



2014-2015

Parent & Student
Handbook

3644 Lois Dr.

Hood River, Oregon

541-308-0900

www.smartepants.biz

2014-2015 School Calendar

| | | |
|-------------------------------|-----------------------|-----------|
| September 1 | Labor Day | No School |
| September 2 | First Day of School | |
| November 27-28 | Thanksgiving Break | No School |
| December 22-31 January 1-2 | Winter Break | No School |
| January 19 | MLK Day | No School |
| February 16 | President's Day | No School |
| March 26-27 | Spring Break | No School |
| May 15 | Last Day of School | |
| May 18-22 | Summer Camp prep | No School |
| May 25 | Summer Program Begins | |

** Please note that we may be closed for 2 additional teacher in-service days. You will be given at least two weeks notification prior to these days.

** For school cancellations due to weather, tune in to KIHR (541-386-1336 or call Smart-E-Pants voice mail at (541) 308-0900.

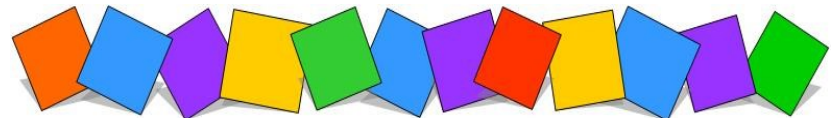
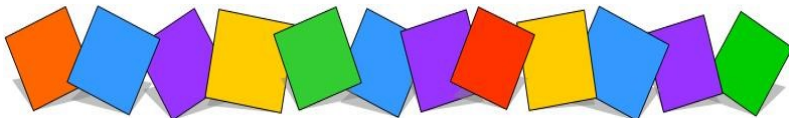
Hello from Andrea....

Welcome to the 2014/2015 school year. Our teachers are happy to begin the year with you and your child. This year is an important year in your child's development and we want to encourage a love for learning and discovering.

As a parent of three energetic children I recognize the vast need for quality, early education and extended care programs in our town. Our Smartepants team is dedicated to maximizing your child's learning experience while allowing them to create, learn, and grow.

This year in addition to numbers, letters and shapes we will also strengthen your child's social skills, teaching them to problem solve, respect others, and build confidence. Helping them on their way to be successful students.

We are delighted to be apart of your child's pre-school experience.



Our Philosophy

As research has already proven, children do their most important learning before the age of five. Smart-E-Pants, LLC. believes that as early childhood educators, it is our job to provide children with an age appropriate environment that encourages them to learn, play, and explore.

We believe that every child needs hands-on experiences, warmth, attention, enthusiasm, and encouragement. Most of all, they need the joy and challenge of doing things for themselves.

At Smart-E-Pants, LLC, we believe in providing an environment that is safe, clean, healthy, and child centered.

We believe that parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers. We encourage daily communication, and have an open-door policy. At Smart-E-Pants, LLC, parents are a huge part of its success. We expect our parents to be dedicated to their child's learning experience.

At Smart-E-Pants, LLC children are given the keys to continue their educational experiences.

Our Purpose

- * Uphold our philosophy of education

- * Provide a service to families and children in the community

- * Exceed state standards and requirements

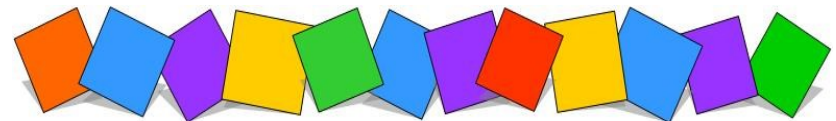
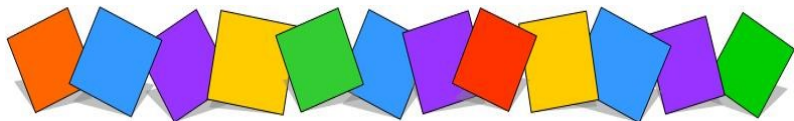
Daily Program

The curriculum at Smart-E-Pants is specially geared towards meeting the developmental and physical needs of preschool age children. It is designed to encourage children to reason and to use their imagination. Our optimal goal is for them to be both cognitive and subjective thinkers. The program is designed to prepare children for future educational environments, as well as, to encourage them to make good choices. Our daily routine is structured in such a way as to give children an educational experience that meets all of their needs: intellectually, physically, and socially.

