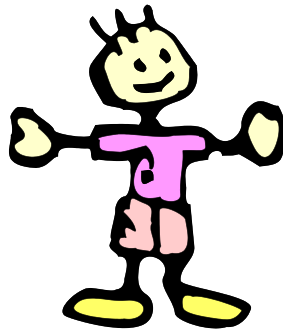


**GILBERT CREEK  
CHILD DEVELOPMENT CENTER  
PRESCHOOL HANDBOOK**



**Early Childhood Services  
A Program of Southern Oregon Educational Service District**



## What to Bring on the First Day of School

- ✓ Enrollment/Emergency Information Form
- ✓ Families as Resource Form
- ✓ Immunization Form (if included in packet)
- ✓ Media Release Form (if included in packet)
- ✓ Early Childhood Services Directory Form
- ✓ Extra Clothes
  - Shirt
  - Pants
  - Underwear, Pull-ups, Diapers
  - Socks
- ✓ Cubby Card Picture of your child

# ODDS AND ENDS

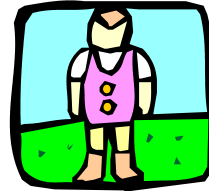
## CLOTHING

Independence and learning can be messy business. Water and juice spill, paint smears, glue drips, long dresses droop into the toilet. Children need to wear clothes that allow them to participate safely, actively and without worry. Will clothes be in the way when a child runs, climbs, crawls or rides a tricycle? Will somebody be mad if clothes have a juice or paint spill? Will extra help be needed in the bathroom? If so, please think about having your child wear a play clothes. Hard-soled dress shoes and flip-flop sandals especially limit play.

Remember, we like to go outside as much as possible. Sweaters, jackets or coats are needed in cool weather and sun screen, hats & sunglasses provide protection in the warm weather.

## DIAPERS

If your child wears diapers, please supply them for us.



## PRESCHOOL SCHEDULES and TIMELINES

Gilbert Creek CDC is a preschool program and not a child care facility. Therefore, we are unable to accommodate frequent changes in a child's preschool schedule or unusual schedules such as a one day a week placement.

Additionally, because our preschool day is just 2 3/4 hours long, it is **important** that your child arrive on time. The first ten minutes of our preschool day is a Greeting Time; a time for your child to transition into the classroom, say hello to friends, separate from mom, dad, grandma, etc. If your child arrives after the Greeting Time, he or she will miss the opportunity for this gradual transition from home to school and friends and teachers will not have the opportunity to welcome and greet your child. So, please try to arrive during the first ten minutes of your child's preschool day and no later than 20 minutes after preschool starts. If you do arrive after the greeting time, please enter through the main office and the office staff will call down to the classroom to find out when the next transition is and thus a good time to enter the classroom.

Lastly, *PLEASE* be on time to pick up your child. It is no fun for kids to be the very last one to be picked up (not to mention it makes it difficult for staff to get their classroom work done). Unfortunately, it has been our experience that the best way to avoid late pick-ups is to charge a late fee. So, if you arrive more than 10 minutes after preschool has ended, you will be charged \$5.00 for every five minutes you are late after the ten minute grace period.

## Security

In an effort to keep your children safe while they are at Gilbert Creek CDC, the double glass doors to the preschool building will remain locked while preschool is in session. The doors are unlocked 10 minutes before classes start and are locked 10 minutes after classes start.

We invite you to wait on the benches outside the doors or inside the vestibule. You may enjoy reading a book with your child while you wait. In consideration of the staff offices and therapy / testing room adjacent to the vestibule, please conduct your cell phone conversations outside the vestibule waiting area.

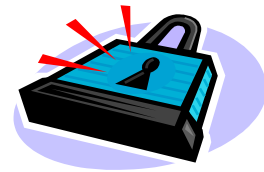
Please do not enter the preschool hallway until the teachers invite the children into the preschool. You may enter the hallway to get to the restroom if necessary.

### Monday:

8:20 am	Doors unlocked
8:40 am	Doors locked
10:05 am	Doors unlocked
10:25 am	Doors locked

### Tuesday – Friday:

8:50 am	Doors unlocked
9:10 am	Doors locked
11:35 am	Doors unlocked
12:00 pm	Doors locked
1:05 pm	Doors unlocked
1:25 pm	Doors locked
3:50 pm	Doors unlocked
4:10 pm	Doors locked



If you arrive when the doors are locked, please come through the main office. It is important for the classroom staff to know that you have checked in at the main office.

