



FRENCH IMMERSION
SCHOOL

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Portland, OR 97239

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★ letoilefrenchschool.com ★

Student / Parent Handbook

2014 – 2015 School Year

L'Etoile French Immersion School
5839 SW Hood Ave.
Portland, OR 97239
Phone: 503-715-1258

www.letoilefrenchschool.com

At L'Etoile French Immersion School we believe that children rise to the expectations that are set for them, and for this reason we set our expectations high. Our approach to learning formed in accordance with the French Ministry of Education, prepares children to be capable, confident students who are empowered to achieve in both French and English. Our nurturing teachers engender a lifelong passion for learning and instill a respect for cultural traditions around the world.

This handbook has been prepared to help you become better acquainted with L'Etoile French Immersion School. It contains school policies and information about school programs, and services. It also contains regulations and rules, which are necessary in order that students, parents, and faculty may work together to achieve the goals stated in our philosophy and mission.

Please review the information regarding policies and procedures with your child so that we all know what is expected and desired. Our goal is to create a safe and comfortable environment conducive to learning. We urge you to keep this booklet at hand for ready reference.

We look forward to celebrating your child's achievement.

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Operational Policies and Procedures

All information herein is current as of January 30, 2014. The information is subject to change. If policies or procedures change, we will provide timely written notice to parents.

Philosophy

At L'Etoile French Immersion School we aim to create a sense of well-being and confidence for our children and be the conduit through which they emerge as capable, independent thinkers. We embrace the French approach to learning that emphasizes the mastery of academic concepts through problem solving within the framework of art, craft, drama, music, and manipulation of numerals, shapes, patterns, and measurement. By delivering this curriculum in a full, full-immersion setting, we hope to achieve the following:

- ❖ Incorporate French into our students' daily lives such that it becomes their form of communication within the classroom. By consistently introducing French in a structured way we are setting the stage for the acquisition of native-like pronunciation and intonation, and advanced language proficiency.
- ❖ Build solid critical thinking skills that will enable our students to excel in their future academic and practical endeavors. According to the American Council on the Teaching of Foreign Languages there is a strong relationship between early foreign language study and increased mathematical skill development, particularly in the area of problem solving. In the world of test-taking and competition this improved cognitive flexibility will help to instill confidence and self-esteem in our young learners.
- ❖ Prepare children to become global citizens and inform them of their responsibility to care for the Earth. We honor the varied traditions of French speaking countries with the aim of broadening our children's world. Through drama, music, and reading we explore diverse customs and develop a respect for cultural differences. Through tactical discovery-based activities such as gardening and plant exploration we foster an appreciation for their physical surroundings.
- ❖ Promote collaboration by encouraging the verbal exchange of ideas, feelings, and concepts. Our morning group discussions allow children to balance their needs and desires with those of others. Group art projects and sing-alongs teach our children to be courteous, patient, and self-aware, skills that will be highly useful in their daily and future lives.

Mission

Our mission is to build each child's early academic foundation by applying the learning principles established by the French Ministry of Education. The curriculum, taught in a fully French immersion setting, integrates art, craft, music, drama, cultural awareness, and problem-solving. The purpose of this approach is to:

- ❖ Stimulate early critical thinking, a developmental benefit of full language immersion
- ❖ Build the lifelong skill of native French speaking
- ❖ Engender respect for diverse cultural traditions

We believe that this path promotes confidence and a love of learning, within the context of a fun, engaging, & collaborative environment.

Curriculum

We employ the French Ministry of Education curriculum. The Ministry divides the "maternelle" into 3 grades: Petite Section (preschool), Moyenne Section (pre-k), and Grande Section (kindergarten). After that students move on to the Primary School, which includes grades 1 - 5 (CP - CM2).

Maternelle: (Cycle 1) PS, MS, & GS (2 ½-5 years old)

The first three years of French curriculum create a solid foundation for advanced learning. In a loving and informal setting, children are immersed in the French language and francophone traditions so that they quickly become comfortable with the language. Through songs, games, art, and creative play, each child's academic and social development is nurtured. Logical thinking, science, and math are introduced. The balanced schedule alternates indoor and outdoor, group and individual activities. A 30 to 45 minute nap or rest time is scheduled after lunch.

In GS (Kindergarten) greater emphasis is placed on phonic awareness, reading readiness. Mathematical concepts are deepened through manipulation, classification and representation. With a short period each day devoted to individual concentration in an academic activity, students begin to acquire self-discipline. Music, art, and creative movement are an integral part of the program. The children are encouraged to express themselves as much as possible in French. Kindergarten is a bridge between Cycle 1 and Cycle 2. To better prepare the students to elementary school, teachers organize frequent exchange with 1st graders. English Language Art is introduced in order to develop students reading skills.

Cycle 2: (elementaire) CP & CE₁ (1st & 2nd Grades)

Reading in French is stressed in the first grade. Dictation, composition, and cursive writing are taught using different but complementary academic approaches. English Language Art will continue with approximately five hours a week in 1st grade and six hours in 2nd grade. In both languages, the primary emphasis is on reading, oral expression and writing skills.

Science and math are taught and reinforced through manipulation, experiment, demonstration, practical problem-solving and daily skills practice. Sports, visual arts and music focus on the continuing development of students' skills.

Cycle 3: (elementaire) CE₂, CM₁ & CM₂ (3rd, 4th, & 5th Grades)

English instruction continues, focusing on writing and literature. Poetry, short stories, and novels are part of a wide-based and comprehensive approach to the teaching of Language Arts in both languages. Reading and comprehensive skills are studied and refined as the students' progress through these grades. There is emphasis on all aspects of grammar, spelling, and punctuation, with the student practicing these skills through creative writing.

The math program is enriched by the integration of parts of the Oregon curriculum. Math is taught through problem solving. Students are introduced to fractions, decimals and perceptions. American notation and formatting for math are presented.

Students are encouraged to adopt a scientific attitude through an inquiring approach to scientific activities and to use logical thinking. They will participate in experimentation, discovery, and survey, field trips, sharing and problem solving.

The history and geography curriculum integrates French and American realities. Students will investigate historical figures and events to better understand today's world. They will study French, American, European and world geography.

Visual arts and music continue through the study of some chef d'oeuvres and the initiation to different techniques and instruments.

Promotion & Placement

A student satisfactorily completing a grade will be promoted. The decision to have a student repeat a grade is based on the total evaluation of the student's growth in all areas of development. The teacher, in consultation with the other class teachers and the Director, makes the recommendation for a student to be held back. In all cases, the final decision rests with the Director.

Student Records

Student records are maintained by the school to provide accurate and pertinent information for diagnosing a student's educational needs. These records include behavioral and academic information and are confidential and only professional school staff and parents have access to student records. Parent requests to review, propose amendments to, or receive a copy of records must be made in writing.

L'Etoile will forward education records requested by another educational institution in which the student seeks enrollment as per Oregon law. The request is processed within 10 working days.

Records may be released to a third party at the written request of the parents. Unless otherwise ordered by the courts, non-custodial parents have the same access right to records as the custodial parent. As a matter of courtesy, the school will inform the custodial parent of any requests by a non-custodial parent.

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or others.

Textbooks

L'Etoile uses textbooks in line with the curriculum defined by the French Ministry of Education. Lost and damaged books will be replaced at the parents' expense; there will be no refund if the book is then found or repaired.

The Oregon State Department of Education determines the list of approved English textbooks from which the school may make selections for each subject.

Conferences

Parent-teacher conferences are held in November, March and May. Progress reports are given out at the scheduled conference. Conferences at other times during the year may be made by appointment directly with the teacher. If possible, both parents should attend.

Conference Guidelines: Please be as courteous to the teacher as you would expect him/her to be to you. Discuss any difficulties in the classroom with the teacher before bringing them to the Director.

