Bienvenidos Amigos
9-Month Bilingual Spanish Preschool
Handbook 2022-2023
Cultivating curious and creative minds!

Welcome to the Conestoga Recreation & Aquatic Center’s 9-Month Bilingual Spanish Preschool Program! The first few years of a child’s life are very important in shaping the people your children will become, and we are thrilled to be a part of this process.

COVID-19 Updates and Information: We are closely monitoring statewide, national and industry guidelines to keep our students, families, and staff safe. Safe and quality childcare and early education are fundamental to the short and long-term well-being of children, families and the state’s COVID-19 recovery efforts. Please read this handbook to understand the processes we developed for THPRD preschool programs to keep your child and family safe and help reduce the transmission of COVID-19. We are making every effort to reduce the spread of COVID-19.

If you have any questions about our practices or procedures, please contact the Program Coordinator. Thank you, in advance, for your cooperation in creating a safe and healthy environment for all participants and staff.
**Philosophy:** The instructors for the 9-Month Bilingual Spanish Preschool will facilitate learning using both Spanish and English throughout the child’s time in the program. An emphasis will be placed on learning about and respecting different cultures through music, stories, and art projects. Guest speakers from our local community will have the opportunity to visit the classroom and present their experiences as they relate to the monthly diversity theme.

Every aspect of what we do with the children is focused on respect. The teachers at Conestoga believe that a child’s sense of self-esteem is the centerpiece of how they view the world. When children are treated with respect, they in turn will treat others with respect. If children are taught to care about and be sensitive to their peers, school will always be a welcoming and exciting place to spend the day.

Every child is naturally creative, curious, and loves to learn. It is our job as caretakers and teachers to present opportunities where children can be stimulated and challenged in a positive, non-threatening environment, where each can explore and use their imagination and discover their own innate style of learning.

---

**2022-23 School Year: First Week of classes:**

**Sept. 12th/13th, 2022**

**Last week of classes: May 22nd – May 26th, 2023**

<table>
<thead>
<tr>
<th>Class</th>
<th>Days</th>
<th>Time</th>
<th>Ages</th>
<th>ID/AP** Cost Paid by: 15th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bienvenidos (older)</td>
<td>M/W/F</td>
<td>9 am – 12 pm</td>
<td>4-5 years</td>
<td>$375*</td>
</tr>
<tr>
<td>Bienvenidos (younger)</td>
<td>T/TH</td>
<td>9 am – 12 pm</td>
<td>3-4 years</td>
<td>$295*</td>
</tr>
</tbody>
</table>

*In-District pricing shown

*Children must be the correct age by September 1st

**Residents living outside the district boundaries have the option to pay an assessment fee (quarterly or yearly) that allows them to receive in-district pricing or they can pay a 25% premium on programs & classes.
REGISTRATION FEES

Each family will be required to pay a $50 non-refundable Registration Fee per child at the time of registration. This fee will hold your space in the 9-Month Preschool program.

MONTHLY TUITION

Tuition will be added to your THPRD account approximately 1 to 2 weeks before it is due. Please log in online or visit a THPRD facility to make tuition payments by the 15th of the month. Payment forms include check, cash and credit or debit card. Payments can be made directly at the Conestoga Recreation Center and Aquatic Center main office or with a payment token over the phone.

The monthly tuition is based on the total number of days in attendance and divided equally among the nine months of the program. Out of district participants must pay the quarterly assessment fee each term to receive in-district pricing.

Monthly tuition is due by the 15th of the prior month. After the 15th, payment is considered late, and a $30 late fee will be charged. Children whose tuition has not been paid by the 1st of the month are not considered registered and will not be able to attend class. September tuition is due by August 15th.

ARRIVAL AND ATTENDENCE

We prefer for all children to arrive on time. Please try to schedule other needed appointments for your child around their school day. The routine of coming to school on time and leaving on time is very important for children. It is less disruptive for them, the teacher and the class. Your child will have a much more successful day if they start the day with the rest of the class. If your child is going to be absent, or to arrive or go home at a different time than usual, please notify their teacher. You can also always call the school at (503) 629-6313 to let us know.

DROP-OFF/PICK-UP FROM SCHOOL

Drop off and pick up will be in the classroom; 101. Staff will check photo ID of any person picking up the child(ren) and will record the name of adult. THPRD staff will then confirm all required forms and information have been provided before the student enters the classroom on the first day of the program.

Please update your THPRD Medical and Emergency Contact form online at www.thprd.org/portal, so we have the most recent, up to date information for your child.
PICK-UP

Pick-up at the end of the school day will take place in room 101. Only people you have pre-authorized on your THPRD health emergency form may pick up your child from school. Even with a written authorization, we will ask for photo identification. Please make sure to update your THPRD on-line health emergency/contact form prior to school starting. If you need someone to pick up your child who is not on the pre-authorized list, you must provide written permission in advance or contact the teacher directly at (503) 629-6313. The person must be at least 18 years old.

CHECK-IN

The following requirements (subject to change based on organizational guidance and state guidance) apply to students and staff:

- A daily health check will be conducted for children and staff coming into the preschool programs. The health check will include asking two health-related questions.
  - Has your child been exposed to COVID-19 in the last 5 days?
  - Is your child experiencing any COVID-19 symptoms?
- If the parent/guardian answers YES to any of the health screening questions about their student, the student will not be allowed to enter the program.
- If the parent/guardian answer NO to all the health screening questions about their student, the student will be permitted to enter the program.
- accommodation to enable full and equal access to services.
- Students will be asked to sanitize their hands as they enter the building.
- When dropping your child off at school, please make your good-bye positive. If they feel they are coming to school because you want them to get a good education and have fun, they will look forward to each day with enthusiasm and anticipation.

THPRD staff will then assume custody of the student and escort them to the program area.

COMMUNICATION

We value open, direct, and constructive communication between our student’s parents/guardians and school community. If you have any questions or concerns at any time, please call us or email us. We encourage you to ask questions about matters before they become issues. Classroom concerns should be addressed through the teacher. If you have broader school issues, or if your concerns are about the teachers, please discuss them with the Recreation Coordinator, Tyler Fransen, t.fransen@thprd.org or (503)629-6313.

If your child is running low on spare clothes, etc., you will receive a note at pickup time. Anything in your child’s personal bin in the classroom should be taken home daily.
As parents/guardians, you are encouraged to communicate often with your child’s teacher when something out of the ordinary occurs. Our teachers work very hard to meet the needs of each child. The more knowledge they have about each child better equips them to do so. As you share the information, please respect the privacy of the situation, and discuss this out of the hearing range of others, including children. Examples of some things that may need to be shared are:

- Relative is ill or has passed away
- A parent is out of town
- Child did not sleep well the previous night
- A pet is missing or has passed away
- A car/other accident has occurred

**POSITIVE BEHAVIOR SUPPORT STATEMENT**

As part of the 9-Month Bilingual Spanish Preschool’s philosophy, the children are taught self-discipline through positive behavior support. Teachers use redirection and natural consequences to help children achieve this goal. Children are encouraged to be aware of their actions and to help others to remember how to use classroom materials and be respectful of one another.

Children are taught to solve their own problems through modeled behavior. Whenever possible, while solving a conflict, children are encouraged to seek a solution through their own discussion and interaction. A positive learning experience will end with teacher complimenting, “I am so glad that you and Josh were able to work things out.”

We recognize positive behavior with such statements as, “Maria, you showed a lot of patience.” Children who are learning to control themselves need to receive reinforcement through frequent recognition.

When a child behaves inappropriately, they are guided to positive alternatives. Children are also given choices to either participate in group activities or find a quiet activity alone until they are ready to join the group again. Attention-seeking behavior is ignored whenever possible, and positive behavior is reinforced. We want our children to experience natural consequences to their behavior. For example, if Tanya pours out the whole tub of bubble solution, there will be no more bubble play. Learning the natural consequence in this scenario is an important socializing skill as opposed to refilling the bubbles for her.

The 9-Month Bilingual Spanish Preschool follows THPRD behavior intervention/removal from a program best practices. Conestoga instructors will work with parents/guardians to develop additional support and/or accommodations for the success of the child.
Step 1: Early Intervention

Staff will conference with the participant and documents participant behavior. The staff is primarily responsible for the maintenance of proper participant behavior both within and outside of the classroom setting while attending THPRD program. Every reasonable effort should be made by staff to solve discipline problems before they are referred to the Program Coordinator/designee.

