



Cascades Academy of Central Oregon
2150 NE Studio Road #2
Bend, Oregon 97701
Phone: (541) 771.1257

**School of Enrichment at
Cascades Academy
Parent Handbook
2010—2011**



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Welcome

Families,

Thank you for your interest in School of Enrichment at Cascades Academy. Designed by parents for parents; we believe in supporting families in their quest to find quality enriched programs for their children. Parent involvement and input is strongly encouraged in our program, to ensure optimal experiences for your child.

Our program recognizes that every child is different and meeting each child's individual learning style is a priority for our staff. Our environment and curriculum supports the diversity of children's learning and is continually evolving to meet each family's expectations.

Thank you,

Our Staff

Meet Our Enrichment Team



Katie Brandow, MSW – School of Enrichment Founder/ Program Operation Development

Katie attended the University of Oregon where she received a Bachelors of Arts in Social Science with an emphasis in Sociology. Katie has spent the last 10 years in the non-profit sector. Katie has worked with at risk youth; truancy prevention programs and is currently a supervisor for Maple Star Oregon, a local therapeutic foster care agency. Katie is a certified Early Words instructor and has taught parenting education courses and evidence based programs for the Family Resource Center and The Commission on Children and Families. Katie has worked throughout Central Oregon with teenage girls in substance abuse prevention and mentoring programs. Katie works to influence policies to prioritize prevention services, parent education, support and family preservation. Katie is the mother of two daughters and enjoys spending time with her husband and enjoys camping and playing with her daughters. After Katie became a mother to her daughter Neve she and her husband Darren recognized the need for a quality, enriching and balanced early childhood program in Bend. After several months of planning, they opened the door to an excited community of parents who were equally eager to have their child participate. Her excitement continues as the program continues to grow into something more amazing each day.

Heather Hoyt, M. Ed – School of Enrichment Founder/ Program Development Early Childhood Learning Specialist and Educational Consultant

Heather graduated from Oregon State University with a Bachelors degree in Human Development and Family Science. This area of study provided her with a strong education and background for understanding the issues, philosophies, and research surrounding the importance of early childhood education and family and community involvement. After having her son, she attended Western Oregon University and earned a Master's Degree in Education with a focus on Early Intervention. Opening the preschool has given Heather the opportunity to share her knowledge in this important field and provide her son Karson with a valuable foundation of learning. Heather is a Learning Specialist and provides Educational Consultation for Bend Learning Center where she works with



children with learning differences in the areas of literacy, mathematics, and social thinking. Her goal for our preschool is to provide an enriched learning environment that assists children in a lifetime of positive learning.

**Katrina Randleas, B.A. ~ School of Enrichment Classroom Director
Lead Classroom Teacher ~ The Terrific 2's and 3's
Early Childhood Behavior Specialist**

Katrina graduated from the University of La Verne with a degree in Liberal Studies and an emphasis in Child Development. Prior to graduating, she began working in the field of Applied Behavioral Analysis with children with autism. Her education and experience have allowed her to garner a wide range of information about how children learn. Katrina has worked with children in classroom settings, individually and in the child's home. Katrina loves watching children grow and learn from the world around them. Each child in our preschool brings joy and challenges and she cannot wait to see them continue to develop. Katrina offers behavioral consultation and works independently with youth and their families. Katrina keeps busy designing group and individual curriculums while being a mom to her son Logan.

**Heidi Miller, M. Ed. ~ School of Enrichment Substitute Classroom Director
Lead Classroom Teacher ~ The Fabulous 4's and 5's
Early Childhood Language and Literacy Specialist**

Heidi Miller has been a resident of Bend for her entire life and this is a community that is very much a part of her life. Heidi graduated in 2005 from OSU Cascades Campus with a Bachelor's of Science Degree and a minor in Human Development and Family Sciences with an emphasis in Early Childhood Education. She then pursued a Master of Arts Teaching Degree from George Fox University in 2007. Teaching is the profession that Heidi always wanted to pursue and teaching is a great passion of hers. Heidi has been professionally working with children since 2004 and enjoys it greatly. When she is not teaching, she enjoys spending time with her husband William and her daughter Gianna.

**Wendy Andrick, BSW & Certified Children's Hatha Yoga Instructor for Special Needs
Classroom Spanish and Kids Yoga Instructor**

In 1997 Wendy completed her Bachelors of Arts and Science in Social Work at the University of Montana with a minor in Spanish and Native American Studies. During this time she worked as a specialist at Watson's Children Shelter where she served a wide population of children from the community, in foster care and who were residing at the shelter. Wendy was in charge of supervising staff, students and organizing developmentally appropriate activities for the infant, toddler, preschool and after school programs. Upon graduating, Wendy's career goals switched to teenagers and I spent over 10 years in a variety of capacities working with adolescents on a counseling level. From group homes to probation, juvenile detention to boarding schools for struggling teens. Upon the birth of her daughter Maya, Wendy's world shifted as she entered the world 3 1/2 months prematurely and has several special needs as a result. That is when her journey lead her to Yoga for the Special Child. Wendy became certified in Yoga in 2009 and plans to pursue the teaching and practice of Yoga. Wendy is honored to be a part of the team at School of Enrichment and share the joys of Spanish and Yoga. Wendy believes passions and healthy living are an important part of education.

**Shandra Tronnes ~ School of Enrichment Classroom Teacher
Extra Curricular Program Director**

Shandra has attended Portland State University and Central Oregon Community College. Shandra is currently working toward a degree in Early Childhood Education. She has worked at child development centers, infant programs, and other preschools. Shandra has been teaching swimming lessons since 2000. Shandra enjoys watching the children grow as individuals and form a community within our enrichment classrooms.



Our Mission

We strive to provide an early childhood environment that integrates a multi-sensory approach to education that promotes individualized, optimal child development experiences and learning readiness of the whole child.

Our Learning Philosophy

Our environment and curriculum is inspired by both historical early childhood philosophies and research-based methods for teaching. We use teaching practices that are child-directed and teacher guided. We recognize that children can have different and individual learning styles and embrace diversity.

Our School of Enrichment Goals

- To provide a warm and nurturing environment where the young child's learning can thrive through play and directed activities.
- To stimulate the young child's learning with activities in areas of reading and math readiness, art, music, language, motor skills, culture and ethics.
- To encourage the self-esteem of the young child through respect of cultural and ethnic diversity with the support of teacher, class, and school.
- To create a love of learning and develop a life-long learner who challenges himself/herself daily for future school and life success.

Our Explorative Classrooms

Our environment is built for exploration and discovery. We are continually redesigning the environment to stimulate the developmental needs of children and promote growth in the areas of fine motor, gross motor, cognitive, social and emotional, and speech and language development. Children are given opportunities to explore, discover, problem solve, and build a strong foundation for future learning experiences.

Our Integrative Learning Curriculum

Creativity is the core of our curriculum. The ability to create, to think divergently and to problem solve are all important skills necessary for success in our world today and the world of tomorrow. We provide activities that integrate practical skills and imagination. We integrate the teaching of reading readiness, language arts, math and science with the areas of art, music, drama and movement.

We use a thematic approach in planning our activities. We, along with the students, choose themes or units of study and center our activities around those themes. Our activities are



offered at a variety of levels so that children can choose an activity that is developmentally appropriate for them. Choice is an important part of our program. Children are encouraged to participate in all activities but they are able to do them at their level and in the amount of time they need.

Language and Literacy Programs ~ Ages and Stages

School of Enrichment constructs a learning community environment that encompasses a variety of diverse ages within our classrooms. Our optimal teacher and child ratio (1:6) enables our professional staff to provide your child with the benefits of small group learning experiences. School of Enrichment includes the following programs based on your child's individual learning style, interest, and readiness.

Kindergarten Enrichment

Monday through Friday 12 – 4pm

Instructor Heidi Miller, M. Ed ~ Early Language and Literacy Specialist

Our advanced language and literacy program is designed to meet the needs of Kindergarten age children who enroll in School of Enrichment for supplemental learning experiences. Our trained staff delivers a strategy-based curriculum to enhance learning in handwriting, phonemic awareness, phonics, and decoding skills. Our multi-sensory approach to teaching will build your child's foundational learning with meaning, motivation, and enjoyment. Our Kindergarten Enrichment program includes a unique balance of our supplemental academics and our arts and specialty classes during your child's day.

The Fabulous 4's and 5's

Monday through Friday 8-12pm, 12-4pm, 8-4pm

Instructor Heidi Miller, M. Ed ~ Early Language and Literacy Specialist

This program's inspiration resulted from a community wish to develop a place for children that are motivated to start early with the language of academics. Research is clear that the goal of "reading"; is only the tip of the iceberg. There are many foundational skills and processes under the iceberg that help children be long-term efficient and fluent readers. Our qualified staff guides these early learners through many child directed activities that promote development of phonemic awareness and phonological processing. In addition, our multi-sensory language and literacy program will expose your child to handwriting, phonics, and decoding skills.

The Terrific 2's and 3's

Monday through Friday 8-12pm, 12-4pm, 8-4pm

Instructor: Katrina Randleas, BA. Ed ~Early Childhood Behavioral Specialist

This program is all about movement, sensory experience, and regulation. Children are able to participate in the many learning opportunities throughout their day in a way that is meaningful and age appropriate for them. We find that most children entering this program are eager to join in and learn from our older learners. The curriculum is designed to stimulate both your child's development and interest.



Arts and Specialty Programs and Seasonal Classes



Language Diversity Program: *This culturally diverse class is delivered in both direct lessons and embedded learning throughout each child's day. These enriching lessons are driven by our Spanish and language Specialists. To further our learning of language and movement, children participate in our Sign Language curriculum.*

Music & Movement Program: *Many children find music meaningful and exciting! The music and movement never stops at School of Enrichment. We explore a variety of cultural beats and rhythms with our bodies and minds. We incorporate our learning from this class into our holiday and spring performance opportunities throughout the year.*

Creative Art Program: *This class recognizes the power of children's art. We encourage creativity and the development of new skills while using a variety of art tools, materials, and introducing the language of Art. Children are exposed to colors, shapes, and textures.*

Summer Enrichment Camps



School of Enrichment is excited to offer an extended menu of our popular summer camps. Summer 2010 holds camps including World Travel Expedition Camp, Green Kids, Orbit Endeavors, Acting Camp, Super Science Camp, Music in Motion Camp, Culinary Kids Camp, Art Original Camp, Spanish Adventure Camp and Under Water Camp: Creatures and Crustacean.

If your child is already enrolled in our program, camp involvement on their scheduled days is just another bonus of attending School of Enrichment! For students not enrolled in our program yet we welcome you to keep your "campers" busy and engaged by enrolling in our amazing and enriching camps.

Camp Details

Separate Programs Designed for Ages: 2 ½ -4 and 5-7 and 8-10

Schedule:

Monday-Friday 8-12

Extended enrollment available until 5:30pm

Tuition:

Weekly camps \$150/week

Extended enrollment \$50/week

Please check our website for current summer camp information.



Extracurricular Program and Classes



Monday through Friday 3:15 – 5:30

School of Enrichment's Extracurricular Program provides classes available to School of Enrichment students, Cascades Academy students and students from the community. School of Enrichment offers classes, clubs, and other specially designed programs for children ages 3 – 10 years old.

Classroom Enrollment Process

Children ages 2 ½ through school age are enrolled in School of Enrichment. No child will be refused enrollment because of gender, race, or religion, or that of their parents.

- Call and schedule a tour
- Attend tour and express interest by completing enrollment application
- Submit enrollment application and tuition
- If you are put on the wait list, you will be notified as soon as an opening is available.
- Please provide a copy of your child's immunization records, enrollment application, receipt of parent handbook and a nonrefundable material fee of \$150 as well as the first month's tuition prior to your child's first day.

Hours of Operation

Half Day Morning Program

Monday through Friday - 8:00am to 12:00pm

Half Day Afternoon Program

Monday through Friday – 12:00pm to 4:00pm

Full Day Program

Monday through Friday – 8:00am to 4:00pm

Extra Curricular Program

Monday through Friday – 3:15pm to 5:30pm

Tuition

Half Day Programs

2 days a week \$275/month



3 days a week \$385/month

4 days a week \$495/month

5 days a week \$605/month

Full Day Programs

2 days a week \$440/month

3 days a week \$550/month

4 days a week \$660/month

5 days a week \$770/month

Annual Material Fee: \$150 (Due upon enrollment and each September)

Extracurricular Program

Punch Cards: \$50/5 visits or \$100/12 visits

Sign In & Out

All children must be signed in and out daily with a full signature of an authorized adult. When signing your child in, please state who will pick up your child if other than you or their other parent. Your child will not be released to anyone who is not on the emergency form. The safety of your child is very important to us and any change in pick up information must be relayed in person, unless there is a serious emergency. Please have any alternate authorized adult picking your child up be prepared to provide photo identification prior to your child being released.

Nutrition

School of Enrichment serves one healthy snack during each class. Please ensure your child has at breakfast or lunch prior to coming to school. If your child is enrolled in an all day program, please send a well rounded lunch (protein, whole grain, dairy, fruit and vegetable) and labeled drink in an insulated lunch bag with them. Our menu includes whole grains, fruits, vegetables, dairy products and occasional meat products. We avoid processed foods whenever possible. We make efforts to eliminate any hydrogenated oils, trans fats and corn syrups from your child's diet and will incorporate organic ingredients whenever possible. Please let us know if your child has any food allergies or specific dietary needs. If you wish to communicate any information about your child's eating habits, please discuss their specific needs with us. We will introduce your child to fun, healthy and interesting foods prepared in a way that encourages interest in a healthy and mindful eating for a lifetime.



What Your Child Should Bring

Clothes: You should bring clothing appropriate for the current weather conditions. In the summer, be sure to include a swimsuit and a change of clothes. It is important that you send them with a heavy coat, hat, snowsuit, boots, and gloves every day. Please send your child with clothes that are labeled with their first and last name. Families are welcome to store an extra set here at the preschool.

Pull ups & Wipes: Parents are responsible for all diapering materials if applicable.

Nap Mat: *If your child is enrolled in a full day program*, please provide a “nap mat” that is waterproof and at least 1 inch thick. Please label with your child’s name.

Special Needs

We will attempt to provide reasonable accommodations for any child with special needs. Please let us know if your child has any special needs that require accommodations.

Toilet Training

We understand that not all children are potty trained by 2 ½ years old and we are willing to help with the process. Children in pull-ups will participate in the bathroom routine with the other children and we will assist with toileting in the bathroom. Staff will communicate closely with parents on their child’s toileting progress.

Television Policy

We will not be watching television at anytime or for any reason.

Changes at Home

We are aware that families come in all shapes and sizes. To help us give your child the most successful experience we can, we need you to inform us of any changes in your family life.

Sometimes changes that adults adjust to easily are more difficult for your children.

We also have a parent library available with books, articles and other information or activities to promote your child's healthy development at home.

Holidays/Absences/Vacations

School of Enrichment follows Cascades Academy School Calendar.

Any other vacation days will be posted at least one month in advance. Rarely, with no fault to the preschool or its staff, we may have to close for unforeseen reasons or illness. If this occurs, we will first attempt to find a substitute. If this option is unavailable, then notice will be given at least 24 hours in advance.



Vacations: Please notify the school in advance when you know your child will be on vacation. Tuition rates will apply to vacation dates and holiday school closures.

Absences: Please let the school know as early as possible when your child is going to be absent due to illness. If your child has a contagious illness please let us know so that we can post it to alert other families.

Emergency Closures: If school is closed due to snow, announcements will be made on local radio stations including KBND 1140 AM, KLRR 105.5 FM, KQAK 105.7 FM and or a teacher will call you. Closures will correlate with Bend La Pine School District school closures.

Preparedness Plan

In the event of a fire or other natural disaster, an emergency preparedness plan is maintained at the preschool, which specifically outlines a course of action for the following areas:

1. Designation of administrative authority and faculty assignments.
2. Contingency plan for fires, floods, and earthquakes.
3. Means of emergency exit.
4. Emergency transportation arrangements.
5. Means of contacting local agencies, including the fire department, law enforcement agencies and any other disaster authorities.
6. Means of contacting parents or other designated adults.

Health Policy

Health Policy: A child may not attend school with any of the following: fever over 100.0 F, diarrhea, vomiting, nausea, severe cough, unusual yellow color to skin or eyes, skin or eye lesions, rashes that are weeping or pus filled, difficult breathing or wheezing, or complaints of severe pain. If your child gets any of these symptoms, they will be asked to lie on a mat and stay isolated from the other children. You will be called immediately and asked to come get your child. **If your child is ill with any of the conditions described above, they must remain out of school for at least 24 hours.** Any accident or injuries that occur while your child is on the school premises shall be reported to you, in writing, describing the nature of the injury and actions taken. If emergency medical care is required, 911 will be called. Parents will be called first if possible. Parents are responsible for any emergency service charges.

Medication: Prescription or non-prescription medications will only be given to your child after you have filled out and signed a Medication Release form. Teachers will document the times that medication was given.

Accident Reports

All minor accidents are reported in writing on an accident report form. Minor accidents such as cuts and scrapes will be treated with soap and water, bruises and bumps will be treated with ice. Certified personnel may administer additional first-aid. If emergency treatment is necessary, parents will be notified immediately. Parents will receive an "ouch report" regarding any injury that may occur at the preschool and will be notified by telephone if necessary.



Guidance Policy

Positive classroom behavior begins with adequate supervision, adaptation to the environment, and other strategies that prevent challenging behavior from occurring. At the School of Enrichment, we believe that the majority of many acting out behaviors can be prevented with supervision, redirection, and praise for making positive choices.

Teachers will:

- Be within sight or hearing of children at all times.
- Monitor children's play for appropriate child to child interaction, intervening when necessary, and proactively guide children to make positive choices.
- Know their students needs, monitor individual students for frustration, anger, and redirect when necessary.
- Help each child develop self-control and respect for others.

THE RIGHTS WE HAVE IN THIS CLASSROOM



- I have a right to be treated with kindness in this room; this means that no one will laugh at me, tease or insult me.
- I have a right to be myself in this room; this means that no one will treat me unfairly because I am fat or thin, fast or slow, boy or girl.
- I have a right to feel safe in this room; this means that no one will threaten me, bully me, push me or destroy my property.
- I have a right to be heard in this room; this means that no one will yell or shout, and my opinion will be considered in any plan we make.
- I have a right to learn about myself in this room; this means that I will be free to express my feelings and opinions without being interrupted or criticized.

Mandatory Reporting

The state of Oregon observes the mandatory reporting policy. Under these guidelines, all staff, volunteers, parents and adults in and around our school are mandated reporters of suspected child abuse.

Parent Communication

Communication with the families that we work with is an extremely important piece to your child's education. The staff will be available to schedule private conferences at the parent's request. Teachers will make an effort to talk to parents regularly about how their child is doing in the classroom. Please feel free to call anytime you have questions or concerns. The school will provide regular announcements via email and/or in your parent folder. A monthly newsletter will be distributed to all parents regarding the upcoming curriculum and programs.



Parent Volunteers

We welcome and encourage all parents to spend time in and contribute to our classroom curriculum. If you have special skill or hobby please let the school know. Becoming a regular volunteer is a great way to become a part of your child's growth and learning.

Parents are welcome to drop in and participate with our center at anytime during our hours of operation.

Withdrawal

Parents wishing to withdraw their children from the program must give a 30 day notice in writing. If the preschool has concerns that the program is not a good fit for a child's specific needs the director and teachers will take all steps necessary to inform and work with his/her parents to find a solution that will allow the child to succeed and remain a student at the preschool. In the event that a solution is unable to be found and if the emotional well being and safety of other students and/or staff is put in jeopardy, the School of Enrichment reserves the right to request that a child be withdrawn from the program.





Receipt of Parent Handbook

I have read and fully understand the policies and procedures outlined in the School of Enrichment's Parent Handbook. I understand that parents are expected to adhere to the policies and procedures as outlined within.

Parent/Guardian's Signature _____

Date: _____

Please return this sheet with your enrollment forms.

