



## BAMBOO INTERNATIONAL SCHOOL

Playing to Learn, Learning Through Play



### WHO WE ARE

Bamboo International School is a Chinese Immersion School that offers a culturally diverse education that greatly benefits children, their families and the community. Research has proven that children who participate in language immersion programs reach higher levels of language proficiency. The early exposure to the Chinese culture and language provides unique opportunities for academic excellence and more future career choices in our increasingly sophisticated world.

### WHAT WE DO

Our mission is to provide a culturally rich experience by introducing the Chinese language and traditions to children in our community. We believe that preschool is the ideal time to teach the challenging language of Chinese along with the academic and social skills necessary for kindergarten and beyond. We encourage students to Play to Learn and Learn Through Play by engaging them in music, art, games, songs, stories and other fun yet challenging activities. These various programs ensure every child is fully prepared to enter kindergarten and elementary school with confidence, knowledge and skills.

### ALL ARE WELCOME

We welcome and embrace all students and their families, regardless of race, color, national and ethnic origin. Bamboo International School is for all families who want their children to be cared for in a warm,

loving, family-oriented environment that is focused on cultural diversity and preparation for kindergarten.

## Hours of Operation

Classroom hours: 7:00am – 6:30pm

Office hours: 9:00am-5:00pm

**NOTE: Please be prompt in picking up your children.**

**If you know you are going to be late, please call the School. Parents will be allowed ONLY one late pickup. After your one courtesy, a Late Pick Up Fee will be charged after 6:31pm and all accumulated Late Pick Up Fees will be added to the following month's tuition and must be paid in full by the 1st of the month. Please refer to "Tuition and Fees" for details.**

**The Late Pick Up Fee policy will be strictly enforced, and habitual tardiness may result in termination of services.**

## Sign In and Out

Parents are responsible for signing children in and out. This procedure is extremely important for attendance records and safety measures in emergencies. There is a sign in/sign out sheet posted near the entry door. Please write your child's name and the time they are dropped off and picked up along with your signature.

## Security System

A child will be released to parents and only those adults identified by the parents as authorized to pick up their child. We will release the child to an authorized person only through notification in writing from the child's parent. Proper I.D. must be given before the child is released.

The doors to the School are kept locked at all times in order to limit access and to keep children from exiting ahead of supervisors/parents. The front door has a keypad that will, when a code is entered, open the lock. When you enroll your child, you will be given the number combination to enter into the keypad for independent entry. **Please do not give out the entry code to others who are authorized to pick up your child.**

## Emergency Contacts

Your emergency contacts listed on your emergency card WILL be contacted in the event that you are unable to be reached. Please adhere to the following policies:

1. At least one contact who can physically get hold of you if we cannot reach you by phone - a coworker, your boss, the receptionist at your work or a neighbor at home. It is vital to list someone who can find you personally and inform you that your child's school is trying to contact you.
2. At least one contact that lives in a 25 mile radius of the Bamboo International School. This contact should know that they have been recorded as an Emergency Contact and are responsible for your child in the event that they need to pick up your child at any time throughout the day.

## Things Your Child May Need

Bring to School:

Leave at Home:

Diapers/wipes  
Extra set of clothes  
Blanket or other comfort item  
Slippers or socks to wear in the classroom  
Sippy cup or water bottle  
Rain boots to leave at school  
Raincoat or other outerwear for wet weather

Toys, books or other personal items  
Candy or other sugary treats  
Chips or other unhealthy foods

## Meals

Mealtime at Bamboo International School is focused on developing healthy eating habits and good table manners. Our meals meet the USDA food guidelines and we offer nutritious meals and snacks to every child. We make every effort to include fresh and organic milk and produce whenever possible.

If your child has any allergies or dietary restrictions, we are happy to work with you to determine a healthy meal plan. If you prefer to pack your child's meals and snacks, the State of Oregon requires you to abide by the USDA standards. Please provide: 1 protein, 1 grain, 2 produce and milk.

*Sugary treats, chips, juice, and gum are not allowed.*

Breakfast: 8:00 am

Morning Snack: 9:30 am

Lunch: 11:45 am

Afternoon Snack: 3:45 pm

## Field Trips

Bamboo International School frequently supplements the in class curriculum with off premise field trips for school age children during school breaks and summer. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day fee of, as well as the cost of the trip and signed permission slip will be due prior to the date of the trip.

## Absence Policy

Tuition and fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, tuition and applicable fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.

## Vacations and Holidays

Bamboo International School offers each family 2 weeks of vacation per year (January 1 – December 31) that they may take without the risk of losing their child’s place in class. Tuition accounts for these vacation days and there is no proration for any days missed. Advanced notice of vacation days will reserve your child’s place in our school.

Bamboo Internal School will be closed on the following National Holidays: New Year's Day, Memorial Day, Independence weekend, Labor Day weekend, Thanksgiving weekend, Christmas Eve and Christmas Day.

