

## APPENDIX

### Guidelines for Illness and School Attendance

SYMPTOMS	STUDENT MAY RETURN TO SCHOOL WHEN
Fever greater than 100 degrees	Temperature below 100 degrees (orally) a minimum of 24 hours without the use of medication.
Rash or rash with fever—new or sudden onset	Rash disappears
Green, brown, gray, or tan drainage from nose, eyes or other part of body	Discharge gone, or student on antibiotic for 24 hours
Vomiting	Symptom-free for 24 hours
Diarrhea: Three loose or watery stools per day	Symptom-free for 24 hours
Cough: Deep, barking, congested or productive of colored mucus	Symptom-free, or on antibiotics for 48 hours
White, clay-colored or bloody stool	Symptom-free
Yellow color of skin and/or eyes	Symptom-free
Brown or bloody urine	Symptom-free
Stiff neck	Symptom-free
Unusually sleepy, lethargic, or grumpy	Symptom-free
Lice or nits are present in household	All members of household free of lice and nits.

DISEASE	EXCLUSION	SYMPTOMS	INCUBATION	COMMUNICABILITY
Chicken Pox (Herpes Zoster Varicella)	Yes, until at least six days after first vesicles appear, or Dr.'s orders, or all lesions are in scabs.	Rash is thin-walled, easily ruptured blisters, heaviest on trunk.	2–3 weeks.	5 days before eruption and 6 days after crop of first eruptions occur.
Draining sores or wounds (Impetigo, etc.)	No, if under Dr.'s treatment and open sores are covered.	Boils, carbuncles, abscesses, lacerations that have drainage with pus, may be crusted.	Variable.	Probably as long as sores are open and draining.
Head Lice (Pediculosis)	Yes, until free of nits.	Itching of scalp. Observation of nits (eggs) or lice on hair shaft.	Two weeks.	As long as eggs and/or lice are present in the home.
Pink Eye (Conjunctivitis)	Yes. Return when draining is absent.	Reddened eyes, tearing, irritation, matter in eyes. Sensitive to light.	24–72 hours.	During symptoms.
Ringworm	Yes, until therapy initiated, or until affected area can be adequately covered.	Scalp: Gray, scaling bald patches. Body: Reddish skin ring (itches).	10–14 days for scalp, 4–10 days for body.	As long as lesions are present and untreated.
Strep (Strep throat and Scarlet fever)	Yes, until 24 hours after antibiotic therapy is started.	Onset: Symptoms—fever, nausea, sore throat, headache. About second day—rash: Red blotchy sand-papery, not on face.	1–3 days.	Untreated: 10–12 days. Treated: 48 hours after medications have been started.

## Parent Helpers' Daily Checklist

### Prep for the Day:

- Turn cubbies. Cubbies can tip so children should step back as you do this!
- Check easel paper supply, clip up two pieces and cut more if needed.
- Prepare art project as instructed by the teacher.
- Set up gym or outside as follows.

#### Outside (in order of priority):

- Scan playground for dangerous litter or feces and clean up as necessary.
- Open wooden shed and set out cones to delineate play-area boundaries.
- Pull out wagons, trikes and appropriate toys.
- Open gates and get sand toys out of plastic shed.
- Remove sand box cover.
- Set up mats for slides and monkey bars.

#### Gym:

- Open inside storeroom and pull out cart and park on west wall of gym.
- Set up play structure and mats. (Remember placement in storage closet.)
- Leave toys on cart until after circle.

Check with the teacher for any other instructions.

### After School:

#### Outside:

- Replace toys and cones.
- Cover sand box.
- Clean up any messy materials with the hose if necessary.
- Lock the sheds and gates.

#### Gym:

- Load cart carefully.
  - Return play structure, mats and roll cart to storage closet (in that order).
  - Pay attention to the end of the cart that says, "This end first."
- Check with the teacher for any other instructions.
  - See daily cleaning tasks list inside of snack cupboard for end-of-day cleaning.

## Snack Parent Helper Daily Checklist

### Prep for the Day:

- Open outside gym door.
- Make new bleach solution: One scoop bleach then fill with water.
- Spray snack tables with bleach solution,  
let sit five minutes,  
then wipe with PAPER towel.
- Empty dishwasher.
- Wash hands and prepare snack to set out on rectangular snack table.
- From Britta dispenser in the refrigerator, fill two pitchers with 2-3 inches of water. Fill the third pitcher full and place on snack cart for refills.  
Refill Britta dispenser.  
Put dispenser FAR BACK on refrigerator shelf so water doesn't spill.
- Place cups upside down on round snack table with the two pitchers.
- Help other parents with set up.
- After parents have left, close outside gym door.

### During the Day:

- Have children wash hands before they come to the snack table.  
Supervise as they make their own plate and get their own drink.  
Advise them against overloading plates. We don't want to waste food.  
Have children put compost-able items in the compost bucket.  
Have them put garbage in the garbage can.  
Have them pour water in the water bucket.  
Have them put dishes in the cart.
- At 10:50 call "Last call for snack," to children inside and out.
- By 11:15 you should be loading the dishwasher.
- Run the dishwasher with the following settings:  
Normal wash  
Hi-Temp Wash  
Sanitize  
No Heat Dry  
Delay Start (push the button twice).
- By 11:30 be ready to assist children in completing clean-up.

