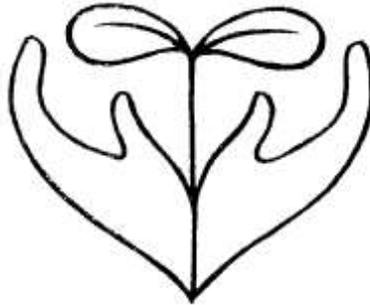


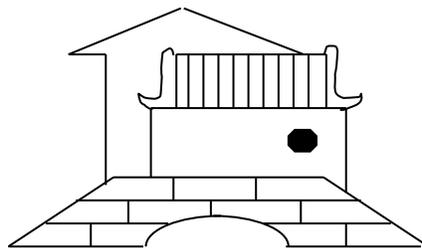
育苗学前双语融入学校



*Yu Miao*  
*Chinese Immersion Preschool*

**PARENT HANDBOOK**  
**2018 – 2019**

A Program of  
**Asian Health & Service Center**



**Main Office**

9035 SE Foster Rd., Portland, OR 97266  
(503) 872-8822

**School Location**

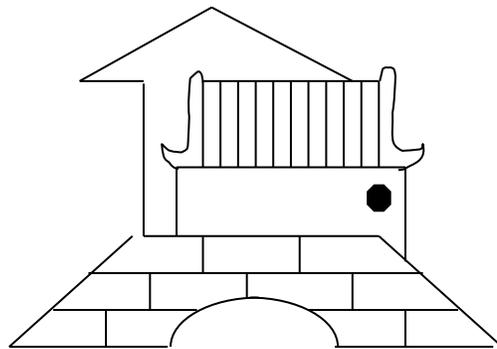
(Former Our Lady of Sorrows Catholic School)  
5239 SE Woodstock Blvd., Portland, OR 97206  
Office (503)775-3767, Fax (503) 872-8825

# *Welcome to*

## **Yu Miao Chinese Immersion Preschool**

Thank you for choosing Yu Miao Chinese Immersion Preschool, a program of the Asian Health & Service Center (formerly Chinese Service Center). **Yu Miao** means “carefully planting and nurturing young sprouts.” If you provide them with good nutrition, they will grow into great plants. Children are like young sprouts, too. Nurturing them well in their early years will help them become responsible, well-informed, and involved citizens. It is our desire to provide your child a quality education in a nurturing and caring environment. We seek to help familiarize children with Chinese customs and culture through Chinese children’s songs, stories, folk dance, and arts and crafts.

In order for you to get to know us better, we have provided you with this handbook of School Policies and Procedures. Your suggestions are always welcome.



## *Asian Health & Service Center*

*The mission of the Asian Health & Service Center is to bridge Asian and American cultures and help build a better community.*

**Hours of Operation:** The Yu Miao Preschool school year mainly follows the Portland Public School calendar. We have morning and afternoon academic hours and a year-round child care program is offered. Parents can visit our Center at any time but it is appreciated if an appointment is scheduled in advance.

**Breakfast:** A child may bring his/her own cereal or breakfast if he/she arrives early or before 8:15 am. Our staff will help serve the child. Sanitation regulations **prohibit the use of milk brought from home.**

**Lunch and Snacks:** Students should bring their own lunches and a **cloth napkin** to school. **Please consider some kids who are very allergic to nuts by not bringing any food which contains peanut butter or peanuts.** Please help us **label each water bottle and lunch box** with your child's name just in case there are identical lunch boxes and child cannot identify his/hers. The school provides morning and afternoon snacks only. The menu is posted on the board for parents' reference every month. Please remember that the morning **snack cannot replace breakfast.** Breakfast is very important because it helps your child to learn better.

**Newsletters:** The school regularly writes newsletters to share information with families. Please check your mailbox at the school and check your email frequently; these newsletters will keep you informed about upcoming field trips, parent/teacher meetings, Chinese festivals, and other special events and information regarding your child's classroom.

**Inclement:** Yu Miao Preschool will **follow the Portland Public Schools Closure Policy.** Please check with your **local TV and radio** broadcasts for cancellation listings. Under extreme weather conditions that cause the Portland Public schools to close, the preschool will be closed as well. It is also possible that the school will have a delayed opening or an early closure. In the event of an early closure, we will call each family and request that children be picked up at the designated closure time. Updates may also be left on the main office message machine.

In the event of an earthquake or other disaster that makes our building or grounds unsafe, the staff and children will evacuate the building and **gather in the parking lot.** The lead teacher from each classroom will bring the daily child/staff roster with us and the office staff will bring the emergency contact file. We will remain there until it has been determined that our building is safe. If we are unable to return to our building, we will contact parents by phone. Our staff will remain at the school or an alternative location—most likely the **playground** opposite the school until all of the children have been picked up. We will expect parents to pick up their children as soon as possible following an earthquake or disaster. See below (Emergency Situations) for more information on the school's emergency policies.

**Arrival / Pick-up:** By law, all preschool children must be accompanied into the classroom and **signed in by an adult escort. Please remain with the child until greeted by the opening room teacher or staff. Please wash your child's hands upon arrival.** **There is a 10 minute grace-period for parents. More than 10 minutes would count as late pick up/early drop off which will incur an additional fee.** Please be here promptly at dismissal time so that your child will not be distressed by a late pick-up. **Only authorized escorts may sign children out of the school.** If you would like to have someone bring or pick-up your child who is not listed on your registration form, you must give **verbal notice** to the teachers and leave a **written note in the front office** giving names, dates and times; or a **remark on the sign-in form.** However, notice in both the classroom and the office is always appreciated for any

change in the pick-up or drop-off of children at the school, even if the adult is listed on the emergency contact sheet. Teachers can ask for an **ID check to verify identification of persons other than parents when necessary**.

**Birthdays:** Birthdays are fun to share with school friends. Due to licensing and health regulations, we are not able to serve foods that are prepared at home. You may bring in purchased foods such as fresh fruit or fruit snacks, yogurt, granola bars, crackers or juice bars. Please **do not bring in frosted cakes or cupcakes due to the high sugar content**. **Educational toys or books** will be another option to share and celebrate. Your child can present it to the whole class on their birthday, and the toys or books can be your child's birthday present to the school. Also, do not send party invitations or party favors to school. Please check in advance with the teacher to schedule any birthday celebrations.

**Snacks and Treats:** Due to hepatitis concerns, the Oregon Health Department no longer allows homemade treats/snacks or goodies to be served by the school. As it is difficult to explain to the children, we ask that you help in only bringing **store bought goodies** to share with your child's class. This does not apply to your child's lunch, which is not intended to be shared with the entire class, but is only a concern if the food is to be shared with the whole class.

**Clothing:** Preschool Children need to come to school appropriately dressed for a variety of activities. The children are outside each day and appropriate clothing is a must, as well as proper shoes. We have no choice but to ask children not to participate if their attire is not conducive to the activity. Girls are asked to **wear shorts under their dresses** for playground play and **tennis shoes with white soles** are required for the activity in the gym.

**Park/Gym:** When the weather is appropriate and **over 35 degree F**, children are taken to the park next to our school every day. Parents please make sure the child's **jacket is thick enough** for the weather; **hat and gloves** may also need in some days. Teachers will escort the children to and from the playground with a leading line and the 1:10 ratio shall be met at all times, a first aid kit and a cellular phone will be taken for emergency, too. When the weather is not good for outdoor play, children will be taken to the gym during play time.

**Extra Clothes:** Each preschool child must have an extra set of clothes in a **zip lock bag with their name on the front**. For those who have just turned 3, please bring extra pull-ups, underwear, socks and pants in case of a toilet accident. These clothes are to be left in your child's locker in case a change is needed. Your child will grow physically throughout the year, so please check to be sure clothing left at school will fit. All clothing will be returned at the end of the school year.

**Field Trips:** Field trips are an important aspect of our curriculum. We need parents' participation to make it possible. According to the regulation of the Child Care Department, a child cannot go on any field trips with a volunteer parent chaperone who has not gone through background check. All of our teachers have undergone criminal background checks and are permitted to take children on a field trip and provide carpool transportation. So any parent who cannot participate and needs a carpool has to make arrangements with a parent chaperone plus a teacher. Also, the law requires children six years old and under to use car seats while riding a car, so parents who cannot participate must provide car seats for their children. Parents who cannot go have to inform the teacher before a field trip whenever possible. A sign up form for each student will be sent home prior to each field trip.

**Immunizations:** Oregon State law requires that all children in day care have on file an **up-to-date** immunization record. Please note: your child may be excluded from school if immunizations are not current. Please check with your child's physician and **keep your child's record current.**

**Toys from Home:** **Please do not bring any toys from home except for "Show and Tell".** Keeping track of them is difficult, sharing them is difficult too, and sometimes children are distracted by them and don't try other activities available at school. A soft toy during nap time is allowed but it must be kept in the locker before and after nap time.

