



Ashcreek Playschool Orientation 2020

Welcome

- Introductions (new/returning, student name/class)
- School Overview
- Communication
- Scheduling & Invoices
- Teacher Julie, Rose Room
- Fundraising & Budget
- Mrs. Pham, Azalea Room
- COVID

Ashcreek Mission

- We believe in nurturing curiosity, creativity and kindness through play-based learning and parent collaboration. Our mission is to enrich the lives of children, their families, and the community they live in through play-based education, parent education and being active participants in our surrounding community.

Board of Directors & Committees

- We are a non-profit cooperative. We are run by parent volunteers who serve on the board of directors and parents that volunteer to run committees/school jobs
- We need to vote on 2020/21 board of directors

Board of Directors 2019/20 School Year

- President: Shawna Mench & Jenna Hori
- Vice President: VACANT
- Secretary: VACANT
- Treasurer: Sara Killion
- Registrar: Lisa Dirda
- Fundraising Chair: Veronica McCaffrey
- Maintenance Chair: VACANT
- PCPO Representative: VACANT
- Classroom Reps: Shawna Mench/VACANT
- Director (non-voting): Julie Laurin

- Teacher Support (Rose); VACANT
- Teacher Support (Azalea): VACANT
- Inventory/Purchasing: Sarah Norman
- Bookkeeper: VACANT
- Assistant Registrar: VACANT
- Grant Writer: VACANT
- Fundraising Committee: VACANT, multiple positions
- Maintenance Committee: VACANT, multiple positions
- Laundry: VACANT
- Scheduler: Shawna Mench
- Events Coordinator: Julie Laurin
- Memory Book Committee: Amelia Oshinowo

Committee Positions 2020/21 School Year

General Rules

- Overview of our regulations
 - Oregon Department of Education, PCPO, Liability Insurance
- All Adults who are supervising kids must have a background check done
- Must have a parent present on site
- Siblings over the age of 1 need to be registered students to be on our liability insurance
- Sign in sheets/health screenings must be kept for 2 years

Building Information

- Main Ashcreek Door (brown door with blue magnet Ashcreek Sign) should always be locked, if you need to access the building for an emergency or late arrival/early pickup, please ring the bell.
- The food pantry at the church throughout the week, with random deliveries
- Police use this space as a “rest stop” so don’t be alarmed if you see Beaverton Police vehicles.

How Do We Communicate?

- Ashcreek website: www.ashcreekplayschool.com
- E-mail
 - Board of Directors:
 - President: Shawna Mench ashcreekplayschool@gmail.com
 - Treasurer: Sara Killion saramkillion@gmail.com
 - Registrar: Lisa Dirda lisadirda@gmail.com
 - Teachers:
 - Julie Laurin, Rose Room/Direcor: ashcreekdirector@gmail.com
 - Cassie Pham, Azalea Room: ashcreekkinder@gmail.com
- Private Parent's Only Facebook Page
- Texting (don't forget to identify yourself when texting)
 - Julie's Number: 503-213-0135
 - Cassie's Number: 503-734-6570
 - Shawna's Number: 503-318-5050

What Do We Communicate?

- Monthly newsletter
- Monthly Parent Teaching Availability (this is a google form)
- Schedule posted
- Substitute Needs
- Upcoming Events
- Photo's daily/weekly on FB Page
- Parent Teacher Conferences (in spring)
- Registration (in spring)

Scheduling & Invoices

- On the 1st of the month, you will get an email with a google form, please fill this out with your availability for the following month (example on September 1st you will fill out your availability for the month of October).
- Form must be completed by the 10th – the schedule will be posted on the google calendar by the 15th. The link will be emailed and posted on our FB Page to the google calendar (or you can integrate into your google calendar)
- Any changes that need to be made between the 10th and your shift are your responsibility. If you'd like help figuring out who you can ask to cover for you/trade, contact Shawna
- Invoices will be emailed out from Quickbooks on the 25th of the month, they are due on the 1st business day of the month. If you'd like to avoid the \$5 online processing fee, bring a check to the school by the 1st.
- Late fees will be assessed on the 10th if tuition has not been received.

Teacher Julie

- Learning & Development in Play
- Dressing your potty training child
- Messy play
- Drop off Success
- Parent Teacher Role in Classroom
- Schedule of the Day

Learning & development: Skills, Knowledge, & What Children Can Do & Understand

• Cognitive skills

- Play helps children develop cognitive skills—thought processes of learning. These include remembering, problem solving, making decisions, processing information, and learning language.
- During play, children develop foundational understanding in math, science, and social studies. Here are some examples.
- **Math:** When children are shoppers or cashiers in a pretend grocery store, or when they build in the block area, they use numbers (“It costs three cents”), explore measurement (“My tower is taller than yours”), and develop problem solving abilities (“Put the big blocks on the bottom so your wall won’t fall down”).
- **Science:** Children use science concepts like prediction when they experiment at the sand and water table. (“I think two scoops of sand will fill the bucket.”)
- **Social studies:** As children take on different roles in the dramatic play area, they practice being parents (“It’s bedtime. Let’s put on your pajamas and we’ll read a book.”) and learn about community helpers, like health care professionals (“Put your arm here so I can take an X-ray”) and postal workers (“I have a package for you in my truck”).

• **Language and literacy**

- Children develop early reading, vocabulary, and writing skills by telling familiar stories to stuffed animals (“Once upon a time, there were three bears”), using the names of different dinosaurs as they play with figures (“The brontosaurus ate all the leaves on that tree!”), and creating a menu for an imaginary restaurant (“Write pizza first—it starts with P”).

• **Social skills**

- During play, children learn to interact with others. They talk, collaborate, and pretend together. They might be workers in a veterinarian’s office (“Let’s put the dog on the scale.”), shoppers at a farmers’ market (“Can you help me? I need to buy an apple.”), or workers on a street repair crew (“Can I hold the stop sign while you and Denise fix the potholes?”).

• **Emotional skills**

- Children are beginning to recognize and talk about emotions. As they play in different scenarios—a birthday party (“I’m really excited about blowing out the candles.”) or a doctor visit (“Will I get a shot? I feel scared.”)—they are able to relax, focus, feel successful, and express their feelings of happiness, frustration, surprise, anger, or delight.

• **Physical abilities**

- Children develop their small and large motor skills during play. They stack blocks, complete puzzles, and paint pictures (small motor). They run on the playground, dance to music, and learn to hop (large motor).

Types of Play

- **Social play**

- **Solitary play:** A child plays alone (one child takes care of a doll by himself).
- **Parallel play:** Children play side by side during an activity without interacting (two children stand next to each other at the water table but don't talk or use materials together).
- **Cooperative play:** Children plan, discuss, and implement their play together (two or three children build a highway out of blocks).

- **Dramatic play**

- **Symbolic play:** Children use one object to represent another object during play (a child holds a block up to her ear as a phone and starts talking).
- **Sociodramatic play:** Children take on roles (a child crawls on the ground and barks, pretending to be the family dog).

- **Other types of play**

- **Functional play:** Children explore using multiple senses (a child touches, smells—and even sometimes tastes—homemade playdough).
- **Constructive play:** After exploring a material, children plan and begin to use the material as part of their play (children roll and squish playdough, then make pretend pancakes with it).

Observe images or activities together with parents

- Specific, common play scenarios support learning. For example, the children pretend to be firefighters. One child rings a bell as two others put on firefighter hats and coats. They rush over to the block center carrying a plastic hose and put out the fire. One firefighter helps take some children to safety.
- **Learning:**
 - Children use vocabulary to play out the firefighting scene (fire alarm, helmet, rescue).
 - Community helpers (including firefighters) is a typical social studies topic in the early years.
- **Development:**
 - Children act out emotions such as excitement or fear. (social and emotional)
 - Children use their small motor skills to button or zip firefighter clothing. (physical)

What children learn through play in different centers

- **Blocks**

- Children have hands-on mathematics experiences. They learn to count, compare, add, subtract, balance, and use geometry language (cube, cylinder). They develop cognitive skills (determining which blocks to stack and how high they can go), small motor skills (stacking blocks), language skills (talking about building structures with playmates), and social skills (taking turns).

- **Dramatic play**

- Children engage in a variety of social studies topics, such as neighborhoods, family, self, and community. They learn new vocabulary and may write signs or menus. They develop language skills (speaking clearly to be understood), social skills (negotiating for roles to play such as teacher, child, or parent), and motor skills (writing with a pencil or marker).

