

The Re.Imaginaries Pre.School

Family Handbook

The Reframe Collective
6114 NE 35th Ave
Portland, Oregon 97211

<https://www.thereframecollective.com/preschool>

Welcome to The Re.Imaginations Pre.School

We at The Re.Imaginations Pre.School would like to take this opportunity to welcome you to our learning community! We are delighted you have chosen us to care for your child. We hope our program is a fun and growing experience for your entire family.

We hope this parent handbook answers many of your questions about both your child and your families' experiences at The Re.Imaginations Pre.School. Please do not hesitate to ask for additional information.

About The Re.Imaginations Pre.School

WHO WE ARE

The Re.Imaginations Pre.School is a creative learning community that evolves alongside your child. By design, our Pre.School offers a counterpoint to the typical overwhelming classroom experience or the daunting prospect of educating your child at home alone. Here they still gain all of the essential educational skills, without the large classroom size or challenging system to navigate.

The Re.Imaginations Pre.School puts a high value on student-led learning. We believe that everyone can contribute their unique gifts and curious minds to help us learn and grow together in community. In this framework, the kids are leaders too. We focus on hands-on and sensory activities and emphasize curiosity over certainty. Our teachers have a wide variety of experience navigating this type of skill building and inquiry with little ones.

Our Core Values include: Authentic Self Expression, Community Care, Skill Building, Reciprocity, Creative Problem Solving, and Interdependence. Please visit our [Pre.School website](#) for full descriptions of each.

AGES SERVED

Our program is tailored to students ages 2-5. Potty Trained kids get preference as we are a mobile group that spends a good amount of our time away from our school space.

TEACHERS

The Re.Imaginations Pre.School has a wonderful group of teachers hired because of their genuine love for children and willingness to commit themselves to enriching the lives of the children for whom they care. They have a qualified educational background and continue to stay current in early childhood best practices. All The Re.Imaginations Pre.School staff are asked to participate in First Aid and CPR certification, and all must successfully pass a criminal background check.

GROUP RATIOS

The Re.Imaginations Pre.School prides itself on maintaining a classroom staff ratio that is lower than the state licensing requires, and keeps to a 4:1 ratio with 8 students and 2 teachers.

LOCATION

We start and end our days at a backyard classroom and maker space in NE Portland. The 2,000 square feet of

outdoor space includes a main covered area, with heating during the colder seasons. Everything is open air to keep us safe during a pandemic and to connect with the seasons on a daily basis. We will also walk to the nearby Fernhill Park for regular adventures.

HOURS and DAYS of OPERATION

Our Pre.School programming runs Monday-Thursday 9:00am-1:00pm, with a winter and spring break in between terms.

Fall Term: 9/25/23 – 12/14/23

Winter Term: 1/15/24 – 3/21/24

Spring Term: 4/8/24 – 6/13/24

The Re.Imaginations Pre.School will be closed for the following dates:

Nov 20 - Dec 1

Dec 15 - Jan 12 (Winter Break)

Mar 22 - Apr 5 (Spring Break)

May 27

WEATHER RELATED CLOSINGS

For safety, we will close school for lightning storms, high winds, heavy smoke, or other conditions that make it unsafe to be outside or for our teachers and families to commute. We also will have to close school if we have a COVID outbreak, or if the state requires the closure of in-person learning spaces. It will also be our policy to follow PPS closures for snow and ice.

While closings are rare at The Re.Imaginations Pre.School, if adverse weather conditions force a closing the following will occur:

- Pre.School closing announcements will be made through text/email and we will work to give families as much notice as possible.

Enrolling Your Child at The Re.Imaginations Pre.School

ENROLLMENT INQUIRY

Families inquiring about enrolling their children at The Re.Imaginations Pre.School participate in a tour of the learning space and a Q&A with Pre.School staff. Coordinators and teachers will be available to answer the family's questions.

REGISTRATION

When families are ready to register and prior to your child's first day of attendance at The Re.Imaginations Pre.School, the following steps are needed:

- ***Fill out, sign, and submit the Admissions Agreement (either through our online process or a printed version)***
- ***Pre-pay the first payment based on your individual payment plan***

TUITION

Each term at The Re.Imaginaries Pre.School costs \$2400. Families have the option to pay for all three terms up front, one term at a time, or monthly. Payments are due the first day of each term. Monthly tuition payments are scheduled and sent out through Wave as an invoice. Each invoice allows for 5 days to receive payment.

Term Tuition due dates:

Fall Term – September 25th

Winter Term – January 15th

Spring Term – April 8th

ABSENCES

On a day that a child is unable to attend, it is the guardian's responsibility to notify The Re.Imaginaries Pre.School as soon as possible. We do not provide refunds for individual days missed for illness or vacation time. Our curriculum is developed to adapt to the child's needs and allows for occasional absences.

REFUNDS

If a family decides to withdraw from the Pre.School because it's not the right fit or for another reason, they are eligible for a refund of all tuition fees paid in excess, not to include any two-week notice fees. If the Pre.School is not notified, the family will be charged for the two weeks. The refund will be issued within two weeks of the last day of attendance.

Planning for Your Child's First Day

WHAT TO BRING TO SCHOOL

In addition to a curious mind ready for adventure, your child should bring a bag or backpack each day, along with the following:

- Snack
- Lunch
- Water bottle
- Change of clothes
- Warm waterproof outer layer

Children should wear clothing that is comfortable and appropriate for play. Layers and a change of clothes should be easy to take on and off so the children can be as independent as possible. Since we'll be outside every day, clothing decisions should be different than if you were attending a typical school indoors. For more information on what your child should wear through the colder seasons, check out this article from [Hike It Baby](#).

WHAT NOT TO BRING TO SCHOOL

Children should not bring any food or beverage with the intention of sharing with the group. Because of the pandemic, everyone will be consuming their own meals brought from home. Please only bring toys or items from home if the class project or teacher requests and is planning for a sharing of those items. Favorite toys are very hard to share and manage. The Re.Imaginaries Pre.School is not responsible for lost or damaged items from home.

YOUR CHILD’S ARRIVAL

Checking In Procedure

The Re.Imaginations Pre.School check-in time is 9:00-9:15am Monday-Thursday. Parents/guardians must accompany their child(ren) into the classroom space. This would be when you can provide any important updates or instructions for the day. If someone new will be picking up your child, please add them to your authorized pick-up list before you depart.

YOUR CHILD’S DEPARTURE

Check Out Procedure

The Re.Imaginations Pre.School check-out time is 12:45-1:00pm Monday-Thursday. Teachers will provide key feedback about the day in person, with supplemental updates. If a parent or guardian needs to do an early check-out, please let the teachers know during check-in or contact us in advance. Only a parent/guardian or an authorized adult (16 years of age or older), as listed on your enrollment form may pick up your child. Changes to your enrollment form can easily be made, but they must be in writing. If you call in by telephone to inform the center that another person is picking up your child, identify yourself and your child.

The Re.Imaginations Pre.School’s Daily Program

CURRICULUM

Your child will participate in a well-planned program. Each day, the teachers design developmentally appropriate learning experiences to meet the children’s needs for their age group. This includes opportunities for creative art, embodied learning and movement, language arts through storytelling, sensory activities, problem solving, dramatic play, outdoor exploration, and much more. The staff at The Re.Imaginations Pre.School recognize and respect the unique differences of the families we serve. Our teachers integrate developmentally appropriate activities based on the children’s individual goals and interests.

Below is an example schedule that gives families an idea of our time together. We strive for a balance of consistency and flexibility so we can stay aligned with our core values and respond to the group’s needs.

Example Schedule

9:00am Check-In + free play

9:30am Morning Movement

Hands-On Activity

10:00am Snack + Story

10:30am Walk to Fernhill Park

(A mix of structured and unstructured outdoor play and nature exploration)

11:30am Lunch

12:30pm Clean Up

12:45pm Simple Craft Time & Check-Out

Health and Safety at The Re.Imaginations Pre.School

HEALTH and MEDICAL

Please do not send your child to daycare if you feel that your child is too sick to go outside to play, or join in on normal activities. This is best for your child, and helps to prevent the spread of illness.

