TTSD's PreKindergarten Family Handbook



For information, contact
TTSD's Kalapuya Early Learning Center
9550 SW Murdock St
Tigard, Oregon 97224
Phone: 503-431-4580
Email: Preschoolinfo@ttsd.k12.or.us
District web: www.ttsdschools.org

Welcome! ¡Bienvenidos!

Dear Families,

Thank you for choosing Tigard-Tualatin School District for your child's PreKindergarten (PreK) experience. We look forward to learning more about you and your child, and discovering together the wonderful ways your child engages and thrives with our teachers and their peers. Our community's pre-school aged children are the foundation of our Early Learning work.

TTSD's safe, nurturing, and joyful PreK program supports each student's development, inspires a love of learning, and prepares your child for kindergarten. Our high-quality early learning delivery is rooted in the philosophy that by employing best practice, policy, and research, we prepare our preschool structure so that all children will achieve connection and growth. We are intentional and inclusive of all early learners from a diversity of cultures and experiences, enrolling students with special education considerations, English language-learning, and dual language learning, and multicultural backgrounds. We seek to be enriched and strengthened by the wisdom of diversity, and partner with families in this work.

Please look for your teacher's and school's weekly and monthly newsletters, and contact us anytime with your questions, thoughts and suggestions. We are committed to learning from you and your children as we journey through early childhood together.

Sincerely,

TTSD Early Learning Team

Tigard-Tualatin School District Early Learning's mission is to provide universally accessible, high-quality, inclusive early learning services, available equitably to all PreK students in the TTSD community.

Please also refer to the Tigard-Tualatin School District website at www.ttsdschools.org for news, resources, calendar and additional information. Please also refer to the TTSD Students Rights and Responsibilities Handbook at www.ttsdschools.org/parents/srrh.

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Philosophy

Beliefs, practices and philosophy: our high-quality early learning delivery is rooted in the philosophy that by employing best practice, policy and research we prepare our preschool structure so that all children will achieve connection and growth. We are intentional and inclusive of all early learners from a diversity of cultures and experiences, enrolling students with special education considerations, English language-learning and dual language learning, and multicultural backgrounds. We seek to be enriched and strengthened by the wisdom of diversity, and bring families into our work.

We believe that children are inherently capable, and our core task is to apply developmentally appropriate practices in support of their social, emotional and academic growth.

Definition of *Family*

In this handbook we refer to "family" as a parent and/or legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

High Quality Standards

TTSD's PreK and child care programs adhere to Oregon Early Learning regulations, and aspire to best practice standards as outlined by National Association for the Education of Young Children (NAEYC) and Oregon's Spark (Quality Rating Improvement System).

What this means:

- Best health and safety standards
- Appropriate ratios, children per adult
- Age-appropriate, developmentally appropriate practice
- Inclusive environments. All students belong, and all students are supported
- All staff are background-checked, and receive ongoing professional development
- Transportation is optionally provided
- Children and families have access to additional resources

You can find more information about *Oregon Division of Early Learning and Care* at the link here: http://www.oregon.gov/OCC/Pages/Rules_Summary.aspx

Staff and Contact Information

Site	PreK Teacher(s)	School Office Phone
Byrom PreK at Tualatin High School	Kristin Beckley	503-431-4300
Durham PreK at Tigard High School	Errin Esparza	503-431-4500
Kalapuya Early Learning Center (Preschool Promise Dual-Language PreK)	Megan Gleason Nancy Muñoz-Garcia Kylee Nunez	503-431-4580
Metzger Elementary PreK	Peggy Reilly	503-431-4600
Tualatin Elementary PreK	Adam Harris	503-431-4800

Hours of Operation

Site	Class Hours
Byrom PreK at Tualatin High School	AM class: 9:00am - 11:30am Monday-Thursday PM class: 1:00pm - 3:30pm Monday-Thursday
Durham PreK at Tigard High School	AM class: 9:00am - 11:30am Monday-Thursday PM class: 1:00pm - 3:30pm Monday-Thursday
Kalapuya Early Learning Center Dual-Language PreK	8:10am - 2:55pm Monday-Thursday *funded by Oregon's Preschool Promise. Enrollment subject to financial eligibility.*
Metzger Elementary PreK	AM class: 8:00am - 10:30am Monday-Thursday PM class: 12:00pm - 2:30pm Monday-Thursday
Tualatin Elementary PreK	AM class: 8:00am - 10:30am Monday-Thursday PM class: 12:00pm - 2:30pm Monday-Thursday

Admission & Enrollment

Children are admitted without regard to their or their family's race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs, we work to meet the needs of each child and family.

All admission and enrollment forms must be completed prior to your child's first day of attendance.

If your child has an identified special need, a copy of the IFSP must be provided to the teacher. The school team, NW Regional ESD Early Childhood Special Education team, and family will meet to discuss the child's needs and to discuss the type of support the child will need.

Inclusion

Tigard-Tualatin School District believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

Tigard-Tualatin School District shall provide programs, activities and facilities (including restrooms) based on equality for all students. TTSD prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race,color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status or veterans' status of any other persons with whom the individual associates. Contact: 504, and Title IIA Coordinator: Carol Kinch; ckinch@ttsd.k12.or.us, 503-431-4137 Title IX Director: Len Reed; lreed@ttsd.k12.or.us, 503-431-4012 Mailing Address: 6960 SW Sandburg Street, Tigard, OR 97223

Attendance & Withdrawal

Absence

If your child is going to be absent or arrive after their regular drop-off time, please call the school's office. Feel free to contact your student's teacher in addition to calling the office, if you wish. We will be concerned about your child if we do not hear from you.

Withdrawals

A phone call or written notice is required when a child is being withdrawn from school.

Closing Due to Extreme Weather

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as appropriate to the particular condition. Such alterations include closure of all schools, closure or selected schools or grade levels, delayed openings of schools and early dismissal of students. Please visit the TTSD website at

www.ttsdschools.org, and tune in to local media stations for closure information when there is inclement weather.

For direct emails and/or texts alerting you of important school district information including closures, please subscribe to **Flash Alerts** through the TTSD website.

Delayed Opening
In the event of a 2-hour delayed opening the preschool classrooms will also delay opening. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Drop-off and Pick-up

Transportation
TTSD provides transportation for preschool students, subject to capacity.

General Procedure
Families are responsible for getting their students to and from school (or the designated bus stop) each day. PreK students may NOT be dropped off at school prior to the classroom opening. An identified adult family member is expected to accompany their child into the building, and check-in with appropriate staff. Please do not leave the building or classroom until the PreK teacher or other school staff has acknowledged your child and assumed supervision.
The same rule applies to pick-up at the end of the day. PreK students MUST be collected from the teachers' care promptly at the end of the school day.

Cell Phone Usage
The time spent dropping off and picking up your child presents a regular opportunity for our connection with families each day. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the school building or classroom.

Authorized & Unauthorized Pick-up
Your child will only be released to you or those persons you have listed as Emergency and Authorized Pick-up Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick up your child, you must notify the school in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up at dismissal, and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Authorized Pick-up Contacts. Provisions will be made for someone to stay with your child for as long as possible, but if after 2 hours we have not been able to reach you or the people listed as Emergency and Authorized Pick-up Contacts, we will connect with local authorities to ensure your child is safely supervised until you can be found.

Right to Refuse Child Release
We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child, or we may call our Student Resource Officers to prevent potential harm to your child.

Family Involvement

Family Activities
Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents/guardians and other family members to be involved in the program, visit children's classrooms in person when allowable with safety measures, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Family members can fill many roles in the program, based on interests, skills, and program needs. Families are viewed as part of the program team, so each participant may determine what level of involvement they would like to have within the program. Family members may decide to volunteer in the classroom, to provide guidance through the elementary Parent School Organization (PSO), etc. Every contribution, on any level, is greatly appreciated.

The Role of volunteers
Volunteers are welcomed and celebrated! All volunteers need to obtain a background check clearance through TTSD prior to volunteering with students. Preschool teachers or school office staff will provide the necessary information and forms.

In efforts to help PreK students adjust and feel comfortable with their new environment and teachers, we kindly ask that families wait until October to volunteer.

Confidentiality
Unless we receive your written consent, information regarding your child will not be released, except for that required by our regulatory and partnering agencies. All records concerning children at our program are confidential. Being entrusted with the privilege and responsibility of working with young children and families is very serious and complex. If you have a concern that you believe needs to be addressed, please direct it privately to the Director/Principal.

Assessment and Referrals
In order to ensure that the needs of each child can be met through our learning program, a developmental screening called the *Ages and Stages Questionnaire* (ASQ) of each child will be completed by families each fall. Research shows that observation and documentation about development increases the detection of developmental delays or learning difficulties. Initial screening of children will allow us to individualize instruction to

support each child, to identify possible special needs or learning difficulties, and to meet program accountability requirements in our state.

Conferences / Family Partnership Days

Conferences. Family & teacher conferences are scheduled each fall. We welcome you to share your thoughts, hopes and questions. Teachers will show evidence from the classroom to celebrate your child's strengths, areas of growth, interests and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. Student progress reports are sent home mid-winter, and at the end of the school year.

Routine Communications. Families are encouraged to provide information each day about their child that may aid the teacher in that day's care. In addition, the communication of accidents or incidents that happen at school will also be provided to families by phone call during the day, or upon pick-up.School wide information will be sent via email from the school.

Newsletters. Teachers will send weekly newsletters to share news, events, announcements, etc. These newsletters will be e-mailed to parents by the classroom teachers. Please let us know anytime if you wish to receive information in a different way.