

Amazon Preschool  
9 a.m. – noon at  
Amazon Community Center

2018 – 2019

Family Information Handbook

Amazon Community Center  
2700 Hilyard St., Eugene, OR 97405  
541-682-5373  
[www.GetRec.org/AmazonCenter](http://www.GetRec.org/AmazonCenter)



**Welcome!**

*Here at Amazon, you will find a small, quality program designed to spark a lifelong love for learning through Nature and Art while providing developmentally appropriate practices that support the whole child.*



### **Our Goal**

To create an engaging fun educational environment through child led play and teacher led group projects that promote independence while also nurturing the social and emotional intelligence and creativity in preschool children.

### **Who Is Served?**

Our program serves families with children ages 3-5 years old. We prioritize creating an inclusive and welcoming environment for all children.

The City of Eugene complies with the Americans with Disabilities Act. If your child requires accommodation for participation in our preschool, please contact us at **541-682-5373**.

## **STAFFING**

### **The People Who Care For Your Child**

Our staff and volunteers are carefully screened and selected based on their skills, education, experience and rapport with children. Staff members carry current First Aid/CPR cards and have received training in Recognizing and Reporting Child Abuse. All staff members and classroom volunteers have passed a criminal background check.

### **Child: Teacher Ratio**

The state of Oregon requires a ratio of 1 teacher to 10 children. We have a commitment of a ratio of 1:8. Our low teacher-to-child ratios allow teachers to focus on the individual learning styles and needs of each child in their care. This extraordinary level of commitment can be seen in the warm and supportive relationships the children develop with our staff members.

## **CURRICULUM AND ENVIRONMENT**

Research shows that young children learn best through active interaction within a physical and social environment. Our curriculum offers opportunities and experiences that help build children's self-esteem and independence and is focused on developing an experientially rich, developmentally appropriate environment. The whole child is being nurtured by integrating language, social, emotional, cognitive, and physical development needs into all learning experiences. This is achieved by maintaining a positive atmosphere where children are free to explore and interact with other children, adults, and their environment. We use natural and logical consequences when dealing with behavior problems. We view discipline not as punishment but as a teaching opportunity that will encourage growth and responsibility in the child. Physical punishment is not used.

<b>DAILY ACTIVITIES</b>	
While varying a bit day-to-day, the classroom schedule will typically have the following components:	
Drop Off Work Time/Free Flow	Children move about the classroom playing and selecting works of their choice while engaging in social and learning experiences.
Circle Time	A time for singing songs and playing games that tie in with our monthly learning theme and the world around us.
Snack Time	Children wash hands and enjoy a nutritious snack.
Bathroom Break	Bathrooms are available at all times. This is a time set aside for everyone to take turns going to the restroom so those who forget can be successful.
Story time/ Down time	Teachers read books aloud that support the monthly theme and also various social learning situations while children listen and afterwards engage in group discussions.
Special Group Project	Teachers introduce an art project, science experiment, nature walk, or creative dance time that explores various learning concepts relating to Nature/Seasons.
Outside Time/Gross Motor	Outside group play at Amazon playground or in the fenced in playground behind building B.
Pick Up	Children will be dismissed by their teacher one by one into the hallway. Pick up might also be at playground if class is outside.

## **PHOTOS AND VIDEOS**

Registration and /or payment of any City of Eugene registration fee shall be deemed an admission of agreement to the following: **photos, videos, and audios of participants in Recreation Services programs may be used by the City of Eugene in any medium (e.g., print publications, internet, etc.). If you DO NOT want your child’s image to be used for publicity purposes, please speak with our Front Office Coordinator.**

## **INCLEMENT WEATHER**

To get information about pre-school during bad weather:

- Call Amazon to hear a recorded message regarding any closures.
- Listen to local radio and television stations for updates.
- Go to [www.flashalert.net](http://www.flashalert.net)
- Go to [www.eugene-or.gov/rec](http://www.eugene-or.gov/rec)

## **COMMUNICATION**

### **Checking-in with the Teachers**

Please don't hesitate to ask to speak with our teachers if you have any concerns. If they cannot speak with you at that moment, they will be happy to check in later.

Our teachers will each have an email address that is specifically for communicating with parents. Please do not expect to get an immediate reply to emails. Our teachers are all part-time and will only be answering emails during work hours. If you need to leave a time sensitive message, please call the front office: 541-682-5373.

### **Parent / Teacher Conferences**

We welcome the opportunity to meet with you about your child. We schedule these as needed or by request. If you would like to request a meeting, please speak with your teacher in-person or by email, or with Gina Tafoya 541-682-5306.

### **Monthly Newsletter**

We send a monthly newsletter via email with reminders of closure dates, news from your child's teacher and great pictures. If you want to add email addresses so others receive the newsletter please let our front office know.

### **Social Media**

During the school year we post preschool pictures, details about the many classes and trips we offer, and some fun information related to children and recreation on FACEBOOK. Please stay in touch with us by "LIKING" our FACEBOOK page at: [www.facebook.com/AmazonCommunityCenter](http://www.facebook.com/AmazonCommunityCenter)

## **CLOTHING GUIDELINES**

Children may wear any clothing that is comfortable and meets their needs. Keep in mind that we will be using paints, glues and other art materials that may stain clothing. Shoes should be durable, comfortable and secure.

It is important that children have appropriate outerwear for outdoor play. We will go outside as often as the weather allows and this may include damp and fairly cold temperatures. Please provide a coat for your child and rain boots, gloves and hats when the weather turns wet and cold. For extreme weather we will play indoors in our game room rather than playing outside.

Accidents and spills do happen! Please send an extra set of clothes for your child (pants, shirts, underwear and socks - place in a plastic bag clearly labeled with your child's name). These clothes will stay in your child's cubby until needed.

# HEALTH POLICIES

## Immunizations

The State of Oregon requires that a record of immunization is provided for each child. There is an exclusion date set by the State Department of Health that we are required to follow if you do not provide up to date immunization information or a non-medical exemption. We will contact you about this in the Fall after school gets going.

For more information go to:

<http://www.oregon.gov/oha/ph/PreventionWellness/VaccinesImmunization/GettingImmunized/Pages>

## Illness

If your child should develop a communicable disease (flu, chicken pox, head lice, hepatitis, conjunctivitis, scabies, impetigo, etc.) they cannot attend preschool until appropriate treatment has been made. We ask that children who are ill be kept at home until they are fully recovered.

### Children should remain at home if they have:

- a temperature of 100F or greater (children should not return to the classroom for at least 24 hours after temperature returns to normal)
- vomited or have diarrhea during the night or morning
- a persistent, productive cough (coughs up mucous) and mucous is not a clear color
- an undiagnosed rash or skin lesion
- unusual yellow color to skin or eyes
- a persistent runny nose and sneezing

Please contact us if your child contracts a communicable disease or is exposed. When we are informed that another child has a communicable disease, all parents will be notified.

## Medications

If order for us to administer medication to your child you will need to complete the Medication Documentation form. All medications must be locked away in the classroom and cannot be left in your child's backpack or lunch (with the exception of inhalers). This form is used for epi-pen information as well.

## Potty-Training

Your child must be potty-trained in order to attend preschool at Amazon Center.

## Emergency Procedures

In the event of an injury or emergency, our staff has been trained to take appropriate action to provide the safety and care needed. If your child has suffered a minor injury, our staff will provide basic first aid and TLC. If your child's injury is serious, we will:

- Call 911
- Treat until 911 responders come
- Contact emergency contact person listed on your Participant Information Form

**In case of emergency, the staff may decide to contact 911 prior to contacting parents.** It is vital that you completely fill out the **Participant Information Form** including at least one additional emergency contact other than yourself, and include current work, home and cell phone numbers. If paramedics are contacted, we will defer to the paramedic professionals to determine care.

## Snacks

The preschool provides snacks each day. **If your child has a food allergy or special dietary requirements as required by a physician, please inform the staff.** Families may be asked to supply food for snack to insure that the child has an appropriate snack at snack-time.

## Allergies

It is critical that all allergy information be communicated to staff. If your child has food allergy, please give the preschool staff a detailed outline of the foods causing the allergy, symptoms related to an allergic reaction and instructions for administering epi-pen if necessary. If your child needs access to an epi-pen, please fill out the **Medication Documentation** form.

## Nut Awareness

Some children may have severe, often life threatening reactions to several allergens such as shellfish, bee stings, nuts and tree nuts. If you do pack snacks from home, please let your teacher know if the food contains nuts or nut oils. We respect and support the choices that parents make for their children and hope you understand that our request is based on creating the safest possible environment for each and every child.

# SPECIAL CLASSROOM EVENTS

## Special Guests

From time to time we will have special guests visit the classroom. Examples of possible guests would be local firefighters or police, therapy dogs, storytellers, musicians, singing groups, etc. Families will be notified in advance of any special guests visiting.

