



School of Enrichment, Inc.  
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School of Enrichment  
Parent Handbook  
2018—2019

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# Welcome

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Families,

Thank you for your interest in School of Enrichment. Designed by parents and professionals for Central Oregon families; we believe in supporting families in their quest to find enriching, quality programs for their children. Parent communication is valued and practiced in our program, to ensure optimal experiences for your student and family.

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

Thank you,

*School of Enrichment*

## About Our Founder

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### **Katie Brandow, LCSW Licensed Clinical Social Worker**

Katie has been involved with School of Enrichment prior to opening the doors in 2007. Katie is fascinated by brain development and the social emotional development of children. Katie is passionate about supporting parents in finding trusted care with enriching experiences so that parents can maintain a healthy life balance and feel in their core being that their kids are safe and enriched. Katie is mom to two daughters and genuinely trusts that early childhood experiences in a supportive environment teach socialization, problem solving and coping skills that create equipped children and eventually adults who are ready to take on the world productively, healthfully and positively. Katie received her Master's in Social Work from Portland State University and attended the University of Oregon where she received a Bachelor's of Arts in Social Science with an emphasis in Sociology. In early 2007, Katie and the surrounding community recognized the need for a quality, enriching and balanced early childhood program in Bend. After several months of planning with learning specialists, researchers, social workers and early childhood education professionals, they opened the doors to an excited community of parents who were equally eager to have their child participate. Katie coordinates admissions and operations, ensures the philosophy is adhered to and that the program continues to exceed each families goals. Katie gratefully acknowledges the contribution of community partners who have brought invaluable insight, professional advice, and generosity in spirit that helped shape School of Enrichment's foundational years.

Katie spent 13 years working in the non-profit mental health sector working with families in youth



advocacy, child protection, family preservation and reunification services. Katie's experiences include facilitation of Early Words, Darkness to Light courses and presenting evidence based parenting education programs for the Family Resource Center and The Commission on Children and Families. Katie provided therapeutic support to families in our community through St. Charles Medical Center, throughout Central Oregon with at-risk youth in mentoring programs as well as providing community trainings on implementing parenting techniques.

You'll often find her on her yoga mat, traveling with her family, researching health and nutrition, cooking and baking or hiking in beautiful Central Oregon. Her enthusiasm about School of Enrichment magnifies as the program continues to grow into something more amazing each day and year and for that she is truly grateful.

## **Mission**

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

## **Learning Philosophy**

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Our environment and curriculum is inspired by both historical early childhood philosophies and research-based methods for teaching. We use strengths based teaching practices that are child-directed and teacher guided. We recognize that children can have different and individual learning styles and embrace and celebrate diversity. We recognize each family and student have individual goals, beliefs and values and inclusiveness of these beliefs, goals and values are present in our classrooms. We work closely with families to ensure all social-emotional and academic goals are met.

## **School of Enrichment Goals**

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- School of Enrichment emphasizes on individualized education, social emotional development, experiential learning, academics, and outdoor recreation; we don't simply develop the mind. We develop character. Personality. Potential. Your pride is our joy. It's all to prepare students for success in life.
- To provide a warm and nurturing environment where the young child's learning can thrive through play, activities of their choice and directed activities while maintaining close proximity and asking open ended questions. Our teachers are on the floor or at the tables with our students validating feelings, using positive comments and feedback to encourage children's interests.
- Play. Kids learn by playing.



- 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.
- Life is all about balance and that balance begins at School of Enrichment. We offer a well-rounded balance of child directed and teacher guided activities, routine, small group activities and choices for our students.
- Scaffolding is the bridge to connect any gaps in learning. Scaffolding refers to a variety of instructional techniques used to move students progressively toward stronger understanding and, ultimately, greater independence in the learning process. The term itself offers the relevant descriptive metaphor: teachers provide successive levels of temporary support that help students reach higher levels of comprehension and skill acquisition that they would not be able to achieve without assistance. Like physical scaffolding, the supportive strategies are incrementally removed when they are no longer needed, and the teacher gradually shifts more responsibility over the learning process to the student. Scaffolding allows for a deeper level of learning and helps build connections until a student can use scaffold type thinking autonomously. Not only do these techniques build upon the social emotional development of a child but these approaches build early language skills, increased vocabulary and reading skills.
- Repetition is a natural way of learning. The technique *repetition* involves simply doing some other technique over again. This repetition helps to strengthen and reinforce the impact of the prior technique, hopefully to achieve its original desired effect. Extension offers additional experiences that increasingly become more complex than the baseline concept. Extension lessons offer an opportunity for further exploration while provoking or sparking new enthusiasm or interest in the topic.
- Self-talk is simply talking about what we are doing. Self-talk can be used to verbalize every day activities and when used more strategically to model positive messages to self, shaping cognitive connections and to encourage a healthy inner voice while stimulating related questions and beliefs. With parallel-talk, the adult uses sentences to talk about the child, what they are doing, what they are seeing, label the feeling or action they are doing.
- We use open-ended questions while joining children on the floor or at the table during play. We focus on their interests, acknowledge and validate their feelings, encourage



their talk and play and maintain a close distance with each student at all times. We offer positive and constructive feedback with repetition and ask questions to extend their own thinking and ideas using self-talk and parallel talk.

## **Explorative Classrooms**

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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, imaginative, language, literacy, 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.

## **Integrative Learning Curriculum**

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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 based on 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**

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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.

## **Pre-K | Kindergarten**

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Pre-K & Kindergarten are the perfect classes for students who are entering Kindergarten or First Grade the following year. 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 teachers guide 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. Our advanced language and literacy program is designed to meet the needs of Pre-Kindergarten and Kindergarten age children. We use Handwriting Without Tears as a guide to our philosophy on early language and literacy development. 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. School of Enrichment's Pre-K & Kindergarten program is enriched with a unique balance of our supplemental academics and our arts and specialty classes during your child's day. This class is designed for our older students, typically the year before Kindergarten or Kindergarten age.

## Preschool

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This program is all about movement, music, exposure, routine, sensory experiences and fine motor development. Our preschoolers are constantly progressing socially and emotionally by developing empathy, identifying and managing emotions, building upon understanding others and expressing themselves. Children are able to participate in the many learning opportunities throughout their day in a way that is meaningful and developmentally appropriate for them. We find that most children entering this program are eager to join in and learn from our other learners. The individualized curriculum is designed to stimulate both your child's development and interests. We introduce Handwriting Without Tears Curriculum early in the year, creating an early love of learning. Our preschool class is balanced with choice, structure, play and opportunities to flourish. We have an older and younger class within preschool during our language and literacy opportunities to allow each child to thrive at the stage they are in, allowing for attention to literacy or exposure for our developmentally younger students.

## The Arts, Specialty Programs & Seasonal Classes

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**Spanish 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.

**Yoga Program:** Yoga is an important part of our daily routine. We practice various poses throughout the day and we offer yoga specialty classes twice weekly. Yoga is something all kids can do and we make modifications so that kids can be expressive, mindful, confident and strong. The calming effects of yoga and emotional regulation benefits are tremendous.

**Social-Emotional Program:** At School of Enrichment, social-emotional development is a part of all of our interactions with our students. We implement a variety of activities, including Conscious Discipline curriculum in this special class. This enrichment program builds upon the daily language and interactions to teach our students to identify and express their emotions,



develop empathy and manage feelings of being confused, surprised, jealous, sad or upset. Children learn about themselves and how to be a good friend through the use of art, role play and songs to grow socially and emotionally.

**Music & Movement Program:** Many children find music meaningful and exciting! The music and movement never stops at School of Enrichment. Music classes with music specialists are offered. We explore a variety of cultural beats and rhythms with our bodies and minds. We incorporate our learning from this class into our seasonal performances 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.

*All Specialty Classes are included in the monthly tuition.*

## **After School Programs & Classes**

***Monday through Friday 4:00 – 5:30***

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School of Enrichment offers classes, clubs, and other specially designed programs for children ages 2 ½ – 6 years old. Individualized and small group academic assistance, gross motor development and culture are the primary themes.

## **Hours of Operation**

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### Half Day Morning Program

Monday through Friday - 8:00am to 12:00pm (Drop off is between 8:00am and 8:45am)

### Full Day Program

Monday through Friday – 8:00am to 4:00pm (Drop off is between 8:00am and 8:45am)

### After School Program

Monday through Friday – 4:00pm to 5:30pm

## **Admissions**

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Children ages 2 ½ through ages 6 are enrolled at School of Enrichment. No child will be refused enrollment because of gender, race, or religion, or that of their parents.

### Current students:

- ✓ Complete re-enrollment form by December 15, 2017



- ✓ Complete re-enrollment for any siblings planning to enroll by December 15, 2017
- ✓ The application fee is waived for siblings of current students.
- ✓ Submit \$250 non-refundable material fee by February 1, 2018

New students:

- ✓ Contact School of Enrichment and schedule a tour or attend our Open House on **January 31, 2018** from 6:00 - 7:00pm.
- ✓ Schedule a tour. We have limited availability to offer appointments for tours.
- ✓ Submit Classroom Enrollment Application and non-refundable application fee of \$50 by **February 5, 2018**.
- ✓ All applicants will be notified by **February 20, 2018**.
- ✓ If your child is accepted to the program record of immunizations, non-refundable material fee of \$250 and the first month's tuition is due **March 3, 2018**.
- ✓ If you are put on the wait list, you will be notified as soon as an opening is available. Rolling admissions and wait list placement will follow based on availability.

## Monthly Tuition

Half Day Programs

2 days a week \$350/month  
 3 days a week \$450/month  
 4 days a week \$600/month  
 5 days a week \$700/month

Full Day Programs

2 days a week \$575/month  
 3 days a week \$725/month  
 4 days a week \$900/month  
 5 days a week \$1000/month

## Annual Tuition

*Tuition is reduced by 3% when paid annually for 12 months*

Half Day Programs

2 days a week \$4,074  
 3 days a week \$5,238  
 4 days a week \$6,984  
 5 days a week \$8,148

Full Day Programs

2 days a week \$6,693  
 3 days a week \$8,439  
 4 days a week \$10,477



5 days a week \$11,640

#### After School Program

Punch Cards: \$100/12 visits or \$150/month unlimited

*Annual Material Fee: \$250 Due upon acceptance*

*Application Fee: \$50 New applicants only*

*Tuition, Material fee and Application Fee is non-refundable*

## **Sign In & Out**

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All children must be signed in and out daily with a full signature of an authorized adult. Your child will not be released to anyone who is not identified as an emergency contact in their application. The safety of your child is very important to us and any change in pick up information must be made 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**

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School of Enrichment serves one healthy snack during each class. Please ensure your child has eaten breakfast 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. Our snack 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, colors, dyes, trans fats and corn syrups from your child's diet and will incorporate organic ingredients whenever possible. We regularly expose children to new foods and encourage "thank you bites" with great success, for hesitant eaters. We often involve students in preparing food related to our theme. 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 Student Should Bring**

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Clothes: Please send extra clothes in a clear plastic ziplock bag, clearly labeled with your child's first and last name. This extra set of clothing will be stored at the school. Send your child in clothing appropriate for the current weather conditions. In the summer, be sure to include sunhats and clothing to protect skin. In the winter, it is important that you send them with a heavy coat, hat, snowsuit, boots, and gloves.



Water bottle: Labeled reusable water bottle or cup with lid. If there is a pattern of your student attending school without a reusable water bottle, one will be provided to be kept at school and the family will be billed \$25.00.

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 at least **1 inch thick, waterproof and made of a material we can disinfect and wipe**. Please label with your child's name.

## Special Needs

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We will coordinate necessary accommodations for any child with special needs. Please let us know if your child has any special needs that require accommodations. In many cases, School of Enrichment can work closely with therapists and specialists both in the classroom and community accessing support, ongoing consultation, and supervision and/or planning.

## Toilet Training

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We understand that not all children are potty trained by 2 ½ years old and we are willing to help with the process as our ratio allows. Enrollment for students who have not mastered using the toilet is very limited. If your child is not completely toilet trained, they do need to be comfortable wearing pull-ups, sitting on a toilet and participating in the bathroom routine with teacher support. Staff will communicate closely with parents on their child's toileting progress. Children are typically very excited about participating and we have been very successful in helping children complete toilet training. If your child is toilet trained, please make note of this on their application. Upon enrollment, parents are responsible for providing all pull-ups and wipes to be used at School of Enrichment.

## Screen Policy

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We will not watch television or participate in screen time at School of Enrichment. We recognize that there may be an abundance of wonderful gains that can be made with technology at home with 1:1 supervision. If a specialist, classroom visitor or volunteer uses a screen for any reason parents will be notified.

## Changes at Home

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We are aware and supportive of the diversity of various families who join our school. Families come in all shapes and sizes and we understand that the dynamic may change, often times unexpectedly. To help us give your child the most successful experience we can, we need to be informed of any changes in your family life. Sometimes changes that adults adjust to easily are



more difficult for your children. If there is a marriage, move, separation or divorce, loss of a family member or pet, please communicate these changes with us.

## **Holidays/Absences/Vacations**

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School of Enrichment's school calendar is available on our website. Any other closure days will be posted at least one month in advance. Rarely, at no fault of School of Enrichment or its staff, we may have to close for unforeseen reasons or due to illness or event. If this occurs, we will first attempt to find substitute teachers. If this option is unavailable, then notice will be given at least 24 hours in advance. We do not offer make up days or refunds for missed classes.

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

Absences: Please notify School of Enrichment 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 alert other families.

Inclement Weather Policy: School of Enrichment follows Bend-La Pine's weather advisory notices. If Bend-La Pine District closes or has a delayed start to the school day due to adverse weather conditions, then School of Enrichment also delays or closes for the day. In the case of a delayed start, all morning programs are cancelled and full day students arrive at 11:00am. Parents can check any number of sources to determine if school is delayed or closed:

1. Sign up for text alerts from School of Enrichment. Text the word INFORMED to 662-200-4303
2. Call the Bend La Pine hotline, which will be updated with weather delay or closure information: English 541-323-7669 or Spanish 541-355-0044.
3. Tune in to local media.
4. Check the school's Facebook page.
5. Check your email; when possible an announcement is emailed as soon as the closure or delay is confirmed.

## **Preparedness Plan**

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In the event of a fire or other natural disaster, an emergency preparedness plan is maintained at School of Enrichment, 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 through the use of the phone tree and emergency contacts.



7. If we have to evacuate, our plan is to meet in the south parking lot or if that is not a safe choice our secondary location is the main post office at 2300 NE 4<sup>th</sup> Street Bend, 97701

## Health Policy

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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. If your child shows symptoms of the Norovirus or tests positive for the Norovirus, they must remain home 72 hours after the last episode of vomiting.** 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. When possible, please dispense medications at home.

Sunscreen: If you would like your child to use sunscreen at morning recess, please apply sunscreen to your child before they arrive at school. We do not apply sunscreen for the morning recess session. If they attend the full day program and you'd like them to wear sunscreen, please provide *non-aerosol* sunscreen labeled with your child's full name. A Medication Release form is required to dispense and apply sunscreen. Sunscreen will be applied to those children prior to going outside in the afternoon. We keep all sunscreen in a locked box out of children's reach. Please give the sunscreen directly to the teacher rather than put it in your child's cubby or backpack. We do assist in teaching children to apply their own sunscreen when appropriate.

## Accident Reports

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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 packs. Certified personnel may administer additional first-aid. If emergency treatment is necessary, parents will be notified immediately. Parents will receive an accident report related to any injury that may occur at School of Enrichment and will be notified by telephone if necessary.

## Guidance Policy

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Positive classroom behavior begins with adequate supervision, adaptation to the environment, and other strategies that prevent challenging behavior from occurring. At 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. Our teachers know individual temperaments, recognize each student's brain state before intervening, and monitor all students for frustration, anger, and redirects when necessary. We help each child recognize and name their feelings, develop self-control, patience and respect for others. We teach students skills to communicate healthfully and respectfully.

### **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 big or small, 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**

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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 of any form.

## **Parent Communication**

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Communication with families is an extremely important piece to your child's education. Conferences are held as needed in the spring and the staff will be available to schedule private conferences at the parent's request at any time. Teachers will make an effort to talk to parents regularly about how their child is doing in the classroom. Please feel free to contact us if you have questions or concerns. School of Enrichment 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.

It is School of Enrichment's policy that every family has the opportunity to their goals and ideas related to their child's education and development. Initial information is collected in the Classroom Enrollment Application. This comprehensive, multi-page document requests detailed information about the child and family including developmental history, interests, preferences,



fears, changes at home, family members, sleep patterns, nutrition, and routines. School of Enrichment receives ongoing feedback in the following formats including but not limited to annual anonymous surveys, parent meetings, email and verbal communication. Surveys and parent meetings are scheduled as needed.

School of Enrichment completes individual educational assessments each fall and spring. The assessments allow us to determine areas of strengths and topics to focus on throughout the school year. School of Enrichment completes and provides families with detailed progress reports each spring with information specific to academics, behavior and social emotional development. If School of Enrichment has an idea to enhance the wellbeing and/or development of a student or if a family has concerns or questions and requests support, the School of Enrichment team schedules a conference with the student's family. Based on the specific concern or idea, School of Enrichment may offer specific parenting and child development information or we may refer a family to parenting education resources, parenting classes or a Licensed Clinical Social Worker or Play Therapist. If there are any concerns of delayed development or learning differences, School of Enrichment directly supports the family in accessing and connecting to the resources available in our community that can facilitate supports with learning differences or the social emotional development of the child. School of Enrichment has referrals on how to access this information. Should the need for an interpreter arise, School of Enrichment will access someone to provide this service.

## **Parent Volunteers**

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We welcome and encourage all parents to spend time in and contribute to our program. If you have special skill or hobby, please let the school know. Please talk with us about the best time and way to become involved.

## **Withdrawal**

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Parents wishing to withdraw their children from the program must give a 30 day notice in writing. Application fee's, material fees and tuition are non-refundable. If School of Enrichment 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 school. In the event that a solution is unable to be found and if the emotional or physical well-being and safety of other students and/or staff is put in jeopardy, the School of Enrichment reserves the right to withdraw a child from the program.

