

# LITTLE FALCONS

## PRE-K



## Mission Statement and Curriculum

The mission at Little Falcons is simple- to support the “whole child” and encourage learning through structured and unstructured play and student-led activities. Supporting the whole child means providing equity in the classroom and meeting all the developmental needs a child has at any given age. All students are given the chance to become the best versions of themselves, and develop and grow not only their education, but social, cognitive, motor, and emotional proficiencies as well.

While the students’ learning will be done through structured and unstructured play, they will be taught using an advanced and prepared curriculum. Our curriculum accounts for all learning styles, encourages independence and creativity, and can be differentiated for each student depending on their learning levels. The curriculum integrates multiple concepts each day, allowing your child to nurture multiple skills at one time.

Below is a list of some skills that your child will be working on while attending Little Falcons.

Social Skills- (manners, kindness, playing cooperatively, taking turns, compassion, respect, handling emotions).

Self-help skills- (washing hands, zipping zippers, handling bathroom needs, cleaning up toys, taking care of their possessions)

Gross Motors Skills- (climbing, running, hopping, jumping, balancing, catching and throwing balls)

Fine Motor skills- (pencil holding, puzzles, Lego’s, blocks, manipulative toys, lacing beads, drawing, coloring, writing, cutting, play dough.)

Math Skills (counting, patterns, simple addition and subtraction. We use a wide variety of manipulative activities and incorporate math during our daily activities, calendar, and circle time.)

Literature-based Activities (circle time, stories, charts, finger plays, songs, beginning reading and writing skills).

Letter and Number Explorations (activities including letter books, fun tactile activities, games, and a rich print environment.)

Science (hands on explorations about our environment, animals, and nature)

## **Registration and Enrollment**

Registration is open year-round. Spaces are limited, as Little Falcons has a maximum of 12 students per class session. A small class size is key to fostering the whole child and ensuring differentiation for each child is possible. Therefore, admission is based off availability. Little Falcons does not discriminate based on gender, race, religion, political beliefs, disability, or sexual orientation. All students, regardless of age, must be fully potty trained and bathroom independent.

Those wishing to enroll their child into Little Falcons will need to fill out all required registration forms and submit a non-refundable registration fee of \$75.00. Parents must provide a non-refundable \$100 security deposit to hold their child's spot if enrolling prior to the first day of the school year. The security deposit will be deducted from the first month's tuition and will not be refunded in a case of dismissal, withdrawal, or "no-show." If there are no openings at the time of inquiry, your child can be placed on a wait-list and notified if a spot opens up at any time during the school year. Little Falcons Pre-K reserves the right to dismiss any student at any time.

## **Class Schedules**

### **2025-2026**

Monday through Thursday  
8:30am-12:30pm

### **2026-2027**

For the 2026-2027 school year, Little Falcons will be offering optional extended care hours.

#### **Regular Schedule:**

Monday through Thursday  
8:30am-12:30pm  
**\$600 monthly**

#### **Additional Options:**

Parents will have the option of choosing the regular schedule or the extended hours. In addition, if parents choose extended hours, they may choose the option of extending the hours every day or have the option of choosing the regular schedule plus 2 days of extended hours per week. Details and pricing as follows:

#### **Extended Hours:**

Monday through Thursday  
8:30am-4:30pm  
\$1,300 Monthly

OR

Monday through Thursday  
8:30am-12:30pm  
PLUS

Two additional days per week (Monday-Thursday) from 12:30-4:30. These days can be flexible and change weekly as needed.  
\$950 Monthly

## Tuition, Fees, and Payments

The first tuition payment for each new school year is due on or before August 1<sup>st</sup> and the final payment is due May 1<sup>st</sup>. Monthly tuition due dates are as follows:

August 1 <sup>st</sup>	January 1 <sup>st</sup>
September 1 <sup>st</sup>	February 1 <sup>st</sup>
October 1 <sup>st</sup>	March 1 <sup>st</sup>
November 1 <sup>st</sup>	April 1 <sup>st</sup>
December 1 <sup>st</sup>	May 1 <sup>st</sup>

The tuition schedule is designed so that families pay for the following month's tuition, one month ahead. Any tuition received after the first of the month or the designated due date will be assessed a \$25 late fee. A student will be unable to attend class if tuition is not paid by the 10<sup>th</sup> of the month. Tuition will remain the same regardless of illnesses, holidays, school-closures, or family vacations on part of the student or teacher.

### Fee List

Tuition can be paid via cash, check, or Venmo.

Registration                      \$75

This fee is due at the time of enrollment and is non-refundable.

Security Deposit                      \$100

This fee is due at the time of enrollment if enrolled prior to September 1<sup>st</sup> and is non-refundable. This fee will be deducted from first month's tuition payment.

Monthly Tuition                      See pricing on page 4

Due on or before the first day of each month beginning August 1<sup>st</sup> and ending May 1<sup>st</sup>.

Late Tuition                      \$25

Returned Check                      \$50

Refunds

Little Falcons issues refunds on a case-by-case basis, which will be determined by the given circumstances and at the discretion of Mrs. B. Due to the difficulty in replacing students at the end of the school year, no tuition will be refunded for students withdrawing on or after March 1st and parents are responsible for tuition for the remainder of the year.

## **Withdrawal**

Written notice must be provided to Little Falcons at least 30 days prior to withdrawal. If a child is withdrawn, there will be no refund after monthly tuition has been paid. The registration fee and security deposit are not refundable. If written notification is less than 30 days, the family is responsible for the following month's tuition.

On occasion, a program is not an optimal fit for a child or family. Little Falcons will make every effort to work collaboratively with families to resolve any challenges that may arise. If, after all reasonable efforts are exhausted, a problem cannot be resolved, Little Falcons reserves the right to dismiss a child from the program.

**All students will experience a 30-day probationary period.**

## **What to bring**

- Full size backpack (will need to fit a 9x11 folder)
- Snack/Lunch
- Water Bottle (spill-proof!)
- Weather appropriate clothes that can get dirty
- Jacket, hat, boots, and gloves in the Fall and Winter (we will be outside daily!)
- An extra change of clothes
- Shoes that do not require tying, as we take our shoes on and off frequently.
- Please make sure to label all personal items (lunchbox, backpack, jackets, hats, etc)

## School Calendar and Closures

For the **2025-2026** school year, Little Falcons is open in the months of September to June, Monday through Thursday, from 8:30am-12:30pm. Little Falcons is partially open the months of July/August for Summer Camps. Little Falcons follows the Vancouver School District Calendar for holidays and weather closures. Two-hour late starts via VPS will be considered, but not always followed. Keep in mind that if VPS is closed for a full-day due to inclement weather, Little Falcons will be closed as well. Little Falcons reserves the right to close regardless of VPS's decision, as local power outages, snow removal, or other circumstances may affect our ability to operate during inclement weather. An effort will be made to contact all parents directly, though parents are also responsible for staying informed as to the current conditions and local school closures.

On rare occasions, and with no liability to the preschool or its staff, we may have to close for other unforeseen reasons, such as illness or family emergency. If this occurs, we will attempt to give 24-hour notice. If class is cancelled by the teacher, make-up days will be considered and will fall on a Friday.

Below are key dates for our **2025-2026** school calendar:

September 2<sup>nd</sup>- First day of school

June 18<sup>th</sup>- Last day of school

June 19<sup>th</sup>- Graduation Field Day

### **No School:**

November 11<sup>th</sup>- Veterans Day

November 26<sup>th</sup> through 28<sup>th</sup>- Thanksgiving Break

December 22<sup>nd</sup> through January 2<sup>nd</sup> - Christmas Break

January 19<sup>th</sup>- Martin Luther King Jr. Day

February 16<sup>th</sup>- Presidents Day

March 30<sup>th</sup> through April 3<sup>rd</sup>- Spring Break

May 25<sup>th</sup>- Memorial Day

## **Arrival and Departure**

For the **2025-2026** school year, class will begin at 8:30am, however the door will open at 8:20am for early arrival and sign-in. Pick up time is 12:30pm. If you are picking your child up early from class, please make sure the teacher is aware as the door will remain locked during class hours.

As parking is limited, we ask that you drop off and pick up your child in a timely fashion. To ensure all families have room in the main driveway, it's encouraged to double/triple park when waiting to pick up your child. When dropping your child off, please make sure you sign the attendance form.

At the time of enrollment, you will be given a registration form to complete. Include the names of all those authorized to pick up your child. This should include parents and other significant adults that you designate. Out of concern for your child's safety, children will not be released to unauthorized individuals unless the teacher is notified in advance.

## **Separation Anxiety**

Starting in a new setting is an exciting experience for a young child, however it can also be a difficult one initially. Even children who are very excited about "starting school" may suddenly realize that you are not going to be there. The apprehension that accompanies that realization is a normal reaction. Little Falcons would like to offer several suggestions to help your child with the adjustment process.

- Relax! Children will sense your apprehension; therefore, it is important that you feel comfortable with the routine. If you have questions or concerns, please ask us.
- Come and visit with your child before the first day of attendance. There will be a teacher meet and greet each year, typically a month prior to the first day of school.
- Go to our website and look at the pictures with your child. It will help your child become more familiar with the classroom before attending.
- Establish a "goodbye routine" and even practice it at home when leaving your child with a grandparent or spouse who



typically doesn't drop off. Try for example a special phrase like see you later alligator, one hug and two kisses. Try not to get trapped in the "one more hug, kiss etc." Kids are amazing at this game! Unfortunately, it usually just makes a tough goodbye, tough for an even longer period.

- Figure out what works best for your child. For most children a quick departure is best. Usually by the time parents have pulled out of the driveway, a crying child has stopped and is involved in the morning routine.
- If you are nervous or have concerns about your child at any point in the school year, let the teacher know at drop off. Your teacher is happy to send you pictures via text on those hard days. We don't want you to spend the day worrying about them and totally understand how difficult this transition is on parents as well as children.

### **Potty Policy**

Upon the first day of school, your child must be independent in taking care of all their bathroom needs. Keeping our classrooms clean is critical, as frequent toileting accidents by children creates problems with both hygiene and supervision of the group.

The following are basic policies related to toilet-training that we must operate by to maintain a clean and healthy environment for our students:

- Children must wear traditional underwear to school, not pull-ups or other absorbent undergarments.
- Children must be able to independently recognize the need to use the toilet and get to the toilet in a timely manner without having "potty accidents."
- Children must be able to get on and off the toilet without assistance from an adult.
- Children must be able to use the toilet provided without the help of a potty chair or training seat.
- Children must be able to pull pants up and down on their own.

Please make sure you bring an extra change of clothes at the beginning of the school year, should any accidents occur. Little

Falcons understands that accidents happen. If so, the student will be handed their change of clothes and be responsible for changing themselves in the designated bathroom. Soiled clothing will be placed into a bag and parents will be notified of the incident. If the accident is too upsetting for the student or causing a hygienic concern, Little Falcons may need to require prompt pick up from school.

### **Toys and Personal Items**

No toy please ☺ Little Falcons does not allow your child to bring any toys to class. Toys brought to school bring added tension-they could be easily lost or broken, and special toys are difficult to share. The only exception to this rule is for Show and Tell days, where your child gets to bring one special item from home once a week and present it to the class.

### **Behavior and Discipline**

Little Falcons understands that all children are different, and all actions and reactions vary in nature. Situations are dealt with as they arise, with the focus on enabling the child to grow and learn from his or her actions. The teacher will encourage the following behavior in a student:

1. You may engage in any behavior that does not create a problem for you or anyone else in the classroom.
2. If you find yourself with a problem, you may solve it by any means that does not cause a problem for anyone else in the classroom.
3. You may engage in any behavior that does not jeopardize the safety or learning of yourself or others. Unkind words and actions will not be tolerated.

Consequences will be designed to fit the problems of individual students. The teacher will rarely involve themselves into a disagreement among students if they are following the above behavior guidelines. Students learn problem solving best from their own environment and experience in new situations. Sometimes simple redirection is the only needed intervention from the teacher,

but if at any time a student is causing bodily harm to themselves or another student, swift action will be taken to remove that student from the environment. Repetitive physical harm to themselves, classmates, or the teacher can result in dismissal from Little Falcons.

## **Social & Self-Help Goals**

We feel social and self-help skills are as important as academics. Each program has different expectations for children, so we wanted to outline some of the goals and skills children in our program will be working on. We DO NOT expect your child to come to our program knowing how to meet these expectations. It is a growing and learning process. The goals we have for the children in our care are all in place for a reason. They may be for health and safety reasons or developing self-help skills they will need for kindergarten and beyond, or social skills they need to navigate through life.

### General Manners and Expectations:

- Children will learn to say please and thank you regularly.
- Children will learn to say excuse me when appropriate.
- Children will learn to share and take turns as developmentally appropriate.
- We do not allow children to exclude anyone who wants to play with them. (they can have alone time, but we try to eliminate the "I only want to play with \_\_\_\_")
- Children are expected to help clean up the classroom at clean up times. We also encourage children to get in the habit of putting things away when they are done playing with it.
- Children are expected to be respectful of their teachers and other children.
- Children are expected to take care of/put away their own belongings, such as backpacks and jackets.

### Table Manners:

- Children wash their hands before snack time.
- Children learn to use phrases such as "Can you help me open \_\_\_\_\_, please?" and "Thank you for \_\_\_\_".
- Children are expected to remain seated during snack time.
- Children clean up their own snack items and trash after eating.

## Communication

Communication between parents and the teacher play an important role in the smooth running of Little Falcons Pre-K. If at any time you would like to schedule a conference, please contact the teacher to schedule an appointment. The following is a list of ways we encourage communication:

- Monthly Calendar and Newsletter

A monthly calendar and newsletter will go home with your child before or on the day the new month begins and post virtually as well. The calendar will have important events and dates to remember including school closures, parties, themed days, field trips, and more. The newsletter will have these days included with specific details and logistics.

- Email

Please ensure all email addresses are on the registration forms so that communication is efficient. All communication prior to the school year beginning will be via Email, including updates on the Open House, first day of school instructions/list, etc. Our email address is: [littlefalconsprek@gmail.com](mailto:littlefalconsprek@gmail.com)

- Facebook

The parent and family Facebook group will be the primary form of communication between the parents and teacher. Little Falcons will take pictures over the school year of the fun activities and adventures your child has. These pictures will be posted to the Facebook group, but only the parents and guardians in the designated class will be able to view them. This is a fun way for family to see what your Little Falcon is doing during the day. Parents are also encouraged to post pictures of their Little Falcons on field trips or special class events and parties. In addition, copies of the monthly calendar and newsletters will be posted to the group, as well as announcements.

- Website

Little Falcons website is a one-stop-shop for all your questions and resources. All registration forms and a copy of the parent handbook can be found on the website, as well upcoming events

and a preview of Little Falcons daily schedule and curriculum. The website is: [littlefalconsprek.com](http://littlefalconsprek.com)

- Phone

Little Falcons phone contact is: (360) 609-6806. This is a direct line to the teacher, so please only contact via phone if pertinent information needs to be passed along, questions arise that need an expedient answer, or an emergency occurs. Texting is preferred if using the phone as a resource for communication.

### **Dress and Attire**

Please remember to label all items that your child brings to school (lunch box, backpack, coat, sweater, hat, mittens, boots, etc.). In regard to dress-we will get messy! Your child should be dressed for active play both inside and outside in all weather conditions. Little Falcons does not want a child's creativity hampered because he/she is wearing clothing that should not get dirty. Our students will be encouraged to explore their surroundings in the designated recess area. The students will have access to dirt, mud (weather dependent), sand, and water daily.

Your child should wear sturdy, protective shoes which will enable him/her to run, climb, and play with ease. Students go outside every day, so please dress your child appropriately. In the Fall and Winter, a hat, rainboots, coat, and mittens are needed almost every day, unless freezing or extremely uncomfortable weather permits otherwise.

### **Field Trips**

Our field trips are intended to allow our students to explore their environments and extend their thinking beyond the classroom walls. Parents and guardians are responsible for transporting their child to and from field trips, as well as for providing supervision for their child during these outings. If you are unable to provide transportation for your child to and from a field trip, you may authorize another individual or parent in writing to escort your child. The individual agreeing to bring your child will be responsible for them. Under no circumstance may an employee of Little Falcons transport your child. Parents and guardians are responsible for

bringing food and drink items for your child, unless stated otherwise by the teacher. The two primary field trips each year are at the Pumpkin Patch and Oregon Zoo.

## **Health & Safety**

### Illness

We ask for your cooperation in stopping the spread of contagious illnesses by keeping watch for the following symptoms:

1. Fever of 100.3 degrees or above AND one or more of the following: headache, earache, sore throat, rash, signs of irritability or confusion, fatigue that prevents participation in daily activities.
2. Vomiting on 2 or more occasions within the past 24 hours.
3. Diarrhea, 3 or more watery stools within a 24-hour period, or any bloody stool.
4. Rash, especially with fever or itching.
5. Eye discharge or conjunctivitis (pinkeye) until clear or until 24 hours of antibiotic treatment has passed.
6. Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment (if necessary).
7. Lice or scabies - For head lice, children and staff may return to the classroom after treatment and no nits remain. For scabies, return is permitted after proper treatment.
8. Fatigue that prevents participation in regular daily activities.

Following an illness or injury, children may return to school when they no longer exhibit the above symptoms and are no longer experiencing significant discomfort. It is understandable that coughs and/or runny noses stick around longer. If no new symptoms form/other symptoms have stopped and the child is not in discomfort, they may attend class. If a child becomes sick at school, the parent will be notified. The child will be isolated and the parent is expected to have the child picked up within an hour. Children who are not well enough to participate in scheduled indoor and outdoor activities should remain at home.

### Medications

All medications, prescriptions or other, including sunscreen, should be administered by a parent or guardian before attending school. Little

Falcons staff will not administer medications, oral or topical, unless determined necessary on a case-by-case basis with written instructions and permission.

### Individual Care

If your child has an allergy or certain medical diagnosis (i.e. asthma, epi pen, diabetes, seizures), it is vital to ensure proper care is given. Appropriate paperwork and treatment protocol/medication must be provided to Little Falcons prior to their first day of school.

### Child Abuse Reporting

Little Falcons is committed to protecting every child, and understands that any abuse, neglect, or exploitation of any child is to be reported. If it is suspected that a child is being physically, mentally, or emotionally abused, we will report this to the authorities. If, for any reason, we feel that a child is in immediate danger, a report will be made to local law enforcement.

### Weapons

It is a violation of Little Falcons policies for any person to carry a firearm or dangerous weapon onto the school's premises. This policy does not apply to persons engaged in law enforcement or security activities. Little Falcons shall notify the appropriate law enforcement agency of known or suspected violations.

### Health Emergency

Little Falcons staff is trained in First-Aid and CPR; however, should an accident occur that requires more than first aid, every attempt will be made to contact you and your family physician. Our Health Emergency Waiver must be signed by parents and/or guardians each year. This form allows the child to be treated by a doctor in case parents are not present. Due to liability reasons, the school staff will not transport a child to the hospital. In these situations, the school will call an ambulance.

### Cleaning Policy

Little Falcons has a daily cleaning regimen that includes disinfection of all surfaces, toys, and supplies used during the day. A full bathroom inspection and disinfection is done daily. Students are required to wash their hands after recess/before snack time every day, and the use of hand sanitizer is encouraged upon arrival and dismissal.