## Field Trips

On special occasions, Amazon Pre-School children will have the opportunity to take field trips. Children are transported in City of Eugene buses by drivers who have successfully completed a driving background check, Driver Orientation and Activity Bus Driver Training.

## Car Seats

Our pre-school follows State guidelines for car seats. The State of Oregon requires all passengers who are under 40 lbs. to be placed in a car seat. Children over 40 lbs. must be placed in a booster seat until the age of 8 or they are 4' 9" tall. **You will be required to provide the appropriate car seat in order for your child to attend the field trip.**

## Birthdays

If you wish to let your child celebrate their birthday at the end of the school day with their classmates you must make arrangements ahead of time with staff. When food is to be shared at these events the Oregon Health Department requires that it be store bought; **homemade treats are not allowed.** Keep in mind that there may be children with food allergies in the classroom which will also require special arrangements. Speak with your classroom teacher in order to make arrangements. Please give your teacher several days' notice.

## PICK-UP AND DROP-OFF INFORMATION

We need your help to ensure that drop-off and pick-up time goes smoothly each day of preschool. There will be some separation issues, especially at the beginning of the school year. We ask for your assistance in ensuring a positive transition. Our pledge is to ensure maximum safety for the children in our program.

- 1) Preschool classroom doors open at 9:00 am. at which time the doors will open. The classroom building lobby doors will be unlocked at 8:50 a.m. and the main office opens at 9:00 a.m.
- 2) Parents are encouraged to have their child go to the bathroom before entering the classroom.
- 3) One staff member will position themselves at the entrance area to ensure that children do not exit the room. If you choose to talk to this staff member, please keep in mind that their primary role at that time is to keep an eye out for the children.
- 4) Once the majority of children have arrived and parents have left, the staff member at the entrance will lock the classroom door. Late arrivals will have to either knock on the door or go to the front desk in the main building to ask to be let into the room.
- 5) For children suffering from separation anxiety, solutions vary from classroom to classroom but our main goal is to make it easy for you to leave. Once you're ready to leave, please do so quickly. If your child starts to get upset, one of our staff members will assist them. You are welcome to wait in the Main Hall lobby and we will be happy to let you know how your child is doing. Please do not linger and watch through the window.

### Signing In and Out

Each week the teachers put out a Daily Check-In Sheet. Next to your child's name, initial the IN box and time when you drop your child off. Do the same thing for the OUT box when you pick your child up for the day. You will need to initial the IN/OUT boxes for each day that your child attends.

### Person Authorized for Pick-Up

Children will only be released to parents or people authorized for pickup or emergencies on the Participant Information Form. To ensure your child's safety, if a person who is unfamiliar to the teachers or staff arrive to pick up your child, a photo ID will be required before a child will be released to them. If a non-custodial parent is NOT allowed to pick up their child, we must have a copy of the court order on file.

## SEPARATION ANXIETY & THE PRESCHOOL STUDENT: TIPS FOR PARENTS

- **Establish a goodbye routine.** Preschoolers crave routine and parents who establish a consistent goodbye routine usually have better luck with successful goodbyes. We have seen parents use a secret handshake with their child or a secret hand gesture. Other parents give their child a kiss on the forehead or offer a reassuring thumbs-up or rub noses with their child. By giving your child something they can count on, they are likely to go to school much more willingly and that special moment between the two of you is a great way to start the day and provide that sense of reassurance.
- **Trust your child's teacher.** This may be difficult to do when you do not yet know your child's teacher that well, but keep in mind that preschool teachers have chosen this profession because they love children and they have a wealth of ideas and strategies to help settle a child who is feeling upset. The strategies might involve anything from a nurturing hug, redirection, pairing them up with another student or simply keeping the child close until they are ready to engage with an activity. Ask your child's teacher to step in to help with goodbyes when you give the sign that you are ready to go.