As always, please feel free to talk with us if you have any ideas or concerns regarding these procedures. Thank you for helping us to keep your children safe!

## WHEN TO KEEP CHILDREN HOME FROM SCHOOL

### Keep your child home from school if he/she:

1. Cannot fully participate in all classroom activities, including outside time
2. Green drainage from the nose
3. Any fever
4. Diarrhea
5. Vomiting
6. Stomach ache
7. Any draining sore or wound
8. Sore throat
9. Complains of being sick

**ILLNESS:** If you have any doubt whether or not to send your child to school, please call your classroom teacher for clarification. Your child will be sent home from school in suspected cases of communicable diseases such as:

1. Chicken pox
2. Impetigo
3. Lice
4. Scabies
5. Severe colds/sore throat
6. Rash of unknown cause
7. Pink eye (conjunctivitis)

If you suspect your child has any of the above and he/she has been at school, please notify your child's teachers so they can observe for symptoms in other students.

Several health reminders to insure healthy students at school:

1. Rest - Your child needs 10-12 hours of sleep every night.
2. Diet - Breakfast is very important, as it provides your child with needed nutrition and important energy.
3. Hygiene - Encourage (a) daily bathing (b) wash hair frequently (c) clean clothing.
4. Clothing - Proper clothing for the weather: coat and hat for cold, rainy weather; cooler clothing for warmer spring days

# Early Childhood Services Policy on Emergency Closures



Emergency closures are listed on the following websites:

Southern Oregon ESD: [www.soesd.k12.or.us](http://www.soesd.k12.or.us)

Grants Pass School District 7: [www.grantspass.k12.or.us](http://www.grantspass.k12.or.us)

and announced on KAJO 1270 AM (476-6608)

## *Weather related closures*

During times of inclement weather when the Grants Pass School District No. 7 calls for a closure, Early Childhood Services will also be closed. No classes or home visits will occur. If District 7 should call a delayed start due to weather, morning programs will not operate, but afternoon preschool sessions will continue as scheduled.

If Three Rivers School District calls a delayed start or closure, on a day when District 7 Schools and ECS programs remain open, parents who normally rely on Three Rivers transportation will need to provide their own transportation in order for their child to attend programs.

If Three Rivers School District (First Student) transports your child, the bus must be able to deliver your child directly to your home or be able to stop safely at the end of your driveway and have someone there ready to receive your child. If neither of these scenarios occur then your child will be returned to school, and you will need to pick up your child at school. Please be aware of this when you are deciding whether or not to send your child to school during inclement weather.

If you have any questions, please feel free to call your school district transportation center or Early Childhood Services.

Early Childhood Services	956-2059
District 7 Transportation	474-5785
Three Rivers (First Student) Transportation	476-7733

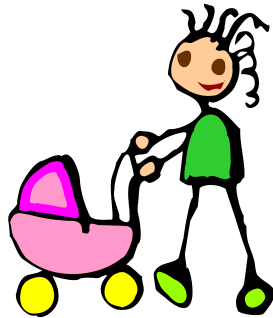
## *Other closures*

There may be occasions when it becomes necessary to close an individual site due to mechanical failures, problems with heating or cooling systems etc. The Early Childhood Services Supervisor would announce such a closure after consultation with the SOESD Superintendent and direct the staff as to how to proceed. If the closure occurs while children are present, parents may be required to arrange for transportation to return children home. In such a case, you or your emergency contact will be notified by phone. Thank you for your cooperation. Your child's safety is our primary concern.

## PRESCHOOL CURRICULUM

Our preschool classrooms have children who are between the ages of 3 and 5 years. Because children develop at different rates, there is a broad developmental range in each classroom. Therefore, our activities are usually open ended, meaning that children all along the developmental continuum will be able to use and learn from the activities at their own level.

Children at this age learn best through:



- < play with others
- < play with objects
- < play with ideas
- < play with language
- < playing out roles



Since play is the major way in which children learn, our preschools change the learning environment often. Every three weeks the classroom's dramatic play theme changes, and with it many of the toys and activities. Additionally, we do not follow a holiday-based curriculum, but rather utilize creative themes that give children the opportunity to experiment with familiar and unfamiliar materials and activities related to their daily lives. A curriculum that is based on themes relevant to each child's life (e.g. Home and Family, and Camping) or themes with universal appeal (e.g. Space) also allows us to provide broader and richer experiences. For example, a favorite theme has been "The Gilbert Creek Grower's Market." The dramatic play area resembles an outdoor market full of Fall goodies, such as pumpkins, squash, corn and a bale of hay. We provide props to encourage children to pretend to harvest, sell, and eat their goodies. The texture table might have a mixture of dried corn and oats for measuring, scooping, pouring, dumping and touching. There will be special cooking projects (like making vegetable soup), circle songs like "Five Little Pumpkins" and special things to create and take home to share with family. In other words, your child will be immersed in the theme!



## KINDERGARTEN READINESS

All parents want their child to be prepared for Kindergarten and ready to learn! Some of us even feel pressure to have our child “ahead of the game” by having him/her enter Kindergarten already having skills that are intended to be taught in Kindergarten (e.g. math and reading).

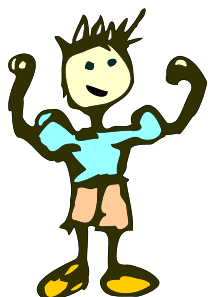
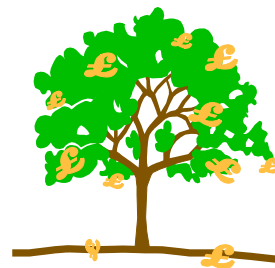
“Developmentally Appropriate Practice” is a well known term in early childhood education and is the guiding philosophical principle at Gilbert Creek CDC. It is a research based philosophical approach to early childhood education that promotes the idea that children learn best through play-based activities where there are many opportunities for hands-on experiences, exploration of materials, interaction with and learning from peers and where the learning of new concepts is embedded within the curriculum, not taught as a separate activity (e.g. worksheets and drill).

For example, children have the opportunity to practice their writing skills throughout the day by writing their name on a completed project or signing up on the waiting list for the computer. Counting and pre-math concepts are utilized when a child passes out one plate to each child or measures and pours a scoop of flour for a recipe. Pre-reading and literacy skills are developed when children reads or are read to or when they re-tell a story using a flannel board. In preschool, learning should be FUN and we want children to continue to be enthusiastic about learning!

Additionally, there is another cluster of skills that many believe are equally as important as academic skills. This is the development of the social-emotional skills needed for a successful transition to Kindergarten. These include the ability to:

- < follow the classroom routine and rules;
- < follow directions given in a group setting;
- < interact with peers;
- < play/work independently and with others.

And, in our classrooms, the opportunities to practice these skills are endless!





## A DAY IN PRESCHOOL PROVIDES A BALANCED PROGRAM

Balanced by

Independent exploration & discovery activities	Guided activities
Individual & small group activities	Large group activities
Being listened to	Listening to others
Vigorous play	Quiet play
Large muscle activities	Small muscle activities
First hand experiences	Representative experiences
Outdoor activities	Indoor activities

Some activities in a day may include:

- < Books and language experiences
- < Science and nature experiences
- < Circle and sharing time
- < Creative experiences...painting, play dough, cooking, blocks
- < Music and rhythm experiences
- < Large motor experiences...games and activities that develop large muscle development
- < Small muscle and intellectual activities...paper, scissors, crayons, puzzles, pegs, computer
- < Outside exploration...bike riding, woodworking, sand and water play

## FAMILY INVOLVEMENT

We encourage family members to be a part of the classroom as much as desired. Let us know if you have a time you'd like to schedule in the classroom, a specific activity you'd like to do (reading, basketball, etc.) and please feel free to drop by whenever your child is in preschool.



## BIRTHDAYS AND HOLIDAYS

Some families enjoy having their child celebrate his/her birthday in the classroom. Often, we will sing Happy Birthday, wear a birthday crown, blow out candles and enjoy a special snack provided by the family. Due to Health Department regulations, we are only allowed to serve store-made/purchased items. Snacks that are fun include; mini-muffins, oatmeal cookies, plain sugar cookies and a can of frosting for children to spread on their own cookie, and candles! If you prefer that your child not participate in birthday celebrations, please just let us know.

Aside from parent-requested birthday celebrations, we do not celebrate any other holidays. We provide a rich curriculum with a variety of themes that are interesting, fun, and challenging for the children. If you would like to celebrate with your child, perhaps you can start new traditions. For example, delivering Valentine's Day cards to neighbors, or during the December holidays your child could wrap up one of his/her toys and donate it to a family that may need it. Be creative!