Report Cards/Progress Reports

Progress reports are created three times per academic year with detailed information on the strengths and weaknesses in a child's academic progress. This report is reviewed at the parent-teacher conferences.

Enrollment Process

L'Etoile is a school that serves children from pre-school through 5th grade. In order to accomplish the goal of educating their child, parents wishing to enroll their children at L'Etoile must be willing to support the mission and philosophy of the school. This entails becoming knowledgeable about the policies, programs and rules of the school, participating in school-sponsored activities, and promoting the school in a positive manner. Parents must recognize that cooperation and communication between home and school will build a strong school community.

Re-enrollment commitment is expected no later than February 21st. Classes are filled on a first come basis. A waiting list will be started for classes that are full.

The enrollment form can be downloaded at www.lettoilefrenchschool.com.

Records at Entrance

- ❖ Enrollment forms must be presented at the time of formal enrollment.
- ❖ Verification of all immunizations required by Oregon State Law must be presented.
- ❖ A child entering PS (preschool) must be at least 2 ½ years of age and be toilet-trained by the first date of attendance (as stipulated by the Oregon Child Care Division). Mid-year enrollments are accepted.
- ❖ A child entering MS (pre-kindergarten) must be four years of age by September 1st.
- ❖ A child entering GS (kindergarten) must be five years of age by September 1st.
- ❖ A child entering the CP (first grade) must be six years of age by September 1st.

Special Needs Policy

Students with special learning needs that are beyond the scope of the regular classroom instruction may not be offered admission, or may be removed from the school, due to program limitations.

Non-Discrimination Policy

L'Etoile admits students of any religion, race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. It does not discriminate in administration of its educational policies, admissions policies, financial assistance program, or other school administered programs.

Withdrawal Process and Tuition Obligations

Parents are obligated to pay the tuition and fees for the entire 2014-2015 school year. No portion will be refunded or released from obligation for absence, suspension, voluntary or involuntary withdrawal, dismissal, or if attending part-time, a reduction in the number of pre-selected days. The fact that the tuition and fees may be paid in monthly installments does not constitute a fractional contract. L'Etoile may waive these provisions and pro-rate amounts owed if:

- ❖ A doctor diagnoses the student with a serious medical illness that prevents him/her from attending school. Documentation from a doctor stating the illness is required.
- ❖ The student's family relocates at least 30 miles from the L'Etoile campus.

In the event of a breach including, but not limited to non-payment of tuition, fees, or other amounts, parents shall reimburse the School for all costs and expenses (including, but not limited to, attorney's and collections fees) incurred by the breach.

There is no refund for the enrollment deposit under any circumstances.

Tuition/Fees

Invoices are emailed monthly, September through May. Payments are due by the 10th day of that month. The tuition plus the activity fee is divided into 9 monthly payments. 1/9th of the deposit is subtracted from the monthly bill. Applicable charges for after care or after school classes are included as additional items on the monthly invoice.

The one time activity fee covers student accident insurance, field trips, supplies, art materials, and snacks. The fee is added to the tuition.

- \$500 for students attending 3 or 5 full days
- \$250 for students attending half days

Tuition for the 2014-2015 school year is as follows:

		Tuition Amount	
Grade	Schedule	Half Day	Full Day
Preschool	3 days/week	\$5,900	\$7,400
Pre-K	5 days/week	\$7,700	\$8,575
Kindergarten	5 days/week	N/A	\$8,575
1st to 5th Grade	5 days/week	N/A	\$10,900

School Schedule

L'Etoile follows a modified version of the Portland Public School schedule. A copy of the school calendar can be found on the schools website www.lettoilefrenchschool.com.

Daily Hours and After School Care

L'Etoile's hours of operation are from 7:30a.m. - 6:00 p.m. Early drop off is between 7:30a.m. - 8:30a.m. The part time school hours are 8:30a.m. - 12:20p.m. and full time school hours are from 8:30a.m. - 3:00p.m. After school care, also known as "AFCA", is available from 3:00p.m.- 6:00p.m. AFCA is optional, and additional fees apply. Parents are encouraged to notify the School of AFCA participation. L'Etoile offers AFCA classes and tutoring. Participation is optional, additional fees apply, and enrollment may be limited due to staffing.