- **Acknowledge how your child is feeling.** It is important to accept and respect your child's temporary unhappiness as it is very real and very normal. Say things like "I know you feel sad when Mommy leaves, but you will have a good time, and I will be back very soon." Avoid the temptation to pressure your child not to cry or to offer bribes for "good behavior". Learning to cope with sadness is an important learning process for your child.
- **Never sneak out on a child.** As tempting as it is, sneaking out the door can make matters worse. Although you do not have to stay to witness a meltdown, it may be very upsetting for the child when they realize the parent has simply disappeared without saying goodbye and it can make the next day even more difficult. The best thing a parent can do is deal directly with the situation and before you know it, the tearful goodbyes will be no more. Besides, you want your child to know unequivocally that they can trust you.
- **Ask for help.** Sometimes stepping back from the drop off routine can make a huge difference in how your child reacts. Often, a child who experiences separation anxiety with one parent is absolutely fine if the other parent does the drop off. You could also try having another relative, close friend, or grandparent give it a try for a few days.
- **Do not linger.** As reassuring as it can be to stay to peek at your child through the window, it can be very difficult for the child. As a child, seeing your parent when you are upset, but not being able to be with your parent is not a good feeling. We suggest that parents leave quickly and if feeling really uneasy, call the school in 15-20 minutes to ask how your child is doing. Chances are, your child has settled within a few minutes.
- **Stay calm and be enthusiastic.** Modeling the appropriate behavior is key to a smooth transition from home to classroom, so try very hard to ensure your child does not sense your anxiety. Talk about how much fun preschool will be, talk about her friends and classmates. Discuss the different works she might want to choose and reinforce how lucky she is to have such a special school and that you cannot wait to hear about her day when you pick her up.
- **Always be on time.** Arriving late can often spark separation anxiety. Arriving late can be upsetting to some children as the class has already started. Give yourselves plenty of time in the morning. Children often get anxious when rushed, so do your best to give your child extra time in the morning to get ready and to arrive at school on time with the group. Additionally, it is important to be punctual when picking up your child. I know how easy it is to lose track of time, but no matter who is picking your child up, whether it is you or someone else, make sure you are there on time. If you are late, it can cause your child even more anxiety and make dropping her or him off the next time that much harder.
- **Encourage friendships.** Make a point to set up 'playdates' for your child. Invite children from the class over, so your child can make friendships that will in turn make the transition to the new environment easier.

**NOTE: Be prepared for regression.** Just when you think your child has conquered their feelings of separation anxiety, along comes a weekend or an illness that keeps your child home for a few days and you are right back to square one. As frustrating and upsetting as this can be, it is perfectly normal. Stick to the above strategies and you should notice a significant difference in a couple of days.

We adore all of your children and want to make each day at Amazon Preschool a positive experience for both them and you. Our goal is to make every day at Amazon Preschool a positive experience for both them and you. If you have any concerns or suggestions, please do not hesitate to contact us.

## PRESCHOOL FEE SCHEDULE 2018-2019

Total program fee is based on the actual number of days pre-school is in session then split into nine equal monthly payments (Aug-April although preschool actually runs through the first week of June).



Preschool Monthly Payments		
MWF	T/TH	M-F
\$145	\$98	\$243

### ADDITIONAL NON REFUNDABLE FEES

Annual Registration Fee (per child)	\$35
Annual Supply Fee (per child)	\$30
Late Pick-up	\$1/minute

### PAYMENT INFORMATION

- A 5% discount is applied to each sibling registered for pre-school who are registered for the same days/times.
- A 20% surcharge is applied for non-city residents.
- Payments are due on the 15<sup>th</sup> of each month Aug-April. **Child will be withdrawn from the program on the 25<sup>th</sup> of the month if payment has not been made** (i.e. child will be withdrawn beginning Nov. 1<sup>st</sup> if payment has not been made *before* Oct. 25<sup>th</sup>).
- Re-enrollment is subject to administration approval and requires paying any account balance due and repaying the \$35 registration fee.
- The City of Eugene does not send invoices for payments. We will however, send out a monthly email reminder.
- City of Eugene Recreation has a limited number of income based scholarships which applications are available at any Community Center or at [www.getrec.org](http://www.getrec.org).

### SCHOLARSHIP INFORMATION

The City of Eugene's Recreation Department has a limited scholarship fund based on income requirements. Applications are available on-line on the City of Eugene's Recreation Website [www.GetRec.org](http://www.GetRec.org) or at our community centers.

