



**ABiQUA**  
Early Childhood

Handbook  
**2023-2024**

Abiqua Academy  
6974 Bates Rd. South  
Salem, Oregon

503-399-9020  
Cell-503-510-0947

## History

The idea of Abiqua Academy developed around a kitchen table by a group of parents who had a vision of a school that strongly supported the academic, social, and emotional needs of students. Abiqua opened as a tax-exempt, 501 (c)(3) independent school in September of 1993 with 56 students. In 2005, Abiqua added a Middle School and expanded to Eighth Grade. In 2013, Abiqua added a prekindergarten program. In 2015, Abiqua opened its High School and changed the name from Abiqua Academy to Abiqua Academy. The high school division closed at the conclusion of the 2022-23 school year.

## Accreditation

Abiqua Academy is fully accredited by [COGNIA](#) and is a candidate for accreditation through the [Northwest Association of Independent Schools \(NWAIS\)](#). This means that other educational institutions, including colleges, recognize and accept credit for courses offered by Abiqua.

## Mission

Abiqua engages and inspires young scholars in a challenging yet collaborative environment that optimizes the abilities of individual students. HEART values promote a compassionate community while empowering students with tools for lifelong learning.

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**Honor**

**Empathy**

**Accountability**

**Respect**

**Teamwork**

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## Values

Abiqua Academy provides a challenging curriculum that reaches for high standards of academic excellence, offering integrated, thematic, and experiential learning led by master educators focused on each child's success. The school embraces a community that lives by its character education, symbolized by principles of Honor, Empathy, Accountability, Respect, and Teamwork (HEART).

## Diversity

Abiqua is committed to serving a cultural cross-section of students and faculty. The school considers applications for admission, as well as for faculty and staff selection, without regard to race, religion, ethnic group, sexual orientation, or gender identity. The school is dedicated to making inclusiveness, fairness, and justice obvious in the school community. Abiqua strives to foster all aspects of diversity in the school community including family configuration. The school believes in acknowledging, sharing, and embracing differences while discovering all that is shared in common.

# ABIQUA SCHOOL CHILDCARE

## Educational Philosophy

Abiqua provides a child-centered developmental approach to learning. At Abiqua, we believe that education is not simply a task of intellectual development, but one of physical, ethical, and emotional growth. Abiqua's faculty teaches the whole child, assessing how each student learns and teaching individual strengths.

## Hours of Operation

Abiqua School's policy is that students who are on campus before 8:30 am. (9:15 a.m. on Wednesdays) or after 3:15 p.m. will be enrolled in the Before Care and/or After Care Program. This program is offered for Abiqua students only from 7:30-8:30 a.m. (7:30-9:15 a.m. on Wednesdays) and from 3:00-6:00 p.m. each day that school is in session. The program's Coordinator and Assistant plan projects, provide snacks, supervise play time and offer individual attention.

## Parking Lot Safety

**Extra caution is required during peak arrival and departure times.**

Young students must be escorted inside the building and accompanied by an adult. Extreme care should be taken when driving through the parking lot. Always be alert for children and for other cars as you pull in and out of spaces.

## Check-in and Sign-out Procedures

Parents or guardians with children enrolled in the Early Childhood program must walk their children into Abiqua and sign them in for the day. Similarly, parents or guardians must sign their children out when picking them up.

In addition to signing them in and out, parents must make visual or verbal contact with the staff to let them know they are dropping them off or picking them up.

If you wish your child to be picked up by someone not listed on the registration form, we will need a written note or a phone message giving permission before we release your child. Staff will ask for identification from anyone not known to the staff.

If you're coming to school for an onsite meeting or conference with a teacher or admin, you can check your child into childcare, if applicable. Please communicate with childcare staff where you will be.

## Charges

There is no charge for Before Care. There is a charge of \$20.00 per day per student for After Care.

Preschool and Pre-Kindergarten students are exempt from daily charges for After Care. Late fees still apply. Half and/or Full day childcare is a separate charge and will not be included in monthly tuition. The cost of these days will be shown on the signups. Registration for full day or half day childcare will be sent out by the teachers.