Drop Off and Pick Up Procedures

Parents/Guardians must enter a security code to enter the school building. Parents must accompany children into the school and remain with them until they are handed over to the teacher.

Parents are allowed a 10-minute grace period for pick-up. After that time, children will be sent to AFCA and fees will apply, calculated from dismissal time.

Children will only be released to authorized individuals.

Arrival Times

L'Etoile French Immersion School's curriculum is carefully scheduled throughout the day. The first lesson is often one of the most important of the day as it sets the tone for the day. Children who arrive late not only miss some important lessons, but also disturb the rest of the class. It is essential that parents make every effort to bring their children to school on time for the beginning of class. ***We ask that children arrive at least 10 minutes prior to the start of class in order to hang up their belongings and be seated for the start of class***

Late Pickup

L'Etoile French Immersion School closes at 6:00 p.m. All children must be picked up and out of the building by that time or a late fee of \$2.00 per minute will apply. Repeated late pickups are not respectful of our staff and students may lose access to AFCA and extracurricular activities if the hours cannot be honored.

If you know that you will arrive later than 6:00 p.m., please contact the school at (503) 715-1258.

Signing In and Out of School

Parents, or those authorized to pick up or drop off, are required to sign the attendance sheet upon arrival and departure. In addition, L'Etoile staff members are required to sign in every morning as well as fill out an absence form for any planned absences.

Absentee Policy and Notification

Regular attendance is required for all students and is imperative for the success of the academic program.

Although the school recognizes the right of parents and guardians to take their children out of school for personal reasons, the school retains the right not to recognize all parent-authorized absences as excused. Absences from classes for appointments or family vacation are not conducive to learning and not all students can afford to miss class time. Therefore the school asks parents to make use of the school calendar when planning vacations, scheduling medical or dental appointments. Trips and activities that take students out of school are discouraged.

If a student is going to be absent, it is the responsibility of the parents/guardians to call or email the school before 8:30a.m. each and every day the student is absent. If no communication is received, the school will be making calls to parents/guardians to check student's absence for that day.

For any short term leave of absence (i.e. missing 3 or more days) the school and teachers require notification TWO WEEKS PRIOR to the absence. Parents need to submit written notification and students should obtain assignments from their teacher(s). Teachers are not responsible for providing extra tutorial time for absences. Additionally, make-up work may not be accepted for not notified absences.

Furthermore, vacation absences longer than ONE week must be discussed with the classroom teachers and with the Director.

Tardiness Policy

L'Etoile French Immersion School opens at 7:30a.m. each morning to allow ample time for arrival. By the start of class, children need to be in place and ready to learn, and parents need to be out of the classroom.

Tardiness will not be tolerated in any class. Tardiness not only detracts from an individual student's performance in school, but it also disrupts the learning of others. When a child arrives late he or she interrupts a class that is already in progress.

A student is considered late when he/she arrives in class after 8:35a.m.

Every teacher is also required to keep track of students' tardiness.

If a student accumulates a total of 6 tardies over a 4 week period, it will be considered ONE absence.

Parents/guardians will be mailed notification from the school office when their student has been late 4 times.

Child Authorization and Alternate Pickup Forms

All new families must complete child authorization and alternate pickup forms. These forms are held in binders in the office. Forms must be renewed each year to maintain medical release.

Discipline and Guidance Policy

If inappropriate action or behavior occurs the teacher reserves the right to discipline the child in a gentle yet firm manner. This discipline may involve a time out or a removal of the child from a certain activity.

In situations where a repetition of misbehavior occurs, the School may need to take more corrective action. L'Etoile employs the following disciplinary action levels for children aged 7 and older:

Disciplinary Action Level 1	Consequence
Student uses profane language; bullies another student by tormenting him/her with abusive words, deliberately excluding him/her from group play, or intimidating him/her; willfully fails to comply with teacher instructions; willfully behaves in a way that is disruptive to the class; vandalizes school property or misuses the property of another student	A meeting with the student during which unacceptable student conduct is discussed and better ways of behaving is reviewed.
Disciplinary Action Level 2	Consequence
Student repeats the behavior outlined in Disciplinary Action Level 1; or, hits, shoves, bites, or threatens violence toward another student	Parents are notified of the behavior through an email or phone call and are asked to speak to their child with respect to the behavior. A staff member fills out an incident report if any violent behavior occurred.

Disciplinary Action Level 3

Student repeats the behavior outlined in Disciplinary Action Level 1 and/or 2.	A meeting between the staff and the parent takes place during which unacceptable student conduct is discussed. Parent is informed that behavior must be corrected or a suspension may occur. Other parents may be asked to attend the meeting if their children were the victims of the violent behavior. A staff member fills out an incident report if any violent behavior occurred.
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Consequence**Disciplinary Action Level 4**

Student repeats the behavior outlined in Disciplinary Action Level 1 and/or 2.	Student is suspended from classroom and after school activities for up to 3 consecutive school days.
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Consequence**Disciplinary Action Level 5**

After returning to school student repeats the behavior outlined in Disciplinary Action Level 1 and/or 2.	Student is expelled.
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Consequence

A positive and constructive working relationship between L'Etoile and a student's parents is essential to the fulfillment of the School's educational purpose. L'Etoile reserves the right to revoke enrollment of a student if L'Etoile reasonably concludes that the actions of a parent(s) make such a positive and constructive relationship impossible or otherwise seriously interfere with L'Etoile's accomplishment of its educational purpose. This includes, but is not limited to, a pattern of disrespectful or threatening speech toward L'Etoile staff members.

Behavioral Standards

Please discuss the following standards for behavior with your child.

General Concern for Others

- ❖ Proper behavior and following rules of safe play are the responsibility of each student,
- ❖ Personal and school property must be respected.
- ❖ Bullying is not tolerated under any circumstances.

Classroom Concerns

- ❖ Students must make every effort to do their best work.
- ❖ Students are expected to be polite to everyone.
- ❖ Students may be in the classroom only when an adult is present.

Concerning Lunch Time

- ❖ Students should remain seated when eating.
- ❖ Keeping the classroom free of garbage and food debris is the responsibility of everyone. All food should be put away or disposed of prior to leaving the classroom.
- ❖ Students may not share food.

Concerning the Bathroom

- ❖ Students will follow instructions for conserving water.
- ❖ There is no playing or loitering in the bathrooms.
- ❖ Bathrooms are to be used properly.

Rules of Conduct

L'ETOILE shall provide an environment that is conducive to learning in which the safety of the students and staff is without question. The Director and faculty shall develop rules, procedures and standards for students. Rules and procedures shall ensure consideration of the rights and needs of the student.

The following rules are based on common courtesy and consideration for the rights of other people.

- ❖ The desks and cabinets of teachers and staff are off-limits to students.
- ❖ Students are expected to walk in the building and be quiet in the halls and restrooms when classes are in session.
- ❖ The telephone may only be used in an emergency.
- ❖ Nuisance items may not be brought to school (i.e. iPods, cell phones, play weapons, skateboards, roller blades, etc.) Items will be confiscated and returned to the parents.
- ❖ Students may not chew gum on school grounds.
- ❖ Littering inside or outside the school building is prohibited.
- ❖ Items on display must be respected.
- ❖ Restrooms are to be used for the purpose intended.
- ❖ Students are not allowed in the building during the recess time without permission from a staff member.

