

PreKU Early Learning Program



Parent Handbook 2025/2026



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Discrimination Policy

Kids Unlimited PreK shall not discriminate on the basis of an individual's race, color, religion, sex, sexual orientation, national origin, disability, parental or marital status or age or because of the race, religion, sex, national origin, disability, parental or marital status or age of any other persons with whom the individual associates.

In keeping with the requirements of federal and state law, Kids Unlimited PreK strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to activities and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at meetings.

The Board encourages staff to improve human relations within the school and to establish channels through which citizens can communicate their concerns to the administration and the Board. The Director shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act of 2008 (ADA)¹. Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues². The school will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

The Board supports the Director to ensure ongoing professional development that promotes non discriminatory practices. **The Title XI Coordinator at Kids Unlimited PreK is Lupita Vargas, Education Director of Kids Unlimited. Please contact her with any concerns at lvargas@kuaoregon.org, 541-774-3900.**

1 Sexual orientation means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from the traditionally associated with the individual's sex at birth.

2 Kids Unlimited PreK is required to notify students and employees of the name, office, office address and telephone number of the employee or employees appointed.

Contact Information

Medford campus

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Pre-Kids Unlimited Philosophy

Our priority at Kids Unlimited is the children and families, and we want to provide the best early childhood experience for all. Our philosophy is built on a holistic approach to learning, ensuring that the whole child is cared for and embraced for who they are. We value children as individuals and understand that to feed the curiosity to learn, we must support aspects of learning, such as social emotional skills, physical well-being and divergent thinking through play-based learning. Our holistic approach means that families and community will also play a crucial role in our school.

We provide learning experiences that encourage problem-solving in interactive ways. Experiences that are student-focused, hands-on and play-based are all woven into the project based curriculum that will be presented throughout the school year. For most children, preschool is the first exposure to a school experience. For families of our students, we ask that you be a present and active part of your child's learning; whether that be as a volunteer in the classroom or as an involved parent at home. As educators, we will facilitate learning in a meaningful way and provide positive interactions for your children to cultivate a foundation for learning. Together, we can encourage curious, compassionate and confident learners.

It is our goal to create meaningful and diverse experiences for all children. Through equitable teaching practices, we want to empower each student to be their true selves within the classroom community. We learn and grow from one another, embracing the differences that make us unique. It is our goal at PreKU that we build a culture of belonging, acceptance, and empowerment for all.

MISSION

Our mission at Pre-Kids Unlimited is to adequately prepare our students not just for their kindergarten year, but for their years to come as lifelong learners. We will coordinate classroom experiences that give children opportunities to find individuality and independence through play and social based learning. Through parent and community involvement, we strive to give our children and families the resources they need to feel ready and empowered for their continued educational journey.

VISION

Our vision is to create a classroom community built for and by our young learners and their families. This program will provide our children and families with a high quality, meaningful learning experience, provide the tools to grow and learn together and to build a relationship between Kids Unlimited and the community.

VALUES

- We are SAFE
- We are RESPECTFUL
- We are RESPONSIBLE
- We are PROBLEM SOLVERS

As an extension of Kids Unlimited Academy, we bring the same values to Pre-Kids Unlimited in order to prepare your children for success at KUA.

Curriculum

Our program utilizes a research based curriculum that is aligned with Oregon's Early Learning and kindergarten readiness standards, in order to meet the academic and social emotional goals of our students.

- **Creative Curriculum:** This comprehensive academic curriculum uses research-based methods to teach 38 different objectives throughout the year. Areas of learning include: Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, The Arts and English Language Acquisition.

