



“Helping shape the small wonders of our lives”

*Small Oaks Christian Preschool
Parent Handbook*

*“That they may be called Oaks of righteousness, the planting of the
Lord that he may be glorified” Isaiah 61:3*

Small Oaks Christian Preschool
A ministry of
Dayspring Christian Church
8005 Highland Meadows Parkway
Fort Collins, CO 80528
970-294-1732
www.smalloakspreschool.com

Our Curriculum

Small Oaks implements a faith based curriculum. Our curriculum gives a sound biblical base to grow on while preparing your child for elementary school. The Small Oaks curriculum meets the neighboring schools incoming requirements. Our curriculum addresses a comprehensive skills set: Bible and Academic; social and motor skills, visual perception, math concepts, letters, numbers, and music.

Mission

It is the mission of Small Oaks Christian Preschool to follow God's instruction in developing each child's unique potential, to the end that each "little acorn" would take steps toward becoming an "oak of righteousness".

Philosophy

It is the philosophy of Small Oaks to provide an age appropriate educational program that allows each child to grow spiritually, cognitively, physically and socially in a loving and caring classroom. It is our goal to provide Biblical knowledge along with academic curriculum. It is our desire that each child will gain confidence, self-respect, and a love of the Lord that will continue to grow in their hearts throughout their lives.

Each month we send a newsletter home that informs parents of our academic focus for the month. Our highly trained teachers direct children according to their individual capabilities and maturity level. Our classrooms are designed not only to be warm and inviting but also create a stimulating learning environment.

Admission

Small Oaks admits students of any race, color and national origin. Each student is a child of God and will be treated equally in all rights, privileges, programs and activities generally accorded to students at the school.

Small Oaks welcomes all children with disabilities, and will make reasonable accommodations for children in accordance with the Americans Disabilities Act.

The following must be completed before the first day of school:

- Enrollment forms
- Health forms and immunization record
- Paid registration
- Paid Supply fee (\$30) Jr. K (\$40) includes magazine subscription

Licensing

Small Oaks Christian Preschool is licensed by the Colorado Department of Human Services- Division of Child Care. The license is posted by the classroom. Small Oaks is also licensed by the Larimer County Health Department. Both agencies conduct frequent inspections to assure operational standards are met.

Staff

The staff of Small Oaks is trained in Early Childhood Education. Staff is early childhood teacher qualified and certified by the Colorado Department of Human Services Division of Child Care, and have been background checked by the Colorado Bureau of Investigation. Small Oaks staff attends yearly early childhood training and are current in First Aid, CPR, and Universal Precautions.

Tuition

- Tuition is due on your child's first class day of each month. M/W/F tuition is \$170 a month. T/TH 3's-4's tuition is \$120 a month. Jr. K tuition is \$252 a month
- Please make checks payable to Small Oaks Christian Preschool (SOCP). Checks are to be turned in at the preschool office. If you have bill pay please be sure checks are received by the 1st of each month. Please write your child's name and class days on each check
- Small Oaks offers Electronic Payment Processing. There is a 5% discount for using this service. When entering your monthly debit please enter the discounted amount: M/W/F \$161.50 T/TH \$114 M-TH M-TH \$239.50
- There will be a \$10 late charge for tuition paid/received after the 7th.
- A \$20 fee will be charged for returned checks
- Tuition is based on a 9 month pay schedule. Any school breaks have been accounted for in your monthly tuition. There are no adjustments due school closings.
- If a full year of tuition is paid on your child's first day of school the 5% discount will also be given.

Potty Training

Small Oaks Preschool accepts children who are not fully potty trained. If your child wears pull ups, they must be able to pull them up and down independently. Small Oaks staff will not change diapers/pull ups. If your child soils their diaper/pull up the parent will be called to come and change them.

Arrival and Dismissal

3's 4's class program hours: 9:00 am to 11:30

4's 5's class program hours: 9:00 am to 12:00 pm

Jr. K class program hours: 9:00 am to 12:15 pm

When arriving and at pick up time you must sign your child in and out.

We have implemented a digital sign in/out system. This should simplify the process; however please bear with us as we work out the kinks. Please set up an account for your child and include their photo. Set up is easy to do online.

Immunization

At Small Oaks we accept children who are not fully immunized. Parents must complete the immunization exemption form. Please see the director to pick up this form.