Abuses that violate the essential requirements of good citizenship and necessitate disciplinary action include, but are not limited to:

- ❖ Disregard for attendance procedures as defined by law;
- ❖ Insubordination, willful disobedience or open defiance of school staff;
- ❖ Possession or use of alcohol, drugs, narcotics, tobacco (in any form) on or about school premises or at any school functions;
- ❖ Assaults, fights, vandalism of any school or personal property, extortion, setting of fires, false alarms, bomb threats, etc;
- ❖ Offensive language and/or indecent gestures;
- ❖ Disruptive, abusive, or harassing conduct towards other students or adults;
- ❖ Possession of dangerous or prohibited items.

Illegal Substances

The possession of a weapon or use of alcohol, drugs, narcotics, inhalants, and tobacco in any form on or about school premises is strictly forbidden.

Physical Restraint

Oregon law permits a teacher, administrator, school employee or school volunteer to use reasonable physical force in restraining a student when and to the extent the individual believes it necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property, or to prevent a student from harming themselves, other students and/or school or staff property.

Search and Seizure

Any and all student property is subject to search by the Director, a designated person, or a teacher if there is reason to believe a student is hiding evidence of illegal items, items prohibited by regulation, or items which may be used to disrupt or interfere with the educational process. If a staff member has “reasonable cause” to believe that a student has a prohibited item in their possession, the staff member may remove the item. The parents will be notified.

Vandalism/Property Damage

If a student damages equipment or school property, his or her parent may be liable for the damage.

Personal Belongings

Children are allowed to bring one stuffed animal or special toy from home that brings comfort to the child. Parents are also encouraged to provide a blanket and pillow for nap time, a water bottle, and a change of clothing.

Dress Code

The children must wear clean, comfortable clothing, and shoes that enable them to move easily. Practicality, neatness and safety are recommended.

Shoes must be comfortable, sturdy, and safe. Students should wear shoes that lace, buckle or have a secure Velcro closure. Snug-fitting loafers are also allowed. Shoes should also have rubber or other non-slip soles. No ballet flats, sandals, Crocs, open-toed, open-heeled, or raised-heel shoes will be permitted.

Lunch and Snacks

There is no cafeteria at the school. Each student must bring a lunch every day. The school serves crackers, milk, and juice, but parents are encouraged to supplement this with a nutritious snack. Parents must specify food allergies on the Child Authorization form and should notify the teacher of their allergies and possible remedies in the event that the child consumes the food.

At L’Etoile, we are very concerned with the students’ diets. We teach the students the importance of a nutritious diet. Please take the time to send healthful foods to school with your child. We ask that parents not pack sweets, desserts, or “junk food.”

We are also concerned with reducing waste from lunch packaging. Please pack lunches in containers that can be washed and reused. Additionally, include utensils that can be taken home to be washed and reused. Label all food and beverage containers with the student’s name.

Per mandate of the Child Care Division, USDA guidelines are used to determine if lunches are adequate and nutritious. (See Appendix for USDA guidelines). L’Etoile will supplement meals lacking in protein or fruit choices and will contact the parents regarding this or any other food concerns.

Birthdays

For birthdays, parents may send a store-bought treat. Please check with your child's teacher before bringing any food in order to be aware of any food allergies that may be present in the classroom.

If there is a party outside of school hours and the whole class is not invited, we ask that invitations not be distributed at school and that the party not be talked about at school so as not to offend those not invited. The school is not responsible for non-school sponsored parties or events.

Field Trips

Field trips are for the purpose of enhancing and supporting the classroom learning experience. Field trips may be scheduled at various times during the school year. A field trip release slip must be on file before a student participates. Transportation for field trips will be provided either by volunteer parent drivers or by school bus.

All adults performing official duties for the school (i.e., faculty, volunteer, and staff) are school officials and the authority exercised by any one of them is essentially an extension of the parental authority in the home.

Volunteering

Parents are strongly encouraged to volunteer during the academic year. Volunteer opportunities will be sent to families via email.

