

Parent Handbook

Yellow Wagon Preschool, Inc.

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OUR PHILOSOPHY

Yellow Wagon believes children need opportunities to explore and experience activities independently. At Yellow Wagon, students are free to select materials and activities designed to help them discover and problem solve. Combined with teacher-led class instruction and one-on-one interactions, we are able to tailor to your child's individual educational needs. At Yellow Wagon we view each child as unique and seek to teach them accordingly.

Our primary goals for Yellow Wagons students:

1. To be prepared for kindergarten
2. To build confidence and a positive self-image
3. To have fun!

WITHDRAWAL

If you decide to remove your child from Yellow Wagon, written notice is required one month in advance. Tuition will be charged for the last month after providing notice regardless of whether your child continues to attend class.

TERMINATION

Yellow Wagon reserves the right to unenroll any family for the following reasons

- Financial Discharge of any kind
- Drug/Alcohol abuse on premise
- Childs extreme misbehavior
- Failure of child to adjust to the classroom environment after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Lack of compliance with handbook regulations
- Routinely late or early drop-off or pick-up of your child

PAYMENT

Payment is due by 4pm the first Friday of each month

We accept, cash, check, and Venmo (@yellowwagon).

Late Payment Fee - \$10.00 per day **including** weekends and holidays. No exceptions

REGISTRATION

The annual \$230 non-refundable registration fee (per child) applies to all Yellow Wagon Preschool students. **Currently enrolled students must also pay this fee each year of enrollment.** This fee covers administrative fees, supplies, and all field trips for the school year.

September tuition is due on August 1st prior to the start of the school year.

Fall-enrolled students: If you decide to remove your student from the program prior to the first day of class, written email notice of withdrawal is required prior to August 1st . Late notice will result in being charged for September tuition.

FEES

- Late Pick-Up Fee: \$2 per minute per child for pick-up after 12pm.
- Late Payment Fee: \$10 per day **including** weekends and holidays. No exceptions.
- Returned Check Fee: \$30 fee for any returned checks, plus any additional fees incurred by Yellow Wagon or the bank.
- Any incurred fees will be added to the following month's tuition.
- Failure to pay tuition or any incurred fees within 7 days of the original due date will result in an immediate termination.

SAFETY

Your student's safety is the top priority at Yellow Wagon. The doors remain locked throughout the day except for the first 15 minutes and the last 15 of the day for pick-ups and drop-offs. Students will be signed in and out by teachers upon arrival and departure. Students may be released only to people authorized in writing. Identification will be required when someone other than the parent or guardian is picking up your student.

DISCIPLINE

At Yellow Wagon we focus on redirecting children rather than direct discipline. If a child is having a hard time, we offer a break in our Safe Place. Our Safe Place is where students can be alone and choose between several materials to sit with until they have calmed down and are able to talk to the teacher or their peers. You will often hear us talk about red and green choices. Throughout the day we will discuss behaviors that students are displaying and decide whether we are making red or green choices. A handout about our red and green choices are included in your enrollment handouts.

POTTY TRAINING

At Yellow Wagon all students are required to be potty trained. While teachers are happy to assist with wiping, buttoning or zipping of pants. Students must know when they need to go to the bathroom, as well as be able to get on and off the toilet independently. If a child has a BM accident, parents will need to pick up their child right away. If they have 2 or more pee accidents in one day, parents will need to pick up their child as well. While we understand accidents happen, we do our best to make sure we remind children to use the bathroom throughout the school day.

ARRIVAL AND DEPARTURE

Students must be escorted into the building by the parent or guardian. Separation can be stressful for both the parent and the child, especially in the first few weeks. Please do not attempt to sneak away without saying goodbye to your child. Give your child a goodbye kiss and/or hug and explain that it is time for you to leave and you will return later. As difficult as it may be, make your goodbye short and sweet. The longer the goodbye, the more difficult it can be for you and your child. Yellow Wagon staff will comfort your child and involve him or her in an activity to occupy them.

VACATION AND SICK TIME

For planned vacations or absences of any kind, please notify Yellow Wagon via email. Tuition shall be paid for each scheduled day of enrollment, regardless of absences.

INCLEMENT WEATHER

We will follow the Beaverton School District guidance for inclement weather closures. If there is a 2-hour delay OR closures for the day, all classes will be canceled for that day. Tuition is still required for inclement weather days.

HOLIDAYS

The following is a list of the holidays observed by Yellow Wagon where the school will be closed. Tuition is still required for these holidays:

- Labor Day
- Veterans Day (one-day closure for each class)
- Thanksgiving Day (& the day after)
- Winter Break will follow Beaverton School District
- Martin Luther King, Jr. Day
- Presidents Day
- Spring Break will follow Beaverton School District
- Memorial Day
- Juneteenth

Yellow Wagons Preschool Program runs September through June. The summer program run July and August.

SNACK

We will provide one snack each day. If your child has allergies to specific snacks, please be sure to bring in a substitute. We are a peanut and tree nut-free facility.

BIRTHDAY PARTIES

Birthdays are a special time and we like to celebrate them by holding parties for each student. You are welcome to bring a special snack for your child to share at school. We welcome parents to join for your child's birthday party. If you choose to send party bags to school, please make sure there is one for each student in the class. Reminder: we are a peanut and tree nut-free facility.

FIELD TRIPS

On field trip days we will close school down for the day and meet at the field trip location. We do anywhere from four to six field trips per year. Some field trips are on site. If we have a field trip or guest on site, we will have school normal hours that day.

DRESS CODE

Please send your child dressed ready for play, arts, and crafts. Do not send your child in formal clothes or

pajamas (unless it is pajama day). If clothes are stained or soiled during play at school, Yellow Wagon is not to be held liable.

ELECTRONICS:

Electronics should be left at home. On occasion we watch educational or holiday movies.

CLEANLINESS AND HYGIENE

Proper handwashing is emphasized throughout the school day for both students and teachers. Each student is expected to thoroughly wash their hands prior to beginning morning activities, before eating, and after using the restroom.

HEALTH POLICY

Students will not be allowed to attend class at Yellow Wagon when sick. Sick students need additional care that we cannot provide. The following criteria will be strictly enforced for the health and well-being of both students and teachers. Examples of associated symptoms include, but are not limited to:

1. **Fever (100F or higher) Student needs to be fever free for 24 hours**
2. Nausea or vomiting
3. Diarrhea
4. Sore throat, hacking or continuous coughing, runny nose with colored discharge
5. Runny and/or Crusty Eyes: Watery, matted, and/or red or pink eyes
6. Unexplained Rash
7. Lice
8. Communicable diseases (chicken pox, conjunctivitis, mumps, measles, influenza, etc.)
9. **Immunizations- must wait 24 hours to return to class after received**

This policy benefits your child and the other children. Your help in keeping your sick child home is appreciated. Parents of a child with a diagnosed contagious condition (measles, head lice, pink eye, mumps, chicken pox, HFM, etc.) are asked to notify Yellow Wagon as soon as possible. We will alert parents to watch for symptoms in their own children.

MEDICATION

If your child is on medication and it needs to be taken while he or she is at Yellow Wagon, the medicine must be in the original container and have the medication form filled out.

INJURIES

Minor scrapes and bruises while at Yellow Wagon will receive proper care. An accident report will be completed and provided to you upon pick-up. If a serious accident should occur, you will be contacted immediately. All Yellow Wagon teachers are certified in both CPR and First Aid.

CHILD ABUSE AND NEGLECT PROCEDURE

All Yellow Wagon teachers are mandatory reporters of child abuse and neglect. We are required by law to report suspected abuse and neglect.