



“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
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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 (\$20)

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 Pre-K tuition is \$165 a month. T/TH 3's-4's tuition is \$120 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 \$156.75 T/TH \$114
- 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 a 5% discount will 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

When arriving and at pick up time you must sign your child in and out. Sign in/out sheets will be located outside the classroom. Sheets will be taken to the playground for sign out.

Immunization

At Small Oaks we accept children who are not fully immunized. Parents must complete the immunization exemption form at the bottom of the Health Appraisal.

Release of children

- Information on the enrollment form should be kept current with correct phone numbers, email, and contact information for emergencies.
- 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.

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

- On the day you sign up to parent help you will provide the snack and drink for the class.
- Due to Health Department code we ask that all snacks be store bought.
- The Teacher will check the snacks daily for any potential allergens
- 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 processing).

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 clothing and backpacks.
- 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.

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.

- Parents are asked to bring snack and drink to their child's class on their parent helping days. Please remember for the safety of all students we are a peanut free facility.
- The time commitment can be up to one day a month (2 ½ -3 hours), depending on class size.
- Siblings may not be brought to school on your parent helping day. If you need assistance finding childcare speak with the director.
- There are various other opportunities you can assist with. They include: planning a class party or school event, picture day, making play dough, ordering scholastic, etc.
- 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!

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 sent home to inform you of our focus for the month. Newsletters can also be viewed on our website. 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.

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 withdrawal your child and choose to re-enroll them for the same school year a new registration fee will be due.

