



2025
to
2026

INFORMATION
and
POLICY HANDBOOK



Administrator: Linda Huff 503-698-5555 ext. 111 or linda@sunnyside4.org

Building Blocks is a ministry of Sunnyside Church

13231 SE Sunnyside Road, Happy Valley, Oregon 97015 | 503-698-5555 | www.sunnyside4.org

GENERAL INFORMATION

Academic Performance

As a means of regulating our academic performance, Building Blocks has implemented evaluation procedures and practices to ensure that desired academic standards are being met. The school has also set hiring standards for all faculty regarding character, experience and education.

Accreditation/Certification

Building Blocks is not accredited by any outside educational agency or institution. Accreditation is not required by law for private schools who are responsible to govern their own academic standards.

Contact Information

If you have questions or concerns you can contact our administrator, Linda Huff at 503-698-5555 ext 111 or Linda@sunnyside4.org. Information is also available on our website at Sunnyside4.org. Building Blocks Christian Preschool is a ministry of Sunnyside Foursquare Church.

Curriculum

Building Blocks thoroughly believes that hands-on learning at this age is more beneficial to the child than any pencil and paper curriculum and we strive to make experiences fun and educational at the same time.

Enrollment Requirements

1. 4-year-olds must be four by September 1st to be enrolled in the 4-year-old class.
2. 3-year-olds must be three by September 1st to be enrolled in the 3-year-old class.
3. All children must be potty trained.

Learning Disabilities Including ADD/ADHD and /or Emotional Disorders

Building Blocks is not able to fund special programs for children with special learning or behavioral needs. Therefore, all students entering the school must be able to meet both academic and personal requirements.

Building Blocks is willing to consider for enrollment, on a case-by-case basis, any student diagnosed with learning disabilities or disorders with the following requirements:

1. Medical diagnosis
2. Commitment from the parents to work with the child's teacher to track the child's development and progress.

GENERAL SCHOOL POLICIES

Address, Phone Number, and Emergency Data Changes

Please notify the administrator, Linda Huff immediately if there is any change in your address or phone number, including home, work and emergency data.

Emergency Fire Drill

Building Blocks will hold regular fire drills. The exit procedure for each classroom will be explained by the teacher. An emergency exit map is located at the entrance to each room. All students must be 50 ft. away from the building.

Inclement Weather

In the event it is necessary to close the school due to inclement weather conditions (snow, ice, wind), Building Blocks will follow the North Clackamas School District. If they are closed, we are closed. If they are on a 2-hour delay, the morning class will be cancelled. The school is allowed (3) snow days without making up the classes. Other sources for school closure:

- Radio station KEX (AM 1190)
- Television stations KATU (2), KOIN (6), KGW (8) KPTV (12)

Building Blocks will follow North Clackamas School district regarding closures

Immunizations

We are required by the county and the state to collect immunization records for each child. You will be given a form in August to have filled out and returned to the administrator by the end of December. The first week of January the forms are sent into the county. If you have not completed your form or your certificate of non-compliance by then, your child will be excluded from school on a given date set by the county.

Office Hours

Regular office hours are 9:00am until 4:00pm, Monday through Friday during the school year. You may leave messages for the school by calling the church office at 503-698-5555 ext. 111.

Pick-up and Drop-off Policy

Please park your car and bring your child into the front foyer of the church. The doors into the preschool classes will be unlocked at precisely 9:00am for morning preschool classes and 12:30pm for afternoon preschool. Please let the teacher know if someone other than the regularly scheduled person will pick up your child.

Children will not be allowed to come early to class or stay late after class except in the case of emergency.

If your child needs to be picked up before the regular class time ends, please let someone in the office know ahead of time. If it is not a parent or someone on your emergency contact list, identification must be shown.

Registering for the next school year

Registration for the next school year will be in February of the current school year. You will be notified of the exact dates. **All 3 year olds will change teachers for the next school year. No one will have the same teacher twice.** Assignment of students to teachers is the sole responsibility of the administrator.

Safety and Security

We have LifeVacs mounted close to the classrooms in the event a child is choking.

We have Fire Extinguishers mounted close to the classrooms in the event of a small fire.

We have panic buttons that the teachers take to recess with them in the event they need to contact the police in an emergency.

The classroom doors are kept locked during the class session and the doors leading to the preschool hallway are also locked.

School Hours

Our pre-school hours are from 9:00am to 11:30am for morning classes and 12:30pm to 3:00pm for afternoon classes. The doors will be unlocked promptly at the start and end of each class.

School Pictures

School pictures are taken in the spring of the school year. See your class school calendar for scheduled picture day.

Teacher Paid Time Off Days

Our teachers are allowed up to three (3) sick/personal days that might affect regular school attendance. In the case of teacher sickness, you will be notified as soon as possible of class cancellation if a substitute teacher cannot be found.