## Late Fees

A late fee of \$5.00 per minute per student will be charged to your account. We appreciate everyone being on time.

## Telephone

Parents may leave a message for their child at any time by phoning the school at (503) 399-9020. The Abiqua office phone is answered by administrative personnel from 8:00 am to 4:00 pm.

During Before Care and After Care hours, please call the cell phone at (503) 510-0947.

## Lunches and Snacks

Parents or guardians have the option to provide their child(ren) with a packed lunch or order hot lunch (\$6.50). Pizza is offered every Friday for \$3.00 per slice. Students or guardians must send their child(ren) with morning and afternoon snacks. Aftercare will include a snack, provided by Abiqua. If your child has certain food allergies please inform Laurel Goschie, our Child Care Director, in writing.

Hot lunch may be available on full-day childcare days. See sign-ups for details.

## Nap time Policy

Students need to provide their own pillow, blanket, and stuffed animal (optional) at the beginning of the week. Bedding will be sent home at the end of each week to be washed at home.

## Bathroom Policy

Children in our Early Childhood program will be supervised when going to the bathroom.

## Potty Training Policy

Children enrolled in the Early Childhood Program at Abiqua Academy must be potty-trained. We do understand that even potty-trained children may have an accident now and then. In these instances, the teachers will help the child change their clothes and encourage independence as much as possible. The teachers remind students multiple times throughout the day to use the bathroom if needed. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned. A potty-trained child can do the following:

1. Communicate to the teachers that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet. (With minimal assistance for 3-year-olds.)
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.
7. Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.
8. Awaken during nap time should they need to use the bathroom.

## Central Background Registry:

Any adult, including volunteers, will not be allowed access to unsupervised time with children unless they are on the Central Background Registry (CBR). All adults will be buzzed in at the front door; they will have to sign in and be screened before entering. They will be supervised at all times by a lead teacher.



## SCHOOL DISCIPLINE POLICY

At Abiqua School, the development of social skills in the child is as important as the development of academic skills. Learning to be a positive, supportive member of a community is valued. Students at Abiqua are treated with respect and are expected to treat others with respect. The staff at Abiqua works to cultivate student awareness of three fundamental responsibilities: (1) respect for the feelings and right of individuals; (2) respect for public and private property; and (3) respect for the rules and guidelines of the School community.

Respectful behavior is expected to be reinforced at home. Children benefit from consistent behavior modeled by all adults. Discipline issues are effectively addressed by a solid team of parents, teachers and staff, and the child.

At Abiqua we teach children that conflict among one's peers is normal and will arise from time to time. How we resolve these conflicts is what is important. Students learn that people perceive events in their environment differently from one another and sometimes have different values than ours concerning these events. To get along, we must learn to listen to what others are saying and feeling, be able to express our own feelings and, when necessary, compromise. Sometimes we can even agree to disagree yet live harmoniously with that difference. We believe that this process of conflict resolution is the basis for learning respect for diversity. All these skills must be learned and practiced day-by-day.

To reduce disruptive behavior, we create an environment that encourages self-control, empathy towards others, and respect for others and property. If an issue arises, we try to find the cause and help change the circumstances that precipitated the problem. Most issues are resolved by guided conflict discussion among the individuals involved. To clarify our expectations, we have

developed behavioral guidelines for children and adults at the school. They are as follows:

- Safe and proper comportment throughout the building, on field trips, and on the playground. This means playing safely on the playground and no running through the building
- Exercising self-control during class and group times. A child's behavior should not interfere with others' learning
- Listening and following the directions of the adult in charge
- Being considerate of other people's feelings. We do not tolerate teasing or making fun of others
- No fighting or aggressive physical contact. We encourage the use of words and listening skills to solve problems
- Speaking and listening respectfully to fellow students and teachers

## Consequences of Inappropriate Behavior

- Inappropriate behavior is brought to the attention of the student
- At this point, conflict resolution is encouraged and facilitated by the teacher
- If necessary, the student is given space to cool down and think about alternative solutions. A teacher will talk to the child about the behavior, offering solutions or clarification of problems

- If the inappropriate behavior persists, the teacher will arrange a formal conference with the parents to discuss possible causes and potential solutions
- Continued problematic behavior is brought to the attention of the Head of School and a conference is set up with the parents. An appropriate course of action is recommended by the school and might include a behavior modification program or outside testing and/or counseling

If the above methods do not resolve the problem, a student may be suspended from school and will only be readmitted when the child and parents demonstrate progress in resolving the problem.