### **Child Development Exclusion Policy**

As an Oregon State certified Child Development Center which cannot be licensed for "sick care", we are mandated to exclude children who are ill or have symptoms of an illness. These symptoms include but are not limited to:

1. Diarrhea (more than one abnormally loose, runny, watery or bloody stool)
2. Vomiting
3. Fever greater than 100 degrees Fahrenheit
4. Unusual color to the skin or eyes
5. Skin infections
6. Sore throat, earache, swollen glands
7. Head lice
8. Skin or eye lesions that are severe, weeping or puss-filled
9. Any of the communicable diseases including but not limited to chicken pox, strep, scabies, measles, etc. Please notify our school if your child has contracted a communicable disease
10. Complaints of severe pain
11. Difficulty breathing or abnormal wheezing
12. Severe cough

In order to return to school, children must be fully recovered, without the aid of fever reducers or other medications that temporarily mask symptoms. Children must be in good health and able to fully participate in a busy school schedule in order to meet the requirements to be in this school-based child care environment. When children are sent home from school due to illness, parents are given an exclusion notice which indicates when the child can return. Our exclusion policies protect both ill and well children along with their families and staff.

### **Emergency Situations**

#### **Illness:**

1. **"Routine" illness:** If a child should become ill during a school session and sending him/her home may be necessary, parents or an emergency number will be called immediately. We consider your child's comfort and the health and well-being of the other children important.
2. **Serious illness or accident:** Depending on the nature of the situation, we will call for both emergency help and the parents. If you are not accessible, your emergency contact will be called.
3. **Medication:** Medication may be administered to children at school only upon the **written order of a parent.** All medications must be brought to the school in the original containers with the child's name, the date, the authorization label and dosage instructions affixed by the pharmacy.
4. **Children who are sick:** A child should not be sent to school when he/she is not feeling well. You can help us to keep all our children healthier by keeping your sick child at home. Please **call the school office by 9:30 a.m. if the child is going to be absent.**

## **Emergency Procedures**

Emergencies which will necessitate the immediate and calm evacuation of the building may occasionally arise. School procedures for each are outlined below.

**Fire:** In the event of a building fire, the children will be escorted out of the building by their teachers and the assistants.

**Earthquake:** In the event of an earthquake, children are taught in a non-threatening way to “duck, cover and hold on”. When it is safe, they will be escorted out of the building by their teacher and the teacher assistants.

A Fire Drill will be practiced once every month and other emergency (such as an earthquake) drills will be practiced once every other month.

Our first meeting place for emergency evacuation will be at the northeast corner of the **parking lot**. The second meeting place for emergency evacuation will be the **playground** just opposite the parking lot. Parents are expected to pick up the children at one of these locations when emergency evacuation is needed.

## **Child Abuse Reporting**

Please be aware that as early childhood professionals, each staff member of our School is legally required to report suspected child abuse and neglect to the appropriate protective authorities. Our staff is trained to recognize and respond to signs of physical, emotional and sexual abuse as well as neglect. If children come to school with visible marks on their bodies or if they disclose to a teacher that they have been physically or sexually abused, the teachers will respond by calling protective authorities. We are also required to protect children from neglect and endangerment. If we become aware that a child is in risk of harm due to inadequate care, including, but not limited to, deprivation of food, sleep or nurturance, protective authorities will be alerted.

Children can also be endangered if their caregivers are under the influence of drugs or alcohol. If we believe that a parent's functioning is impaired, we will ask that they refrain from driving with their child and we will suggest that another adult come to pick the child up from school. We cannot legally refuse to release a child to his/her custodial parents. However, if a parent leaves the building with their child while under the influence of drugs or alcohol, we will notify the police. This action will be taken for the protection of the child. Repeated signs of impaired judgment may indicate abuse or neglect and will be reported.

**Guidance & Discipline Policy:** One of the most important roles a preschool serves is helping young children develop and learn appropriate social and school behaviors with other children and adults. We want children to be comfortable and safe in our preschool and experience many successful relationships. We want children to learn to be responsible for themselves and learn skills necessary for self-management. Discipline problems will be dealt with on an individual basis. It is our obligation to maintain a happy classroom environment without any threat to the physical, mental or emotional safety of any child. In short, our discipline will also provide for positive guidance, redirection, the setting of clear-cut limits; and be designed to help the child develop self-control, self-esteem and respect for others. Here is an outline of the procedures:

1. **Instruction:** Explain the rule and their purposes.
2. **Warning:** Remind child of the rule and present the choice of following the rule or experiencing the logical consequences of disobedience.
3. **Follow Through:** Praise and recognition for obedience. Appropriate consequences for disobedience (example: change of activity, loss of privileges, etc.).
4. **Time Out:** In the case of a serious violation or a dangerous situation, a child will be removed from a situation and provided with a cooling off period and/or a place to think away from the group, but within a supervised area. Before a child is allowed to return to the group, clarification and understanding of the rules and the seriousness of the child's actions are discussed. Children are given examples of acceptable behavior if the same situation arises in the future. The child is then allowed to return to the group.

If necessary, a child may be **sent home for being physically aggressive** with other children (i.e., hitting, scratching, and biting).

### **Handwashing:**

All staff and children are required to wash their hands before entering their classroom, handling food, before and after snacks & lunch, after using the bathroom, wiping the nose, going to the playground and after finishing arts and crafts. All staff will follow the handwashing procedure posted near the sink.

### **Application and Registration Procedure:**

**Admission** for the preschool is on a first-come, first-serve basis, parent should come with the child for the application interview. The school is open to the public, no Chinese background is required.

**Applications** are accepted beginning in June, fifteen months prior to the student's start date (i.e. for school year 2018-2019, the application process begins in June of 2018). A **waitlist** will be maintained until school starts. To apply, please submit the waitlist application form and **\$80** application fee (**one-time, non-refundable**).

In May of the following year, after the current students have finished registration, vacant spaces will be offered to applicants from the waitlist in the order that their application was received. If the notified applicant does not respond and finish the registration procedure within five business days, the space will be offered to the next applicant on the waitlist.

The **annual registration** procedure requires a **\$120 registration fee, and \$130 annual school supplies fee (these are non-refundable fee)**. The balance (tuition for the first month or six months for those paying in the two payment plan) **is due in May**. Withdraw after registration will result in losing both the registration and annual school supplies fees.

Application for mid-year enrollment will be accepted and students will be put on a waitlist if one is available. Mid-year enrollment can only be offered if a space becomes available.

### **Tuition Payment:**

Parents are required to sign a **payment agreement** as part of the intake process. **Monthly payment is due by the 1<sup>st</sup> of each month and is considered past due on the 5<sup>th</sup>. Please make checks payable to the Asian Health & Service Center. Past due accounts will be charged a late fee of \$30 per month.** Failure to pay tuition is grounds for dismissal from the school. In some cases, if a parent is having difficulty making payments, special arrangements may be made. The **tuition is paid equally**

**for ten to twelve months from Fall to Summer.** There is no prorated payment regardless of the number of school days in the month, nor will refunds be allowed after the month started. Families choosing to pay the annual tuition in two payments (paying for five or six months each time) will receive a **5% discount**. The first payment is scheduled in August and the second in February. **Sibling Discount:** If a family has two children studying in our preschool for a continuous 10-12 month period, **the younger sibling will get a 5% sibling discount on the school tuition.**

**Change of Schedule:**

We will be very happy to change the student's schedule to accommodate the families' needs once every term. **Please advise us of the new schedule in September for the first term, and January for the second term. Any request for change of schedule in any other month will incur a \$30.00 administration fee.**

**Vacation Rebate:**

Families enrolling for a **continuous ten to twelve-month period** are eligible for a rebate for **2 weeks vacation** time during the school year. Vacation time can be taken in **one or two week blocks**, Monday through Friday only. Those requesting a vacation rebate and then withdrawing early will be **back-billed**. Vacation rebate requests must be submitted to the school office **two weeks before end of the school year.**

**Withdrawal policy:**

If you wish to withdraw from the program, one month's written notice conveying intention of withdrawal is to be submitted to the School Office. There will be no refund for the tuition fees if you do not notify the school one month before the withdrawal.

**June Tuition:**

Our regular school year will end on June 14 (the Graduation Ceremony), and Summer Camp will start on June 17 right away. If you paid the whole month tuition of June, the money will be credited to the first two weeks of Summer Camp (June17-August23), so you can enjoy the first two weeks of Summer Camp for free.

**About Us**

Yu Miao Chinese Immersion Preschool is a program of the **Asian Health & Service Center (formerly Chinese Service Center)**. The Chinese Service Center, a private non-profit organization, had helped the Chinese community in Portland since 1983. In October 2002, we changed the name of the center to the "Asian Health & Service Center" in order to expand the services to other ethnic groups. We do not hold any political, religious, ethnic or business status. Our mission is to bridge the Asian and American cultures and help build a better community. Due to the increasing demand in the community, we started our Chinese Immersion Preschool in 1999 for those who would like to expose their children to Mandarin and Chinese Culture. Our goal is to provide quality education for children during their pre-kindergarten years.

**Programs that are provided by us:**

**Community & Senior Service**

ESL Classes  
Case Management  
Recreational and Cultural Activities  
Information and Assistance  
Employment Information & Consultation  
Community Workshop

**Family & Youth Service**

Yu Miao Chinese Immersion Preschool  
Information and Referral  
Family and Youth Program  
After School Program

**Mental Health Service**

Medication Management  
Assessment and Screening  
Individual and Family Therapy  
Group Therapy  
Case Management

**Addiction Treatment Service**

Assessment and Screening  
Individual, Family and Group Treatment  
Case Management  
DUII Service

**Volunteer Service**

Recruitment  
Training & Placement

**Our website:**

Asian Health & Service Center  
[www.ahscpdx.org](http://www.ahscpdx.org)

**School Calendar:** Yu Miao will observe most of the Portland Public School district holidays and vacations. We realize that not all families, professions and/or job positions observe the same days, so child care is offered throughout the school year except for the following major holidays (listed below). Also, we are closed for various Chinese holidays and Asian Health and Service Center events. For details, please refer to the School Calendar sent out during the school orientation meeting. Prior notice will also be given to students to take home should a change occurred for the following events.

**Major Holidays & School Closures:**

<b>Sept. 03 (M)</b>	<b>Labor Day</b>
<b>Nov. 12 (M)</b>	<b>Veteran's Day</b>
<b>Nov. 22 &amp; 23 (Thu&amp;F)</b>	<b>Thanksgiving Holiday</b>
<b>Dec. 25 (T)</b>	<b>Christmas Holiday</b>
<b>Jan. 01 (T)</b>	<b>New Year's Day Holiday</b>
<b>Jan. 21 (M)</b>	<b>Martin Luther King Jr. Day Holiday</b>
<b>Feb. 18 (M)</b>	<b>President's Day &amp; Staff Retreat Day</b>
<b>May 27 (M)</b>	<b>Memorial Day</b>
<b>Aug. 26-30 (M-Thu)</b>	<b>Teacher Working Days</b>

**Special Events:**

<i>Orientation</i>	<i>Aug. 31 (Fri.)</i>
<i>First Day Of School</i>	<i>Sept. 04 (Tu.)</i>
<i>Mid-Autumn Festival Celebration</i>	<i>Sep. 21 (Fri.)</i>
<i>Christmas Party</i>	<i>Dec. 21 (Fri.)</i>
<i>Chinese New Year Party</i>	<i>Feb. 01 (Fri.)</i>
<i>Picture Day</i>	<i>Apr. 19 (Fri.)</i>
<i>Graduation Day</i>	<i>Jun.14 (Fri.)</i>
<i>Field Trips</i>	<i>Oct. 19/18 (Fri.) &amp; Apr.26/19 (Fri.)</i>
<i>Summer Camps</i>	<i>Jun. 17 ~ Aug. 23 (Mon.-Fri.)</i>

## Application Dates and Due dates for 2019-2020

<u>June 1, 2018</u>	Begins to accept 2018-2019 school year application. Waitlist is assembled on a first-come, first-served basis.
<u>May 15, 2018</u>	Current student registration procedure and fees due (\$120 annual registration fee and \$130 annual school supplies fee, both are non-refundable). Begin to notify the applicants on the waitlist for the vacant spaces. If the number of the applicants exceeds the available spaces, applicants will have 5 business days to respond and finish registration procedure. Otherwise, the space will be offered to the next applicant on the waitlist.
<u>June 1, 2018</u>	New student registration forms and fees due (\$120 annual registration fee and \$130 annual school supplies fee, both are non-refundable.)
<u>June 1, 2018</u>	Begins to accept 2018-2019 school year applications. Please turn in the Waitlist Application Form and \$80 application fee (one-time, non-refundable). A waitlist is assembled on a first-come, first-served basis.
<u>Aug. 1, 2018</u>	First tuition payment due. There are two ways to pay: (1) Pay first 1 month's tuition if monthly payment is preferred. (2) Pay first 6 months' tuition if paying twice a year is preferred. A 5% discount is offered for this payment method.
<u>Sept. 4, 2018</u>	School starts.
<u>Oct. 1, 2018</u>	Regular monthly payment begins. Second tuition payment is due for those who choose to pay monthly.
<u>Feb. 1, 2019</u>	Second 5/6-month tuition payment is due for those who choose to pay twice a year.
<u>Mar. 09, 2019</u>	Annual Open House for new and current students.
<u>May 1, 2019</u>	Returning student registration forms and fees due. Begin to notify the applicants on the waitlist for vacant spaces.
<u>June 1, 2019</u>	New student registration forms and fees due. Begins to accept 2020-2021 school year applications.