TUITION INFORMATION

3 Year old Preschool

(Morning Class) Tuesday & Thursday

9:00 – 11:30AM

\$115.00 non-refundable registration fee due at registrations

\$210.00/ month over 9 months

Yearly Rate: \$1,800

*5% discount - \$1710

4-Year-old Preschool

Monday, Wednesday, Friday

9:00 – 11:30AM (Morning Class)

12:30 – 3:00PM (Afternoon Class)

\$125.00 non-refundable registration fee due at registration

\$250.00 /month over 9 months

Yearly Rate: \$2070

*5% discount - \$1,966.50

Payment Dates

Tuition is payable in nine (9) monthly payments, September through May, **and is due on the 1st of each month.** After the 5th day of the month with non-payment, a penalty of 5% of the monthly rate will be added to your next payment. You can pay online at Sunnyside4.org; preschool; tuitions or drop your payments off in the black tuition payment boxes located by the corner classroom. 2 months of unpaid late fees and your child will be unable to attend class until the fees are paid.

Tuition Discounts

1. Families who pay the total annual tuition in full prior to the first week of school will receive a 5% discount.
2. Families of Sunnyside Church who attend and tithe regularly are eligible to receive a 5% discount.
3. Families with 2 or more children will receive a 5% discount for the subsequent children.
4. Families with where one of the parents is serving in a pastoral role will receive a 5% discount.

Late Tuition Fee

Any family experiencing financial difficulty should contact our administrator, Linda Huff, as soon as possible regarding tuition payments.

STANDARDS OF BEHAVIOR

Philosophy

Building Blocks believes the primary responsibility for nurturing and training children to become responsible young adults, rests with the parents. It is understood that the role of a school is to support, complement, and encourage godly teaching in the home. We want to partner with you, all doing our best to, "Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6. The discipline that we learn in school is used to cultivate an understanding of how God has called us to live as Christians. The training your child will receive is meant to help them move from external control, to self-control, to Spirit-control, all in a loving environment. Discipline also helps to create an environment where maximum learning can take place, and every child has the best opportunity to learn and strive to do his or her best.

DISCIPLINE POLICIES

The goal of our discipline is to direct students toward acceptable behavior which helps develop self-control and to maintain the order necessary to accomplish the academic and social growth desired. We do not see discipline as punishment, but rather correction. Students may be corrected for displaying behavior such as:

1. Actions that disrupt the class or interfere with the learning process of the child or of his or her classmates.
2. Actions that could possibly cause physical or emotional harm to the child or his or her classmates.
3. Actions in direct violation of a well-explained school or classroom rule.
4. Willful disrespect toward the teacher.
5. Use of profane or unwholesome language.

Most correction will be handled by the teacher through a progressive discipline policy beginning with a verbal warning, and moving to the restricting of a child's privileges or freedoms. We will make every effort to redirect a child's behavior before it becomes a problem. Parents will be notified if the problem persists after our redirection or restriction.

In cases where a problem persists and there is no behavioral change, a child will be sent to see the administrator to discuss remaining options. If no progress is made after visiting with the administrator, the parents will be called and further disciplinary measures discussed.

Students who consistently fail to respond to efforts of correction may be suspended or finally expelled. Much care is taken to ensure that correction is handled properly and without anger. We do not expect perfection from our students but reasonable cooperation.

We have a **"no corporal punishment rule"** and at NO time are children touched aggressively (squeezing hands, shoulders or spanked, etc.). We will do everything within our resources and power to assure that each child is loved and encouraged as they learn how to act socially with other children and staff and realize it is all part of growing up.

MISSION STATEMENT

Our Mission at Building Blocks is to provide children with the foundations they need to become loving, responsible and productive young people, and to provide a Christ centered, safe environment that teaches and encourages the spiritual growth of their personal walk with Jesus Christ.

STATE REQUIREMENTS

Child Abuse Reporting

Building Blocks Christian School takes an active stand against child abuse and follows the Oregon revised child abuse statute **ORS419B.005**. All suspected child abuse is reported in accordance with the following guidelines.

- All staff members are instructed to report suspected child abuse to the administrator.
- The administrator will refer all substantiated reports of child abuse to the state office for Children and Family Services.

Notice of Nondiscriminatory Policy

Building Blocks Christian School does not discriminate on the basis of race, color, national or ethnical origin.

Recorded with the State

Building Blocks Preschool is registered with the state as a recorded Preschool Program. Recorded Number #PS600834.

WELLNESS POLICY





In consideration of your child and the other children in your child's classroom, we ask that you refrain from bringing your child to class if they have any of the following conditions and one or more of these symptoms:


Covid:	If the child has any symptoms of Covid, the child can return after 5 days if fever-free for 24 hours and symptoms are improving.
Cold:	Any cold with heavy nasal congestion Any cold with a fever
Flu / Virus:	Fever, Vomiting, Diarrhea
Rash:	Any generalized rash or chicken pox-type lesions
Lice:	Any sign of lice
Pink Eye:	Any eye infections

Please be sure your child is symptom-free for at least 24 hours and on antibiotics for at least 24 hours before he/she returns to school.

Building Blocks Christian Preschool reserves the right to alter or forego any of the policies listed in this handbook if the administrative team believes other actions would be more beneficial to the students or the school.



-  // sunnyside4.org
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-  // Sunnyside Foursquare


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