### After School:

- See daily cleaning tasks list inside of snack cupboard for end-of-day cleaning.

## Daily Cleaning

### After Class

1. Wash Dishes. Load and run the dishwasher around 11:15 (after last call for snack). Setting for dishwasher is: Normal Wash, Hi-temp Wash, Sanitize, No Heat Dry and then Delay start (press button twice).
2. Cap Paints and wash paint brushes. The children will hopefully have taken the brushes out and put them in the sink. Soak brushes if needed.
3. Clean up and put away art materials. Check paste and glue tops and brushes to make sure all are clean and capped.
4. Make sure all play areas are picked up and ready to go for the next day.
5. Wash tabletops.
6. Pick up bathroom. Wipe the toilet seats, faucet, and sink with bleach water and paper towels. Wipe faucet and sink in reading room with bleach water and paper towels. Wipe down changing table pad and bathroom door knobs and surrounding areas with bleach water and paper towels. Flush bleach water down toilet when finished for the day.
7. Sweep floor (every day).
8. Vacuum carpet of classroom, reading room and cubby area in the gym.
9. Empty trash cans. Consolidate trash from classroom and bathroom to conserve liners. Replace liners when necessary.
10. Clean up after lunchers: Wash tabletop and sweep floor.
11. Turn cubbies (no children in gym as you do this as cubbies can tip).
12. Close up gym. Place wet art projects on cubbies or tables in classroom. Fold the drying tablecloths and place on top shelf of the memory book shelves. If it's not already done, lock the blue gym door. Lock inside storage door. Turn off lights in the gym. Close glass doors and secure with wooden U lock.
13. Ask Anette if there is anything else that needs to be done.
14. Leaving: Turn all lights off and close the classroom curtains. Lock all three doors in the reading room. Make sure the outside glass door latches when you leave. Check the blue gym door to be sure it has latched and locked.

## FINANCIAL AID POLICY AND PROCEDURES

The purpose of Portland Tillamook Preschool's financial aid program is twofold: to enable new families to join the school who are unable to afford full tuition; and to assist members who undergo financial hardship in the course of the school year. We ask that families review their income and expenses before requesting financial aid, making tuition a priority.

Families receiving financial aid are required to make the same contributions of parent helping, fundraising, committee work, etc., as all other members of the parent cooperative, as detailed in the Parent Agreement.

Financial aid comes out of the preschool's operating income and from savings interest income. The total amount available for each year's financial aid budget is determined by the Board the previous spring, when that year's fundraising effort is complete. (Each year we "live off" the fundraising effort of the previous year's set of families.) The Board does its best to allocate funds for financial aid from the school's limited budget. Unfortunately, we sometimes cannot give families the full amount that they would like. We hope that even limited assistance will help make a difference for our members.

To ensure consistent, fair treatment of all financial aid applicants, we use objective income criteria to determine qualification for aid. These criteria are based on the U.S. Dept. of Housing and Urban Development (HUD)'s definition of "low" income, equivalent to 80% of the median income for the Portland-Vancouver metropolitan area, for the most recent fiscal year.

Please refer to the current year Financial Aid information in the enrollment packet for qualifying income limits.

Both new and returning families interested in financial aid need to submit a financial aid application in August along with the rest of their enrollment forms, by the stated due date. Applicants will be notified in writing of the committee's decision before the end of August. We regret that the non-refundable registration fee, and the Start-up Fee payable in May, cannot be covered retroactively by the financial aid program. Surplus tuition payed with the August enrollment packet will be credited toward October tuition. If this poses a significant hardship for your family, please contact us and we will try to accommodate your request.

The financial aid budget is divided in two parts: the majority is designated for incoming families (awarded in August before the start of school), and a small reserve fund is kept for use during the year. The reserve fund is for any new families in need of assistance that join during the year, or for families whose income drops during the year to the point where they need financial aid.

During the August financial aid review, the Financial Aid Committee adds up the total amount requested from all qualified applicants. The Committee then processes the applications, awarding financial aid on a sliding scale based on each applicant's need.

If the total amount of requests significantly exceeds the financial aid budget, such that the available percentage level falls below 50% (for example, we have \$500 available and receive requests totaling \$1000), the Financial Aid Committee will refer the matter to the full Board.

Families requesting financial aid during the school year will follow the same application process. The Committee will draw on the financial aid budget reserved for use during the year.

It is the preschool's policy that all aspects of the financial aid process shall be communicated consistently and clearly both to prospective and current members, without discrimination as to race, color, nationality, ethnic origin, religion, gender, sexual orientation, family composition, or disability.

The process is administered by the Financial Aid Committee, which consists of the President, the Treasurer, and one other Board member designated by the Board. Applications and committee business are kept confidential.

If you have any questions or comments about this process, please contact the President, Treasurer, or Anti-Bias/Parent Education Coordinator