

# 2021-2022 Lavender Farm Preschool Family Handbook



## Lavender Farm Family Handbook

### About Our School

Welcome to Lavender Farm Preschool. We are a certified, in-home, play-based preschool located in the Creston-Kenilworth neighborhood of Southeast Portland serving children 3-5 years old.

At Lavender Farm Preschool we value compassion and fostering joy above all else. Our school is built around anti-bias values and teachings, celebrating every child and honoring the diversity and culture we all bring to our inclusive community. We draw inspiration from the early education schools of Reggio Emilia, Italy. Here, children and teachers are co-collaborators, experiencing and discovering the world together. We nurture social and emotional relationships through creative play and experiential learning, with an emphasis on social and climate justice. Together we grow and discover the wonder of our world through curious exploration.

### Our Values and Philosophy

#### We Believe

Every child has the right to feel happy, safe, and loved.  
Every child has the right to feel valued, respected, and honored.  
Every child has the right to live in a world where the earth is cared for.

When children experience inclusive, compassionate communities that respect all identities and cultures, they will thrive. When children feel safe, respected, and valued they may better develop the ability to think critically and engage our world with compassion, empathy, tolerance, wonder, and joy.

#### Our Practice

With our beliefs and values in mind, we have created a bright, open, healthy space for children to flourish. We strive for children of all identities to be reflected within our school.

Our students are invited to engage in creative, open-ended play and exploration in a mixed-age setting allowing children to learn from each other, developing social and emotional relationships with their peers and teachers.

Teachers and students are co-creators discovering our world together. With the needs and interests of our students in mind, we continually create and adapt project-based curriculum.

Children are beautifully capable. To prepare children for future school success, we encourage independence and self-regulation. Part of our daily experience is learning how to care for ourselves. We work to develop the confidence in skills (zipping coats, holding pencils, using scissors etc.) students will need upon entering into kindergarten.

## **Documentation**

An essential part of the Reggio Emilia approach to early childhood education is the documentation of children's work. Documentation is a powerful tool in viewing what is happening at a given time in the school year. There are numerous benefits to documenting children work and play:

- Students have a means for viewing and celebrating their ongoing project work and play.
- Teachers and families are able to reflect upon the children's work and play.
  
- Teachers may gain an overarching view of the community's emergent themes in order to evaluate and present further opportunities.

Upon graduation, students will leave our school with comprehensive portfolios chronicling project work, photos, art, and play. We find these portfolios become beloved personal books for both children and families. They are also invaluable for future teachers to gain perspective on a child's social, emotional, and physical development.

## **Early Literacy**

With our commitment to emergent, constructivist curriculum, literacy is naturally built in to our daily play and projects. We are continually learning through experimentation, research, reading, and play. Letter and sound recognition along with early writing become a natural part of our conversation, art, and project work.

\*Check out our list of books in our school library on the Resources for Families page of our site.

## **Community Through Family**

An important part of our school community is the connections we make with families. We value all families and cultures. Throughout the year, we invite families to participate in gatherings. We have potlucks and park meetings. We invite families into the school for collaborative art projects. Family members are always welcome in the classroom and invited to share their cultures, interests, and talents.

## **Consent**

We love snuggles and hugs here at school. We are also in charge of our own bodies. If a friend would like to give another friend a hug, hold hands, or touch their hair, we make it a practice to

ask first. If we hear a “yes” or receive a clear non-verbal invitation, then all is well. Anything else is considered a “no” and we engage, play, and care for each other in alternative ways. Advocating for oneself (and for others) is a critical life skill. One way we teach and learn to speak for ourselves is through consent.

Lavender Farm Preschool does recognize the importance of physical contact to child nurturance and guidance and will respect personal privacy and space of children.

Appropriate touching includes, hugs, lap-sitting, reassuring and comforting touches on shoulders and backs, and responses that affect the safety and well-being of the child.

### **Conflict Resolution Through Compassion**

Communication is key for kind, caring relationships. Part of this process is learning to resolve conflict in respectful and compassionate ways. If a friend feels wronged or unhappy, another friend might ask, “Are you okay?” or “Is there anything I can do to help?” Teachers and students will always make sure to check on each other to ensure a safe, inclusive, and nurturing community.

Sometimes we need some breathing room. If a child is having trouble resolving a conflict, teachers will step in to help in various, developmentally appropriate ways. Younger friends may simply need some redirection. Older friends may sit down with one another (sometimes with a teacher involved) to talk through and find solutions to the conflict. At times, a student may need to take a few breaths and work on a solo project (book reading, painting, drawing) with a teacher nearby for support.

Only a teacher shall provide guidance or discipline to a child.

Discipline will **never** be enforced by:

- Corporal punishment including, spanking, striking, pinching and shaking. Isolation from adult sight or contact
- Humiliation or verbal abuse
- Deprivation of food, water, bathroom use or diaper changes
- Non-prescription chemical restraints used for discipline or to control behavior
- Confining a child in an enclosed area
- Forcing or withholding meals, snacks, rest, or necessary toilet use
- Belittling a child for or forcing a child to clean up after toileting accidents
- Shall not accept parental permission to use any form of punishment listed above

### **Potty Training**

Our students are not required to be potty trained upon enrolling in our school. Teachers follow our student’s developmental needs with using the bathroom. We have students who are always in diapers, students who wear pull-ups part-time, and students who only use the potty. It is up to the student and family to guide us. We are always here for support and will provide gentle encouragement throughout the process.

If your student uses diapers and/or pull-ups, please keep a supply in your student's cubby. If you would like us to apply diaper cream to your student, please fill out a medication consent form (you may download from our Forms and Policy web page or Jennifer will send you a copy via email).

### **Advocacy, Activism, and Community Connections**

Part of being in a caring community is taking action and being involved with the world around us beyond the school. On occasion we may choose to take on a project in order to give back to our Portland community and beyond. This could be researching and voting on an organization to support or as simple as making a collaborative poster as a gift to another school. This is fluid and emergent process based on our student's interests and passions

### **Our Enrollment Process and Rates**

We offer a year-round, comprehensive program. To best accommodate families, Lavender Farm Preschool offers two to five day scheduling options. To initiate the enrollment process, please fill out the following *Interest Form* (located at the bottom of our Enrollment Process page) or email Jennifer at [lavenderfarmpreschool@gmail.com](mailto:lavenderfarmpreschool@gmail.com). We will be in contact to schedule a school visit.

Once you have scheduled a school visit, you may apply for a spot or to be placed on our waiting list. Please complete an *Enrollment Application* and mail it and a \$25 non-refundable fee, to Lavender Farm Preschool, 5221 SE Gladstone Street, Portland, OR, 97206.

Enrollment applications are due by June 1, however we accept applications until classes are full. Notification of enrollment or waiting list status is communicated on June 15.

Upon accepting an enrollment offer, Lavender Farm requires a \$200 deposit along with a completed and signed *Enrollment Information and Agreement form* to secure your position. The non-refundable deposit will be put toward classroom supplies and school events.

***For your convenience, tuition is broken into twelve equal monthly installments and due on the 1st of the month.***

**Monthly rates for the June 1, 2021 — August 1, 2022 school year are as follows:**

***Regular school day: 8:30-2:30***

Two days per week: \$490

Three days per week: \$690

Four days per week: \$890

Five days per week: \$1090

***Extended day (after care): 2:30-4:00***

Two days per week: \$110

Three days per week: \$160

Four days per week: \$210

Five days per week: \$260

Drop in after care: \$30/day (if openings are available)

Tuition is an annual cost that we divide into 12 monthly payments for ease of billing and payment. Tuition is due in advance on the 1st of each month. A late charge of \$25 may be added to accounts not paid in full by the 5th. Make checks payable to Lavender Farm Preschool and place them in the payment box near the sign-in sheet. There is a \$25 fee on returned checks.

Tuition is due in full, regardless of child's attendance or school closures. Inclement weather/emergency closures will not be refunded and cannot be made up, however in extreme cases calendar adjustments may be considered if closures exceed the five day allowance.

Upon initial enrollment, once a spot is accepted, the first month's tuition is due along with all necessary paperwork within two weeks or on the child's first day, whichever is sooner.

We offer a 5% sibling discount on the lesser tuition of one sibling.

\*We are registered through Oregon Department of Human Services (DHS) childcare tuition reimbursements.