For more info, go to: <https://teachingstrategies.com/solutions/teach/preschool/>

Child Assessment

Through our Creative Curriculum, we have access to a comprehensive assessment system, Smart Teach, that accounts for developmental milestones as well as overall academic and social emotional improvement. Using classroom observation and documentation, we will give qualitative assessments to each child, sharing that information with parents and families at a **scheduled conference three times per year.**

During the first 45 days of enrollment, the teacher will administer a developmental screening called the Ages and Stages Questionnaire; also referred to as the ASQ-3. This age based questionnaire will be completed in partnership with the family, and is used to measure the child's development in communication, gross motor, fine motor, problem-solving, and personal-social. In addition, the family will be asked to complete the Ages and Stages Social-Emotional questionnaire; also referred to as the ASQ-SE. This assessment is used to measure the child's social-emotional development. The ASQ-3 and the ASQ-SE assessments will be utilized together as a base to inform teaching practices, learning activities, and can be used to determine if a referral for early intervention services will be appropriate. Your child's teacher will discuss the outcome of the assessment with you, and will help to initiate a referral if appropriate.

Educational Support Services Available

Early Childhood Special Education:

EI/ECSE (Early Intervention/Early Childhood Special Education) are an active part of our assessment and screening process here at Kids Unlimited PreK. We have partnered with the Jackson County EI/ECSE to provide support to children with additional needs. EI/ECSE will create a payment plan with parents in order for their children to receive support. Referrals to EI/ECSE can be made with consent from both teacher and parent.

Referral Process:

Classroom observations/Parent observations

↳ **ASQ-3 and ASQ-SE2 filled out with teacher and parent**

↳ **EI/ECSE contacted for referral**

↳ **EI/ECSE, teacher and parent hold IFSP (Individualized Family Service Plan) to determine services needed and payment plan**

↳ **Services received (at school)**

Children can be screened for:

- | | | |
|--------------------------------|-------------------------------|-------------------------------|
| • Social development | • Vision development | • Physical development |
| • Speech development | • Hearing development | |
| • Cognitive development | • Adaptive development | |

**IFSPs are written treatment plans that allow specific education services to be administered. They also outline who, when and how they are to be administered. This plan will involve the child, educators, specialists and families.*

For more information on early intervention referrals, go to:

<https://douglassesd.k12.or.us/early-learning/jackson-county-eiecse>

If you have any concerns about your child's development or behaviors, or if your child is currently receiving early intervention services, please share this information with your child's teacher.

Positive Behavior Support Plans

Kid Unlimited PreK understands that social/emotional development is foundational to your child's success in school and life. Preschool offers a unique opportunity to learn social skills, conflict resolution and being part of a classroom community. For many children this is their first experience in a school setting, and it can be difficult for some children to work through while they are learning new skills. Your child's teacher will focus on teaching replacement skills to challenging behaviors, and will teach problem-solving. However, a small percentage of children may need extra behavior interventions and support.

Should an incident occur, parents will be notified by the end of the day. If the incident is considered major (i.e. injuring another child or staff, property damage, etc.), the parent will be notified immediately to come to the center and support their child. If the behavior consistently occurs, the incidents will be documented and archived to determine patterns that may emerge throughout the day. Staff and parents will convene to address the behaviors through close planning and individualized instruction. With parent permission, behavior specialists or mental health consultants may be asked to join discussions and planning or provide evaluation for services, to help offer any support needed for child and family. Should the behaviors continue with proper interventions and supports, class schedule modifications may be put into place in order to ensure the safety of the child, staff and peers.

EXAMPLE: Full-day preschool schedule:

Arrival	7:30-8 a.m.
Welcome Circle	8-8:10 a.m.
Wash Hands & Breakfast	8:10-8:50 a.m.
Small Groups & Literacy time - skill- or project-specific	8:50-9:20 a.m.
Free Choice - blocks and dramatic play	9:25-10:25 a.m.
Outside time	10:25-11 a.m.
Music and Story	11-11:20 a.m.
Wash Hands/Bathroom	Ongoing – before & after meals
Lunch	11:30 a.m. to noon
Naptime/Quiet time	12-1 p.m.
Indoor gym	1-1:30 p.m.
Table activities in classroom - books, puzzles, games	1:30-2:45 p.m.
Closing Circle and closing activities	1:50-2 p.m.
Pickup	2-2:25 p.m.
Afterschool enrichment	2:30-4 p.m.
Dinner	3:05 p.m.
Afterschool pickup	4 p.m.

***Please note: Children may not be dropped off earlier than 7:30 a.m.**

Children MUST be picked up by 4 p.m. Please make arrangements as needed to ensure that your child can be in school and picked up on time. If your child is picked after 4:30 p.m., a late fee of \$15 will be incurred with an additional \$35 if after 4:45 p.m.

Attendance Policy

In order for your children to benefit from our PreK program, it is imperative that they attend school regularly. Oregon State Law is defined as being present at least 92% of the time (ORS339.065), meaning your child should miss no more than 14 school days per year. If for some reason your child is unable to attend, please try to give us a **24-hour notice** in advance. If your child is suddenly ill, call the front office as soon as possible, preferably before the school day starts. A doctor's note will be required for absences longer than 3 days. An explanatory note may also be requested in situations where a student has frequent, unexplained absences. If your child is treated by a doctor or medical facility (injury/accident, dental work, etc.) you must bring a note from your child's doctor or the medical facility explaining any accommodations or limitations before your child returns to class.

Illness:

Children must stay at home if they are sick, especially if they have anything that may be contagious to other children. If a child becomes ill while at school, a parent or guardian will be notified and asked to come pick them up. If a child doesn't feel well while at school and is not or is unable to join activities, a parent or guardian will be called. Make plans for this kind of emergency in your family. Students can only be released to adults whose contact information is on the student's emergency information card on file in the office.

I need to stay home if ...

I NEED TO STAY HOME IF...						
I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching and/or "crusty" drainage from eye.	Hospital stay and/or ER visit

I'm ready to go back to school when I am ...

Fever free without the assistance of medication for 24 hours (i.e. Tylenol, Motrin, Advil)	Free from vomiting for 24 hours	Free from diarrhea for 24 hours	Free from rash, itching or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.
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If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your healthcare provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick to follow your healthcare provider's recommendations about returning to school and other activities.

Drop-off and Pickup Procedures

Kids Unlimited PreK is a self transportation program, meaning that your children must have transportation to and from school prearranged.

Drop-off: Families walk their children to the classroom. This is a perfect opportunity to connect with your child's teacher and help your child to settle in.

**Please be aware that goodbye routines are extremely important in this age group. Take time to help your child acclimate to the classroom environment by helping them with their entrance activity and letting them know that you will be seeing them later.*

Pickup:

Families come into the building to pick up their child. However, it is encouraged to wait inside the main entrance where a staff person can get your child from the classroom. Please be prepared to show your photo ID, and let your child's emergency contacts be prepared as well.

**We are not able to release your child to a minor or somebody who is not listed as a guardian or emergency contact. If you would like to change and/or add a contact, please inform the front desk immediately so amendments can be made to your child's emergency information card.*

Late pickup policy:

If for some reason you are unable to pick up your child within the given time frame without communication, we will reach out to emergency contacts listed on your child's emergency contact card. The hours of operation for the program end at exactly **4 p.m.** **You must pick up your child by or before 4:30 p.m. If your child is picked up late, you will be charged \$15, and an additional \$35 if your child is picked up after 4:45 p.m. In addition, local authorities may be contacted to assist staff when a parent/guardian or emergency contact can not be reached. Please arrange prior transportation if you foresee any issues with pickup and communicate these plans with your child's teacher.**

Parent Communication

Remind

Most parent/teacher communication will happen via **Remind**. All reminders and schoolwide announcements will be sent through Remind. This is a communication app compatible with iOS and Androids as well as PCs and Macs. If you do not have a smartphone or simply do not want the app, let your child's teacher know and messages will be sent in the form of an SMS text message. Ask your child's teacher for their class code so you can register for their class through the app and never miss an announcement.

Parent conferences

We want parent communication to be a priority. We will hold parent conferences three times per year. Conferences give you and your child's teacher a chance to find common academic and social emotional goals for your children. We will also share your child's progress, discuss strengths and any concerns had by the parent and/or the teacher. Dates will be given through monthly newsletters, Remind messages and check-ins with your child's teacher. We will do our best to line them up with the Kids Unlimited Academy conferences. Teachers and teaching staff also will be able to provide you with finalized dates for parent/teacher conferences. There will be no school during conferences.

Volunteering

As a parent or guardian, you are encouraged to spend time in the classroom with your child. There are several opportunities for you to help out, such as:

***In order to volunteer to work in the classroom, or around children, YOU MUST FIRST COMPLETE THE VOLUNTEER FORMS THROUGH MEDFORD SCHOOL DISTRICT.**

Classroom opportunities:

- Reading aloud/storytime
- Helping out with planned classroom activities
- Teaching age appropriate activities to the class (please communicate with the teacher prior)
- Playing during Free Choice or outside time

KUA activities:

- Volunteer for a KUA event
- Come in and help with the garden or KU project
- Volunteer for a school/parent committee

Other opportunities:

- Parent nights
- PreKU game nights
- Suggest a project

If you are interested in volunteering, please talk to the teaching staff to start the process. Volunteering is a wonderful way for you to teach *and* learn from your child in a supportive, educationally rich environment!

Dress Code

As an extension of Kids Unlimited Academy, we have a dress code that closely resembles KUA's. Two PreKU polos will be handed out at the beginning of the year as part of the Kids Unlimited uniform. Black, khaki or navy blue bottoms are NOT required but are preferred. We are a play-based preschool, so it is important that you send your children with an extra pair of clothes; we will be getting messy, and accidents do occur at this age. Outside play is a huge part of gross motor development as well, so *please make sure it is weather appropriate!*

**If you are having trouble finding weather appropriate clothing (ie. jackets, pants, shoes) please reach out to the staff for support in getting the needed items.*

School Emergencies/Closures

School closures:

In the case of hazardous or emergency conditions, the **Medford School District** superintendent may alter district transportation schedules. Although students at KU PreK are self-transported, such alterations to the general transportation schedule include closure of all schools, closure of selected schools or grade levels, delayed opening of schools and early dismissals of all students. If **Kids Unlimited Academy** closes or delays the start time due to inclement weather or other emergency, Kids Unlimited PreK will follow the same closure/delay time frame. Families can listen to local media outlets for continual updates.

Emergency drills:

Fire drills, earthquake drills and safety drills are to be taken very seriously. They will be held once a month in order to prepare our students in the event of an emergency. Drills and instruction in safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

Emergency school lockout/lockdown:

How we communicate during an emergency:

Precautionary lockout: We will secure the perimeter. If there is a threat outside the building, we bring everyone in and lock the outside and inside doors. Precautionary lockout is called by the district or site administrator. A precautionary lockout can be called when staff or students notice something wrong or strange. A precautionary lockout could be the response to a violent person or incident in the community near your school. Teachers, staff or administration will get students back into the building. Teachers will take roll and notify the office of missing or extra students. A precautionary lockout means an increased situational awareness, but the class will be conducted as usual. The school's communications office will send a text out to all parents through our phone communication system to inform parents what is happening in the school.

Direct threat lockdown: This takes place if a threat is inside the building or there is an increased risk of a threat. Teachers will lock their doors, turn off their lights and hide out of sight. A direct lockdown is the protocol used to secure individual rooms and keep students quiet and shelter in place. The teacher will take roll and account for all students through a school wide communication plan. Occupants of rooms will not unlock their rooms for anything or anyone. When the incident is over, a responsible person capable of unlocking the room from out in the hall (administrator, custodian, law enforcement, etc.) will unlock the door and brief occupants.

During a school emergency:

In order for our emergency response plans to be effective, we must depend on the cooperation and assistance of many people, such as the police and fire departments. We also depend on the parents of our students to support our disaster response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. We ask parents to observe the following procedures during a crisis situation:

- **Do not telephone the school.** We understand and respect your concern for your child, but it is essential that the telephone system be available for emergency communications.
- **Check the KUA/PreKU website.** KUA Facebook and text messages that will be sent from the school's communications department for emergency announcements and status reports. You will also receive instructions on where you should go and how/when you may be able to pick up your child.
- **Do not come by the school or evacuation location until you are instructed to do so.** It may be necessary to keep the streets and parking lot clear for emergency vehicles. If a building is in a lockdown situation, you will not be allowed to enter.
- **If evacuation is required, students may be transported to a location away from the school for reunification with parents.** You will be notified of this through media bulletins, the school's message line and/or the county message line. Photo ID is required for student pickup. Parents will also be notified via ProCare as soon as possible.

Medical Information

Emergency medical treatment:

If a student becomes ill or is injured at school a parent or guardian will be notified. A report will be taken and sent home with the child, after notifying parents. In the case of a serious illness or injury, the school shall attempt to notify parents according to the information provided on emergency cards submitted by parents to the school. If the student is too ill to remain in school, the student will be released to the student's parents or to another person listed as an emergency contact. School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been or will be transported for treatment. PreKU follows a concussion protocol whenever a head injury or concussion is suspected.

Medication and allergies:

If your child has medication that is necessary to keep at school for emergencies, or they must take medication while attending school, we require that the parent/guardian complete a Medication Administration form, and the medication must be stored properly with staff. Please do not send your child with any form of medication without notifying staff. Children may not keep medication in their possession. This includes cough drops, ointments or other medications. If your child requires a life-saving medication, such as an Epi-Pen or an inhaler, your child may not attend until the medication is on site and an emergency plan is in place. If your child has a food allergy or an intolerance to any food, please notify staff immediately. A doctor's note will be required to provide food substitutes. The note should clearly indicate the allergy and the food replacement.

Food Program

Breakfast, lunch and dinner will be provided throughout the day. Meals are made from scratch at the Kids Unlimited Academy kitchen. All meals will be served family-style (all children and staff eating together) to teach important life skills like cooperation and language, as we engage in meaningful discussions around the table.

You may choose to send your child with their own meals, or a snack. However, please do not include: cookies, candy or other sweet treats, chips or items containing peanuts or peanut butter.

Breakfast and lunch are funded through the USDA program and meet all USDA guidelines. For more information, please visit:

<https://www.oregon.gov/ode/students-and-family/childnutrition/USDAFoods/Pages/default.aspx>

Menus will be posted monthly on the Kids Unlimited PreK website.

Parent Checklist:

- ☐ **Remind** is downloaded on my phone.
- ☐ My child has an **extra pair of clothes** in his/her backpack.
- ☐ PreKU has **updated emergency contacts** in my child's file.
- ☐ I have the **contact information** of my child's teacher and school.
- ☐ I have **timely and reliable transportation** arranged for my child to and from PreKU.
- ☐ I understand the **schedule/hours** of my child's school and understand the **drop-off and pickup procedures**.
- ☐ I understand that the school's **hours of operation are 7:30 a.m. to 2 p.m. After school 2:30-4 p.m. (additional fee)**.
- ☐ PreKU is **aware of any emergency medical conditions** my child has (ie. asthma, food allergies, etc.) and has the information and medication on hand, along with a doctor's prescription.
- ☐ I understand that I must call the school at least **24 hours in advance** for a scheduled absence and if my child is **out sick for more than 3 days, I must send a doctor's note**.
- ☐ **The office needs a copy of the child's immunization records and birth certificate.**

By signing below, you acknowledge that you have read and understand the policies of PreKU. You also acknowledge that you will try to uphold these policies throughout your participation in this program.

Signature:_____ Date:_____

For follow-up questions, please contact a staff member or email Betty Goodson at betty.goodson@kuaoregon.org