## Inclement Weather Policy

In the event of inclement weather, Bamboo International School will make every attempt to open as usual. However, to preserve the safety of our staff and students, we will close if conditions warrant such action. It is at the discretion of the School’s administration to make the decision to close earlier or open later due to weather conditions (i.e., snow, ice). Families will be notified of the decision, prior to 6:00 am by phone call, text message or WeChat. If the School is open, but because of severe weather and/or road conditions it is necessary to close early, families will be notified by phone call, text message or WeChat.

We will make every effort to remain open for working parents; however, if we find it necessary to close due to weather condition, we will not credit or discount tuition fees.

## Illness Policy

Health and safety standards will be maintained to minimize sickness and disease. Please keep your child at home and do **NOT** bring your child to school if he or she displays the following symptoms:

- Fever over 100 in the last 24 hours
- Vomiting, nausea or extreme fatigue
- Diarrhea in the last 24 hours
- Pink eye/conjunctivitis
- Unexplained lesions or rashes
- Unusual yellow color to skin or eyes
- Complaints of severe pain
- Lice or nits in the hair
- Green mucus from nose
- Severe cough and/or sore throat

You will be notified if your child displays any of these symptoms and you must pick up your child immediately. If you cannot be reached, your emergency designee will be called and asked to pick up your child immediately.

## Medications

Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written authorization is required for the employees at Bamboo International School to administer ANY medication - prescription OR over-the-counter medicine.

NOTE: All medicines must be in their original container with pharmacist’s or manufacturer’s label, child’s name, dosage instructions, current date, name of medication and times to be administered clearly written.

## Immunizations

The Office of Child Care Licensing requires each child to have a current immunization record in their student file. This must be received within 30 days of your child’s first day of attendance and will need to be updated annually or when new immunizations are administered.

## Guidance and Discipline Policy

Children must learn to respect themselves, others and the environment around them. Clear limits are set in the classroom and each child will be gently guided and corrected so they can learn acceptable behavior. Children are encouraged to solve problems on their own but not without the helpful guidance of a teacher. Teachers will use age appropriate and constructive methods of discipline such as: a verbal intervention, redirecting or removing a child from the situation if necessary. Time outs are rarely effective and seldom used

in the classroom. Redirection, natural consequences and loss of privileges are most effective for young children. For example: toys that are thrown are confiscated for the rest of the day. A method of discipline which frightens, demean, or humiliate a child is strictly prohibited.

Parents are notified verbally and in writing regarding disciplinary action taken by the teacher for a child's behavior.

## Child Abuse or Neglect

All staff members at Bamboo International School are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of a parent, guardian, employee, or volunteer. If any type of abuse or neglect is suspected, it will be reported to the local DHS Welfare Office.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

## Liability

Bamboo International School is not liable or responsible for any injury or accident that occurs. The employees of Bamboo International School are released of any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by your child while he or she participates in the activities at Bamboo International School.

Parents assume all risk of personal injury, sickness, death, damage and expense as a result of their child's participation in recreation, transportation, and activities involved.

## Damages

Small repairs and accidents are normal; however, parents will be held financially responsible for damages made by their child to school property that cannot be classed as accidental (example: Deliberately breaking toys or playing in a way that causes undue damage, poking holes in furniture, drawing on walls, etc.)

## Termination of Services

Either parent or guardian may terminate this contract by giving a month written notice in advance of the ending date. Payment by parent or guardian is due for the notice of the period, whether or not the child attends school during that time. Bamboo International School may terminate the contract with or without giving notice if the parent or guardian does not make payments when due. Bamboo International School may also terminate services with or without notice if

we feel it is in the best interest of the company, the employees or the students of Bamboo International School. Deposits will not be refunded. Failure by Bamboo International School to enforce one or more terms of the contract does not waive the right of the school to enforce any other terms of the contract.

## Emergency Procedures

If an evacuation is necessary, all teachers will promptly remove children from the home, using the front door, back door, and/or windows. If it is necessary to completely evacuate the premises, we have designated The Church of Jesus Christ of Latter-day Saints as our "safe location." It is a three-minute walk from Bamboo International School.

The Church of Jesus Christ of Latter-day Saints  
14885 NW West Union Rd. Portland, OR, 97229  
(503) 524-4189

For life-threatening emergencies we will call 911 to get immediate medical care and then call the child's parents as soon as possible. For non-life-threatening emergencies we will administer first aid and contact the child's parents as soon as possible. If we are unable to get a hold of a child's parents, we will contact the emergency designee.

## Contact Information

Emily Palmer (Owner)  
Cell: (503) 457-1314

Bamboo International School  
14695 NW West Union Rd.  
Portland, OR 97229  
Office: (503) 531-4094  
[info.bcschool@gmail.com](mailto:info.bcschool@gmail.com)  
[www.bamboointlschool.com](http://www.bamboointlschool.com)

Student Name \_\_\_\_\_ Gender M / F DOB \_\_\_\_\_

Student Name \_\_\_\_\_ Gender M / F DOB \_\_\_\_\_

I have read, understand and agree to the terms and conditions of contract with Bamboo International School.

\_\_\_\_\_  
Parent or Guardian Signature Date

\_\_\_\_\_  
Parent or Guardian Signature Date