Step 2: Behavior Support & Strategies

Staff will document participants’ behaviors and determine appropriate intervention strategies. Staff alerts Center Supervisor who will contact participant’s parent(s) or guardian(s). Staff will work with the parent(s) or guardian(s), instructors and other stakeholders for the purpose of gathering additional information and developing additional supports and accommodations for the participant.

Step 3: Behavior Modification Plan Development & Implementation

A positive and proactive approach to the maintenance of proper participant conduct will be established. In dealing with participants, staff will model respect, dignity, and self-control, develop an intermediary plan with parent(s) or guardian(s) and staff that outlines goals and expectations for participation in the program, and clearly identify conduct expectations and consequences for noncompliance, have a parent(s) or guardian(s) and team members sign off on the plan and begin implementation. Staff and participants will actively monitor and evaluate the plan. The staff will meet on an “as needed” basis to evaluate the plan or consider more effective accommodations, redesign or modify the plan, if necessary, and communicate any changes. Staff will continue to monitor and evaluate the participant’s program engagement and behaviors. THPRD will document all meetings, telephone calls, incidents, complaints, safety concerns, problems, successes, and make a recommendation(s) utilizing team member’s input and suggestions.

Step 4: Suspension

When staff refers the participant to the Program Coordinator, and parent(s) or guardian(s) are contacted, this notification indicates that the participant has not responded to previous interventions in the classroom. Referrals will result in a conference with the participant and parent(s) or guardian(s) and assignment of a consequence determined by the Program Coordinator. Returning to Step 1-3 interventions and alternate strategies may be considered by the Center Supervisor. For severe deviant behavior, incorrigibility, or repeated violations, the participant may be temporarily suspended from THPRD program for one to five (1-5) days by the Program Coordinator or designee.
Step 5: Removal from Program

When the participant does not respond to interventions or alternative placement, recommendation for expulsion will be considered. The recommendation for expulsion shall be referred to the Center Supervisor and Superintendent for approval. The expelled participant will not be permitted to return to the program’s facility or any other district facilities or attend any district-sanctioned events until the end of the expulsion period; this will be documented on their THPRD account.

SAFETY CONCERNS

A safe environment is a top priority at our preschool. Our preschool rules include, but are not limited to:

- Attempting to run out the door, or “bolting,” creates an immediate safety hazard and will not be tolerated. We understand there will be some separation anxiety towards the beginning of the school year, and we will work with patrons to alleviate this. However, a child attempting to run out the door or away from the group, throughout the building, or outside is a significant safety hazard and can result in the child's permanent removal from the classroom.
- Hitting, kicking, biting, striking, or any other physical altercation directed towards the teachers and/or other children is not acceptable. This is a serious matter and if it becomes a repetitive behavior, the child can be permanently removed from the program.
- If a child becomes disruptive to the point where a teacher must physically remove them from an activity, their parent/guardian will be notified and asked to remove the child from the classroom for that day, if the behavior persists the child can be permanently removed from the program.
- Inclusion services are available to children who have a diagnosed disability. Please contact the Program Coordinator for more information.

ILLNESS, INJURY, OR MEDICAL EMERGENCY AT SCHOOL

If a child becomes ill at school, the child will be removed from the classroom and their pick-up will be called. We will make the child as comfortable as possible until their pick-up arrives.

Parents/guardians may be called to pick up their child early from school for any of the following reasons:
✓ Vomiting
✓ Diarrhea
✓ Fever
✓ Green running nose
✓ Lice
✓ If a child feels too ill (stomachache, headache, etc.) to function properly in a large group setting
✓ Undiagnosed skin rashes

As your child recovers, please take care of them at home until they feel well enough to return. They must be free from diarrhea, vomiting, and fever for 24 hours (without fever-reducing medication), and should be able to eat normally and participate in class activities, before returning to school. These mandates are beneficial for all children and teachers.

**COVID-19 ILLNESS POLICY**

Participants with at least one Primary COVID-19 Symptom, two or more Secondary COVID-19 Symptoms, or who have been diagnosed with COVID-19:

- Exclude from the program any youth who has at least one Primary symptom of COVID-19 or who has been diagnosed with COVID-19
- **Primary COVID Symptoms include:**
  ✓ Fever of 100°F or higher
  ✓ Chills
  ✓ New or unusual cough
  ✓ Shortness of breath or difficulty breathing
  ✓ New loss of taste or smell
- **Secondary symptoms of COVID:**
  ✓ Sore throat
  ✓ Headache
  ✓ Muscle or body aches
  ✓ Fatigue
  ✓ Congestion or runny nose
  ✓ Nausea or vomiting
  ✓ Diarrhea

Per our THPRD Program Policy, we ask that children stay home till they are 24 hours symptom free if they are experiencing:

- Nausea or vomiting, diarrhea, or a rash
- Any single secondary COVID-19 symptom
If your child develops any of these symptoms during class, you may be contacted and asked to pick your child up early. Students who have a cough that is not a new onset cough (e.g. asthma, allergies, etc.), do not need to be excluded from preschool. Please include asthma, allergies or any condition that may contribute to a cough on your child’s emergency medical form.

**FIRST AID**

If a child is injured at school, the staff will administer first aid. For minor injuries, their pick-up will be asked to sign a minor incident report log at the pickup time. For injuries that may require medical attention, the parents/guardians will be contacted immediately. For any emergency, we will call 911 and then notify the parents/guardians.

Each child must have a current medical release form in their file outlining emergency contact numbers, allergies, doctor’s contact numbers, and permission for staff to administer first aid and/or call 911 if needed. If any phone numbers on this form change before renewal times, please contact us with that information as soon as possible to ensure that the form is kept up to date. Your child’s safety is extremely important.

**MEDICATIONS**

Medication brought to the school – prescription or non-prescription – must remain in its original container from the store, pharmacy, or doctor’s office. It must also be labeled with your child’s name and the date. For the staff to administer medication, the parent/guardian must fill out a THPRD medical authorization form that gives a description of the medicine, what time to administer it, the dosage and their signature. This includes topical creams such as sunscreen.

**TOILET TRAINING**

All children **MUST be potty trained before entering preschool.** Please take your child to the bathroom **before** school begins each day. Accidents do happen, but please note that if your child is not potty trained we will ask you to discontinue the program.

**PARENT-TEACHER CONFERENCES**

Conferences are held in April. Although not mandatory, they are recommended. The objective of the conference is to report the progress of your child’s development in the classroom. You will receive prior notice about your date and time from your teacher.
**BIRTHDAYS**

Birthdays are one of the most personal and individual events in our lives. We also tend to recognize them differently in different families. If you choose to celebrate birthdays at school, we can help integrate the celebration into our class schedule, so please discuss this in advance with your classroom teacher.

**LOST AND FOUND**

Please label all items your child brings to school (e.g. shirts, socks, underpants, lunch boxes, jackets, blankets, etc.) to prevent lost articles. Our classroom has a “lost and found” bin if something has been lost. At the end of the school year, any unclaimed items will be donated to Goodwill.

**SNACKS**

Eating nutritious foods is extremely important to developing a healthy body and a creative, productive mind. We ask you to please provide a snack for your child each day and water bottle.

Conestoga Bilingual Preschool is not a nut-free school, but in case of a child with severe allergies, we reserve the right to ban allergen-triggering foods in individual classes.

**OUTSIDE ACTIVITY**

It is important to a child’s health to spend time outdoors to receive fresh air, experience a varied environment, and exercise their large muscles. Brain development for children is closely related to physical exercise.

Proper clothing is essential for the enjoyment of these activities. During warm weather, light clothing with layers that can be added or removed as needed is helpful. In cold weather, layers are again effective, since temperatures vary dramatically between indoors and outdoors. Hats and sunscreen are important year-round since we go outside every day. Please be sure in our rainy Oregon months your child has shoes and a coat that can protect them from getting wet.

A variety of outdoor play equipment is provided for the children. Many times, teachers involve children in bringing the equipment out and putting it back. Caring for our equipment is part of learning to respect our community. We also expect children to play with one another in safe ways. Inconsiderate or unsafe play will not be tolerated and playing with dangerous objects is forbidden.
PARENT VOLUNTEERS

Parent volunteers are highly valued at Conestoga Recreation and Aquatic Center. We appreciate volunteer work in the classroom. There are ways to be involved in the classroom or “take home” opportunities. THPRD requires all volunteers who work with children to complete a Volunteer Application and Background Check online. Every adult who would like to participate or volunteer in the program is required to fill out an online form.

Please sign up on the volunteer calendar if you plan to volunteer. Teachers will explain the various needs. Adults volunteering for Preschool will record hours on a Volunteer Log Sheet in the classroom. Hours are limited to the teachers requested time frames. Please check in with your lead teacher for more information.

PERSONAL TOYS

Children are discouraged from bringing personal toys to school. It’s hard for a young child to share a toy brought from home. Weapons or toy replicas of weapons are not allowed at all, even if kept in backpacks.

CLOTHING

For all ages, a change of weather-appropriate clothing is required, including underwear and footwear. When dressing younger children for school, clothing should be easy for them to get on and off, especially when using the toilet. Overalls with straps, jumpers and leotards are difficult to manage in a hurry. Sandals can be treacherous for young children at school and should be left at home. Sneakers and socks that are easy to put on and off will help your child feel successful and safe.

INCLEMENT WEATHER/SCHOOL CLOSURES

During inclement weather, THPRD classes/programs may be delayed or canceled if weather conditions warrant. For the latest information please call our 24-hour hotline (503) 614-4018 or contact the center (503) 629-6313. We will also attempt to inform you via email if possible of any changes in schedule. If student’s pick-up need to be contacted due to a storm developing during the day that would cause problems for everyone to get home, we will use a telephone tree to contact everyone.
CONTACT INFORMATION

If you have questions or concerns, please contact the Conestoga Recreation & Aquatic Center.

Tualatin Hills Parks & Recreation District
Conestoga Recreation & Aquatic Center
9985 SW 125th Ave
Beaverton, OR 97008
503-629-6313

Program Coordinator:
Tyler Fransen
t.fransen@thprd.org
Student’s Name : ________________________________

Check the Bilingual Spanish preschool program that your child will be attending:

☐ Bienvenidos Amigos (older) 4-5 years M/W/F (9am-12pm)  $375 per month
☐ Bienvenidos Amigos (younger) 3-4 years T/TR (9am-12pm)  $295 per month

I, ________________________________, acknowledge that I have read and fully understand the COVID-19 guidelines and requirements and the expectations for my child and myself as laid out in the Bilingual Spanish Parent Handbook.

I attest that my child meets the following criteria, which are used to determine acceptance in the Bilingual Spanish program:

- My child is willing to benefit from the program.
- My child is willing to participate in group activities.
- My child does not require excessive individual behavior management.
- My child can use the restroom independently as supervised by a teacher.

I understand that Bilingual Spanish Programs must provide a safe and cooperative group experience for all students. Participants may be dismissed from the program for reasons including unacceptable behavior or illness.

As a parent/guardian, I understand I am to:

- Provide appropriate clothes and snack for my child daily.
- If necessary, attend the program (or provide a helper) for one-on-one support for my child.
- Arrange immediate transportation for my child to be picked up from Conestoga Recreation & Aquatic Center if a disciplinary situation arises, my child develops an illness, or is injured in a way that prevents him or her from being able to participate in the program.

I have read the financial policies as outlined in the Parent Handbook. I understand my Bilingual Spanish deposit is non-refundable, even if I withdraw my child from the program prior to May.

Signed ________________________________ Date __________________

E-mail address: _________________________________________________________
Get to Know My Child
Bilingual Spanish at Conestoga 2022-23

Child’s Name: __________________________________________

1) My child has the following feelings about attending preschool
   (i.e. excitement, concern):

2) When my child is in an uncomfortable situation, he/she is comforted by
   (i.e. hugging, singing):

3) Some of my child’s special interests and favorite things to do are:

4) My child’s experience in nature has consisted of the following:

5) When you need my child’s attention he/she responds well to (i.e. touching, speaking
   loudly, etc.):

6) My child has the following physical or emotional needs:

7) I have the following goals for my child during this year in preschool:

8) My child speaks the following language(s):

9) I would like you to also know the following about my child: