

PARENT/GUARDIAN HANDBOOK



Early Learning - Preschool Promise
2025-2026



Willamette
EDUCATION SERVICE DISTRICT

www.wesd.org

While you may be familiar with Willamette ESD (WESD), Preschool Promise is a separate service from the other services WESD currently provides. These classrooms are not part of the Early Intervention and Early Childhood Special Education program and are not a special education placement. The preschool promise classrooms are guided by the belief that children learn best through play and practice. Classrooms are facilitated by one instructor and an instructional assistant with up to 18 children.

The program will operate Monday - Friday

- Salem- ECC Classrooms 9:30-3:30 pm
- Yamhill Cozine Classrooms – 8:30-2:30 pm
- Woodburn Classroom – 8:30-2:30 pm

Scheduled closures for holidays, staff development and parent/teacher conferences. Because healthy habits are important to development, time for rest, movement, and self-care (handwashing and restroom) are built into each day. Nutritious snacks and lunch are also provided free of charge. Our program uses evidence-based curriculum, student interest and a strength-based approach to build kindergarten readiness skills. In partnership with our families, we aim to create a safe, welcoming, and positive classroom culture that provides opportunities for children to thrive.



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CONTACT INFORMATION

Willamette Education Service District - Preschool Promise
Marion, Polk and Yamhill Counties

ECC Center
2600 Pringle RD SE Suite 100
Salem, OR 97302
(503)385-4675
Fax: (503)363-0061

Yamhill Center
2045 SW HWY 18 Suite 100
McMinnville, OR 97128
(503)435-5900
Fax: (503)435-5920

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Marion County
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Senior Clerical Specialist
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Program Coordinator, Early Learning Services
(503)435-5941 brittany.mcmurray@wesd.org

Tiffany Stein,
Senior Clerical Specialist
(503)435-5901, tiffany.stein@wesd.org

COORDINATED ENROLLMENT THROUGH EARLY LEARNING HUBS

Marion/Polk Early Learning Hub

(503)485-3219

<https://parentinghub.org/>

Yamhill Early Learning Hub

(503)376-7421

<https://yamhillearlylearning.org/preschool/preschool-promise/>

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SOCIAL WORKERS

WESD Preschool Promise programs have Social Workers who play a key role in supporting the well being of the children and families in our program. Their responsibilities can include:

Supporting families by helping them access resources like food, housing, healthcare, or developmental services.

Providing behavioral health support and counseling by offering short term counseling and/or emotional support to children and families to help parents and caregivers understand and manage children's emotional and behavior needs.

Providing parent education and guidance to strengthen parenting skills and family engagement.

Offering crisis support and helping families navigate complex systems such as child welfare, special education, or mental health services.

Promoting equity and inclusion by addressing barriers related to poverty, trauma, and social determinants of health.

Collaborating with staff to address social, emotional, and behavioral concerns in children.

Overall our Social Workers are here to help ensure children are ready to learn by addressing non-academic factors that affect development and school success.

Services are flexible and can be provided through in-home visits, virtual sessions, or office appointments.

To access the Social Work team, you can ask your child's teacher to contact or contact us directly via email: ei.ecse.socialworker@wesd.org. When emailing, please include your child's full name, date of birth, and your preferred method of contact for our response.

PARTICIPATION IN PROGRAMS



Change of Address or Phone Number

We need your help in keeping our records updated with your current address and phone numbers. It is important for you to call us if you are planning on moving, this applies whether you are moving within the same town or to a new town. If you are moving out of our service area, we will gladly help with the transition.

Child Abuse Reporting Policy/Mandatory Reporters

WESD staff are mandatory reporters of any suspected child abuse or neglect incident. If a staff person suspects that a child has been abused or neglected, Oregon State law requires that the suspected abuse be reported to the Department of Human Services or a local law enforcement agency.

Immunizations

Oregon law requires that we make sure all children who attend one of our classrooms have been immunized. For those children who are not in compliance with the immunization law, parents will be notified regarding the immunizations they need. If a child's immunization record is incomplete, the child will be excluded from school. Willamette ESD is legally bound to adhere to all immunization mandates and requirements. For more information, go to <http://www.healthoregon.org/imm>.

To view immunization rates reports for your county, go to our Early Intervention and Early Childhood Special Education Immunization section under www.wesd.org.

COLLABORATIVE PROBLEM SOLVING (CPS) & THE PYRAMID MODEL

Collaborative Problem Solving (CPS) is an evidence-based approach founded in the belief that all people do well if they can. We firmly believe that if your child is not doing well that it is our job to help figure out what is getting in their way and to work with the child and family to remedy the problem.

The Pyramid Model is an evidence-based, multi-tiered framework that supports children's social-emotional development, academic success, and mental well-being by creating nurturing, inclusive, and predictable learning environments. It uses three levels of support: basic strategies for all children, extra help for some, and personalized support for those with bigger challenges. The model emphasizes prevention, uses data to guide decisions, and fosters strong partnerships with families and community resources.

Our three program-wide expectations are:



***Safe *Friendly *A worker**

When families are meaningfully involved in educational activities, their children do better in schools. Families play an important part in their child's education and social development. Social learning and positive discipline at home can be built on the same framework that is used for the classroom. Your child's teacher can help you access resources or provide more information.

Three things to think about doing at home if you aren't already:

☞ **Set up clearly defined expectations in your home.**

☞ **Teach your children what the expectations mean at home and in the community.** Example: we are safe in the parking lot by always waiting on the curb and then holding hands. Then remind your children of the expectation before getting out of the car.

☞ **Celebrate your family's success!**

Example: When your child has helped with a task, say something like, "Thank you for moving the chair so I could vacuum under it. That was hard work!"

PRESCHOOL CLASSROOMS INFORMATION

Registration for Preschool Classes

Before a student begins attending preschool, parents or guardians must complete the following annually:

- **Parent Agreement**
- **In-House Registration Packet**, which includes:
 - Emergency contact information
 - Immunization records

All forms must be submitted prior to the first day of attendance.

Safety

Safety is our number one priority. To ensure that the building is safe visitors and parents are escorted to and from the classrooms by a staff member. After your child's first day, we ask that you wait with your child until a staff member is taking students to the classroom. Please say goodbye to your child under the covered walkway by the south entry door, so that a staff member can take your child to their classroom. This allows your child to be as independent as possible and ensures that all children are safe in the building.

On your child's first day, you are welcome to take them to their classroom and stay for 30 minutes or less. Your child may be upset when you first leave. Staff are trained and prepared to comfort and support your child.

Video Cameras

The Willamette ESD board authorizes the use of video cameras on Willamette ESD property to ensure the health, welfare and safety of all staff, students and visitors to Willamette ESD property, and to safeguard Willamette ESD facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. Willamette ESD has video cameras in our classrooms to enhance the safety and security of our students and staff. These cameras are used to monitor and ensure a safe learning environment. The footage is strictly for internal use and is handled in accordance with our privacy policies. If you have any questions or concerns, please contact the school coordinator.

Recording Devices are not allowed:

To ensure the privacy and safety of all students and staff, the use of recording devices (including but not limited to cameras, audio recorders, and video recorders) is strictly prohibited on school premises without prior authorization. See Early Learning program handbook for information about recorded meetings.

Classroom Observations:

To maintain a focused and secure learning environment, outside agencies are not permitted to observe in our classrooms. This policy is in place to ensure that students' educational experiences remain uninterrupted and their privacy is protected. If you have any questions or need further information, please contact the school administration.

Exception: For children in their Transition to Kindergarten (TK) year, resident school districts may conduct classroom observations as part of the transition process.

Parent/Preschool Communication Procedure

All concerns regarding the child's preschool program should be directed to the child's instructor first. An instructional assistant is not expected to relay important information to the child's instructor.

Communication with staff should be done either by phone, email, or at a scheduled time. At pick up and drop off times staff are focused on getting all children where they need to go safely and so they are unable to talk at that time. **Any changes in drop of or pick up procedures must be provided in writing.**

Partnering with Staff to Support Your Child's Learning

Our program follows Oregon's Senate Bills 756 and 758 to ensure strong collaboration between staff and families.

Senate Bill 756: When creating or updating your child's Individualized Family Service Plan (IFSP) we include input from classified staff—such as instructional aides and support staff—who work closely with your child. They share valuable observations about your child's goals, progress, behaviors, and any concerns they notice. These staff members receive training and have access to the documents they need to support your child effectively.

Senate Bill 758: Staff are not prohibited or discouraged from sharing information with parents/guardians when it supports your child's education. They must act in good faith and ensure the information is accurate before sharing. This law protects open and honest communication between families and school staff. **Parent Conferences** Parents will have formal opportunities to meet with their child's classroom Instructional Leader 3 times per year in November, February, and May to review progress.

Developmental Screenings At the Willamette ESD Preschool Promise, we utilize the Ages and Stages Questionnaires ASQ and Ages and Stages Questionnaires: Social-Emotional ASQ-SE developmental screenings to monitor and support each child's growth and development.

COR Advantage Assessment Tool Is utilized in our Preschool Promise classrooms to understand and support each child's unique learning needs and strengths. This tool helps us see how your child learns best, track their progress, and keep you informed about their development. We also use Kaymbu to document and share your child's milestones and achievements with you. By using these tools, we aim to create a personalized and effective learning experience for every child.

Curriculum Overview We are dedicated to fostering an environment that supports your child's growth and development. We utilize the HighScope Curriculum, which emphasizes active learning through hands-on experiences. This approach encourages children to explore, discover, and engage with their surroundings, promoting critical thinking and problem solving skills.

In addition, we incorporate the Slumberkins social-emotional curriculum to support your child's emotional well-being. Through engaging stories and activities, children learn about feelings, empathy, and resilience. Together these curriculums provide a comprehensive educational experience that supports your child's development.

Attendance in Willamette ESD Preschools and Groups

To be sure all children are safe, contact the teacher to excuse your child from school; otherwise, they will be marked absent. Also, if you need to change the pickup or drop off for the day, send a written note in your child's backpack. **We ask for your assistance by calling or emailing your child's teacher before 7:00am if your child will be absent that day.**

Harmful Items

The staff strive to provide a safe educational environment for all our children. On the rare occasion that the staff observes that a child has brought some kind of harmful item to class, that item will be removed from the child's possession and the parent will be contacted.

School attire\clothing

Your child will need a backpack large enough to carry clothing, notes, and papers to and from school.

In general, children should wear clothing that is comfortable and easy to clean. Children will be participating in a variety of activities, some of which may be “messy.” These experiences are wonderful for young children but can be hard on clothes. Feel free to dress your child in clothes that are easily washed or can take a little extra wear and tear. It is requested that each child bring a complete change of clothing, and if appropriate, extra diapers, and diaper wipes each school day.

Please mark your child’s personal items with their name so that they can be easily identified.

Snack and Mealtimes

- Classrooms provide adequate and nutritious meals and snacks following USDA guidelines, appropriate for the ages and needs of the children.
- Mealtimes will include snacks (mid-morning and mid-afternoon) and lunch.
- Water shall be freely available to children.
- Please make sure to notify the teacher and when completing registration paperwork, if your child has any new or existing allergies to food.

Rest/Naps

Students will have a 20-30 minute quiet activity/rest period built into their daily routine.

Classroom Screen Time

Classrooms will planfully utilize targeted educational videos and applications on electronic devices that are specifically connected to thematic or curriculum content for some lessons or learning opportunities. Parents will receive notification prior to any other events or activities that might include extended screen time either displayed for full group or individual viewing.

Visitors Guidelines

Safety and adherence to confidentiality and legal regulations are a high priority for the building. Visitors are disruptive to your child as well as to the classroom as a whole. Occasional visits may be allowed for parents of registered children on rare occasions for specific purposes. To assure confidentiality and minimize classroom disruption the following must be adhered to:

- **Plan Ahead:** Contact your child’s teacher at least one day in advance. Visits must be approved by school administration.
- **Check In:** Sign in at the front office and wear a visitor badge.

- **Keep It Brief:** Visits are limited to 30 minutes to reduce classroom disruption.
- **Save Questions:** Staff are focused on students during class time. Please ask questions after class.
- **Respect Privacy:** All children and families have a legal right to privacy. As a visitor, you agree to keep all student information confidential, including not identifying any child with a disability. This is required under **FERPA**- *Any breach of confidentiality may result in future visit requests being denied.*

Phone calls to staff

Your child's teacher will give you the classroom telephone number to call before and after class. Staff are unable to answer during class time to limit interruption to the lessons. If an **emergency** requires that you speak with someone immediately, please call your child's front office listed on page 1 of this handbook.

Inclement Weather

The decision about school closures for children enrolled in a **WESD classroom** will be determined by the school district where you live and where your child attends preschool.

School delays and closures will be listed on the **Willamette Education Service District website** at www.wesd.org and click on the Flash Alert. This information is updated frequently throughout the early morning so please check more than once. You may also call our main line for closure information at 503.588.5330. Please sign up for email and text alerts about school or community emergency closures at <http://flashalert.net>.

Notification will also go out through **Parent Square**. Not only can parent(s)/guardian(s) receive notifications about school delays and closures, but other information important to our PSP programs. See below for more information.

Emergency School Closure

Sometimes it is necessary to close a school or all schools without prior notice. This may be due to a loss of electricity or water, snow or ice conditions, or impending natural or nuclear disaster. If it becomes necessary to close school, it is your responsibility to make a contingency plan for your child.

PARENTSQUARE



WESD Early Learning classrooms use ParentSquare to help keep you connected. This communication tool allows both the program and your child's teacher to share updates—including classroom news, program information, community events, newsletters, and urgent notifications like weather-related closures.

Messages may be sent by text, email, or through the ParentSquare app, depending on your preferences. Your account is created using the email you provided; if no email was given, your phone number is used instead. To access your account, visit www.parentsquare.com and log in with your contact information.

Once logged in, you can update your preferred language and choose how you'd like to receive messages

For easy access on your phone, you can download the free ParentSquare app by scanning the QR codes below for Android or iOS:

iOS QR Code:



Android QR Code:



If you need help with ParentSquare or run into any issues, support is available! Click the question mark in the upper right corner of the website, or tap the Help tab in the app (look for the triple bar icon at the top left) for answers to common questions and troubleshooting tips.

HEALTH GUIDELINES

Your child's health is very important to us. Children are susceptible to contracting contagious illnesses when they begin attending preschool. It is extremely important that when ill, children are kept at home. It will help them recover more quickly as well as help keep their classmates and teaching staff from becoming ill.

If your child becomes ill at school, you (or a person on your emergency form) will be contacted to come and get your child. It is your responsibility to pick up your child from school in a timely manner if they are ill. If your child is not picked up, DHS may be notified. **It is important to keep us informed of phone number changes and emergency contact information.**

Student should not be sent to school with any of *the following symptoms*:

- Fever (100.4) within the last 24 hours
- Vomiting within the last 48 hours
- Stiff neck or headache with fever
- Any rash with or without fever
- Jaundice (yellow colored skin or eyes)
- Diarrhea (3 watery or loose stools in one day with or without fever in the last 48 hrs.)
- Skin lesions that are “weepy” (fluid or pus-filled)
- Colored drainage from eyes or ears
- Brown/green drainage from nose with fever or complaints of illness
- Difficulty breathing or shortness of breath
- Cough not related to allergies or asthma, or a new cough for child
- Symptoms or complaints that prevent the student from participating in his/her usual school activities

Please observe the following guidelines when deciding to return your child to class:

Fever – Fever free without medications for 24 hours before returning to school.

Nausea, Vomiting, or Diarrhea - Free of symptoms for 48 hours.

Communicable Diseases - (Impetigo, Pinkeye, Scabies, etc.)—Once cleared by the healthcare provider to return to school, please have the provider fax a copy of the release document directly to the classroom site for our records.

Head Lice

If a child is found to have head lice (live bugs), the parent/guardian will be contacted and given instructions on how to treat head lice. If a child returns to class and still has head lice, the parent/guardian will be contacted to pick up the child from school and the school nurse will need to consult with the parent/guardian before the child can return to school.

If you have questions, please contact your child's teacher.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Willamette Education Service District** with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. **However, Willamette ESD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.** The primary purpose of directory information is to allow the **Willamette ESD** to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings. A parent may advise the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want **Willamette ESD** to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **October 15th of each year.**

Willamette ESD has designated the following as directory information:

- Student's name**
- Student's Address**
- Student's Telephone listing**
- Student's Photograph**
- Degrees and awards received**
- Date and place of birth**
- The most recent, previous or program attended**
- Dates of attendance**

-Grade level

1 These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal or a ***Willamette Education Service District (Willamette ESD)*** Custodian of Student Records a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal or a ***Willamette ESD*** Custodian of Student Records clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service

instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4) The right to file a complaint with the US Department of Education concerning alleged failures by the WESD to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

OTHER QUESTIONS ABOUT LICENSED CHILDCARE REQUIREMENTS AND COMPLIANCE CAN BE DIRECTED TO:

Early Learning Division

700 Summer Street NE #350
Salem, Oregon 97301

**Child Care Licensing and Background
Registry Questions**

1 (800) 556-6616

occ.customerservice@ode.oregon.gov