The school reserves the right to require volunteers in any school program or activity to undergo a background check. Ordinarily any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of a volunteer or to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

Complaint/Issue Resolution

While for the most part, classroom activities run smoothly and without problems, we acknowledge that there may be times when misunderstandings occur. We encourage parents to be open to hearing both sides of a story. If a parent has a concern, they should contact the student's classroom teacher to discuss it privately in a courteous manner. If the parent feels that the issue does not get resolved, the parent should contact the Director.

Children's Illness

We understand the difficulty of being a working parent and having a sick child, but we are not equipped with the staff to care for sick children. If a child becomes sick during the school day, parents will be contacted to pick up his/her child immediately. Students should be kept home from school if:

- ❖ **Fever over 100 degrees.** Children should stay at home at least 24 hours after a normal temperature is achieved WITHOUT the help of fever-reducing medications.
- ❖ **Fever over 99 degrees with a stiff neck or back.** Children may return only with a doctor's written permission.
- ❖ **Diarrhea** (watery, bad-smelling stools more than once in succession). Children may return when normal function returns.
- ❖ **Vomiting** (two or more episodes in the last 24 hours). Children may return when they can retain a light meal.
- ❖ **Persistent hacking or congested cough with sore throat** (very red or blistered throat). Children may return with doctor's written permission.
- ❖ **Green nasal discharge** (indicating a respiratory infection which requires treatment). Children may return with doctor's written permission.
- ❖ **Difficulty in breathing** to the point where child is very uncomfortable or unable to sleep normally.
- ❖ **Convulsions**
- ❖ **Persistent pain in abdomen**
- ❖ **Swelling, redness, or throbbing in an injured part of the body**
- ❖ **Undiagnosed profuse rash or blisters on parts of the body**
- ❖ **Unexpected profuse sweating**
- ❖ **Head lice.** Children may return after treatment and removal of all nits.
- ❖ **Infectious skin or eye conditions** (such as ringworm, impetigo, pink eye, or fluid-producing cold sore). Children may return 24 hours after treatment with an antibiotic is begun.

Medication

School policy and Oregon State Law requires parents to bring medication to the school office in the original container. Pharmacies will provide you with a duplicate container. The label will state the student's name, the dosage, time, prescription number and the physician's name. Parents must pick up unused medication; it cannot be sent home with your child. Medication Authorization Forms are to be completed by parents. These forms are held in binders in the office.

Emergency medications must be accompanied by your doctor's written directions for use. All asthma medications must be given to the teacher. No medication of any kind is allowed on a student's person during the course of the school day. Authorization forms cannot be carried from one year to the next.

Immunizations

Students entering L'Etoile must provide a signed Certificate of Immunization Status form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance. The school must receive immunization certificates by the first day of school. The school is required by law to exclude any student who has not complied with the immunization laws of Oregon.

Playground Rules and Usage

The playground and its equipment are for the students' enjoyment and development. All students must abide by the following rules to ensure student safety:

- ❖ Food may not be eaten on the playground.
- ❖ Playground equipment must be used in a safe manner.

Skates, Skateboards, and Scooters

Skates, skateboards, roller blades and scooters are not allowed on the school grounds during school hours unless by special permission. This includes shoes with skates built into the sole.

Emergency Information Release

In emergencies, information may be released to appropriate persons if deemed necessary in the judgment of the Director or designee to protect the health or safety of the student or other persons. All emergency information needs to be currently updated and filed with the office in order to best serve the needs of your student in an emergency situation. If any information has changed regarding physician, dentist, allergies, medications taken since you filled out your registration form, please alert the office.

Evacuation

If it is necessary to evacuate the building due to fire or hazardous interior smells or fluids, teachers will assist children to the nearest emergency exits. Diagrams of the exits are posted in the classrooms. Upon exiting the preschool, faculty and students will regroup in the parking lot across the street at the corner SW Hood and SW Pendleton Streets. All staff is responsible for moving children to the designated safe area. Upon exiting Fulton, faculty and students will regroup on the sidewalk on SW Miles St. or in the parking lot of PDX Church.

In the event that the preschool building cannot be safely reoccupied, students and staff will seek shelter at the covered parking structure at The Water Tower located on SW Sweeny St at the intersection of SW Kelly, 2 blocks north of L'Etoile. In the event that Fulton cannot be safely reoccupied, students and staff will seek shelter at PDX Church.

In some circumstances, parents will be called upon to pick up their children. Upon evacuation the teachers will verify that all children are present.

Emergency Drills

To accustom children to emergency evacuation, teachers will administer emergency drills once a month.

Safety

First aid materials are located in each classroom.

Fire extinguishers are located throughout the preschool and Fulton.

A landline phone is located in the office. 911 and Poison Control stickers are on the phone.

Injuries

The staff makes every effort to ensure the safety of your child. If an accident occurs, teachers are trained in CPR and basic first aid procedures. Should your child experience an injury the teacher will:

- ❖ Determine the severity of the injury (i.e., scrapes, bumps, bruises, etc.) and administer first aid if required.
- ❖ File an incident report. A copy will be sent home with the child.
- ❖ Call you to inform you of the injury if the injury involves the head or a potential fracture.

In case of a serious accident or injury, EMS (911) will be contacted first. The school will make every attempt to contact you immediately. If we cannot reach you, we will call the person you have indicated on the forms to make medical decisions for your child and release your child into the custody of the emergency paramedics to transport your child for immediate medical care.

Staff is prohibited from transporting an injured child. A staff member will remain with your child until you arrive.

Any medical bills that may arise from an accident are the responsibility of the parent.

Weather Closures

In rare circumstances, L'Etoile will close due to severe weather. L'Etoile weather closures will typically follow closures for the Portland Public Schools, though the Director reserves the right to make the final determination. The school will post alerts of the closure via e-mail. If weather conditions pose serious transportation problems during the school day, the teachers and staff will remain at the school until all students have been reunited with their families.

Parent Signature

I, parent of _____, have read and understand the rules and guidelines of this handbook.

Parent Signature _____

APPENDIX

USDA Food Guidelines CHILD CARE DIVISION DIVISION 300 CERTIFIED CHILD CARE CENTERS

General Provisions 414-300-0270

Nutrition

- (1) An operator shall provide or ensure the availability of adequate and nutritious meals and snacks appropriate for the ages and needs of the children served. USDA guidelines will be used to determine if meals and snacks are adequate and nutritious. Foods of minimal nutritional value (e.g., Jello-O, popcorn, desserts, potato chips) shall only be served occasionally and not replace nutritious foods.
- (2) Each lunch and dinner served shall equal at least 1/3 of a child's daily nutritional needs. Every meal shall meet USDA guidelines and shall include at least one serving from each of the following groups: fluid milk; breads and grains; meat, fish, poultry or meat alternatives (e.g., dried beans, peanut butter, yogurt or cheese). Each meal shall include two servings of fruits and vegetables. No liquids other than milk and 100% fruit juice shall be counted as part of the daily nutrition.
- (3) Each breakfast served shall meet USDA guidelines and shall include at least one serving each of milk, fruit or vegetable, and bread or grain.
- (4) Snacks (mid-morning or mid-afternoon) shall meet USDA guidelines and shall consist of food or beverage from at least two of the following food groups: fluid milk; bread and grains; meat, fish, poultry or meat alternative (e.g., dried beans, peanut butter, yogurt or cheese); fruits and vegetables. No liquids other than milk and 100% fruit juice shall be counted as part of the daily nutrition. A snack shall not consist of only two beverages.
- (5) No liquids other than milk, formula, water, and 100 percent fruit juices shall be served to the children in care.
- (6) Water shall be freely available to children.
- (7) Nutrient concentrates and supplements (protein powders, liquid proteins, vitamins, minerals, and other nonfood substances) shall not be served to a child without a written statement of parental consent and written instructions from a medical practitioner. Special diets, not including vegetarian diets, shall not be served to a child without written instructions from a registered dietician or medical practitioner and written parental consent.