Parents/guardians will be informed if their child has been exposed to any infectious or communicable diseases. Parents must inform The Re.Imaginaires Pre.School within 24 hours if your child has contracted a contagious disease.

Exposure to a new setting and individuals may cause some children to become ill more frequently while their immunity is being developed. Staff take precautions to safeguard children against exposure to germs, but most children do experience a normal number of minor colds and infections. Please keep in mind that you may need an alternative plan for childcare during this time to care for your child if they are ill.

If your child becomes ill during the course of the day we will move them to a quiet area away from other children, and you will be notified to take your child home immediately. The Re.Imaginaires Pre.School is not licensed for Sick Child Care. If we are unable to reach you, the alternate contacts you provided will be called. It is important that the individuals you list as alternate contacts live within 30 minutes of the Pre.School.

If your child becomes ill at home with one of the following communicable diseases, please let us know within 24 hours.

Your child must meet the criteria to return to Pre.School and be able to play outside with the other children. We reserve the right to determine when a child, who has been sick, may return.

See Attachment 1 for our Health Policies regarding communicable diseases.

Hand Washing

The Re.Imaginaires Pre.School incorporates a daily hand washing routine to maintain good health for the children and staff. We wash hands:

1. Before all meals and snacks
2. After toileting
3. After sneezing, coughing or wiping a runny nose.

Space Cleaning

1. Toilets and sinks are cleaned and disinfected daily and more if needed.
2. Tables and communal surfaces are disinfected daily, including before and after meals.
3. Floors are swept and mopped daily.

Medications

The Re.Imaginaires Pre.School staff will administer prescription or non-prescription medicine to your child only with your written permission and instructions. If you bring medicine to Pre.school, you must:

- Make sure medication is in a childproof container.
- Fill out a medical dosage release form stating what the medication is, when it is to be given and how much.
- Make sure the prescription medication is labeled by the pharmacy and that OTC medications are clearly marked, indicating the child's name and dosage.
- Put the medication in the locked container provided at the Pre.School

COVID Policy

At the Re.Imaginaries Pre.School, we follow the health code regulations of the CDC and the Multnomah County Health Department. As long as COVID-19 remains a reality, mask-wearing will be required for teachers, students, parents and visitors, regardless of vaccination status. This is to remain in solidarity with our kids, and to do our part to keep them safe. The exemption will be when individuals are eating, drinking, or during designated mask breaks while social distancing.

All teachers are vaccinated, and we highly encourage all parents and or guardians to be vaccinated as well. If someone in your household is not vaccinated, we ask that you disclose this information with us so that we can assess the risks and keep everyone as safe as possible. As the situation with the Pandemic is ever-evolving, we will continue to keep clear lines of communication open and work with families to make decisions and adjust our policies accordingly.

The space is regularly cleaned and we will consistently wash hands before meals. When you drop off your child each morning, we will ask you if you have any new symptoms in your household. Children with any symptoms will be sent home until they resolve. In the case of exposure or an outbreak, we will notify guardians, follow state guidance, and if needed, close the Pre.School until it is safe to reopen. We encourage open and consistent communication to best support and care for each other during this time.

SAFETY

If Your Child Is Hurt

We try our best to keep the children safe from accidents, but unfortunately we can't prevent all of them. If your child is hurt while at Pre.School, you will get an accident report filled out by the teacher so that you are aware of the incident. If you have any questions about an incident please let us know. We document all accidents, but every once in a while a child will get hurt and not tell us about it. Please let us know if something happened that we may not have been aware of. If your child needs to go to the doctor because of an injury sustained at Pre.School, please update us on the outcome of the doctor visit.

We have a first-aid kit on hand for minor injuries. All key staff members are trained in first-aid and CPR. The parent will be notified by a staff member if an injury occurs. You will receive an accident report describing what happened and how the injury was treated.

Emergency Care

In case of an emergency, The Re.Imaginaries Pre.School will try to contact the parent/guardian. If a child needs immediate medical attention the child will be taken to the emergency room at Legacy Emanuel Hospital or another preferred hospital chosen by the guardian. Each parent/guardian will be asked to sign an authorized form for emergency treatment.

Important Information

We hope you will feel comfortable so that you can share important information with us that will help us care for your child the best way possible. Some examples are: If a loved one died, or a pet died, maybe you started off the day with a fight, a pending divorce or separation, maybe someone new moved into the house. Knowing this kind of information will give the teacher a frame of reference for meeting your child's needs. Important information will help us to be empathetic with your child because we know there is a change they are dealing with. Sometimes children will behave differently when they are trying to work through things that they can't verbalize. Everything you share with us is confidential and the information will not leave the Pre.School.

Suspected Child Abuse

Should we recognize any signs of child abuse or neglect coming into the Pre.School, local and state regulations mandate our staff to file a report. If the report is taken, Oregon's Child Protective Services will step in with a review and assist the family.

Alcohol or Drugs

No child will be allowed to leave the Pre.School with an authorized person if the staff suspects the person is under the influence of drugs or alcohol. If this occurs, and you do not find another person to safely pick up your child, we will secure help to assist you home.

Photos

Photos or videos of the children participating in our programs may be taken from time to time. They may appear in promotional materials, on social media, newsletters, print flyers, and communication updates with families. Photograph release forms are signed during enrollment, with the option of opting out of your child's photos being shared. In addition to those forms, we emphasize consent culture within the Pre.School and always ask the children themselves if they are okay with photos being taken.

Termination Policy

There may come a time in which a dynamic may develop between The Re.Imaginations Pre.School, its teachers, and one of our families, in which we cannot find a resolution. Because we are building community, we will reserve the right to end a relationship with one of our families, but this option will only be pursued after direct and clear communication is established and resolution attempts are made.

We have a ZERO tolerance policy for racist and bigoted hate speech. This includes certain commonly used ableist words. Please feel free to ask us for clarification on this. Part of our mission in envisioning a better world for our children is removing certain words from our vocabulary when we learn they are hurtful or harmful to others. We are all practicing this together and unlearning in real time.

Health Policies

Please do not send your child to daycare if you feel that your child is too sick to go outside to play, or join in on normal activities. This is best for your child, and helps to prevent the spread of illness.

Below are some illnesses that affect children and may require exclusion from Pre.School. This is not a complete list, it is a guide, if there are any questions please email us with any concerns or see a doctor.

Fever	When accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or the child is unable to participate in normal activities. Use temperature measurement before fever reducing medications are given. <u>Auxiliary</u> (armpit) temperature: 100° F or higher. <u>Oral</u> temperature: 101° F or higher. Child may return after being 24 hours fever free.
Diarrhea	Child may return 24 hours after diarrhea stops or until a medical exam indicates that it is not due to communicable disease (diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and/or watery, bloody, or mucus containing stools.)
Vomiting	Child may return 24 hours after the last vomiting episode.
Eye Drainage (Pink Eye)	Child may return 24 hours after treatment has started when thick mucus or pus drainage is present.
Chicken Pox	Child may return if all sores are dry or scabbed or 6 days after the rash began. Do not give aspirin to any child under the age of 18, unless directed by a doctor.
Fifth Disease	If other rash-causing illnesses are ruled out, there is no need to exclude. Pregnant women who are exposed need to consult their doctor.
Head Lice	Child may return after the first treatment is completed and no live lice (nits) are seen.
Impetigo	Until the child has been treated with antibiotics for 24 hours.
Hand, Foot, and Mouth Disease	Child may return when the fever is gone and the child is well enough to participate in normal activities (lesions or rash may still be present).
Whooping Cough	Child may return 5 days after appropriate antibiotic treatment begins. This must be reported to the local and State health departments.
Pin Worms	Child may return after 24 hours of treatment.
RSV	Child may return when the child is without fever for 24 hours and is able to participate in normal activities.
Ringworm	Child may return 24 hours after treatment begins.
Scabies	Child may return 24 hours after treatment begins.

Shingles	If blisters can be covered by clothing or a bandage, no exclusion is needed. If blisters <u>cannot</u> be covered, children should be excluded until blisters have crusted. Do not give aspirin to any child under the age of 18, unless directed by a doctor.
Strep Throat	May return 24 hours after antibiotic treatment begins and until the child is without fever for 24 hours.