Parent
Handbook

TABLE OF CONTENTS

Meet the Team

- Administrative Staff ---------- 1
- Staff ----------2-6

Our School

- Principals Letter ----------7
- Our Philosophy ----------8

Health and Safety Policies

- Illness Policy ----------0
- Return Policy ----------10
- Notification of Illness ---------11
- Injury and Illness Procedures - 11
- Emergency Preparedness Overview ----------12
- Evacuation Routes and Procedures ----------12
- First Aid Availability ----------12
- Parent Notification Procedures 13
- Regular Emergency Drills -----13
- Healthy Eating Philosophy ----14
- Meal Schedule ----------14
- Meal Planning and Preparation14
- Dietary Restrictions and Allergies ----------14

Daily Operations

- Hours Of Operation 15
- Arrival and Departure Procedures 15
- Communication with Parents 16
- Items to Bring 16
- Celebrations and Birthdays 17
- Quiet Time 17
- Inclement Weather and emergency Closures 17
- Field Trips and Special Activities 17

Policies and Procedures

- Toy's From Home ----------18
- Bathroom Independence -----19
- Vacations, absences, and Appointments ----------20
- Policies on Behavior Management----------21
- Handling Difficult Situations ---22
- Communicating with Parents --23
- Revisions and Policy Updates--24
- Our Partnership with Families---24

MEET THE TEAM!

At Clemens Primary School, our greatest strength is our dedicated team of educators. Each member of our staff is passionate about creating a safe, nurturing, and engaging environment where children can flourish. With diverse backgrounds in early childhood education, child development, and caregiving, our team brings a wealth of knowledge, creativity, and compassion to the school environment every day.

We believe that every child deserves individualized care and attention, and our staff is committed to fostering each child's social, emotional, physical and academic growth. Our team members work closely with families to ensure that your child's experience at Clemens Primary School is positive and enriching.

Whether leading imaginative play, guiding creative projects, or sharing heartwarming moments with your child, our staff's goal is to inspire a love for learning and a sense of belonging. We look forward to getting to know each family and building strong relationships as we work together to help your childlearn and grow.

HELLO!

I'm the Principal!

Ms. Moser

HELLO!

I'm the Office Manager!

Ms. Madi

HELLO!

I'm the Rigistrar!

Ms. Kelly

HELLO!

I'm the Behavior Specialist!!

Ms. Pope

MEET THE TEAM!

HELLO!
I'm the School Counselor

Ms. Crane

HELLO!
I'm a Kindergarten Teacher!

Ms. Bennett

HELLO!
I'm a Kindergarten Teacher!

Ms. Kampfer

HELLO!
I'm a Kindergarten Teacher!

Ms. Crawford

HELLO!
I'm a Kindergarten Teacher!

Ms. Schrock

HELLO!
I'm the Speech Teacher!

Ms. Roberts

MEET THE TEAM!

HELLO!
I'm a First Grade Teacher

Ms. Allen

HELLO!
I'm a First Grade Teacher!

Ms. Carter

HELLO!
I'm a First Grade Teacher!

Ms. Malusky

HELLO!
I'm a First Grade Teacher!

Ms. Ochs

HELLO!
I'm the RTI Specialist!

Ms. Gross

HELLO!
I'm the RTI Assistant!

Ms. Shantel

MEET THE TEAM!

HELLO!

I'm a Special Education Teacher!

Mr. Brown

HELLO!

I'm the Music Teacher!

Ms. Tenison

HELLO!

Im the PE Teacher!

Mr. Burnett

HELLO!

I'm a Special EducationTeacher!

Ms. Katie

HELLO!

I'm an Instructional Assistant!

Ms. Kildea

HELLO!

I'm an Instructional Assistant!

Ms. Ruby

MEET THE TEAM!

HELLO!

I'm an Instructional Assistant!

Ms. Diamond

HELLO!

I'm an Instructional Assistant!

Ms. S.

HELLO!

I'm an Instructional Assistant!

Teacher Cole

HELLO!

I'm an Instructional Assistant!

Ms. Hamilton

HELLO!

I'm an Instructional Assistant!

Ms. Calloway

HELLO!

I'm an Speech and Language Pathologist Assistant!

Ms. Calloway

MEET THE TEAM!

HELLO!

I'm a Custodian!

Ms. B.

HELLO!

I'm a Custodian!

Mr. Richy

HELLO!

I'm the Nutrition Specialist!

Ms. Jamie

BUILDING A SUPPORTIVE COMMUNITY TOGETHER

Dear Families,

Welcome to Clemens Primary School!
We are thrilled to have you join our School community. As we embark on this exciting journey together, we want to share our commitment to creating a nurturing environment where your child can explore, learn, and thrive.

At Clemens Primary School, our mission is not only to provide a safe and secure space for your child but also to foster a genuine love for learning through play. Our experienced and passionate staff is dedicated to each child's unique developmental journey, ensuring that they have fun while building essential skills for their future. We believe in a holistic approach to early childhood education, where emotional, social, physical and cognitive growth go hand in hand.

Throughout the year, we will offer a range of engaging activities, from arts and crafts to outdoor exploration, all designed to spark creativity and curiosity. We also prioritize open communication and partnership with families, understanding that your insights and involvement are vital to your child's success. We encourage you to participate in our events, workshops, and feedback sessions as we work together to create the best possible experience for your child.

Thank you for entrusting us with the care of your little one. We are excited to build a strong, supportive relationship with you and your family. Together, we can create lasting memories and foster a positive foundation for your child's lifelong learning journey.

Warm regards,
Ms. Moser
Principal
Clemens Primary School
541-929-2082

PROGRAM OVERVIEW

Our Philosophy

At Clemens Primary School, we believe that early childhood is a pivotal period for growth and development. Our philosophy centers on creating a supportive, inclusive, and enriching environment that nurtures each child's unique potential. We are committed to fostering a love of learning, encouraging creativity, and instilling confidence in every child.

A Holistic Approach to Early Childhood Education

We embrace a holistic approach to early childhood education, which recognizes that a child's development is multifaceted and interconnected. This philosophy encompasses four key domains: social, emotional, cognitive, and physical development. We understand that nurturing each of these areas is essential for promoting overall well-being and preparing children for future success.

1. Social Development

We prioritize the cultivation of strong interpersonal skills through collaborative activities that encourage teamwork, sharing, and effective communication. By providing opportunities for children to engage with their peers, we help them build meaningful relationships and develop a sense of belonging within our school community.

2. Emotional Development

Emotional intelligence is crucial for a child's ability to navigate their environment and interact with others. We create a safe space where children feel valued and understood, empowering them to express their feelings and develop empathy for others. Our educators employ positive reinforcement and mindful strategies to support self-regulation and resilience.

3. Cognitive Development

We design our curriculum to foster critical thinking and problem-solving skills. Through play-based learning, children engage in hands-on experiences that stimulate curiosity and creativity. We encourage exploration and discovery, enabling children to develop a lifelong love for learning.

4. Physical Development

Understanding that physical health is integral to a child's overall development, we provide ample opportunities for both gross and fine motor skill development. Our outdoor play areas and structured physical activities promote active lifestyles, coordination, and healthy habits.

HEALTH AND SAFETY POLICIES

Illness Policy

Too Sick for School:
Children exhibiting signs of illness should not be sent to school. Symptoms that warrant staying home include, but are not limited to:

Cough that disrupts normal activity

Fever
(100°F/37.8°C or higher)

Vomiting

Diarrhea

Fatigue or irritability

Chills

UnexplaineRash

Abdominal Pain

Runny or congested nose
(with colored discharge)

Severe Sore Throat

Any contagious condition
Including, but not limited to:

Ringworm

Conjunctivitis Pink Eye

Hand, Foot & Mouth

ATTENDANCE LINE:
541-929-8715

Return Policy:

- They are symptom-free for 24 hours without the use of medication (e.g., fever reducers).
- They have received appropriate treatment and are no longer contagious (as advised by a physician).

HEALTH AND SAFETY POLICIES

Notification of Illness:

Parents are required to notify the school as soon as possible if their child has been diagnosed with a contagious illness. This allows us to inform other parents and monitor any potential outbreaks.

Injury and Illness Procedures:

Parents will be notified immediately if your child is showing signs or symptoms of illness that require the child to go home. If a child is injured at school, parents will be notified as soon as possible.

If a child exhibits severe symptoms (e.g., difficulty breathing, high fever), emergency services will be contacted, and parents will be informed promptly.

A school nurse is available in-district, and staff members are trained in CPR and basic first aid.

By following this policy, we can work together to maintain a safe and healthy environment for every child in our care. Thank you for your cooperation!

HEALTH AND SAFETY POLICIES

Emergency Preparedness Overview

At Clemens Primary School, we prioritize the safety and well-being of all children in our care. We have established comprehensive emergency procedures to ensure that every child is prepared for unexpected situations.

Evacuation Routes and Procedures

In the event of an emergency that requires evacuation (such as fire or natural disaster), the following procedures will be followed:

Evacuation Routes:

Clearly marked routes will be used to exit the building. A map of the evacuation routes will be posted in each room and common area.

Meeting Point:

Upon exiting, all children and staff will gather at the designated meeting point located in the field outside Philomath Middle School across from the CPS parking lot.

Headcount Procedures:

Staff will conduct a headcount to ensure all children are accounted for before leaving the area.

First Aid Availability

Emergency Kits:

Fully stocked emergency kits are located in each classroom.

Trained Staff:

Staff members are trained in CPR and basic first aid. Regular training sessions will be conducted to ensure staff members are up-to-date on emergency response protocols.

HEALTH AND SAFETY POLICIES

Parent Notification Procedures

In case of an emergency, the following communication procedures will be implemented:

Immediate Contact:

Parents will be notified as soon as possible in the event of a serious incident affecting their child or the school.

Emergency Contact Information:

Parents are required to provide updated emergency contact information during enrollment. Ensure that we have multiple contacts on file.

Follow-Up Communication:

Detailed information regarding the situation and actions taken will be communicated to parents after the emergency has been resolved.

Regular Emergency Drills

To prepare children and staff for emergencies, regular drills will be conducted, including:

Fire Drills:

Conducted monthly to ensure children are familiar with evacuation procedures.

Severe Weather Drills:

Conducted twice a year to practice procedures for severe weather situations, such as an earthquake.

Lockdown Drills:

Conducted annually to ensure all staff and children understand procedures in the event of an intruder or other serious threats.

HEALTH AND SAFETY POLICIES

Healthy Eating Philosophy

At Clemens Primary School, we are committed to providing nutritious meals that support the health and development of all children in our care. We believe that healthy eating habits foster growth, learning, and overall well-being.

Meal Schedule

To establish a routine, meals and snacks will be served at the following times:

Breakfast
7:45-8:05AM

AM Snack
Approximately 10:00 AM

Kindergarten Lunch
11:05-11:45am

1st Grade Lunch
12:05-12:45pm

Meal Planning and Preparation

Balanced Meals:
Our meals are designed to be balanced and include a variety of food groups as outlined in the U.S. Dietary Guidelines. Each meal includes fruits, vegetables, whole grains, and proteins. Students will get to choose which fruits and vegetables they will include on their tray by ultilizing a salad bar stocked with multiple options.

Meal Cost:
All meals are free of charge for all students. If your child is getting a milk, milk costs 0.75 cents each.

Dietary Restrictions and Allergies

Disclosure Required:
Parents are required to inform us of any dietary restrictions, food allergies, or specific nutritional needs during enrollment. This information will be reviewed regularly to ensure safety and compliance.

Emergency Action Plans:
For children with severe allergies, an emergency action plan will be created and shared with all staff members to ensure proper care and response in case of exposure.

DAILY OPERATIONS

Hours of Operation

Our school is open Monday to Friday, from 7:45 AM to 3:30 PM. We are closed on weekends and all statutory holidays.

STUDENT HOURS

MONDAY	8:15AM - 2:45PM
TUESDAY	8:15AM - 2:45PM
WEDNESDAY	8:15AM - 2:45PM
THURSDAY	8:15AM - 2:45PM
FRIDAY	8:15AM - 12:10PM
SATURDAY	CLOSED
SUNDAY	CLOSED

Arrival and Departure Procedures

To ensure smooth transitions and the safety of all children, we ask that parents follow these procedures:

Arrival:

- Upon arrival, please drop your child off in the drop off zone in the CPS parking lot.
- Make sure your child is seated on the rear passengar side and is able to unbuckle/buckle themselves independently.
- Staff will greet your child and help them transition from the car to the building safely.
- If you have to get out of your car for any reason, please park and walk your child to the front doors.

Departure:

- Any changes to normal pick-up routines must be communicated via the front office.
- Only authorized individuals listed during registration will be allowed to pick up your child. If someone other than an authorized person is picking up your child, please notify us in advance. These individuals will need to provide proper identification.
- If a caregiver is running late, please notify the front office as soon as possible.

DAILY OPERATIONS

Communication with Parents

We believe that open communication between parents and staff is crucial to ensure your child's success. We maintain a variety of channels for regular updates:

Weekly Updates

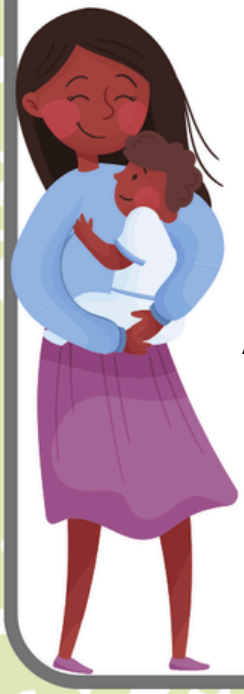
Parents will receive a weekly bulletin, the Cub Update, via email each Friday. This update will also be posted on our website and on Facebook. Important announcements and reminders will be included.

Parent-Teacher Conferences:

Twice a year, we hold formal conferences to discuss your child's progress, goals, and any concerns.

Volunteer Policy:

Parents are welcome to volunteer in classrooms with teacher permission. All volunteers must undergo a district provided background check prior to volunteering. Volunteers can do so on the District website under the "General" tab.



Items to Bring

Parents are responsible for ensuring their child has the following items each day:

A labeled backpack containing:

- Season-appropriate clothing and outerwear.
- A complete change of clothes (including socks and underwear).
- A water bottle labeled with your child's name.

DAILY OPERATIONS

Celebrations and Birthdays

We love celebrating milestones and birthdays at school! If you would like to provide a special snack or treat, please coordinate with your child's teacher. Due to allergies and dietary restrictions, we ask that all treats be store-bought and in their original packaging.

Quiet Time

Quiet time is scheduled each afternoon after lunch and recess. Children are not required to sleep, but must engage in a quiet activity during this time.

Inclement Weather and Emergency Closures

Our school will close occasonally during inclement weather conditions. Parents will be notified as early as possible via our communication app in the event school is closed or running late for the day.

Field Trips and Special Activities

Occasionally, we will organize field trips or special activities, such as nature walks or visits to local attractions. Parents will be notified in advance, and written permission will be required for their child to participate.

- Field Trip Permission Forms will be provided as needed and must be signed and returned before the trip.

POLICIES AND PROCEDURES

Toys from Home

We believe in fostering an environment that encourages sharing, collaboration, and a focus on group activities. As such, we have developed a clear policy regarding personal belongings and toys brought from home.

Comfort Items:

Exceptions may be made for comfort items such as blankets or stuffed animals, especially for younger children during quiet time. We will do our best to ensure these items are kept safe.

Bringing Toys:

While we prefer that children do not bring personal toys to school, we understand that some children find comfort in doing so. If a child brings a toy from home, it must be with the understanding that:

- The toy will be shared with other children.
- The school is not responsible for any loss or damage to personal items.

Special Days:

Occasionally, we may have “Show and Tell” days where children are encouraged to bring a special item from home. Parents will be notified in advance of these days.

POLICIES AND PROCEDURES

Bathroom Independence

We recognize that independently using the restroom is a significant milestone in a child's development. All children entring Kindergarten must be potty trained and able to use thre restroom indpendently.

Collaboration Between Home and Daycare:

We understand that children have accidents. If this occurs, your child will be treated with respect and dignity. They will be asked to change their clothing and underwear in the office. We have a private bathroom where students can go to change clothes independently. Of course, adults will be near by if help is needed. If a child doesn't have clothing items to change into, clothing will be provided.
A note will be sent home, along with the soiled clothing, for parents to launder. Once the borrowed clothing is cleaned, please return the borrowed items back to the school.

Supportive Environment:

In the school, we will:

- Regularly remind children to use the potty.
- Encourage independence.
- Offer positive reinforcement for successes.

Supplies:

Parents should provide an adequate supply of extra clothes and underwear within their child's backpack to be kept in your child's cubby.

POLICIES AND PROCEDURES

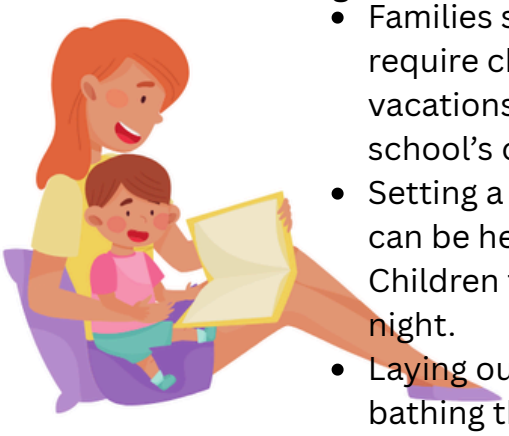
ATTENDANCE LINE:
541-929-8715

Vacation, Absences, and Appointments

We understand that families may occasionally need to take their child out of school for vacations, absences and appointments.
It is our goal to have each child attend school 90% or more of the time. This means your child cannont miss more than 9 days throughout the entire school year. Please plan accordingly to ensure your child is in attendance regularly.

Important Things to Consider:

- Studies show many children who miss too many days in kindergarten and first grade can struggle acadmically in later years. They often have trouble mastering reading by the end of third grade.
- Too many absent students can affect the whole classroom, creating churn and slowing down instruction.



- Families should avoid extended vacations that require children to miss school. Try to line up vacations and doctor's appointments with the school's calendar.
- Setting a regular bedtime and morning routine can be helpful for student attendance. Children this age need 9-11 hours of sleep each night.
- Laying out clothes, packing backpacks and bathing the night before can be a helpful strategy to get kids out the door each morning.

Notification of Absences:

We request that parents notify us as early as possible if their child will be absent for vacation or an extended leave. You may do so by completing a pre-approved absence form on the CPS website.

POLICIES AND PROCEDURES

Policies on Behavior Management

At Clemens Primary School, we believe that behavior management should promote a child's emotional, social, and cognitive growth. Our approach emphasizes positive guidance, empathy, and understanding to foster an environment where children feel safe, respected, and supported. We focus on teaching children self-regulation, problem-solving skills, and social-emotional awareness.

Positive Guidance Techniques

Our behavior management strategies are grounded in positive reinforcement, proactive guidance, and age-appropriate expectations. Here's how we implement positive guidance at our daycare:

Clear Expectations: We establish clear, consistent rules that are easy for children to understand and follow. These are reinforced through daily routines and visual aids.

Redirection: When a child is engaged in an inappropriate behavior, we guide them toward more acceptable actions by gently redirecting their focus. This allows the child to learn without feeling punished.

Modeling: Staff members model the behavior we wish to see in children. By demonstrating kindness, patience, and cooperation, children learn appropriate social skills by example.

Positive Reinforcement: We encourage desired behaviors by offering praise and positive reinforcement. Recognizing and celebrating small achievements builds a child's confidence and promotes continued good behavior.

Problem-Solving: Children are encouraged to express their feelings and work through conflicts with guidance. This teaches them valuable problem-solving skills and fosters a sense of responsibility for their actions.

Logical Consequences: If a child's behavior requires correction, we use logical consequences that are directly related to the behavior. For example, if a child spills a toy bin, they help clean up the mess.

POLICIES AND PROCEDURES

Handling Difficult Situations

We recognize that challenging behaviors can arise as children explore boundaries, express emotions, or navigate peer relationships. Our approach to handling difficult situations is rooted in patience, consistency, and collaboration with families. Our goal is to help children learn from these moments in a positive and constructive way.

Managing Challenging Behaviors

When difficult behaviors occur, we use a step-by-step approach to manage the situation while supporting the child's emotional and developmental needs:

Step 1: Observation:

When a behavior issue arises, the staff carefully observes the situation to understand the root cause. Factors such as fatigue, hunger, or frustration are often contributing factors that can be addressed immediately.

Step 2: Intervention:

If the behavior continues, a staff member will calmly intervene. We use a non-confrontational tone to address the behavior and help the child understand why it is not acceptable.

Step 3: Redirection or Logical Consequences:

Depending on the situation, the child may be gently redirected to another activity or area. If the behavior calls for it, a logical consequence related to the action may be used (e.g., cleaning up a spilled toy bin).

Step 4: Reflection Time:

In cases where a child needs more time to cool down, we may offer a brief reflection time in a quiet, safe space. This is not a "time-out" but rather a chance for the child to calm down and regain emotional control with staff support.

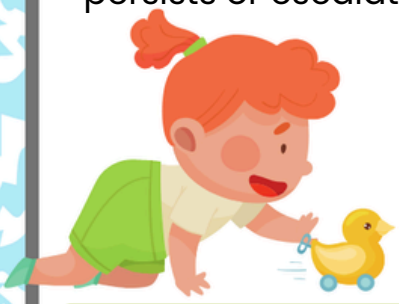
Step 5: Reintegration:

Once the child is calm and ready, we reintegrate them into the group activity. We always ensure that the child feels safe and supported during this transition.

POLICIES AND PROCEDURES

Communicating with Parents

We believe in transparent communication with parents, especially when handling difficult situations. If a challenging behavior persists or escalates, parents will be informed and included in the process of finding solutions.



Incident Reports:

In the event of recurring behavior issues or a significant incident, we will complete an incident report and share it with parents at pick-up or via email. The report will detail the situation, our response, and any follow-up steps we recommend.

Parent Conferences:

If ongoing behavioral concerns arise, we may request a conference with the parents to discuss potential strategies for home and school. This collaborative approach ensures consistency in handling behaviors across environments.

Serious Behavioral Concerns

While we strive to manage all behaviors within the school setting, certain behaviors may require more focused attention or external intervention. Serious behavioral concerns include:

Physical Aggression:

Any form of physical harm (hitting, biting, kicking) toward other children or staff will be addressed immediately. Depending on the severity, parents may be asked to pick up the child early for a cooling-off period.

Unsafe Behavior:

If a child engages in behavior that could put themselves or others at risk (e.g., running away, throwing objects), immediate safety measures will be taken, and parents will be notified.

External Referrals:

In some cases, if a child's behavior consistently poses a safety concern or affects the well-being of others, we may suggest referrals to external specialists such as child psychologists or behavioral therapists. We work with parents to ensure that these referrals are made in the best interest of the child.

Consistency Across Environments

We encourage parents to continue using the same behavior management strategies at home for consistency. Our staff is available to provide resources or guidance on implementing positive reinforcement techniques or addressing specific challenges outside of school hours.

POLICIES AND PROCEDURES

Revisions and Policy Updates

To ensure our school consistently meets the highest standards, we periodically review and update both this handbook. These updates may reflect changes in best practices, policies and regularions.

When revisions or policy changes occur, parents will be notified through email or printed notices. The latest version of this handbook will always contain the most up-to-date information, and we encourage parents to review any changes carefully.

If you have any questions or concerns about updates, please don't hesitate to reach out to us. We value open communication and want to ensure you feel informed and confident in the care we provide.

Our Partnership with Families

At Clemens Primary School, we believe that a strong partnership with families enhances the care and development of each child. We encourage open communication and welcome feedback, ideas, and involvement. Some ways parents can stay engaged include:

- Joining us for special events, field trips, or celebrations.
- Sharing your child's milestones and achievements with us.
- Participating in parent-teacher conferences to discuss your child's progress.
- Volunteering your time or skills (if available) for activities or events.

Together, we can create a nurturing, supportive, and enriching environment for your child.

Thank You for Trusting Us

Thank you for choosing our school as a part of your child's early learning journey. We value the trust you place in us and are dedicated to providing a nurturing, safe, and enriching environment for your little one.

We believe that every day is an opportunity for your child to explore, grow, and discover. We look forward to working together as partners in supporting their development, fostering their creativity, and helping them build the confidence they need to thrive.

Stay Connected

We encourage you to stay connected with us for updates, special events, and important announcements.
Your feedback is invaluable to us!

- Phone: 541-929-2082
- Email: abby.moser@philomath.k12.or.us
- Website: https://www.philomathsd.net/clemens-home
- Social Media: https://www.facebook.com/CPScubs
- Attendance Line: 541-929-8715

"Caring for a child means more than meeting their needs—it means investing in their heart, their mind, and their future." — Unknown

"BEHIND EVERY CHILD WHO FEELS SAFE, CONFIDENT, AND LOVED IS A PROVIDER WHO BELIEVED IN THEM FROM THE VERY START."

— UNKNOWN