For more information and to apply for financial help with child care costs, please visit:  
<https://www.oregon.gov/DHS/assistance/CHILD-CARE/Pages/parents.aspx>

**Scholarships:** Here at Lavender Farm we value accessibility and equity. In that effort, we will be working to build a scholarship fund throughout the year with the intention of offering a moderate fund Fall of 2021.

Each February all returning families are charged a \$25 re-registration fee. For newly enrolled families, their \$25 application fee serves as the registration fee for the first year of enrollment.

Our personnel expenses remain the same, whether or not your child is here. As such we are not able to decrease tuition for vacation, illness, holidays or school closures.

If you wish to change or reduce your child's schedule, please contact the Jennifer with your requested schedule change and we will notify you if/when your requested schedule becomes available.

Tuition is set for a one-year period, with increases taking effect at the beginning of the school year on June 1 (2021), September 1 (2022).

At least **60 days'** written notice is required to withdraw your child from Lavender Farm Preschool. **Please note that we do not pro-rate your child's last month of enrollment.**

## Our Daily Flow

***\*We will be spending more time outside due to COVID-19***

8:30am: Arrive at Lavender Farm Preschool

8:30-9:50 Choice of snack or open inside play time, free art time, and guided projects (child's choice)

10:00am: Circle Time

10:20am: Half the class (usually younger students) head outside for play, exploration, and gardening.  
Half the class (usually older students) have guided project work and play time.

10:55am: The inside group heads outside for play, exploration, and gardening.  
The outside group comes inside for open play and guided project work.

\*Often much of the small group time will be outdoors.

12pm: Lunch time

12:45pm: Nap time/rest time. Students who are no longer napping will be asked to rest their bodies on their mats and be given books, drawing, and other activities.

2:30pm: End of school day pickup (Depending upon sleep schedule some students may have an additional snack if awake prior to 2:30pm).

2:30-4pm: Aftercare/extended day. During this time students will have snacks, open play (both inside and out), free art time, and optional guided project work.

*Extended day pickup: Parents are welcome to pick up their student at any time between 2:30pm and 4pm.*

## Snacks and Lunch

We offer daily morning and afternoon snacks during the school day. We offer an additional snack for students in after care. Our goal is to provide local, seasonal organic fruits and vegetables.

We follow USDA guidelines to determine our snacks are nutritious and adequate for students. Each snack will contain at least one bread/grain and at least one fruit/vegetable. We also offer a milk substitute option (typically oat or rice milk).

We ask that families supply their student(s) lunches. As Lavender Farm participates in the USDA reimbursement program, we ask families to please follow the USDA guidelines as you prepare lunch for your children. For additional information regarding USDA guidelines see: <https://healthymeals.fns.usda.gov>

We ask that you limit sugars and treats and please be aware of choking hazards in the food your student brings for lunch. Please cut up foods like grapes and meat accordingly.

We provide water glasses, silverware, and cloth napkins. However, you are welcome to provide a water bottle for your child for use during lunch and/or snack.

We are happy to warm food for your child in our school microwave. Please send your child's food in a microwave-safe container if you would like us to do so. Glass containers are optimal.

***Please notify Lavender Farm via our enrollment form of any food allergies or dietary restrictions.***

Our snacks will be served by the teachers. To ensure food safety, Lavender Farm follows the following plan:

- Handwashing for all teachers and students eating will occur prior to serving/eating food.
- There will be separate serving portions for each table.
- Serving utensils distinct from eating utensils will be used.
- We will make adjustments while serving mildly ill children so as to prevent the spread of illness
- We will discard an food brought to the table and not eaten.
- Food brought to the table will be covered until a teacher is seated with the children.

## Allergies

It is important that parents/guardians notify Lavender Farm of any student allergies. In the case of allergies (from mild to severe), Lavender Farm will work with parents/guardians to create a specific and personalized allergy information and procedure plan.

## Drop-Off and Picking-Up Your Student

Drop-Offs: Please try to arrive between 8:30-9am. We have an outdoor courtyard area with seating for you and your student to play and relax prior to 8:30am.