- **Water table play**

- Children learn science concepts like physics (flow and motion of water). They develop cognitive skills (predicting how much water will fill a container), small motor skills (pouring water through a funnel), and social skills (cooperating with other children to fill all the containers).

Dress to get
messy

Imagine that we will do THIS
everyday!



Tips on How to Dress a Toddler Who's Potty Training

- **Ban the buttons...**

- and belts, and other fasteners she might have to fumble with. Even if she's got the dressing skills to unbuckle and unzip and manipulate other clothing closures, she shouldn't have to deal with them at the same time she's trying to get settled on the potty.

- **Be flexible.**

- Opt for bottoms (pants, shorts) with stretchy waistbands that are easy to slide on and off. Sweatpants and leggings are ideal potty-training clothes, but you can also find little blue jeans and khakis with elastic waistbands.

- **Skirt the issue.**

- At age 2 or 3, little girls are often in the dresses-only stage, so now's the perfect time to let your little princess have her way. It'll make potty training super easy, since she'll just need to deal with her underpants. Dresses can work even in winter with a pair of thick tights, as long as they're also easy to pull up and down.

Preschool Drop Off Dos and Don'ts

- **Avoid Linger**

- At this stage in your parenting career, you've likely had enough experience with adhesive bandages to know the drill. When you remove the bandage, the longer you drag out the experience, the more painful it is for the child. Therefore, most moms and dads know that you simply rip the bandage off.

- **Stay Positive**

- If mom or dad exhibit a positive attitude toward preschool drop off, children will pick up on their vibe. Look happy and confident, rather than sad or scared. Kids are observant, they will notice if you give the impression of cheerful assurance.
- Your demeanor certainly sends a message to your child about school: it's something to be happy about, not scared. In addition to your conduct, the words you say matter in this context.

...Drop of success

- Say things like, “You’re going to have so much fun at school!”
- Greet your child’s teacher confidently. Smile and say hello. Show your child that there’s no reason to be afraid of their teacher.
- You can also model for your child what appropriate behavior at preschool
- **Be Sure to Validate Your Child’s Emotions**
 - If your kid is nervous or sad, you can remain positive for them without undermining their feelings. Putting on a happy face and being upbeat doesn’t mean saying things like, “You’re fine,” or, “Stop crying.” Certainly don’t act like you don’t notice or care about their tears.
 - The last thing your kid wants is to feel like they are somehow letting down their parents. They’re dealing with enough at preschool drop off. Don’t add to their burden with your own irritation, indifference, or anguish.

• **Leave 'Em Wanting More**

- Here's a helpful hint for a smooth transition at preschool drop off: give your child something to look forward to. A promise to say, get ice cream later, reminds your child that life goes on after school.
- Furthermore, a pledge like this gives the teacher a hand, too. If your child is still upset after you leave, this gives their teacher a script.
- The teacher can ask your child to tell them some more about your future ice cream date. Requests like this from their teacher changes your child's focus to a positive event with mom or dad.
- If you can't do a special treat like ice cream, a simple promise to see them after school is fine. This simple reminder signals to your child that you are not leaving them there forever.

What do Parent Teachers Do?

- Arrive by 8:45am to help setup
- Expect to stay until 1:15/1:20 to help clean/sanitize

- Your role in the class...

Rose Mixed Age Room Daily Schedule

- 9:00-10:10 Free Play Time (Drop off on playground)
- 10:10-10:15 Clean up
- 10:15-10:45 Circle Time
- 10:45-10:50 Hand washing & Potty
- 10:50-11:15 Snack & Transition Activity
- 11:15-11:30 Circle Time
- 11:30-12:00 Table Stations
- 12:00-12:30 Hand washing & Potty & Lunch
- 12:30-1:00 Outside Time & Pick Up (from playground)

Fundraising

- Each family with 1 child has a \$250 commitment to fundraising per year, those with 2 or more children have a \$300 commitment.
- This commitment can be met by participating in our fundraisers, or adding \$25-30 to each tuition payment each month. This is a tax deductible donation.
- Co-ops often get 1/3 of their budget from fundraising. Tuition covers teacher salary and rent. Fundraising covers insurance, large purchases, etc.

What kind of fundraisers do we have?

- Fall Pledge Drive (Bike-A-Thon this year!)
- Wreath Sales
- Flower Sales
- Scrip
- Auction (though this does not count towards your family commitment)
 - This will likely be online again this year
- Employer Donation Programs
 - Some employees pay non-profits for the hours you volunteers ,this can count towards your family commitment (for example: Intel, Nike and Apple pay between \$10-20 an hour)
- School Photos, Class Pictures, Yearbooks

Budget

- Budget overview
- Question & Answer
- Vote on updated budget

INCOME				
Fundraising Income (Uncommitted)				
Auction (sales and addition tickets)			\$6,000.00	\$6,000.00
Other/Misc. (Donations/Grants)			\$5,000.00	\$2,000.00
Fundraising Income (Committed)				
Auction Ticket <i>(required)</i>			\$0.00	\$540.00
Family Commitment <i>(Assumed 19 families, commitment of \$250/family, 2 families \$300)</i>			\$5,350.00	\$4,500.00
<i>Jog A Thon</i>				
<i>Wreath Sale</i>				
<i>Restaurant Nights</i>				
<i>SCRIP</i>				
<i>Spring Flower Al's Garden Center</i>				
<i>Family Payments</i>				
<i>Other (year book, school photos, etc)</i>				
Tuition Fees				
Registration Fees <i>(17 students \$150 reg fee, 2 students disc fee \$100 4 siblings \$100 reg fee)</i>			\$3,150.00	\$2,800.00
Supply Fees <i>(Assumed 14 students, \$50 supply fee, 9 students \$100 supply fee)</i>			\$1,600.00	\$1,000.00
Mixed Age <i>(Assumed 9.5 average/day)</i>			\$33,250.00	\$29,925.00
2's - Mon <i>(Assumed 6 average/day, 2 with discount)</i>			\$0.00	\$7,560.00
2's - Tu/Th <i>(Assumed 6 average/day, 2 with discount)</i>			\$0.00	\$3,213.00
Kinder <i>(Assumed 9 students)</i>			\$31,500.00	\$0.00
Summer Camp <i>(Assumes 10 kids/session, 7 session)</i>			\$6,300.00	\$5,000.00
Drop In Tuition Fees <i>(assume 2 dropins/mo)</i>			\$360.00	\$360.00
Fees and Fines			\$0.00	\$0.00
PT Buyout Fees <i>(assumed 9 buyouts/month) DECREASED TO 6 PER MONTH</i>			\$2,160.00	\$3,240.00
Total Income:			\$94,670.00	\$66,138.00

Expenses					
	Rent (\$1050/mo)	\$12,600.00			\$11,500.00
	Payroll				
	Teacher Salary (Rose, Azalea, Assistant/Buyouts, Summer Camp)	\$60,779.00			\$61,789.00
	Payroll Taxes	\$4,862.00			\$2,729.76
	Continuing Education	\$400.00			\$400.00
	Business Expenses				
	Payroll/Accounting software	\$624.00			\$624.00
	Insurance	\$1,315.00			\$1,315.00
	Workers Comp	\$400.00			\$400.00
	PCPO Fees	\$435.00			\$435.00
	Website	\$100.00			\$100.00
	Oregon annual fees (CT-12)	\$50.00			\$50.00
	Marketing	\$500.00			\$100.00
	PCPO conference	\$120.00			\$120.00
	Background checks	\$150.00			\$150.00
	Equipment/Classroom investment				
	New Equipment Purchase	\$1,000.00			\$500.00
	Cleaning Supplies	\$200.00			\$200.00
	Classroom Supplies	\$2,000.00			\$2,000.00
	Auction				
	Auction Expenses	\$1,500.00			\$1,500.00
	Bank Fees	\$500.00			\$100.00
	Total Expenses:	\$87,535.00			\$84,012.76
	Net Savings/Loss (Including Family Fundraising)		\$6.885.00		-\$17.874.76

Mrs. Pham

- Getting Ready to Start Kindergarten
- When School Starts
- Parent Teacher Role in Classroom
- Schedule of the Day

Tips for Getting Ready for Kindergarten

- **Establish bedtime routines**

- Children this age should be getting 10-12 hours of sleep every day. Try to establish an appropriate bedtime routine before school starts to help with the transition. For example, if your child has been staying up later during the summer, gradually get back to the bedtime you will expect when kindergarten starts. Getting enough sleep at night will allow your child to do their best learning at school!

- **Plan time for breakfast**

- Allow enough time in the morning for your child to eat a good, healthy breakfast. Try not to rush. Their developing brains need a lot of fuel for learning!

- **Send clothes, shoes, and food containers that allow your child to be independent**

- Practice putting on jackets, buttoning buttons, and zipping zippers. Please try to avoid sending shoes with laces unless your child knows how to tie them independently. We will be able to make it through transition times much faster if students can be independent with their clothing. We want to maximize time for learning and playing! Practice opening and closing snack and lunch containers so your child can make the most of their eating times.

- **Practice wearing a mask at home**

- Wearing a mask will be one of the many routines that we learn at the start of the year. However, it will be helpful if the students already have some level of comfort with wearing a mask. We will look for opportunities to take breaks from our masks throughout the day when there is a safe distance between us.

- **Read books about kindergarten**

- Talk to your child about what kindergarten will look like. Sharing books about starting school can get your child excited to start school and help ease those first day jitters! We will be reading many books about school during our first days together in the classroom.

- Here are a few of my favorites:

- “The Kissing Hand” by Audrey Penn
- “First Day Jitters” by Julie Danneberg
- “Miss Bindergarten Gets Ready for Kindergarten” by Joseph Slate
- “The Pigeon Has to Go to School” by Mo Willems
- “Pete the Cat: Rocking in My School Shoes” by Eric Litwin

When School Starts

- **Set aside at least 20 minutes a day for reading**

- Reading at home every day is vital to your child's growth as a reader! Try to find at least 20 minutes to read during the day that works for your family. Your child can explore books on their own, read to you or another family member, or listen to books being read aloud. Any kind of reading counts!

- **Take home folder**

- I will be sending home a "Take Home Folder" at the beginning of each week (with the exception of the first week) to be returned to school every Friday. This will contain:
 - reading log to track your child's reading at home
 - *optional* homework choice board each week. The homework will contain options that provide ideas for family interaction or extensions of learning at home. A few examples are: "Help an adult cook or bake something," or "When riding in your car, count the cars that are the same color as yours."
 - Keep an eye out for other helpful resources in this folder, such as information on how to support your child as a reader.

• **Book checkout**

- Once we have had the chance to practice routines and expectations with the books in our classroom library, students will have the opportunity to check out a few books to bring home and return the next week. Please help your child keep track of these books so they can be safely returned to the classroom. These books will be quarantined before being used again. More information will come home in your child's take-home folder.

• **Ask questions about your child's day**

- I'm sure you will want to hear all about your child's day at school! Many students will be tired after school (especially at the beginning of the year) and might need a break before they feel like telling you all about it. Also, sometimes the question "How was your day?" only elicits a one-word response. Try sharing with them about your own day and asking questions that lead to more conversation such as:
 - "What was something good that happened today?"
 - "Who did you play with today?"
 - "What games did you play today?"
 - "What did you learn in math today?"

- **Please stay in communication with me!**

I want to hear from you! Don't hesitate to contact me with any questions or concerns, or to tell me what your child is loving about school! Home and school collaboration is key in your child's learning.

What do Parent Teachers Do?

- Arrive by 8:45am to help setup
- Expect to stay until 1:15/1:20 to help clean/sanitize

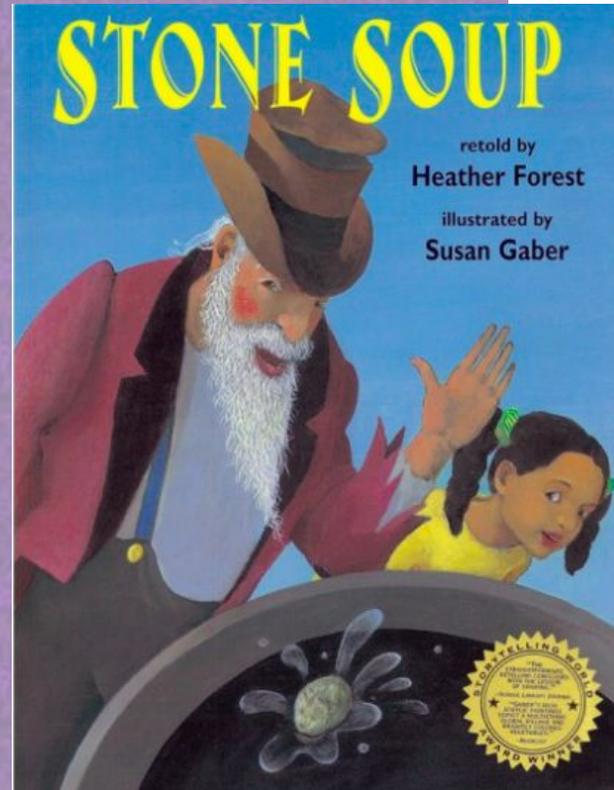
- Your role in the class...

Azalea Kindergarten Room Daily Schedule

- 9:00-9:15 Morning Work
- 9:15 – 9:25 Morning Meeting
- 9:25- 9:35 Calendar & Number Corner
- 9:35-9:45 Snack & Read Aloud
- 9:45-10:30 Reading Workshop
- 10:35-11:05 Recess
- 11:10-11:40 Writing Workshop
- 11:40-12:00 Lunch
- 12:00-12:30 Math Workshop
- 12:30-12:55 Free Choice
- 1:00 Dismissal

Celebrations

- **Fall**
 - **Sharing Soup** ... this will look different this year, no large school gathering or “sharing real soup” but will still talk about it.
 - **Thankful for...** we will put together a special book for the classrooms that include what each child is thankful for (a thing, person, place)
 - **Costume Party...** have fun dressing up and playing fall games!



Alistar is thankful for...
balls!



Celebrations

- **Winter**

- **Winter Party** ... this will look different as well, usually we have a large all school celebration, this year we will celebrate separately
- **Traditions**...each child will have the opportunity to share what their family traditions are. This does not have to be related to Christmas. Some students share about a special vacation they go on every year. We also put together a special book for this.



Celebrations

- **Spring**

- **Sharing Hearts...**this is Ashcreek's version of Valentine's Day. Each child make a special heart to share with their friends.
- **Spring Tea...**our way of celebrating Mother's Day and Father's Day with a special "tea" party with our parents...depending on COVID this may or may not happen this year



COVID

- Question & Answer
- COVID Addendum
- CLEAN, CLEAN, CLEAN!

Cleaning

- Sanitizing and Disinfecting our classrooms is one of the ways we will keep our community safe during these times.
- Please take the job of cleaning, sanitizing, and disinfecting our classroom seriously.
- If you are unable to complete a job, please communicate with the other parent teachers or the lead teacher so the cleaning can still get done.
- If we are unable to keep up with cleaning to the level needed, we may implement a rotating weekend cleaning schedule (each fai

Cleaning

- Daily

- Wipe down all touch surfaces (door knobs, light switches, ALL tables, hall sink, wall and hooks at entrance)
- Clean toys that went in kids' mouths
- Empty garbages from classroom & bathroom
- Spray down playground equipment
- Clean bathroom (floor, sinks, counters, toilet seats, toilet handles, stall handles, bathroom door hand)
- Disinfect all chairs
- Vacuum (classroom and hallways)

Cleaning

- Area 1, 2, 3, 4
 - Writing Center, Art Area, Play Kitchen/ Dramatic Play, Reading Area, Blocks/Legos, Math Manipulative, Plastic Drawers
- Clean with hydrogen peroxide spray and soak
- On days you don't soak, just do a quick spray down

- Friday is bleach day
 - ALL Areas of the classroom need to be bleach cleaned

Cleaning

- There will be a laminated list in each classroom with details on what needs to be cleaned each day
- Either 1 parent can do it all, or the parent teachers need to split up the work
- There will be a sign off sheet, so please make sure you sign what you've done. If at the end of the week things are not signed off, you may be fined up to \$20 to cover additional teacher time to clean and sanitize.

Miscellaneous Items

- T-Shirt Order- \$15 for students and \$30 for adults. Multiple colors available
- Contact lisadirda@gmail.com with Number, Color, Size.
- [Parent Teaching Tips](#)
- [Executive Function](#)

- Please don't forget to get your Orientation forms and images to Lisa Dirda due today
- We need to send out Background checks before school starts and will start to decorate the classroom with the students pictures. Thank you!