Release of children

- Information on the enrollment form should be kept current with correct phone numbers, email, and contact information for emergencies. You make pick up a change form at the office to update information on.
- Written notification is required if your child is being picked up by someone other than you. Photo Identification will be required.
- In case of emergency, telephone messages will be accepted on the preschool phone. Please plug this number into your cell 970-294-1732

Late Fees

It is the parent's responsibility to make all necessary arrangements for pick-up. The policy for late pick-up is as follows:

- At each 10 minute interval an additional \$5 charge will be assessed.
- Late fees are due upon the child's first day back to school.

Snacks

Please remember we are a nut free facility

- If your child has food allergies we ask that you keep a safe snack container at school.
- Arrangements must be made in advance with your child's teacher for foods served at parties.
- If you would like to bring cupcakes on your child's birthday they must be nut free including being processed in a nut free facility.

School clothing and personal belongings

- Preschool activities can be messy. We ask that you dress your child accordingly. For your child's safety tennis shoes are the best footwear.
- It is extremely important that you label all jackets, coats, hats.
- Personal items should not be brought to school, with the exception of show and tell.
- We ask the 3's-4's class to bring a change of clothing to keep at school in case of accidents. Please place clothing in a gallon bag with your child's name on it

Discipline

Discipline is not innate; it must be taught through careful planning and consistency. Discipline is teaching through guidance. Small Oaks will gently re-direct your child when an incident occurs. We desire to build character therefore your child will be asked to apologize to any classmates they may have harmed.

If a child has continual disciplinary problems a parent/teacher/director meeting will be called to see how we can best resolve the issue.

Sunscreen

The State of Colorado requires that all children have sunscreen applied before outdoor time. You may apply sunscreen at home or you may use the sunscreen available at our sign in area. You may also bring in your own sunscreen if you desire. If your child is not wearing sunscreen for the day they must wear long sleeves and a hat for protection.

Illness/Medication/Accident/Emergency Policy

All children must be fever-free and symptom-free without the use of Tylenol, Advil, etc. for at least 24 hours prior to returning to school. If a child becomes ill during the day, the school will separate the child and notify the parents to have the child picked up immediately.

Field Trips

Small Oaks is a parent co-op so we would like parents to attend field trips with their child. If you are unable to attend a field trip with your child please make arrangements with another parent in the class or a family member.

Some field trips may allow siblings to attend. For other field trips there may not be enough room for siblings. This will be noted on permission slips.

Class Parties, Birthdays, School Events

- Small Oaks will have class parties on: Thanksgiving, Christmas, Valentines, Easter and the end of the school year.
- We encourage children to share their special day with their classmates. Birthdays are celebrated during snack time. Please schedule this with your child's teacher. Please keep it a simple birthday snack
- We will be happy to distribute invitations for birthday parties when the entire class is invited.
- School events- we will be having different events throughout the year such as: Christmas program, Pancake Breakfast, spirit night at local restaurants, etc. Your participation and assistance with these is appreciated.

Parent Involvement

Small Oaks is a parent cooperative preschool.

- The Parent Helping time commitment can be up to one day a month (2 ½ -3 hours), depending on class size. While parent helping is not required in the Jr.K class we encourage you to help on your child's birthday and
- Parents are always welcome in the class.
- Siblings may not be brought to school on your parent helping day. We suggest you can find another family with which you can swap childcare.
- All families are required to take on one Maintenance duty. See the list at the preschool office.
- If you think of an additional way you would like to volunteer please let us know.
- Do you have a special talent you could share? OR perhaps your place of employment would be a great field trip! Please let us know so we can make arrangements with you.

Progress Reports

We will send home a progress report before the Christmas break. Our second progress report will take place at Parent Teacher conferences in the spring. At any time if you have a concern about your child you may email or call the teacher.

Newsletters and Calendar

Each month a newsletter will be emailed to you. We will also have some available at the office. We will have a snack calendar posted outside of the classroom. In order to keep allergic students safe, a snack calendar will be emailed to you each month. This will allow you to see what is being served and plan for any special snack that may need to be brought in for the day. Our calendar will also let you know of any special events or school holidays.

Weather Closures

Small Oaks follows the Poudre School District in regards to school closures. We do not change tuition or extend our calendar due to weather related closures. Any weather closures will also be posted on the Small Oaks Facebook page by 7 am. In the event of severe weather students will go to the church basement until the severe weather passes.

Emergency Procedures

All emergency procedures will be placed in the back of the handbook. For safety reasons we will give this information only to registered families. Please read through this information to be prepared in case of disaster.

Withdrawal

Please submit a written notice two weeks prior to withdrawing from school. Tuition will be prorated only if you have given a written notice and are moving out of the area. Please remember registration and supply fees are non-refundable. If you withdraw your child and choose to re-enroll them for the same school year a new registration fee will be due.

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