Due to COVID-19 we will ask the caregivers to drop off their child in the courtyard at the front door. A teacher will greet you and conduct a health check of your child (please see our COVID Health and Safety Handbook for specifics on this process). A teacher will sign in your student noting adult dropping off, arrival time and health check.

Teachers will help children remove their shoes and coats upon entering the school and wash their hands. Every student will have their own cubby and spot for shoes and coats.

Teachers are available for check-ins, questions, greetings etc. during drop-off as well.

Pick-Ups: Our school day completes at 2:30pm. Please arrive promptly at 2:30pm, unless your student is signed up for our extended day. If you are early, you are welcome to use our courtyard area.

When you arrive, please wait in the courtyard as we help your child gather their things. Then we will sign out your student noting the adult picking up and departure time.

If your student is participating in our after care program, you are welcome to pick up your child anytime between 2:30 and 4pm. Please follow the above pick-up procedure.

We will release your student only to parents/guardians and other people you have listed on your pickup list. Please notify Jennifer if a different person not yet on our list is planning to pick up your child. Prior to pick up, we will need written confirmation of their name and phone numbers.

***Please be aware parent/guardian cars will be parked along the curb and take precautions to assure children are clear of the perimeter of all vehicles before moving your vehicle.***

## Clothing and Supplies

Please send your child in comfortable, weather-appropriate, easy to navigate clothing. We recommend rain suits and rain boots for our rainy months. In warmer weather, please send your student in shoes/sandals that are easy to run, jump, and climb in (flip-flops can be troublesome for students navigating our outdoor play area). We get dirty at school playing outdoors and creating art. Please send your student in clothing that you are okay with getting dirty and/or stained.



We ask that you stock your student's cubby with two extra pairs of clothing for changes during the day and diapers/pull-ups if applicable. We will supply you with bags for sending home wet/soiled clothing. Please return bags the next school day.

For nap/rest time, please supply any blanket, pillow (optional), special sleep, soft animals (optional) for your student. These items may be stored in your student's cubby. We will supply a sleeping mat and sheet for your student.

## School Calendar: Events and Closures

### 2021/2022 Calendar:

*Our 2021/2022 calendar will be available shortly.*

We follow Portland Public Schools for holiday closures with the exception of summer. During the summer we have a 2 week break (beginning 2022) and a partial week toward the end of August for teacher planning and school cleaning.

\*We follow PPS east side school closures and/or delays or in the event of inclement weather and/or other hazardous conditions.

### Inclement Weather

Lavender Farm Preschool uses the following policy to help keep children, families, and staff safe during inclement weather in the event of snow and ice and other weather related concerns:

In general Lavender Farm follows Portland Public School (East side) closures due to snow, ice and any other hazardous environmental conditions. If Portland Public Schools (East side) are closed, we are as well. If Portland Public Schools are on a two hour delay, we are as well, etc.

To alert families and staff in the event of a closure or delay we will do the following:

1. Distribute and email to families (and staff) by 6:30 a.m. to communicate any closure or delay.
2. Post the closure to our website on the calendar page.

*\*Please note that we are unable to give refunds or credits for closures due to severe weather but will consider make up days if closures go over the five day allotment.*

## Environmentally Conscious School

We are in the process of becoming certified as an Eco-healthy school. We strive to be as environmentally friendly and conscious as possible. For more information on the Eco-Healthy Child Care® school guidelines, please visit: <http://www.ecohealthychildcare.org>.

## Safety and Comfort Measures

Lavender Farm Preschool is a bright, healthy, new, eco-conscious space for your student to grow and thrive. Because we are a brand new building, we were able to design the space (both inside and out) with your student's safety and comfort in mind.

We have new fencing, gates, and landscaping around our spacious courtyard and side yard where we will play and garden. We have a comfortable school building with many windows for natural light, along with warm wood flooring and plenty of space for play and art.

\*The school (built in 2019) is designed and constructed to be seismically sound, following the latest city codes.

Of course we adhere to all of the safety measures:

- New smoke and carbon monoxide detectors
- New fire extinguishers
- First Aid supplies
- All medications and cleaning supplies are in out of reach/locked cabinets
- Posted emergency information

Our evacuation map and plan is posted in the school.

