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**2018-
2019**



**Christian Preschool
& Kindergarten**



**2265 NW Shevlin Park Road
Bend, Oregon, 97703**

541-213-3023

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www.shinebend.com

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Kerri Ellis, Director: 503-730-2357

Mission Statement:

It is the mission of SHINE Performing Arts Christian Preschool to provide a kind, academic learning and development experience for young children. We will accomplish this mission by creating a safe, positive, and nurturing environment in which God and the Bible are shared each day by a caring and well-trained staff.

Staff Requirements:

Teachers at SHINE Preschool have a working knowledge of child development and early childhood education principles and techniques. Teachers have at least one year of classroom experience with preschool age children and meet all Oregon State Guidelines.

GENERAL INFORMATION***School hours:***

SHINE is open Monday - Friday for all-day hours of 7:00am - 5:00pm. Core academic days are Tuesday, Wednesday, and Thursday. (Monday and Friday consist of supplemental academics). Half day program hours are 8:30 -11:45 am for preschool, 8:30 - 1:30 for Kindergarten.

Students may arrive at 8:30 am or later for educational free choice time.

The front door is pin coded for safety. Due to our constant rotation of activities, students must be picked up promptly, unless prior arrangements have been made. If your child is to be picked up by someone not listed on your registration form, a written and signed note to that effect must be handed to a director or teacher by a parent, and identification may be requested of that person at pick-up time.

Class size:

The maximum number of students in each class is 10. There is a teacher for each class, and shared assistants. We follow state requirements for staff to child ratio.

Daily snack/Lunch:

Please pack a daily snack and lunch (for students staying for lunch held at 12:00 noon) and a water bottled marked with a name, which can be kept in the student's cubby. We ask that you limit sugary snacks and avoid items that can stain clothing, floor, etc. Please do not pack red jello or drinks, or other foods that may stain our carpet. Thank you!

Attire:

Due to the nature of activities, art projects, and play at school, children are to come in washable, comfortable clothing. Dance/Movement is part of our daily schedule and movable clothing is very helpful. We do not wear shoes on the dance floor. Students may wear non-skid socks or their dance shoes. GIRLS: When skirts or dresses are worn, please always wear shorts or bloomers underneath. SHOES: Velcro is our friend! We will go outside when weather allows and it is a great help for teachers to send students in tennis shoes with velcro for easy on/off.

Calendar & school closures:

We follow the basic school calendar of the Bend elementary schools, however we do not take all the in-service days they take. In the case of inclement weather, SHINE will be closed when schools are. We will send a notification email. In the case of a two-hour delayed opening, SHINE will open at 9:00 am. See the following important dates:

School Calendar (38 School Weeks)

September 10: School Begins!
November 12: No School, Veterans Day
November 21-23: No School for Thanksgiving Break
December 8: Christmas Performance Recital
December 24-January 4: No School for Christmas Break
February 18: No School, President's Day
March 25-29: No School, Spring Break
May 27: No School, Memorial Day
June 1: Spring Performance Recital and Graduation
June 21: Last Day of School!

Sickness:

For the sake of other children and our teachers, please keep your child home when he/she is sick. This would include fever, discolored runny nose, consistent cough, etc. You may text our school phone, 541-213-3023, if your child is sick and so we can pray for him/her. Please notify us if your child contracts a contagious disease so the rest of the parents in the class can be notified. This would include chicken pox, mumps, measles, head lice, etc.

Tuition:

Tuition is due by the 1st of each month, no later than the 5th, September through June. There will be a \$25.00 charge on each returned check and a \$25.00 late fee assessed for late payments if no prior arrangements have been made. Monthly payments will not vary, even if the month is shortened by holidays or there are 5 weeks in the month. Also, adjustments are not made for absences, as the school's operational expenses do not decrease. If a child is sick, and misses more than 2 consecutive days of school, we will allow one make-up day per trimester. Arrangements for the day attended must be pre-approved by the school Director.

Monthly Calendar and Newsletter:

Each month teachers will send home a calendar and/or newsletter, which is the primary method of communication telling parents about what we've done in school, and what is planned. We will also send all the information by email.

Birthdays:

We like to celebrate our little ones special day! Parents are welcome to bring in a treat for us to pass out to students. Please make prior arrangements with the school staff. We encourage treats like stickers, pencils, small toys (the less sugar the better!). Thank you!

As the children get acquainted, they often want to invite classmates to their home birthday parties. If you wish to invite the entire class, invitations may be put in the cubbies at school. However, if you will be inviting only some of the children, please mail/email the invitations, to avoid hurt feeling. We can provide email addresses with permission.

Discipline:

Students of SHINE Preschool will be expected to learn and develop many social skills, such as: showing respect for self, others, school property, and authority; listening to staff and following directions; being kind to staff and other students; taking turns; and managing frustration, anger, and hostile behavior in appropriate ways. Young children sometimes have difficulty meeting our expectations. For example, if a child is hurting another child, not playing properly with school toys, is out of control, or not following directions, the child will be removed from the situation. There will be a discussion between the teacher and student about the behavior, and what "good choices" can be made before he/she returns to the group. If the child is uncontrollable, parents will be called. We follow state guidelines for appropriate discipline and safety procedures. We use a warning and time out system consisting of a "green, yellow, and red" management chart.

Parent Involvement:

We find that most children do better in the school setting when independent of their parents. For this reason, we have limited parent volunteer times during our academic portion of the day. We do encourage and welcome your participation in field trips, class parties, your child's birthday celebration, special art projects, and certain units of study where you could supplement our lesson. We desire open communication with you, and want you to feel free to call us with any concerns, questions, or suggestions you may have throughout the year. There will be parent/teacher conferences once a year.

Special Events:

During the school year we hold special events and activities beyond our normal school days. signed permission slip and Carpool Liability Release Form are required for field trips Students are transported by a designated teacher in our 15 passenger school van.

Field Trips: Will be Notified

Performance Recitals (December and June)

Class Parties (will be held during school hours)

Daily Schedule: (May periodically vary for special events, projects, etc.)

8:30 – 8:50 Settle in/Educational free choice time, Clean-up song

9:00 - 9:20 Morning Carpet Time, Calendar and Weather

Tuesday: Spanish and Sign Language, Wednesday: Bible Lesson, Thursday: Monthly Theme

9:30 (duration varies by age level) Seat work time, Learning Groups

15 minutes Wash hands/Snack Time

20 minute Outdoor Time (when weather allows)

20 minute Circle Rhythm, Movement and Dance time, Tumbling, Music

20 minutes Art/Craft Time

**Additional academics by grade level

11: 45 Morning Session Ends

Kindergarten: Additional Phonics, Math, Writing provided in additional daily academic time.

(Afternoon session follows a similar timeline and activities)

UNITS OF STUDY: Language English/Spanish, Phonics, Math, Science, Bible

Basic Units: Shapes, Colors, Letters, Numbers, Matching, Sequence

We use portions of Kumon, Horizons and Abeka Christian based curriculum, Logic of English, and supplement with additional phonics, language, science, and math programs to form a well-rounded program. Throughout the school year: music, singing, instruments, movement, crafts, art, manipulatives, Bible verses, and more to keep our little ones learning! Each day we have a dance, tumbling, and movement portion for students. Extra enrichment classes are offered.

Performing Arts & Education

Serving **H**onoring **I**nspiring **N**urturing **E**ducating