

Welcome to Preschool

David Douglas School District

Ken Richardson, Superintendent

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www.ddouglas.k12.or.us



Dear Preschool Parents and Guardians,

Welcome to the wonderful world of preschool! And if this is your first child in our schools, welcome to the David Douglas School District.

In David Douglas, we believe that every child has the unlimited capacity to learn, grow and thrive. We believe in your child. And we pledge to do everything we can to assist him or her to achieve to their highest potential.

We place a high value on communicating with our families. We know that parents and educators engaged with each other and working hand-in-hand is one way to ensure success for your child.

The information provided in this booklet will help to answer questions and provide you with a guide as your child transitions into their first school year. We know that a successful year of preschool sets the foundation for success and academic achievement in following years. Working with you, our goals for your child are that they be excellent readers before they leave 3rd grade, grow each year as they transition through the grades, and successfully graduate from high school 14 years from now. This all begins in preschool.

Your child's teacher, principal and our entire support staff are dedicated to ensuring that he/she is safe, happy, and enjoying learning the skills needed to thrive in and out of school. We know that there is nothing more precious to you than your child. We take very seriously the trust you put into the David Douglas School District to keep them safe and help them grow.

Please never hesitate to reach out to your child's school, or to my office, if you ever have questions, concerns, or just want to talk about how your child is doing. I hope you and your child have a fun and rewarding school year!

Sincerely,

A handwritten signature in black ink that reads "Ken Richardson". The signature is written in a cursive style with a large, stylized "K" and "R".

Ken Richardson
Superintendent

Preschool Philosophy Statement

The David Douglas School District provides a developmentally appropriate preschool program for children living within the Earl Boyles and Mill Park elementary school boundaries. The preschool program is available to all children, including children with special needs. The preschool program supports children's growth in all areas of development-physical, cognitive, social-emotional, and language.

The program is designed to:

- Provide a warm, secure, supportive environment
- Initiate lifelong learning
- Promote a varied range of language and literacy experiences
- Foster math and science learning through active exploration using age appropriate materials
- Encourage curiosity, creativity, and self-esteem through child centered discussions
- Build and encourage partnerships with parents, children, and the school
- Provide opportunities for developing and using problem solving skills
- Promote literacy skills for the emergent learner

Curriculum philosophy

Current research confirms that children learn best when they experience a variety of developmentally appropriate learning activities that incorporate a child's individual strengths, needs, and interests. The curriculum supports an integrated and thematic approach. Children play, explore, and investigate. Children are appropriately challenged and have opportunities to learn new skills in the context of caring and supportive relationships. Teachers collaborate with families, knowing that strong teacher-family partnerships are essential to a child's learning and development. Our program is inclusive of all children and reflects the child's family and community cultures. A primary goal is to provide the developmental building blocks that are most important for a child's school and long-term success.

Your School

Your school is a part of David Douglas School District No. 40, located in a convenient and pleasant location within the city of Portland. While located in the city, David Douglas is a separate district from Portland Public Schools. David Douglas School District covers 12 square miles of family homes, apartments, shopping centers and small businesses. It serves a community population of approximately 53,775. The David Douglas School District was formed in 1959 from three elementary districts—Gilbert, Powellhurst and Russellville and the David Douglas Union High School District. The district now includes nine elementary schools for grades kindergarten through five; three middle schools for grades six through eight, one high school for grades 9-12, and one alternative school for grades 9-12. The District also has preschool programs at designated elementary schools. A community aquatics center and community performing arts center are located on the high school site. We hope that you will be an active member of our school community and a participant in the activities available to David Douglas residents.

Registration Form

It is essential that schools have current phone numbers so that parents can be contacted in case of an emergency. An emergency number for a nearby neighbor, friend or relative is also necessary. Please note on the form if the child is allergic to bee stings, insect bites, specific foods or is required to take special medication. Parents or the emergency person will be contacted if a child is ill or injured. If the school is unable to reach anyone, the emergency procedure described on the registration form will be followed.

Legal Names

Student registration forms must be made out with the legal name given at birth. However, students may use some other name if parents request it. If a student is to be called by a “nickname” such as Skip, Mickey, etc., please note this above the given name on the registration form.

Emergency Contacts

In case of an emergency, we need to ensure your child’s safety while they are at school. Therefore, we ask every parent to provide us with the names and phone numbers of the people we can contact if we cannot reach you. We also want to know who we can release your child to in an emergency situation or on a regular basis. Any time you need to change your emergency contact list (add or remove people), you must make those changes in person with a staff member so that we can obtain your signature and date.

Child drop off and pick up

Staff will only release your child to their parent/guardian or a person listed on the Emergency form. Staff will check the photo identification of any person picking up a child at the classroom or bus. Talk to your teacher if you have any questions about this requirement. We cannot

release your child to a person who appears to be under the influence of drugs or alcohol. If a child is not picked up or greeted at the bus or classroom by one of these people, we will:

- Call you at home or work.
- Call anyone you have listed on your emergency form to try to find you.

You must provide a number where you or an authorized person on your emergency contact list can be reached. If we are unable to find a person who is able to pick up your child, we will need to take your child back to school. We will attempt to reach you, but after a period of time we will need to call 911 or DHS for assistance.

Restraining Orders and Custody Arrangements

If you have a restraining order, custody agreement or court order that lists adults who cannot have contact with your child, notify the staff at your school immediately. Please provide your teacher with a copy of these orders so we can place a copy in your child's file, to be able to follow the court orders to keep your child safe.

Absences

When a child returns to school after an absence, parents need to send a written note explaining the reason for the absence. State law requires that parents send a note specifying the reason why a child has been absent, is tardy, dismissed early or is taking an alternate route home.

Attendance

Regular attendance is very important for children. Children who do not attend regularly have a harder time adjusting to school routines. Regular attendance has been shown to directly increase a child's future success in school! If your child is sick and has to miss a day for any reason, please call your child's teacher or send a note to school.

If your child misses school frequently you will be contacted to develop a plan to improve your child's attendance. If the plan is not met, your child may lose their spot in the program. We may be able to make arrangements for vacations or other circumstances for up to two weeks. In the Full Day Programs children need to arrive at the classroom on time to provide consistency for children. Exceptions can be made for medical or dental appointments by prior arrangement.

Attendance Call Back System Guidelines and Expectations

School Staff Expectations:

- Classroom teachers should make every effort to report attendance by 9:20am
- Ask parents to update their contact information at every conference AND when changes occur
- Print these guidelines in school newsletters every trimester

Office Staff Expectations:

- Begin calling the parents of every child who is absent by 9:30am, unless the parent has already notified the school of the absence
- Calls should be made in the following order, unless directed otherwise by individual parents:
 1. Home (this number appears on the absent list in Synergy)
 2. Parent cell phone (often, this doubles as the home phone)
 3. Parent place of employment
- Leave a message whenever possible and make note of the time
- Make a reasonable effort to speak to a live body to verify attendance

Parent/Guardian Expectations:

- Keep contact information updated
- Call the school every day their child is absent by 9:15am
- Let the school know in advance if their child has a scheduled appointment or if the child will be out for a significant amount of time

School Breakfast and Lunch

Meals and snacks are an important part of the preschool program. A well-balanced nutritional diet is important to build strong bodies and to create the best conditions for learning. In full day programs, children are provided breakfast, lunch and afternoon snack. In our half-day program, children attending mornings receive breakfast and lunch and children attending afternoons receive lunch and snack. All meals and snacks are provided through the DDSD Nutrition Department and meet the Child and Adult Care Food Program. Menus are nutritionally balanced containing whole wheat or whole grain rich breads, meat/meat alternative, fruit, vegetables, and milk. The menu allows children to have a chance to taste, feel, smell, and see different foods. Food is served family style so children learn to serve themselves, pour, spoon, and pass dishes. Children are never forced to eat, but are encouraged to try new or unfamiliar food items.

School Closure

In the event the weather is so bad children cannot be transported or attend school safely, the district will close school for the day. School closures are announced between 6:00 and 7:30 AM on all major Portland area radio stations. Please do not call the school. Do not confuse David Douglas with Portland Public. David Douglas Schools may also delay school opening for one or two hours when weather conditions are uncertain. A delayed opening will be announced on local radio stations. Delayed opening means school buses will run one or two hours later than their normal schedules.

Field Trips

Classes may go on field trips which are planned for an educational purpose. Trips taken within district boundary do not require parent permission, however, parents will be informed of the trip. A letter requesting permission for students to take a field trip outside of the district boundary area, as well as information about the trip, will be sent home prior to each field trip.

Use of Telephones

Students must have a teacher's permission to use the school phone. Telephones are limited and are provided for business purposes only.

Lost and Found

Your student's name should be on all articles of clothing, school supplies, or other possessions brought from home, then found items can be returned to the owner. The school assumes no responsibility for a child's personal belongings beyond teaching personal responsibility and honesty. Students are urged to check in the office for lost and found articles. Any items found by students should be turned in to the office. Clothing items left unclaimed at the end of the school year will be sent to a local clothing donation center.

Rest Time

In Full Day programs, rest time is important for children. A rest time is scheduled every afternoon. After 15 to 30 minutes of rest time, if a child does not go to sleep, they are offered quiet activities until the rest time is over. If your child has a favorite stuffed animal or small blanket that will help them to be more comfortable at rest time, we encourage you to bring this to school. Please talk with your child's Teacher if you have any questions or concerns.

Clothing

Children are expected to run, play, climb on play structures, and participate in art projects. We will do our best to protect your child's clothing but please dress your child in clothes that you can wash.

Confidentiality Policy

Staff must follow strict rules about confidentiality of all records and information at all times. If we need to share information with a provider or another agency about your child, we must first get a signed permission form from the parent or legal guardian. It is your right as a parent to refuse this permission at any time.

The exception to this policy is that we are required by Oregon State law to report and case of suspected child abuse. We must report this immediately to Child Welfare or law enforcement.

DDSD Preschool Program complies with regulations set forth in the Family Educational Rights and Privacy Act, Oregon Revised Statutes, Oregon Administrative Rules, and David Douglas School District Board Policies regarding the maintenance, disclosure of education records, and transfer of your child's education record. You may review your child's permanent education record and/or The David Douglas School District Board Policies by contacting the principal.

Your child's education record is maintained at the school. Access to your child's record is limited to you, and David Douglas School District school officials, teaching staff (including itinerant, related service providers), determined to have legitimate educational interests in the education of your child.

Under health or safety emergency situations, relevant personally identifiable information will be released to requesting agencies/officials. Personally identifiable information maintained by the preschool includes your child's name, address, parent/family names, phone number, photograph, eligibility codes for special education services and date of eligibility, current IFSP date, educational placement; and types of services your child is currently receiving, e.g., occupational therapy, speech therapy. The school will not release personally identifiable information to non-educational agencies without prior written consent from the parent/legal guardian.

Directory information is information contained in your child's record that is generally considered not harmful or an invasion of privacy if disclosed. Directory information for purposes of the preschool program includes the child's name, address, birthdate, email,

photograph, and telephone number and the name of the educational agency your child attends. If you, as the parent or legal guardian do not want any part of your child's directory information disclosed without your written consent, please review, complete and return the Refusal of Media Access and/or Refusal of Release of Directory Information form within 30 days of your child's enrollment.

Volunteers in the Schools

Many parents and others interested in schools work in classrooms, the library, cafeteria, on the playground or wherever they are needed as volunteer assistants. These people provide a valuable service to the school and the students. Information about the volunteer program is available in the school office.

Activities for Pre-School Volunteers

Below are some activities that parent volunteers can do to best support the pre-school teacher and students.

When the teacher is teaching at the rug:

- Listen to the teacher's instructions and expectations so you can help students be successful during the activity.
- Join the children at the carpet and help focus attention on the teacher by sitting next to wiggly students, looking at the teacher and following her instructions, showing a quiet sign to students who are talking, showing a quiet thumbs up to students who are participating and listening.
- Use visual cues when verbal directions are not working.
- Make copies.
- Sharpen pencils (there is an electric sharpener in the staff room).
- Wash tables and clean up the classroom.
- File papers to go home in student cubbies.
- Help the teacher prepare for special projects.

When students are working on an activity:

- Listen or look for teacher instructions and expectations for the activity.
- Support students in reaching expectations independently (guiding them verbally or showing them how to do it. Whenever possible, do not do things for them).
- Partner with students for activities or work in their groups.
- During free choice time, play with students and ask them questions (what do you think is the baby's favorite food? Why?).
- Praise students for their effort (I see you're sharing your dinosaur. Good job!).
- Help the teachers and students clean up after an activity.

Parent Involvement

We need parents and family members to become involved in the program to ensure strong parent leadership in guiding the direction of the program.

Parents may participate in the program:

- By visiting your child's classroom
- By becoming a volunteer in the classroom, center or office
- By attending parent workshops and groups
- By participating in School Advisory Committee Meetings
- By working with your child at home.

The First Day of School

Students should arrive on time

Children should not arrive to school too early. A long wait for class to begin may add to strain and tension.

Parents should leave cheerfully

It may be hard for parents to let go. However if you linger, it may distract your child from their new and fascinating world. Your doubts or nervousness may dampen your child's enthusiasm.

Discuss any fears ahead of time

It's normal for children to have some fears about school.

Parents can:

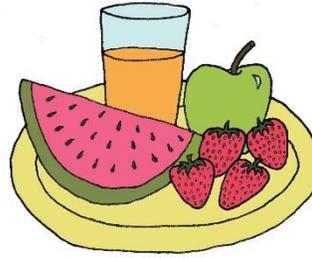
- Be positive and loving
- Be reassuring
- Say good-bye with a smile
- Answer questions such as:
 - Will I have a friend?
 - What if I need to use the bathroom?
 - Will my teacher like me?
 - What bus will I ride?
 - How will I go home on the first day?

If parents have a positive attitude and look forward to the first day in school, their children will probably do the same.

It's a good idea to stash a change of clothing in your child's backpack, just in case.

Daily Schedule (full day program)

- 8:25 Breakfast in the Cafeteria
- 9:05 Walk to Class
- 9:10 Morning Meeting
- 9:30 Small Groups and Table Work
- 10:05 Storytime
- 10:20 Outdoor Play
- 10:50 Hand Washing and Stories & Songs
- 11:00 Lunch
- 11:25 Stories & Songs
- 11:40 Quiet Time
- 12:40 Quiet Table Play
- 1:00 Outdoor Play
- 1:30 Hand Washing and Stories & Songs
- 1:40 Snack, Teeth Brushing
- 1:50 Writing Workshop
- 2:05 Centers
- 2:55 Afternoon Meeting
 - Get organized for home
- 3:05 Dismissal



Daily Schedule (half day program)

- 8:00/12:00 Arrival
- 8:10/12:15 Meal
- 8:50/12:50 Rhythm and Movement
- 9:10/1:20 Recess
- 9:45/1:45 Small groups
- 10:05/2:05 Choice
- 10:40/2:40 Circle
- 11:00/3:00 Meal or Snack
- 11:30/3:30 Dismissal



Community Information

School Board

The David Douglas School Board, made up of seven elected representatives from throughout the district, establishes district policies and hires the staff to carry them out. The Board usually meets the second Thursday of each month. The meetings are held at 7 p.m. in the High School South Campus, 1500 SE 130th Avenue. Citizens of the community are encouraged to attend.

School Communications

Each school building communicates with parents regularly with newsletters, bulletins, phone and text messages, and other information sent home with students. The district mails information to residents and parents during the school year. Information is also available at the district website: www.ddouglas.k12.or.us In addition, school activities and events are reported by the local radio and television stations and in the Oregonian.

Smoke and Tobacco Free Environments

State laws require no smoking or use of other tobacco products on school properties This includes personal cars parked in the parking lot of schools. Smoking is not allowed at any program activities. Please ask a staff member if you have questions.

Suspected Child Abuse

Oregon law requires that all child care and school employees report any suspicions of child abuse or neglect directly to the Department of Human Services– Child Welfare (DHS). If we make a report, our staff will continue to work with your family to offer support and services. Oregon child welfare laws also recognize that the presence of domestic violence causes a risk to a child’s safety. In cases where staff suspect that domestic violence may be putting a child at risk of harm, a report to DHS will be made.

If you suspect child abuse or neglect you can call DHS Child Welfare at 503-731-3100 to share your concern.

Health and Safety at School

When should my child stay home?

If students have any of the following symptoms, they should stay home:

- Fever of 100 or over
- Severe headache
- Vomiting
- Persistent cough
- Runny nose
- Ear ache
- Diarrhea
- Rash
- Eye infection
- Communicable disease
- Swollen glands
- Too ill to play outside
- Sore throat

If a child will not be in school, please call the office. If a child has a communicable disease, he/she may be required to obtain a doctor's release before returning to school.

A healthy daily routine will ensure that students are ready and able to take on the rigors of a day at school.

If you have specific questions concerning the health of your child, contact your family doctor or the school nurse.

Head Lice

The most effective prevention against the spread of head lice is for parents to check their children regularly for lice and nits (eggs). Students with nits only may remain at school. Students with live lice may be allowed to remain for the rest of the day, or be excluded from school if their symptoms prevent them from focusing and participating in class. Lice treatment information will be sent home with those who have either nits or lice. Please review your school district policy for clarification. All students may return to school after treatment has begun. Current evidence and national recommendations do not support classroom or school-wide screenings as a measure for decreasing the incidence of head lice among school age children; such practices can deny students their right to privacy and to educational time.

Immunizations and Oregon Law

To protect all children, every student must have a current school immunization record or a medical or non-medical exemption at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (3rd Wednesday in February).

It is important to keep your child's school immunization record up-to-date. Check with your school's office if you need forms.

Upon written request from parents/ guardians for release of information (form available at <http://www.mesd.k12.or.us/shs/hss/immunizations/immu1.pdf>), the MESD Immunization Program will provide vaccination dates to clinics as needed to verify immunization histories of their clients. These efforts increase protection of children against vaccine-preventable diseases and promote efforts by parents and schools to comply with school mandated immunization requirements.

Medication Administration at School

The school's nurse provides consultation about medication administration that must occur at school. Only medication that is necessary to be given during the school day will be kept at school. Discuss with your medical provider about the time(s) of day that the medicine is needed. If possible try to arrange to administer at home. This is safer for your child and easier for you.

By Oregon law, if medication must be given at school, you must:

- Provide written permission (forms are available at school). Any change to the medication will require the parent to update the medication form at the time of the change and provide a current medical prescription from the healthcare provider.
- Make sure all medication (prescription and over the counter) is in its original container and marked with the student's name. (Ask the pharmacist for an extra bottle for school when getting prescriptions.)
- All medication must be delivered to school by the parent or responsible adult designated by the parent. Students may not keep medications with them unless they are age-appropriate for the responsibility, have been identified as a self-manager, have written parent permission, and are cleared by the principal to do so. Students may carry only a single day's supply of medication.
- Make sure the school has an adequate supply of all medications required by your child.
- Pick up the medication when it is no longer needed at school. All medication not picked up by the end of the year will be destroyed.

Health Services

The school will support families to meet their child and family health needs. All children in the program must be current with dental and physical exams. This is an important piece of school readiness, having your child be healthy, and ready to learn. We realize you may need extra support with this and our staff is ready to help!

Parents:

- Make sure to have annual dental and physical check-ups for your child.
- Complete any dental work and medical follow up that your child needs.
- Keep your child's Oregon Health Plan current if you qualify.

Let your teacher know if you need ANY help, when appointments happen. School staff can help you sign up for the Oregon Health Plan, and assist in finding a doctor or dentist. If you have any questions or concerns about your child's or family's health, talk to your teacher.

Emergencies and Illness

In the case of small accidents, a staff person will give your child first aid treatment. The parent or legal guardian will be told what happened to your child.

In the case of a medical emergency, a staff person will call 911 immediately, and give emergency first aid as required. A staff member will also contact the parent and the office, as soon as possible. If your child is transported to the hospital, we will take the emergency form from your child's file and meet you at the hospital immediately.

Remember you must provide a number where you and an authorized person can be reached on your emergency contact list.

Child Safety

When your children are in our care, their safety is our top priority. To ensure the safety of your child(ren) our staff use the strategies of Active Supervision.

Active Supervision requires focused attention and intentional observation of children at all times. Educators in DDSD preschool classrooms position themselves so that they can observe all of the children: watching, counting, and listening at all times. They also use their knowledge of each child's development and abilities to anticipate what they will do, then get involved and redirect them when necessary. This constant attention helps children learn safely.

Child Guidance Policy

DDSD preschool classrooms use positive guidance methods such as encouraging positive behaviors, redirecting children to another activity, clear and consistent rules, and encouraging children to talk about their feelings. Staff work with children to encourage them to cooperate, help, take turns, and solve their own problems. Whenever possible, we will work with you to make school guidance strategies consistent with home strategies.

Staff **will not use** any of the following methods:

- Using physical punishment or other negative discipline methods that hurt, frighten or humiliate children
- Striking a child
- Forcing a child to apologize or explain their behavior
- Withholding food, beverage or other basic needs
- Using food or prizes to reward "good" behavior or to punish inappropriate behavior
- Placing a child outside of the classroom or in another classroom for discipline purposes
- Using the term "time out" to punish a child
- Restraining a child physically without appropriate training and parent consent
- Using judgmental or disapproving phrases when talking to children

Positive Behavior Intervention

Classroom staff support all children by using Positive Behavior Supports in the classroom. These methods help all children have a positive experience in school. Some children need additional support in the classroom. We will work with you to plan for your child's needs.

If a situation arises where your child loses control and presents a danger to him/herself or others, we will let you know right away and you will be asked to attend a meeting with staff to develop a plan to help your child be safe and successful at school. If it is necessary, the program will assist parents to find a setting or schedule which meets the child and family needs.

Screen Time

Computers/SmartBoards and interactive media support and supplement activities in the classroom by facilitating active, creative, and social engagement by young children. Interactive media can include computers, iPads, and videos related to instruction goals. Intentional planning for digital experiences should increase children's digital literacy and use of technology as a tool in their learning.

Computers/iPads are one of many materials in the preschool classroom. The total screen time during classroom hours will be no more than 30 minutes each day. Teaching teams do not use technology for their own personal use during instructional time.

Screening

The preschool program uses the Ages and Stages Questionnaire (ASQ) as the approved screening tool. Within 45 days of the start of school, parents and teachers complete an ASQ on each child enrolled in a preschool classroom. Teachers and parents can use the ASQ to determine whether there may be questions or concerns about a child's development. Teacher and parents may consider several options based on the individual child and the results of the ASQ. For example, they may consider the child's experiences or lack of experiences in relationship to the screening items missed. Teachers will share information about the referral process for Multnomah Early Childhood Program for families interested in pursuing additional support. Teachers will also assist families with the referral if parents request help.

- Earl Boyles is to complete the ASQ within 45 days of a child starting school and annually.
- Mill Park is to complete the ASQ three times throughout the school year-
 - Within 45 days of starting the school year
 - Midyear (parents complete and teachers review and talk with parents at school conferences)
 - End of year (parents complete and teachers review at end of year conferences)