Activities are designed to build self-confidence, develop vocabulary, improve coordination, increase interest in books, numbers, and people, and encourage sensory exploration. Children learn to work alone and with others, share and take turns, and expand abilities and interests, express thoughts and ideas, develop listening skills, and manners.

Some of the activities the children will be exposed to are:

- * Outdoor play
- * Games
- * Arts and crafts
- * Science and nature
- * Music
- * Stories
- * Field trips
- * Math and phonics
- * Spanish



General Information

MEALS & SNACKS

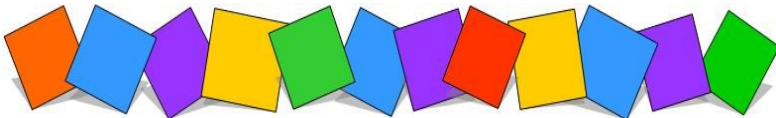
We provide a healthy and nutritious lunch, and one snack daily. A monthly lunch calendar for parents to reference at any time. Children are encouraged, but never forced to eat a variety of foods from the basic four food groups. If your child has any special dietary needs, please let the teacher know immediately.

GENERAL DAILY SCHEDULE BREAKDOWN

| | |
|-------------|------------------------------|
| 7:30-8:50 | Welcome, Free Play |
| 8:50-9:00 | Clean-up/Transition |
| 9:00-9:15 | Circle Time |
| 9:15-9:55 | Language Arts, Math, Spanish |
| 9:55-10:00 | Transition |
| 10:00-10:15 | Recess, Snack |
| 10:15-10:30 | Recess, Snack |
| 10:30-11:00 | Reading, Puzzle Time |
| 11:00-11:30 | Arts, Crafts, Science |
| 11:30-12:00 | Free Play |
| 12:00-12:30 | Lunch |
| 12:30-12:55 | Recess |
| 12:55-2:00 | Quiet time/ Video Time |
| 2:00-2:15 | Quiet Rest Time |
| 3:00-3:30 | Snack |
| 3:30-5:30 | Free Play |

*All children must rest for at least 15 minutes, excluding video time. They are **not** required to sleep. Children who need to sleep will be allowed to do so until 3:00 P.M.

*Parents are responsible for providing a crib sheet, pillow, and pillow case for rest time. Items will be sent home weekly to be laundered, or parents may take advantage of our laundry service for only \$5 a month.



Academic Information

CURRICULUM

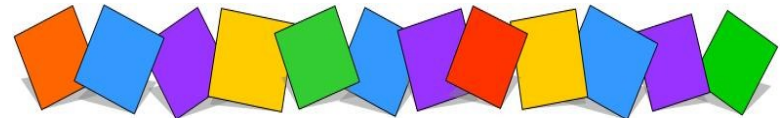
For language arts, Smart-E-Pants, uses the Explode the Code phonic series, a complete systematic phonics program that combines phonetic elements and patterns focusing on visual identification of consonants, their written lowercase forms, and their sound-symbol relationship. Explode the code workbooks also allow the child to work at their own pace, with teacher guidance. For mathematics, we use the Saxon Pre-K curriculum. Both are programs special designed for preschool age children. Spanish is our third daily curriculum. Throughout the year we focus our Spanish program on colors, numbers, days of the week, and incorporate the Spanish language into the daily schedule.

DISCIPLINE POLICY:

Smart-E-Pants, LLC, incorporates two main discipline practices. The first is a principle outlined by Jim Fay & David Funk's *"Teaching with Love and Logic"*. The second is a conflict resolution method that was developed by Early Intervention specialists.

With the "Love and Logic" approach children are taught guidelines and boundaries that encourage appropriate behavior. They are given reasonable choices and allowed to decide which choice works best for them. For example: a child is having a difficult time keeping his hands off of the person next to him. His choices may be to either hold his hands in his lap, or to put them in his pockets. If he continues to have trouble, his choices may be to either sit in a chair, or next to a teacher. If he continues still to have trouble, he would be asked to leave the group, find his mat (or other designated area), and return only when he is ready to act appropriately. He is not given a "Time-Out" or asked to leave for a specific amount of time. Again, it is left up to the child to determine when he is ready to act appropriately and return to the group. This may take one minute or ten.

Some behavior may result in the loss of privileges: recess time, video time, computer time. Behaviors that warrant these losses are; blatant defiance and disobedience, intentional verbal or physical harm to others, disrespect of property or of others. In severe cases, parents would be contacted immediately.



Academic Information

DISCIPLINE POLICY Continued

1. Approach calmly
2. Acknowledge feelings
3. Gather information
4. Restate the problem
5. Ask for ideas, for solutions, and choose one together
6. Be prepared to give follow up support

Many times we as parents and childcare providers fall into the “Say Your Sorry” trap. We force children to say these words when they don’t really mean them, or don’t understand the meaning behind them. By using the Conflict Resolution Method, the children are allowed to come up with solutions for their problem and the teacher is there merely as a mediator. One child may need an apology in order to move on, while another child might be satisfied with a high five or hug. The idea behind this method is that it allows the children to use their thinking skills to solve their problem and not always depend on an adult to do it for them.

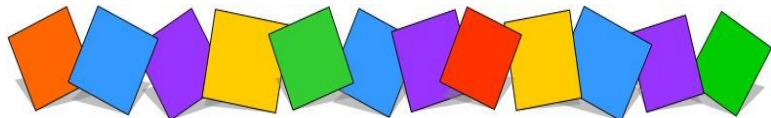
ABSCENCES/ TARDINESS

It is incredibly important that your child attend class on a regular basis. Please limit their absences to sick days and family emergencies. If you are going to be absent, please notify us so that we may plan accordingly. Please have your child to Smart-E-Pants no later than 8:30 am. This will help with your child’s transition from home to school, and prevent interruption and distraction of the other students.

HEALTH & SAFETY REQUIREMENTS

We are required to have on file a health record of up-to-date immunization records. We request that your child’s health records be completed by the first day of school. We want our school to be a healthy one. Children who are ill **CANNOT** come to school. This includes children who have had diarrhea, vomiting, or a fever above 101 degrees within the previous 24 hour period. Children who have thick, colored mucus are infectious. Children with inflamed or discharging eyes are considered contagious and will be sent home until redness disappears or he/she has a medical release from a physician. Please have back-up child care in case your child is not healthy enough to attend school.

Medication will not be given without permission. If your child needs to be give medication for any reason, please indicate the dosage



General Information

TOYS and OTHER SPECIAL ITEMS

Please leave **ALL** personal toys and special items at home. We provide a variety of toys, books, and games for the kids to play with while at school. Children are allowed to have a comfort item (I.e. a blanket, or stuffed animal) for rest time only. This item will remain in the child’s cubby until rest time.

BACKPACKS

For storage purposes, we ask that children **NOT** bring backpacks to school. Each child will have a cubby to house school work and any other materials to go home.

CHILD ABUSE

Staff is mandated to report any suspected cases of child abuse. Oregon law (ORS 418.740 through 418.775) defines child abuse as any physical, mental, sexual, sexual exploitation, neglect, or threat to harm.

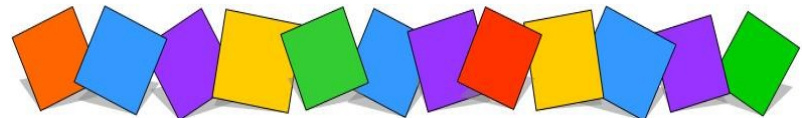
Physical Injury: Bruises, welts, burns, broken bones, sprains, bites which are deliberately inflicted.

Neglect: Failure to provide food, shelter, medicine, etc., to such a degree that a child’s health and safety are endangered.

Threat to Harm: Any action, statement, written, or verbal message which is serious enough to make a child believe he/she is in danger of being abused.

Mental Injury: a continuing pattern of rejecting, terrorizing, ignoring, isolating, or corrupting a child, resulting in serious damage to the child.

Sexual Abuse & Exploitation: any sexual contact in which a child is used to sexually stimulate another person is illegal. This may be anything from rape, to fondling, to involving a child in pornography.



General Information

COMMUNITY INVOLVEMENT

We want our students to grow up appreciating their community and the environment around them. We will teach students the importance of recycling, as well as, getting them involved in their community through field trips and inviting quest speakers to visit the school.

Field trips are an important part of our program. They are a great way for children to make connections between activities we do at school, and their everyday experiences. We depend on parents to help us with these special events.

We open our doors to all races, religions, and abilities.

BIRTHDAYS

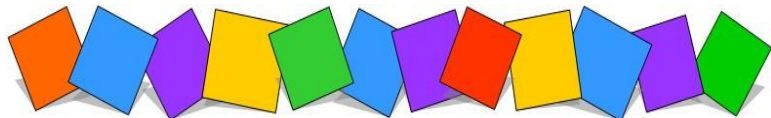
We love birthdays! We will hold monthly birthday celebrations for those students having a birthday that month. If your child is planning a private party, we ask that you mail invitations to classmates. If the entire class is invited, invitations may be placed in their cubbies.

LABELING

Please label all of your child's clothing and belongings. Items remaining in the lost and found will be given to good will at the end of every month.

“POCKETS”

“Pockets” is our class mascot. He will accompany a different child home each night. Each child is encouraged to fill his pockets with 3 small items he/she would like to bring back to school and share with the class.



Registration Information

HEALTH & SAFETY REQUIREMENTS Continued

amount and time the medication needs to be given, *in writing*.

In the event of an accident, parents will be notified via an “accident report form” of the particular incident that occurs on the day that it happens. These will be placed in the child's file to be signed and returned at the end of the day. In the event of serious injury, parents will be called immediately.

SIGN IN/OUT POLICY

Whomever is dropping off or picking up a child must sign in and out. No exceptions. This helps in maintaining accurate records and provides a safe guard to parents.

WITHDRAWAL POLICY

Written notice is required three weeks in advance. If the parent does not give three weeks notice, he/she will be charged for two weeks after the last day of attendance.

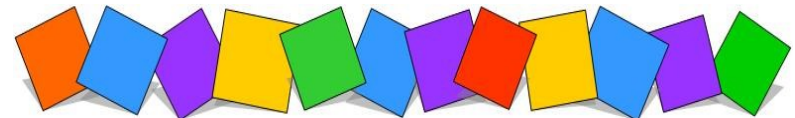
TUITION & FEES

Tuition is due by the first of every month. A \$10 late charge will be if tuition is not paid by the 10th of the month. A \$25 fee will be charged for any returned checks. A registration fee of \$85 for Preschool and extended care children and a \$70 registration fee for Preschool only attendance, are due at the time of enrollment.

School tuition is an annual fee broken down into monthly payments. There are no deductions for vacations, illness, or snow days, nor are these made up.

A \$1 charge will be applied every minute for late pick-ups. This will be applied to your next months statement. Late fee charges will start at 12:31 P.M. for preschool only students and 5:21 P.M for extended care students.

Parents will receive a credit for 2 sick/vacation days a year. A \$38 dol/day credit for full day students, and \$19 dol/day for preschool only students will be applied to the following months statement. These are not automatically applied. Please let Andrea know when wanting to use these credits.



Registration Information

The following is a list of current monthly tuition fees and information:

Preschool:

5 days — 8:30-12:30 — \$ 530.00

4 days — 8:30-12:30 — \$ 424.00

3 days — 8:30-12:30 — \$ 318.00

Preschool + Extended Care:

5 days — 7:20-5:20 — \$ 690.00

4 days — 7:20-5:20 — \$ 582.00

3 days — 7:20-5:20 — \$ 462.00

Kindergarten After School Care:

\$ 5.00 hour

Annual Registration Fee \$70 Preschool only

\$85 PS + Extended care

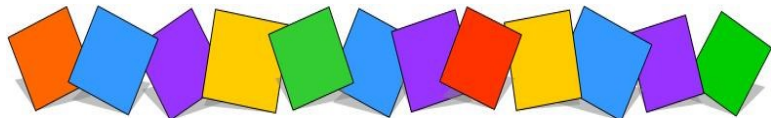
Daily Drop-In

(existing students) \$38 per day

Laundry Service \$ 5.00 month

Late Payment Fee: \$ 10

Late Pick-up Fee: \$ 1 per minute



General Information

SECURITY

Our children are our most precious treasures. Smart-E-Pants, LLC is committed to providing a secure and safe environment for our children. Only those authorized will be allowed to pick-up a child. If someone other than those authorized will be picking up the child, we need to be notified in writing or by phone. The pick-up person will need to show a picture I.D. upon arrival.

Parent and student files are kept confidential at all times. Information will not be given out under any circumstance without permission.

In the event of a fire, children will be evacuated to Westside Elementary School. Parents will be contacted immediately to arrange child pick-up.

In the event that a teacher becomes incapacitated, a secondary teacher will take over. In this plan of action, a third teacher will aid the teacher who is incapacitated.

PARKING

Please use the driveway or the parking area when dropping off and picking up your child.

ARRIVAL & DEPARTURE INFORMATION

Parents are required to accompany their child into the school. Children can only be release to a parent or authorized person. We want the transition at your child's arrival to be a positive one. Please allow time for this transition.