## Health and Wellness Policy

**\* Please see our COVID Health and Safety Guide for COVID related policies.**

If your student is experiencing any of the following symptoms or health concerns may not attend school. The student may return to school once they have been symptom-free 24 hours without medication and/or they have been cleared by a doctor.

- A fever over 100 degrees F taken under the arm
- Vomiting and/or diarrhea.

- Severe cough (barking, wheezing, or gasping for air).
- Unusual yellow color to skin or eyes
- Any undiagnosed rash or skin condition.
- Conjunctivitis
- Complaints of severe pain
- Difficulty breathing or abnormal wheezing
- Extreme fatigue or lethargy
- Stiff neck and headache with one or more of the symptoms listed above
- Lice
- Or any other contagious condition

Should a child present any of these symptoms at school, they will be separated from the group and made as comfortable as possible in a designated “isolation area” until a parent or caregiver can pick them up.

If your student will be staying home for the day, please try to notify us in the morning via email, text, or call: [lavenderfarmpreschool@gmail.com](mailto:lavenderfarmpreschool@gmail.com) or Jennifer at 503-709-5102.

If your child has a communicable disease, please inform us as soon as you are aware as we are required to post the disease in order to make the entire school community aware.

## Medical Emergencies

In case of a medical emergency, we will initiate the following steps:

1. Attempt to contact a parent or guardian.
2. Attempt to contact the child’s physician.
3. Attempt to contact the parent through any of the persons listed by the parent on the emergency medical form.
4. In the event that 1–3 are unsuccessful:
  - A) Call another physician
  - B) Call the paramedics
  - C) Have the child taken to the hospital by ambulance

***I understand that any expenses incurred under #4 above will be borne the child's family or legal guardian.***

## **Medications Policy**

Written permission is required in order for Lavender Farm Preschool staff to administer any medication including prescription, over-the-counter, sunscreen, lotion, lip balm, diaper ointment, etc. Lavender Farm Preschool staff will only administer medication that is in its original packaging, labeled with recommended dosage for the age of the child when it is accompanied by a complete, signed medication form. Prescription medications must be in their original prescription box or have the prescription label attached.

Please fill out our Medication Authorization Form (download from our site or email [lavenderfarmpreschool@gmail.com](mailto:lavenderfarmpreschool@gmail.com) to have a copy emailed) give permission for Lavender Farm to administer any of the above.

Medication will be stored in our locked medication box.

## **Injury Reports**

If your student is injured at school, a teacher at Lavender Farm will fill out an injury report detailing the injury, treatment, time, and which teacher administered the treatment. We will ask a parent/guardian to read and sign the report on the day it was issued.

If there is a more serious injury at school we will activate the protocol stated in our medical parent authorization form.

## **Absences**

Please notify Lavender Farm Preschool of all absences or changes in your daily schedule. If your child will be out for the day or will be dropped off or picked up at a different time than usual, please call, text, or email Jennifer to let us know. Make up days may be scheduled in available.

## **Parent and/or Guardian Communications**

We will be communicating weekly with the school community via our Lavender Farm School Blog (located on our website). Go to "For Enrolled Families," password: honeybees. We will often post about our current school projects, daily happenings, and photos of the day.

We always encourage parents/guardians to communicate any information to us regarding your student and family. We love to hear from our community. You may email Jennifer at [lavenderfarmpreschool@gmail.com](mailto:lavenderfarmpreschool@gmail.com) or call her at 503-709-5102 to relay any information, questions/concerns, ideas etc.

## Emergency Plan and Protocol

### Evacuations:

In the event of an emergency where we need to evacuate the school, we will initiate our evacuation protocol.

1. In the event where we need to evacuate the school building, but it is still safe to remain on the property. We will **exit through the side (west) door out into our fenced in outdoor play area.**

#### Procedure:

- We will sound the smoke alarm.
- Children will be instructed to gather their shoes and coats and line up calmly and quickly near the side (west) door.
- One teacher will lead the students out to the outdoor play space.
- Another teacher will gather the following items: Attendance record, student/parent contact information, flashlight, phone, first aid kit, water and snacks.
- If it becomes obvious that we may not safely return to the classroom, we will immediately contact parents/guardians to pick up children in the west play yard.

2. In the event where we need to evacuate the school building, but it is still safe to remain on the property and the west side play space is compromised, we will **exit through the main entrance door out into our courtyard and/or entrance area between our two gates.**

#### Procedure:

- We will sound the smoke alarm.
- Children will be instructed to gather their shoes and coats and line up calmly and quickly near the main door to the courtyard.
- One teacher will lead the students out to the courtyard or gate entry space (between the two main gates).

- Another teacher will gather the following items: Attendance record, student/parent contact information, flashlight, phone, first aid kit, backpack, water and snacks.
- If it becomes obvious that we may not safely return to the classroom, we will immediately contact parents/guardians to pick up children in the courtyard.

3. In the event where we need to evacuate the school building and property, all students will accompany the teachers to the parking lot attached to **Station 25 Woodstock Portland Fire Department located three blocks away on SE 52nd Avenue and Mall Street (5211 SE Mall Street, Portland, OR 97206).**

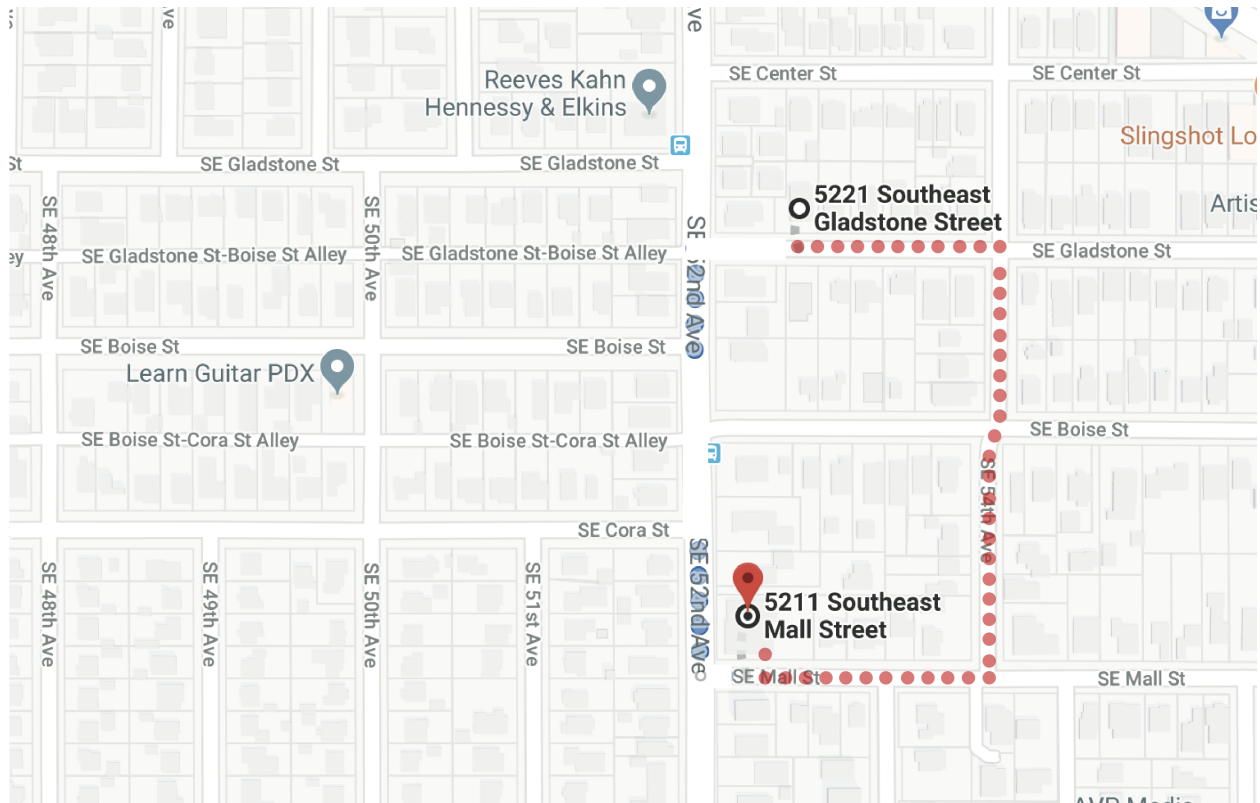
**Procedure:**

- We will sound the smoke alarm.
- Children will be instructed to gather their shoes and coats and line up calmly and quickly near the main entrance door to the courtyard.
- One teacher will lead the students out to the courtyard or gate entry space (between the two main gates)
- Another teacher will gather the following items: Attendance record, student/parent contact information, flashlight, phone, first aid kit, backpack, water and snacks.
- We will then proceed left on SE Gladstone Street, right on SE 54th Ave, right on SE Mall Street. (.25 miles)
- We will then take attendance and immediately contact parents/ guardians to pick up students from this location.

4. If the Station 25 Woodstock Portland Fire Department is unavailable or compromised, our secondary location is the **west side of Creston Elementary School (in the grass) located at 4701 SE Bush Street, Portland, OR 97206.**

**Procedure:**

- We will sound the smoke alarm.
- Children will be instructed to gather their shoes and coats and line up calmly and quickly near the main entrance door to the courtyard.
- One teacher will lead the students out to the courtyard or gate entry space (between the two main gates)



—Another teacher will gather the following items: Attendance record, student/parent contact information, flashlight, phone, first aid kit, backpack, water and snacks.

—We will then proceed right on SE Gladstone Street, right on SE 52th Ave, Cross SE 52nd to SE Gladstone Street, Right on SE 48th Ave, Left on SE Bush St. to Creston School/Park (.4 miles).

—We will then take attendance and immediately contact parents/ guardians to pick up students from this location.

***\*Our evacuation map and plan is posted in the school***

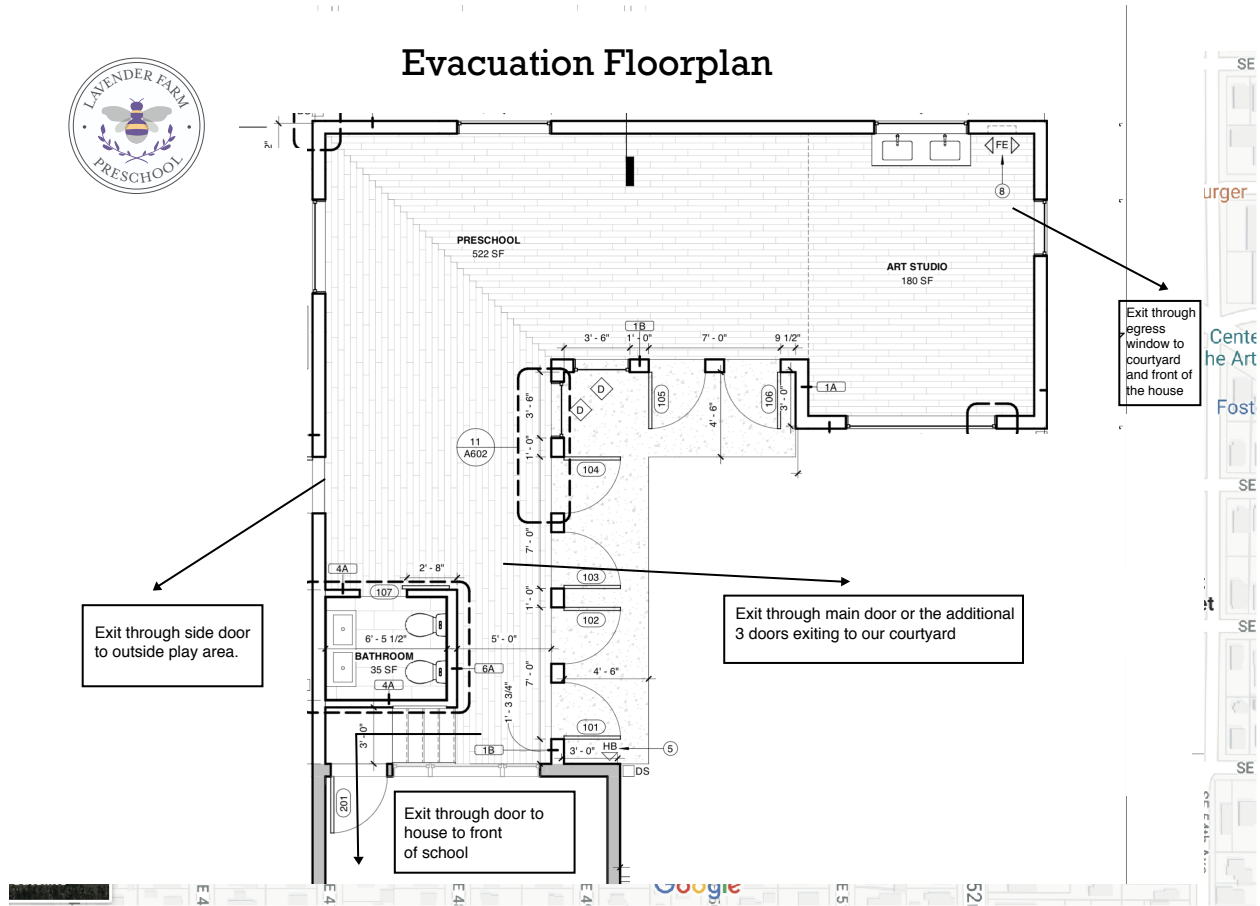
5. In the event of a building or property **gas leak**, we will immediately evacuate to the front yard of the house and call the emergency Northwest Natural Gas phone number. We may then walk to the Fire Department (see above). We will then call parents/guardians to pick up their child.

**Indoor Emergency Procedures:**

1. In the event of an emergency where we need to **shelter-in-place**. We will lock every door and window, close the curtains. One teacher will notify parents of the situation via email and



## Evacuation Floorplan



phone while another teacher will gather students on the round rug for a quiet circle time. We will discuss the event in developmentally appropriate ways if need be.

If it becomes clear that the threat is legitimate and/or children must remain on the premises indefinitely, staff will immediately call parents/guardians to inform all of the current situation and make a plan.

We have emergency supplies stocked on the premises including food, water, emergency blankets, matches, flashlights, batteries, and first aid supplies.

If it becomes clear that the school classroom is no longer safe and evacuation is not an option, we will move into the house to the best possible space given the situation.

\*If there is an emergency where mobile phone lines are down locally, we will call the pre-determined out-of-state number (on your enrollment form) to reach you on our land line. Our backup out-of-state person and number for you to call for information is Michael Mooney: (818) 693-8822.

\*The new school is designed and constructed to be seismically sound, following the latest city codes.



2. In the event of **acute illness** of one or more of the children, we will move the child/children to an isolated space, make sure they are comfortable and hydrated (if appropriate) and call the parents/guardians to pick up their child.

If it become apparent that there is an immediate medical need, we will activate our Emergency Medical Plan:

1. Attempt to contact a parent or guardian.
2. Attempt to contact the child's physician.
3. Attempt to contact the parent through any of the persons listed by the parent on the emergency medical form.
4. In the event that 1–3 are unsuccessful:
  - A) Call another physician
  - B) Call the paramedics
  - C) Have the child taken to the hospital (call for ambulance)

***\*Any expenses incurred under #4 above will be borne the child's family or legal guardian.***

3. In the event of a **power outage** we will contact Portland General. We have flashlights and batteries in our storage area. If conditions become unsafe or too hot/too cold in the classroom, we will contact parents/guardians to pick up their children.

If there is an emergency where mobile phone lines are down locally, we will call the pre-determined out-of-state number (on your enrollment form) to reach you on our land line. Our backup out-of-state person and number for you to call for information is Michael Mooney: (818) 693-8822.

Our evacuation map and plan is posted in the school.

\*The new school is designed and constructed to be seismically sound, following the latest city codes.

## **Welcome to Our Lavender Farm Community!**

We are so excited for you and your family to become a part of our Lavender Farm Preschool community. We have an open door policy for family members and invite you into our classroom to participate in our school day and outside events. Please don't hesitate to contact us with any questions/concerns/ ideas. We are so looking forward to learning about and loving your child.

By signing this, I, the parent(s)/guardian(s) of

\_\_\_\_\_ [child(ren)'s name(s)] acknowledge that I

have read, understand and agree to the policies listed in this handbook:

\_\_\_\_\_ (Parent/Guardian name printed)

\_\_\_\_\_ (Parent/Guardian name signed)

agreed to and signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_ (Parent/Guardian name printed)

\_\_\_\_\_ (Parent/Guardian name signed)

agreed to and signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.