLD system. These Standards and Benchmarks were designed to address the VPK (Voluntary Pre-K), Head Start, and UPK (Universal Pre-K) programs, as well as to reflect many State standards. We do observations and assessments as well as keep a portfolio for each child and compare them to the goals through the curriculum. These will also be available in your child's Tadpole's account to view online. Throughout the year, we collect or photocopy pieces of artwork and writing samples, date them, and keep them in files or in the Tadpoles program for each child. This shows the progress the child has made. We use both Formal and Informal Assessments in three ways: Individual Assessments, Class Assessments, and Learning Center Notes. If there are any indicators of a developmental delay, we have the contact information for the WESD and the Newberg School District specialists to help with the next step in supporting your child's development.

learning group sizes & ratios

We are Licensed and Certified for up to 16 children at one time at our Main Location. Newberg we will only have 10 children at one time. We maintain learning group sizes on average around 8 children for Dundee with never more than 10 per teacher at both locations. Dundee Main Location: When groups are combined our Preschool students age 2.5-4 and PreK students ages 4-5 are in a maximum group of 16 students with 2-3 teachers present. We do have a few students join us for our discovery based summer curriculum up to 8 years old. One teacher is with the younger learning group while a second is with the older students. During transitions times there may be three teachers present and in the afternoon if less than 10 children are present, we may have only one teacher.

school rules

At the Good Life Preschool we try to maintain four basic rules that are the same ones taught throughout the Newberg School District: **Be Safe, Be Respectful, Be Responsible, Be Kind**. We teach our students how to evaluate these four rules in many situations.

An example might be running inside is not **Safe**, so running feet would be reserved for outside. Grabbing toys from another child's hands would not be **Respectful**, so we teach them to ask and wait. Leaving your art supplies at the table when you are finished would not be **Responsible**, so we encourage everyone to clean up their space.

toys from home

We do not allow children to bring toys from home to our classes. We have plenty of different activities here and do not want your child's items to be lost, broken, or become an issue with other children. If a toy does visit our class without permission, the teacher will have it put away until pick-up time. On occasion we may invite children to bring something special to show as a star student for the day. In that event, you will receive a note from the teacher via text or email beforehand.

☆ what to wear

We encourage families to dress their child in clothes that are safe to paint, climb, swing, and play actively in. All girls wearing skirts or dresses must wear shorts underneath. Be sure your child can dress themselves in the clothes and shoes they wear to school. Clothing must meet the current weather conditions to make your child feel comfortable both inside and outside. Please keep in mind that we have concrete on our bike playground that can cause some extra "ouch" when children are wearing clothing that exposes legs.

☆ rest/nap policy full day children

Each day after lunch around 12:00 PM we have a rest/nap time for full time Suns students. We provide nap mats, sheets, blankets, pillows, and pillow cases for each child with their own print and color. Each child can have as many books as their age on their mat with them. We also play audible children's books for them to listen to while resting (i.e., Dr. Seuss, Magic Treehouse, Beverly Cleary). If your child falls asleep they will be allowed to nap until 2:00 PM. The Full Day Vines do Yoga and Read books after lunch before beginning their afternoon learning for 20 minutes. Full day scheduled children that are not sleeping after the 20 minutes can get up to join the other students. Children that no longer nap or that are attending for the afternoon will do yoga to relax and connect mind with body.

☆ health & safety

The Good Life strives to maintain an environment that is both safe and promotes good health. We meet the safety guidelines from the Licensing Specialist & Sanitation Inspectors who do annual inspections as well as surprise visits. We do provide activities that require safety equipment if a child chooses to participate. We offer tricycles, bicycles with training wheels, balance bikes, scooters, and wheeled cars that are only played with on our concrete playground area. Everyone is required to wear a helmet.

☆ screen time policy

The Good Life knows the value of education and play that is not provided by electronic items. We make sure all of our families are informed about the electronic media tools used in our program.

In our program we use iPads with the Starfall App for kids to use one 5-minute turn in the morning and for full-day students in the afternoon for 5 minutes. All devices are locked in Guided Access. This app is appropriate for all ages, nonviolent and culturally sensitive in the images of children presented. On occasion we will show a children's show on our theatre screen such as: Sid the Science Kid, Between the Lions, Magic School Bus, Word World, etc. We keep video media under 45 minutes. During that time children also have the option to read in the library or do table games. We only show videos that are activity engaging children for learning while watching and there is no screen media is playing throughout the regular day or during meals. All screen time is intentional and related to the current interests and learning going on in the classroom. For example, we might watch the Magic school bus episode about human digestion during the week we learn about our body or support our lessons on things such as germs, science, sharing, etc.. The videos we show are all on DVD's without advertisements. We will often listen to music as background sounds.

employees with technology

Employees are only allowed to use their cell phone to communicate to parents about an illness or injury, emergency purposes or to text another staff member to help coordinate logistics between activities for the children. Personal calls and texts for or by staff are only conducted before or after a shift or on a lunch break.

Staff are only accessing the Tapoles app while with children. iPhones, iPads and iPods are only to be used to record assessments, curriculum, observations, meals, memories, lessons and to communicate with parents.

meal program & special diets

Food for the children in school is more than just balanced meals and nutritious snacks; it is a vital part of each day. This is a great time for learning manners, socializing with other children, and talking about the day. Each meal served will meet the USDA Food Guidelines. Snacks will always have two food groups and Meals (Breakfast, Lunch and Dinner) will have a minimum of 3 food groups. Water is served with all snacks and throughout the day, Milk or Milk alternative is served with all three meals. For full day children, we serve three meals and two snacks a day so there is no need to bring food with your child to school. For half day children they will receive two meals and a snack if present during the scheduled time. For our Newberg location, children will be served one snack for the morning session, please make sure they had a good breakfast before drop off. If your child has any food allergies PLEASE make sure to put this on their registration form. A doctor's note must be signed and kept on file for food allergies. Parents need to re-sign the USDA enrollment form each year. As a reminder we strive to cook meals from scratch and serve local and/or organic food options when ever possible.

bathroom

We require all students in our program to be fully potty-trained for sanitary reasons. If a child reverts back, then we will need pull-ups provided during school hours. If after two full weeks of being accident-free they can tell the teacher that they need to go, they may try regular underpants. Please make sure they have enough changes of clothing here during this time. Check this daily and make note of it. Also make sure they are wearing clothes that are easily pulled up and down. No overalls, belts, skinny jeans, or zippers. An elastic waist is the best for kids and gives them a feeling of self-accomplishment when they can pull them up or down by themselves. Please also no zippers, buckles or ties on shoes. Kids need to be able to put their shoes on and off easily, since we switch to rainboots in the Fall/Winter when outside. We do keep some spare clothes at the preschool in case of a child running out if they had an accident. We ask you return these to the school laundered. The clothing will always be marked "TGL". If it becomes an issue of your child not having spare underwear you will be notified and charged \$5 for each pair of underwear that the child needs, which your child would be allowed to keep.

Teachers are near when children use the bathroom, but the child is in the bathroom alone with the door shut, unless the child asks for help. We encourage children to use flushable wipes after a bowel movement. Teachers will be available for assistance if the child has already used the flushable wipes and is still asking us for help. We encourage parents to practice this skill at home.

hand washing

We require our students and staff to wash hands at least five specific times each day.

1. Before we eat or prepare food
2. After we eat or clean up food
3. After using the bathroom or helping in the bathroom
4. After playing outside or with messy things
5. After coughing, sneezing, or wiping nose

We instruct our class frequently about germs and proper hand washing to be “Germ Busters!” We sing a hand washing song while rubbing our hands that you may want to encourage at home as well. We make sure that all the “bubble boats” full of germs go down the drain and are off their hands before thoroughly drying with a paper towel.

Tops and Bottoms (rub backs of hands and bottoms together) Tops and
Bottoms In between (rub by intertwining fingers) In between
Rub them all together (rub hands in a circle) Rub them all together
Squeaky clean (twist around thumbs) Squeaky clean

positive guidance & behavior management policy

At The Good Life Preschool we try to see the best in all children and use Positive Guidance and Behavior Management only when necessary. We give positive verbal encouragement for acceptable behavior rather than praising the outcomes. Punishment that is humiliating or frightening to a child such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food or punishments for lapses in toilet training, and other forms of physical punishment are PROHIBITED. The children are explained the rules of the program frequently, so that all know the guidelines. Once a child understands the rules and follows them, the following techniques are used. As a last resort a conference will be called with the parents. If problems cannot be resolved the child maybe asked to find a program that would be a better fit for both parties.

Some of the Positive Guidance Techniques we use to guide behavior include the following:

1. Clear Expectations: We take the time to reflect with the children before transitioning to the next activity to share very clear expectations ahead of time.
2. Proactive/Preventive Strategies: We try to set children up to succeed. We place name tags on our “Tree Carpet” used for gathering time or snack spots in a pattern to keep conflicting children separated as much as possible.

3. Ignoring: We find that sometimes a child produces some negative behavior to get attention. It can be stopped when it does not get the attention desired. We will use this technique unless a safety issue is involved.

4. Redirection: We try to offer alternatives or distract a child engaged in undesirable behavior by encouraging a different toy or activity.

5. Verbal Intervention: We explain to the child the inappropriate behavior and show him/her the appropriate way to handle the situation with words. We try to always state what they “Should” do rather than what not to do and avoid NO, DON’T and STOP.

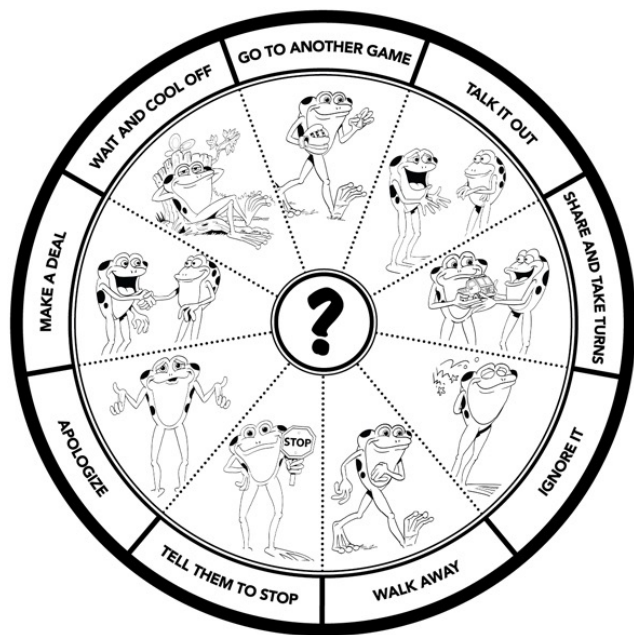
6. Emotional Labeling: We try to model empathy and help children identify their emotions and the emotions of others.

7. Logical Consequences: We help the child understand the logical consequence of his/her actions by removing the object or activity in which the child is engaged.

8. Wait and Cool Off: We help children learn to self regulate their body and feelings in a safe way. If a child seems like they might be getting too upset, we will help the child step away from the learning group in the library to allow them to relax and calm down. We read our “Calm Down Time” books together and do “balloon breathes”. The child will have access to limited activities including books and be closely monitored. The child may return to the learning group as soon as the negative behavior stops or is significantly reduced. Length of time never exceeds their age in minutes.

9. Kelso’s Wheel of Choices to Solve Problems: After they have “Cooled Off” we help them find a solution using Kelso's Wheel of Choices. We teach them to use two different approaches from the wheel next time. These are all effective tools for children to use in problem solving.

10. Frequency & Intensity: If a child needs to “Cool Off” regularly, a child’s parent will be asked to work with the teacher. If the child puts them self, other children, or adults in immediate danger, a parent will come pick up the child



☆ parent & staff interactions

The Good Life values the relationships that can develop between parents and our staff each day. We ask that conversations last only a brief time during pick-up and drop-off whenever possible to enable our staff to perform their job without distraction. We encourage you to contact our staff through the Tadpoles App, email, text or phone. Any concerns from a parent about a staff member or an incident may be brought to the Program Director (Teacher Jesi) or to the Managing Director (Tiffany Darwich).

☆ holiday celebrations

We have seasonal parties throughout the year in our program. We typically host a 'Harvest Party' in November, a 'Winter Party' in December, a 'Love and Friendship Party' in February, and a Graduation event. When learning about holidays, we read books about Kwanza, Hanukkah, Christmas, Halloween, Thanksgiving, Easter, and others. If you would like to bring a book for us to read or join us in class to teach about the way your family celebrates, we would love to schedule that. Parents must let the teacher know in writing if they would not like their child to participate in certain activities.

☆ field trips

We have one fall and one spring field trip. This is frequently a pumpkin patch in October and a farm or hike in the spring time. For these field trips, we ask parent volunteers to help drive and join us for the day. The program pays the cost for the event and provides snacks. The Transportation part of our enrollment form indicates transportation plans.

☆ outdoor play policy

We LOVE spending time outdoors and learning from the endless tools in nature. We go outside to play every day no matter the weather. We provide two playgrounds and alternate between the two in the morning and afternoon. For children that are with us all day, they will go outside at least twice a day, up to three times. Children are able to explore different play options including: slides, swings, forts, soccer, balls, bikes, scooters, cars, gravel dig pits with dump trucks, water and sand tables, wagons, grass, outside building blocks and mud kitchen! The only time we will keep your child inside is if they are recovering from an illness with a doctor's note to not breathe cold air or if they request to go inside, where they would join a teacher for an indoor activity. However, we always encourage outdoor exploration and during the Spring/Summer season we will do many of our activities such as snack or learning activities outside!

☆ program evaluation

We are always striving to provide the highest quality program we can for your children. We do annual program evaluations at the end of each school year and the end of the summer program. Please share with us your thoughts so that we can continue to provide your children with the best experience possible!

family responsibilities

---☆ registration

Registration is based on space available. The following forms will need to be returned prior to the first day of attendance. We prefer receiving these forms back through email to save on paper. To reserve your child's spot for the Fall term and/or Summer Session, we must have all these forms on hand.

- Registration Forms Packet
- Immunizations Records or Exemption with Certificate
- Signed USDA Food Program

These records are maintained at our business for 7 years. All information is also added to the Tadpoles program for sign in/out, messages, and child portfolios.

---☆ trial period

There is a two-week trial period for each family. Either party may terminate this agreement within this period via phone, in person, or letter, with or without cause. NO REFUNDS will be given during this time. After the initial trial period a two-week written notice with pay will be required to terminate care.

---☆ supplies for your child

We provide all the school supplies needed for our daily program. Dundee Main Location: We ask each family to supply two changes of clothes available at the preschool for their child in the event of a messy project, potty accidents, or too much rain. We keep these clothes in their "Colored Cubby Buckets". For Newberg students please bring one change of clothing in your Good Life Preschool logo bag. Please do not bring extra backpacks or bags to school as the child's cubby gets crowded. We encourage you to use your Good Life preschool bag each day for papers, clothing or anything else transported to and from the preschool.

Weather-appropriate attire for each child shall be kept at the school as needed: rain jacket, gloves, rain boots and perhaps a warm coat in the winter. We also require that you bring a bike helmet and water bottle to be left at the preschool. Please write your child's name on all items they bring to school. During the sunny months, we require and provide sunscreen that is at least 40 SPF and we strive to find brands that are natural. If you prefer a different type of sunscreen to be used on your child, please bring it to be left at the preschool with your child's name. You will also need to acknowledge the Sunscreen portion of the registration paperwork.

---☆ alternative/back-up care

Families are required to have two options for backup care in the event of an emergency. This may be a family member, another drop-in center, or a friend on your authorized pick-up list. An alternative plan is suggested to have someone who could watch your child even if they are sick is suggested to arrange before the school year.

---☆ divorce/custody issues

In the event of a family situation that involves divorce or custody issues, we want to focus on what's best for your child. Decisions as to the travel arrangements, paying of tuition, and attending parent conferences is between the parents. If there is a restraining order in place, it is the responsibility of the parent to provide that information for the child's file.

family partnerships

☆ involvement ideas

Education at home is key to the learning processes of little children. We strive to give you opportunities to get involved. A few ways include the monthly Book Club, School Parties, Field Trips, and Family Activity nights. We try to plan these regularly and invite parents to join in the planning and events. You will get information about these throughout the year through email and text via Tadpoles. We open it up to have one to two parent volunteer each year to be in charge of the Book Club, Field Trips, School Parties, and Family Activities.

☆ encouraged participation

We value bringing parents and families into our program. If you have a family language, culture, celebration, or special skill that you would like to share with these children in our program, PLEASE let us know. We will work together to plan an event for you to participate in our program. We will make you feel welcome and the children always love having their home connect with their school.

☆ ongoing communication

Getting accurate information from preschool age children can be a challenge. We provide electronic communication so you can know what to ask your child about each day. Every day a daily report is emailed via Tadpoles when you check out your child to let you know what letters, numbers, life skills, activities, songs, games, books, arts, experiments etc we have done that day. This will also include the food served and nap times, if your child napped.

In the Tadpoles Parent app, you will have easy access to all your child's records on your phone. Please check your email often for these items. The Tadpoles Parent App is free and can be downloaded on the App Store. If you don't have access to a computer please let us know, and we will print off what you need.

The second App we use on a regular basis is TeamApp. This is used to communicate parent newsletters, upcoming events to RSVP and houses all of our parent resources for our program. You can join TeamApp at: <https://thegoodlifepreschool.teamapp.com/>.

If you need to reach a teacher during school hours for an urgent issue, please text or call the Managing Director, Tiff Darwich at 503-467-6565, so that she can get the information to the current Teacher's in a timely manner. Please keep in mind that the children are our top priority and Teacher's are not available to answer calls during the day. Keeping the line of communication open between us is in the best interest of your child. Sharing important information about your child and family is essential for us to provide the best possible care for them.

parent input & yearly surveys

We will send out surveys through Survey Monkey a couple times each year. It is a way for us to get specific answers about our program, changes, timing for events, and other things. We appreciate your input! We also send out parent surveys the beginning of each year to help us get to know your child's presences and interests better. When we do our annual assessments and ASQ we send out a form for parents to fill out and share their home observations and progress to contribute toward their child's developmental goals.

program advisory groups

In an effort to continually meet the needs of our families, we seek advise from parents who participate in our program. Each year we let parents who are interested sign up to be on our advisory group. They meet together with the staff twice a year to discuss program strengths, weaknesses, suggestions, and changes to meet family needs.

plans for parent meetings & family nights

We plan on having family nights throughout the school year. Months when we have parent teacher conferences, graduation or back to school nights we will not have a family night. We will sometimes have Parent Meetings where children can come and play with staff here while parents discuss plans, learn new skills, or plan events for the school year. These are typically during the week day where we provide snacks, games, activities and fun for the whole family. We plan the activities depending on the interests of the families registered. We choose one to two parents each year to help lead the planning of our Parent Meetings & Family Nights, so please let us know if you are interested.

parent conferences

Conferences can be scheduled at any time by either the parent or Lead Teacher. If there is an urgent issue that you feel needs to be addressed about your child in the classroom, you can contact the Lead Teacher/Program Director, Jesi Payne on her cell number after 3:30 PM at 971-264-4864. We will hold formal parent Conferences in the fall and spring each year. During our fall and spring Conferences we will discuss the assessments, developmental screening, social skills, and all the wonderful attributes of your child with you. Conferences are designed to be a discussion to support your child both at school and at home.

contact information

At The Good Life Preschool, it is our goal to be reachable. The best way to share information or ask questions to the Teacher's is via email. Teacher Jesi, our Program Director can answer all the questions about the curriculum, field trips, class interactions, behavior and developmental milestones. Teacher Jesi can be reached via email or via phone after 3:00 PM. Tiffany is the Managing Director and runs the business, so that our teachers can focus 100% on the fabulous children. Tiff can answer questions about tuition, fees, scheduling, student records and also serves as the point person for urgent parent to teacher communication. This allows her to know what Teacher's are currently at the preschool to communicate to relay messages quickly. If your child is running late, sick, on vacation please message us through Tadpoles or you need to reach someone at the school urgently, call or text Tiffany at 503-467-6565.

The Good Life Preschool

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The Good Life "U" Newberg

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---☆ Amanda Arnold

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---☆ Tiffany Darwich

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