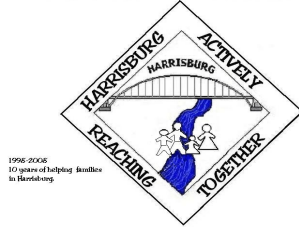


H.A.R.T.  
FAMILY RESOURCE CENTER



# Welcome to HART Co-op Preschool

Child needs to be 3 years old by September 1<sup>st</sup>

*Schedule subject to change*

**Early Preschool class:** 3 year olds

9 - 11:30am Tuesday & Thursday

**Kinder Ready class:** 4 & 5 year olds

9 - 12:00 Monday & Wednesday

*Optional Friday's for 3 - 4- 5 year olds: 9am-11:30 or 12:00  
not included in sliding scale. It is an additional \$20-30 per  
month.*

You may be able to enroll your 4 year child for 5 days, space permitting

H.A.R.T. Family Resource Center  
354 Smith (Corner of 4<sup>th</sup> and Smith)  
P. O. Box 607 Harrisburg. OR. 97446  
541-995-7700

[ppurkerson@ci.harrisburg.or.us](mailto:ppurkerson@ci.harrisburg.or.us)

[www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us) Or [www.hartfamilyresourcecenter.org](http://www.hartfamilyresourcecenter.org)  
Preschool is only one of our programs. Checkout our website to  
see all we do in Harrisburg.

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As we receive much of our funding from the Linn County Commission and Children and Families and City of Harrisburg we give preference to Harrisburg and Linn County families. If we have room in our preschool for out of area families you will be considered only if there are no Harrisburg families waiting. Preference will be given those families who have limited early education opportunities in their area. You still may be eligible for a discounted fee but it needs to be discussed.

We hope you and your child enjoy a wonderful Preschool experience here at H.A.R.T. or if not here, then where ever you chose to participate.

## ABOUT H.A.R.T. PRESCHOOL

Begun in 1998, we have always intended this program to support and encourage the rewarding job of parenting and enhance the parent and child's family experience. In addition, we help children to enter school ready to learn and to prepare for a world full of learning

### 1. VOLUNTEER in classroom and Parent contract

**A.** As a parent or care giver you will be required to volunteer at least twice a month, to assist the preschool instructor with the children. A sign up sheet will be circulated during the mandatory parent orientation meeting. Bring your date book or calendar and be prepared to sign up at the meeting. See parent helpers page for volunteer duties. **B.** Full Fee option\*: It is also your option to pay full fee and have someone work in your place. Your fee must be paid in advance of the month you wish someone to work for you. **C.** The week of school you will be provided with a list of class participants to be used for the purposes of finding your replacement should you not be able to work on the day you sign up.

### 2. SNACK:

You will be responsible to provide snack for the whole classroom. This usually means bringing snack at the first of the month. We have list of preferred snacks

**3. COST and Eligibility:** We offer a sliding scale fee, which ranges from \$20 - \$60 per month depending on income and number of days attending. (see enclosed scale on page 9).

Full fee: \$60.00- \$80.00 month. A \$10.00 non refundable registration fee will be required to ensure enrollment in preschool or to be on wait list. This fee will be pro-rated to your first month preschool fee. FEES NEED TO BE PAID by Monday or Tuesday of the second week of the month or child will not be allowed in the class. Please talk to the director if you feel you may not be able to make your payment on time. Make check payable to **H.A.R.T. Family Resource Center.**

### 4. SIBLING POLICY:

On your volunteer days we encourage you to find childcare for any younger siblings, especially toddlers. See sibling policy on page 6 for more information.

### 5. ATTENDANCE:

We are asking that you make every effort to be sure that your child attends school every time (unless sick). We only meet two -three days a week and they miss a lot when they are not here. Please see parent contract page 7 for more details.

**6. IMMUNIZATION RECORDS:** We require up-to-date immunization records for your child or a signed exemption.

\* We have a limited number of full fee slots available.

## Preschool schedule

### Schedule subject to change:

**Early Preschool:** 3 year olds

9 - 11:30am Tuesday & Thursday *basic program*

**Kinder Ready:** 4 year olds

9 - 12:00 Mon & Wed. *basic program*

### Daily :

8:45 Parent helpers arrive 15 minutes early

9:00 am Class begins

Class time structure: 2½-3 hours total time

15-30 minutes Table Activities/ Free play

15 minutes Circle Time

60 minutes Art/Learning Centers

15 minutes Snacks

15 minutes Story time

20 minutes Music and movement outside at park, (weather permitting)

10 minutes Cleanup and Good bye song

*Kinder ready class: individual activity times are longer*

*This is an approximate structure for the typical preschool day, exact times and schedule may change as activities dictate.*

## Illness Policy

*When a child is sick, he or she should stay home. A sick child will place the other children at risk of infection. Your child needs to stay at home if any of the following symptoms are present:*

- *a temperature of 100 degrees or higher (without acetaminophen)*
- *a temperature over 100 degrees within the last 24 hours*
- *stomach ache, diarrhea, or vomiting within the last 24 hours*
- *listlessness or less than normal energy level*
- *sore throat with spots*
- *heavy cold, hacking cough or non-clear nasal discharge*
- *a rash*
- *a toothache or an ear ache*
- *severe headache*
- *conjunctivitis (bright red, irritated and gooeey eyes) - until antibiotics have been used for 24 hours*

**Head lice** - until all evidence of nits are gone from the scalp. We do weekly checks.

## Parent Helper

***Please arrive 10- 15 minutes***

***Before Class***

*Help teacher set up room for the day.*

***During class time:***

*aid children in washing hands before snack*

*aid children with using restrooms*

*wash tables before and after snack*

*help children with clean-up after free choice times*

*help children during projects (if needed)*

*help teacher set up for next activity*

***After class:*** *Be prepared to spend 10 to 15 minutes after class:*  
*trash cans emptied*  
*wash tables with bleach solution*  
*vacuum and/or sweep*  
*help put away supplies in proper place*  
*make sure toys & block area is tidy*  
*clean and wash out paint and glue containers, if needed*

***You need to call if you cannot be here and let us know who your replacement will be.***

## Sibling & Visitor Policy

As your child's teacher, my first concern is always what kind of a program I am providing for the children enrolled in the class. On days when you visit or work in the classroom please try and make arrangements for children not enrolled in the program so that you don't have to bring them with you. We realize that this isn't always possible but try the best you can.

Our classroom is small and when it is set up for preschool it is not toddler proof. The activities and supplies are not geared for younger ones and are even dangerous (i.e. the marbles and beads) for them.

Some of the students have a very difficult time paying attention to directions, stories or other activities when there are a number of younger children in class doing other things.

Try to think of your time in the classroom as a special time for you and your preschooler.

**Parent Responsibility Contract**  
for  
**H.A.R.T. Co-op Preschool**

**Parent responsibilities:**

**1. Volunteer In the classroom**

*a) As a parent, I (or someone in my place) will be required to volunteer in the class room at least once or twice a month to assist the preschool teacher with the children.*

*b) You will be provided a list of class participants to be used for the purposes of finding your replacement should you be unable to work on the day you sign up.*

**2. Bring Snack - for whole class (drink and food snack)see list of preferred snacks.**

**3. Pay Class Fee at the beginning of every month.**

*There is a sliding scale fee structure provided with this booklet. (see page 9). A non-refundable \$10.00 registration fee will be required to ensure enrollment in preschool or to be on wait list.(it will be applied to your first month's fee)*

**4. Attendance**

*As we only meet two or three days a week, I know my child misses a lot when they are not here. I will make every effort to make sure my child attends school every time (unless sick or other equally serious reason). I realize that my child needs to be here to learn the songs, finish the projects and feel part of the class.*

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*I have read and understand the parent responsibilities as stated above and agree to fulfill them. I understand that if I do not show up for 2 of my scheduled volunteer days with in a three month period , without making arrangements for coverage, or if my child misses4 days in one month,( depending on reason) I may be asked to leave the co-op.*

**2010-2011 sliding scale guidelines**  
*See shaded area below each column for monthly fee*

# of family members	Yearly Income			
	10,404	13,525	15,606	19,247
1	10,404	13,525	15,606	19,247
2	14,000	18,200	21,000	25,900
3	17,600	22,880	26,400	32,560
4	21,200	27,560	31,800	39,220
5	24,800	32,240	37,200	45,880
6	28,400	36,920	42,600	52,540
“early pre-k” T & TH	\$20 per month	\$21 to \$25 per mth	\$26-\$35 per mth	\$36-\$45 per mth
“kinder ready” M & W	\$ 25 per month	\$27 to \$35 per mth	\$37 -\$45 per mth	\$47-\$60 per mth

*This is only a guideline,*

*For families of more than 6, add 3,260 of yearly income for each additional family member.*

***Monthly Full Fee option:*** \$65.00 for early preschool class

***\$80.00 for kinder ready class***

***Optional Fridays:*** not subject to sliding scale. Requires an additional starting monthly payment of \$20 per month up to \$30

***Five day option:*** If room is available 4 years may enroll in a 5 day a week program. Fees for both classes plus the additional Friday apply

***fee ex.:***If monthly is \$25 for t&th + \$ 30 for m&w +\$20 for Friday =\$75 per month

## Teacher CC's Philosophy

*When you visit a preschool classroom it should have a lot of bustle and noise with children up doing things, talking, playing, singing and exploring. Our goal is to create a safe and warm atmosphere where children feel free to seek out new experiences*

*What is play? Imagination, creativity, social interaction, exploration, and cooperation. Play is how a child learns.*

*H.A.R.T. will be employing a play-based curriculum using interactive experiences to enhance children's learning. We will also focus on literature as well. This will help each child develop a love of reading and grasp the basics of language. Curriculum is developed to address their social, emotional, physical, and intellectual development. They learn to cooperate, share, recognize and solve problems. We want children to become self aware, develop self esteem and learn self control. We offer opportunities for children to develop large and small muscle groups, taste activities, and writing center.*

*H.A.R.T. stresses play as an important component to learning. Through play children can develop their bodies, intelligence, social relations, and learn to understand and handle their own emotions. Play teaches them to talk, plan, work with others and make their bodies strong. Play is the basis for learning language, words, meanings and sounds. Even though play is used as a teaching tool,.*

## Parenting Information and Referral

Please feel free to ask about childhood development and parenting resources we have available for check out. Periodically we offer parent education classes or workshops. We believe these opportunities enhance the your experience with your child(ren)and help support families.