Continued and unresolved behavioral problems or failure of parents to follow through on a recommended course of action may result in the dismissal of the child from the school.

# STUDENT HEALTH POLICY AND PROCEDURES

## Illness or Accident

If children become ill at school, we will make them comfortable and contact parents to arrange for them to go home. If a student is injured during school hours, they are brought to the front office for simple first aid treatment. For more serious injuries, the parents or guardians will be contacted to discuss necessary further treatment. Students will be sent home with an Incident Report detailing how the injury occurred.

## Medication

Any child taking a prescribed medication during school hours must deliver the medication and instructions to the school personnel. The Parent/Guardian must sign a Medical Permission Form before the medication may be dispensed. All medicine will be kept in the school office and dispensed by school personnel. Do not send medicine to School for your child to keep and take on her or his own. If your student is on medication, you must notify the school office prior to class starting. A log will be maintained recording each time that medicine is dispensed to a student.

## Emergency Contacts

All parents are required to complete an Emergency Procedures form that authorizes the school to act for you in case of emergency in accordance with your wishes. It is important that you inform the school of any changes in this emergency information as locating correct information in an emergency can

waste precious time. Also, please notify us of changes in your child's health or of any medical requirements.

## Illness Guidelines

**PLEASE DO NOT BRING YOUR CHILD TO SCHOOL IF ANY OF THE SYMPTOMS BELOW ARE PRESENT:**

- Temperature above 100 (orally).
- Runny nose: if discharge is yellow or green and thick
- Drowsiness when usually awake or restless sleep
- Watery or glassy appearance of eyes
- Sneezing, coughing
- Hoarse or husky voice or cry
- Loss of appetite
- Nausea, vomiting, diarrhea
- Rash, bumps or breaking out on skin
- Pain in ear, head, chest, stomach, abdomen, or joints

**A child exhibiting any of the above symptoms will be sent home immediately.**

**NOTE: If your child has had a fever, they may not return until they are fever-free for 24 hours without taking fever-reducing medications.**

## EVACUATION PROCEDURE

In the case of a situation that requires children and staff to evacuate the building (earthquake, fire, etc.), the following procedures are followed:

- Staff and children line up quickly at the nearest available exit. (Primary and secondary exits are posted in each room). Staff person takes attendance sheet with them.
- Staff and children leave the building and report to the back field. Attendance is taken and a status report is made to the Head of School or an authorized person in charge.
- The authorized person in charge will assess the situation and decide whether it is safe to re-enter the building.
- If the building is unsafe to re-enter or the area around the school is deemed unsafe, the children will be escorted to the west corner of the field. Parents will then be notified to pick up their child(ren) there.

## GRIEVANCE PROCEDURE

Abiqua's staff strives to be responsive to the needs and requests of the families we serve. We hope you will feel free to communicate any issues of concern or problems directly to us.

Custodial parents have access to Abiqua during the hours of operation. No advanced notice is required.

If you are not satisfied with the response of your child's teacher or Assistant, you are invited to discuss your concern first with the Child Care Director, Laurel Goschie and the head of school.

In the event we are not able to address your concerns, you may direct your questions to:

### **Oregon Department of Education**

Early Learning Division  
Office of Child Care  
875 Union Street NE  
Salem, Or. 97311  
1-800-556-6616

### **Protective Services for neglect or abuse**

503-945-5651

### **Laura Lopez, CCD Licensing Specialist**

971-428-7553

Email: [laura.lopez@delc.oregon.gov](mailto:laura.lopez@delc.oregon.gov)

Please be advised that CCD does not enter into disputes regarding money issues