# Amazon Community Center Preschool

## 2018-2019 Calendar Year



### No School Days in Grey

 Start Dates  Important Dates

September				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

9/6: Parents only Orientation 6 pm  
 9/10 & 9/11: Open House 9am-noon  
 9/12: 1st day - MWF + M-F class  
 9/13: 1st day - T/Th class

October				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

No school 11/22 & 23 Thanksgiving

December				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

12/18: last day - Tu/Th class  
 12/19: last day - MWF + M-F class  
 No school 12/20-1/6 Winter Break

January				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

No school 1/1-1/6 Winter Break  
 1/7: MWF + M-F class back  
 1/8: T/Th class back  
 No school 1/21 MLK Jr Day

February				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

No school 2/18 President's Day

March				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

No school 3/25-3/29 Spring Break

April				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

4/1: M-F + M-F class back  
 4/2: T-TH class back

May				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

No school 5/27 Memorial Day

June				
M	Tu	W	Th	F
3	4	5	6	7

June 6- Last day T-TH  
 June 7 - Last day MWF + M-F class

# All About Me!



My name is \_\_\_\_\_

I like to be called \_\_\_\_\_

I am \_\_\_\_\_ years old. My birthday is \_\_\_\_\_

I have \_\_\_\_\_ brothers and \_\_\_\_\_ sisters.

I have these pets at home \_\_\_\_\_

My personality is best described as \_\_\_\_\_

My favorite toys are \_\_\_\_\_

I am potty-trained:  Yes  No  Working on it

At home I talk;  Non-stop  Average  Only when engaged by someone

With kids I talk:  Non-stop  Average  Only when engaged by someone

At home I take naps:  Yes Time: \_\_\_\_\_  No [If yes, I nap  Soundly  Lightly]

I learn new skills:  Easily  By trial & error  With lots of effort

You can help me learn by \_\_\_\_\_

Things that make me nervous or upset \_\_\_\_\_

When I am upset I tend to \_\_\_\_\_

You can help me calm down by \_\_\_\_\_

I have attended these programs before:

Preschool \_\_\_\_\_  Day Care \_\_\_\_\_

I am looking forward to this preschool:  Yes  No  Unsure

My parents/guardians are nervous about: \_\_\_\_\_



<b>PARTICIPANT INFORMATION FORM, Page 2</b>		<b>Participant name:</b>	
<b>PARENT/GUARDIAN INFORMATION</b>			
Primary Contact Name		E-mail	
Phone(s) (check if available during program hours) <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work			Last 4 #s of Driver's Lic
Address		City	Zip
Secondary Contact Name		E-mail	
Phone(s) (check if available during program hours) <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work			Last 4 #s of Driver's Lic
Address		City	Zip
Tertiary Contact Name		E-mail	
Phone(s) (check if available during program hours) <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work			Last 4 #s of Driver's Lic
Address		City	Zip
<b>PERMISSIONS</b>			
Do you give permission to the City of Eugene Recreation Services for the following?			
<input type="checkbox"/> YES	<input type="checkbox"/> NO	My child may be taken on field trips or excursions by bus or approved motor vehicles under proper supervision.	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	My child may travel to/from our programs via: <input type="checkbox"/> Walk <input type="checkbox"/> Bike <input type="checkbox"/> Ride LTD Explain: The City of Eugene, its officers, agents and employees assume no responsibility for your child prior to the point of their arrival and at the point of their departure. Child must be at least 11 years old.	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Staff may apply sunscreen to your child as appropriate? Please bring your own sunscreen with child's name clearly labeled.	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	My child may go swimming with proper supervision. Youth enrolled in a program that includes regular swimming will have their swimming ability assessed by City of Eugene Staff.	
Photographs, videos and audios of participants in Recreation Services programs may be used by the City of Eugene in any medium (e.g., print publications, Internet, etc.) for publicity. If you have concerns about this, you may opt out by informing our staff at the registration desk.			
<b>RELEASE FROM LIABILITY AGREEMENT:</b> With the exception of specific trips, City of Eugene Recreation Services does not provide medical insurance coverage for its participants. In consideration of the right to participate, each participant must acknowledge there are risks inherent in any kind of activity, and must agree to assume those risks on his/her own behalf, releasing and holding harmless the City, its officers or agents from all claims for injury or losses suffered from participation. An additional Release from Liability Agreement, signed by the participant or guardian, may be required for participation in some activities. Photographs, videos and audios of participants in Recreation Services programs may be used by the City of Eugene in any medium (e.g. print publications, internet, etc) for publicity purposes without compensation or permission. Registration and/or payment of any registration fee shall be deemed an admission of agreement to the terms stated above.			
Parent/Guardian Signature		Date	
<b>OFFICE USE ONLY</b>	Scan date:	Initials:	Photo Opt Out date:
	Ceshare date:	Initials:	Per:                      Initials:
	Edit date:	<input type="checkbox"/> Rescan Initials:	Edit date: <input type="checkbox"/> Rescan Initials:
	Edit date:	<input type="checkbox"/> Rescan Initials:	Edit date: <input type="checkbox"/> Rescan Initials: