



## Xstream Preschool

**Play to Learn, Learn Through Play**

### **WHO WE ARE**

Xstream Preschool is a Chinese and English bilingual STEAM enlighten school. We offer a culturally diverse education which greatly benefits children, their families and our community. Research has proven that children who participate in language immersion programs reach higher levels of language proficiency. The early exposure to the Chinese culture and language provides unique opportunities for academic excellence and more future career choices in our increasingly sophisticated world.

### **WHAT WE DO**

Our mission is to provide a culturally rich experience by introducing the Chinese language and traditions to children in our community. We believe that preschool is the ideal time to teach the challenging language of Chinese along with the academic and social skills necessary for kindergarten and beyond. We encourage our preschool children to “Play to Learn and Learn Through Play” by engaging them in music, art, games, songs, stories and other fun activities. They will also get exposed at the early age to science, engineering, and math through age appropriate, interactive, yet challenging projects. These various programs ensure every child is fully prepared to enter kindergarten and elementary school with confidence, knowledge and skills.

### **ALL ARE WELCOME**

We welcome and embrace all students and their families, regardless of race, color, national and ethnic origin. Xstream Preschool is for all families who want their children to be cared for in a warm, loving, family-oriented environment that is focused on cultural diversity and preparation for kindergarten.

## **Hours of Operation**

Office hours: 9:00am - 5:00pm  
School hours: 8:00am - 6:00pm

NOTE: Please be prompt in picking up your children.

If you know you are going to be late, please call the School. Parents will be allowed ONLY one late pickup. After your one courtesy, a Late Pick Up Fee will be charged after 6:01pm and all accumulated Late Pick Up Fees will be added to the following month's tuition and must be paid in full by the 1st of the month. Please refer to "Tuition and Fees" for details.

The Late Pick Up Fee policy will be strictly enforced, and habitual tardiness may result in termination of services.

## **Sign In and Out**

Parents are responsible for signing children in and out. This procedure is extremely important for attendance records and safety measures in emergencies. There is a sign in/sign out sheet posted near the entry door. Please write your child's name and the time they are dropped off and picked up along with your signature.

Parents need to make sure to drop off kids inside the center and hand over to one of the center preschool teacher.

## **Arrival and Departure**

We require that the person bringing a child to the center remain with the child until the child is accepted by staff.

We will release a child only to a parent or another person named and identified by the parent(s). We shall verify the identification of any person, other than the parent, who pick up a child.

During pick up, we will bring a child to the entrance and hand over to the parents, a child is never allowed to walk to the parent's car by himself or herself.

## **Security System**

The doors to the School are kept locked at all times in order to limit access and to keep children from exiting ahead of supervisors/parents. The front door has a keypad that will, when a code is entered, open the lock. When you enroll your child, you will be given the number combination to enter into the keypad for independent entry. Please do not give out the entry code to others who are authorized to pick up your child.

## **Emergency Contacts**

Your emergency contacts listed on your emergency card WILL be contacted in the event that you are unable to be reached. Please adhere to the following policies:

1. At least one contact who can physically get hold of you if we cannot reach you by phone - a coworker, your boss, the receptionist at your work or a neighbor at home. It is vital to list someone who can find you personally and inform you

that your child's school is trying to contact you.

2. At least one contact that lives in a 25 mile radius of the Xstream Learning Center Preschool. This contact should know that they have been recorded as an Emergency Contact and are responsible for your child in the event that they need to pick up your child at any time throughout the day.

### **Things Your Child May Need**

#### **Bring to School:**

Diapers/wipes  
Extra set of clothes  
Blanket or other comfort item  
Slippers or socks to wear in the classroom  
Sippy cup or water bottle  
Rain boots to leave at school  
Raincoat or other outerwear for wet weather

#### **Leave at Home:**

Toys, books or other personal items  
Candy or other sugary treats  
Chips or other unhealthy foods

### **Meals**

Mealtime at Xstream Learning Center Preschool is focused on developing healthy eating habits and good table manners. Our meals meet the USDA food guidelines and we offer nutritious meals and snacks to every child. We make every effort to include fresh and organic milk and produce whenever possible.

If your child has any allergies or dietary restrictions, we are happy to work with you to determine a healthy meal plan. If you prefer to pack your child's meals and snacks, the State of Oregon requires you to abide by the USDA standards. Please provide: 1 protein, 1 grain, 2 produce and milk.

*Sugary treats, chips, juice, and gum are not allowed.*

Morning Snack:	9:00 am
Lunch:	12:00 pm
Afternoon Snack:	3:00 pm

### **Field Trips**

Xstream Learning Center Preschool frequently supplements the in class curriculum with off premise field trips for school age children during school breaks and summer. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and

returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day fee of, as well as the cost of the trip and signed permission slip will be due prior to the date of the trip.

### **Absence Policy**

Tuition and fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, tuition and applicable fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.

### **Vacations and Holidays**

Tuition is required in order to reserve student's spot while the student is on vacation leave. Please refer to School Calendar for School closures.

### **Inclement Weather Policy**

In the event of inclement weather, Xstream Learning Center Preschool will make every attempt to open as usual. However, to preserve the safety of our staff and students, we will close if conditions warrant such action. It is at the discretion of the School's administration to make the decision to close earlier or open later due to weather conditions (i.e., snow, ice). Families will be notified of the decision, prior to 6:00 am by phone call, text message or WeChat. If the School is open, but because of severe weather and/or road conditions it is necessary to close early, families will be notified by phone call, text message or WeChat.

We will make every effort to remain open for working parents; however, if we find it necessary to close due to weather conditions, we will not credit or discount tuition fees.

### **Illness Policy**

Health and safety standards will be maintained to minimize sickness and disease. Do NOT bring your child to school if he or she displays the following symptoms:

- Fever over 100 in the last 24 hours
- Vomiting, nausea or extreme fatigue

- Diarrhea in the last 24 hours
- Unexplained lesions or rashes
- Complaints of severe pain
- Green mucus from nose
- Pink eye/conjunctivitis
- Unusual yellow color to skin or eyes
- Lice or nits in the hair
- Severe cough and/or sore throat

You will be notified if your child displays any of these symptoms and you must pick up your child immediately. If you cannot be reached, your emergency designee will be called and asked to pick up your child immediately.

### **Medications**

Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written authorization is required for the employees at Xstream Learning Center Preschool to administer ANY medication - prescription OR over-the-counter medicine.

NOTE: All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication and times to be administered clearly written.

### **Immunizations**

The Office of Child Care Licensing requires each child to have a current immunization record in their student file. This must be received within 30 days of your child's first day of attendance and will need to be updated annually or when new immunizations are administered.

### **Guidance and Discipline Policy**

Children must learn to respect themselves, others and the environment around them. Clear limits are set in the classroom and each child will be gently guided and corrected so they can learn acceptable behavior. Children are encouraged to solve problems on their own but not without the helpful guidance of a teacher. Teachers will use age appropriate and constructive methods of discipline such as: a verbal intervention, redirecting or removing a child from the situation if necessary. Time outs are rarely effective and seldom used in the classroom. Redirection, natural consequences and loss of privileges are most effective for young children. For example: toys that are thrown are confiscated for the rest of the day. A method of discipline which frightens, demean, or humiliate a child is strictly prohibited.

Parents are notified verbally and in writing regarding disciplinary action taken by the teacher for a child's behavior.

### **Child Abuse or Neglect**

All staff members at Xstream Learning Center Preschool are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of a parent, guardian, employee, or volunteer. If any type of abuse or neglect is suspected, it will be reported to the local DHS Welfare Office.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

### **Liability**

Xstream Learning Center Preschool is not liable or responsible for any injury or accident that occurs. The employees of Xstream Learning Center Preschool are released of any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by your child while he or she participates in the activities at Xstream Learning Center Preschool. Parents assume all risk of personal injury, sickness, death, damage and expense as a result of their child's participation in recreation, transportation, and activities involved.

### **Damages**

Small repairs and accidents are normal; however, parents will be held financially responsible for damages made by their child to school property that cannot be classed as accidental (example: Deliberately breaking toys or playing in a way that causes undue damage, poking holes in furniture, drawing on walls, etc.)

### **Termination of Services**

Either parent or guardian may terminate this contract by giving a month written notice in advance of the ending date. Payment by parent or guardian is due for the notice of the period, whether or not the child attends school during that time. Xstream Learning Center Preschool may terminate the contract with or without giving notice if the parent or guardian does not make payments when due. Xstream Learning Center Preschool may also terminate services with or without notice if we feel it is in the best interest of the company, the employees or the students of Xstream Learning Center Preschool. Deposits will not be refunded. Failure by Xstream Learning Center Preschool to enforce one or more terms of the contract does not waive the right of the school to enforce any other terms of the contract.

### **Outdoor Play Space**

As XSTREAM Preschool does not have an outdoor play space, we will walk all children to Mill Pond Park for outdoor play.

By signing this agreement, parents give XSTREAM Preschool permission for children to walk to and from

the park and for use of the park.

Mill Pond Park  
NW Mill Pond Rd  
Portland, OR, 97229

### **Emergency Procedures**

If an evacuation is necessary, all teachers will promptly remove children from the center, using the front door. If it is necessary to completely evacuate the premises, we have designated Mill Pond Park, as our "safe location." It is a three-minute walk from XSTREAM Learning Center.

Mill Pond Park  
NW Mill Pond Rd  
Portland, OR, 97229

For life-threatening emergencies we will call 911 to get immediate medical care and then call the child's parents as soon as possible. For non-life-threatening emergencies we will administer first aid and contact the child's parents as soon as possible. If we are unable to get a hold of a child's parents, we will contact the emergency designee.

### **Potty Training Policy\***

\* Applicable for ALL students and non-negotiable

#### **Definition of "Fully Potty Trained"**

A fully potty trained child is a child who can do the following:

1. Be able to tell the adult they have to use the bathroom before they have to go.
2. Be able to get on and off the toilet by themselves.
3. Be able to pull down their underwear and pants and get them back up without assistance.
4. Be able to wipe his/herself after using the toilet without assistance.
5. Wear cloth underwear: no pull-ups or diapers.
6. Be able to postpone going if they must wait.

If a child has three or more wet accidents or soils him/herself one or more times in a month, then the child does not meet Xstream Preschool's definition of "fully potty trained."

- If the child is over 3 years old, the tuition difference between fully potty trained and non-fully potty trained will be charged the following month.

- If the child has two or more wet accidents or soils him/herself one or more times in a day, the teachers will put a diaper back for the child and will keep doing so until the child is fully potty trained.

Please communicate in advance with Xstream if you think your child is fully potty trained and is ready to be diaper free at school.

By signing this agreement, parents are agreed to comply with Xstream Preschool's Potty Training Policy.

## Contact Information

Xstream Preschool  
2033 NW Miller Rd, Portland OR 97229  
learn@xstreamlc.com  
[www.xstreamlc.com](http://www.xstreamlc.com)  
Office: (503) 841-3445

Student Name \_\_\_\_\_ Gender M / F DOB \_\_\_\_\_

Student Name \_\_\_\_\_ Gender M / F DOB \_\_\_\_\_

I have read, understand and agree to the terms and conditions of contract with Xstream Learning Center Preschool

\_\_\_\_\_  
Parent or Guardian Signature: Date:

\_\_\_\_\_  
Parent or Guardian Signature: Date: