



Parent Handbook

The Finch Academy



Edition

6th ~~Addition~~





Contact Information

The Finch Academy Address:

4222 NE 12th Ave
Portland, Oregon 97211

Office Phone: (971)-544-7291

School Cell: (503)-867-1033

E-mail Addresses:

Teacher E-mail: thefinchacademy1@gmail.com

Mrs. Finch's e-mail:

delorie.finch@thefinchacademy.org

For urgent matters during the school day, please
contact us via phone.

School Hours:

9:00 – 3:30 p.m.

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Dear The Finch Academy Families:

We are looking forward to working with you and your children this year to help them achieve their full potentials. Our days and weeks will be filled with many wonderful experiences and opportunities to learn and grow. We are so excited you will be part of our school family this year!

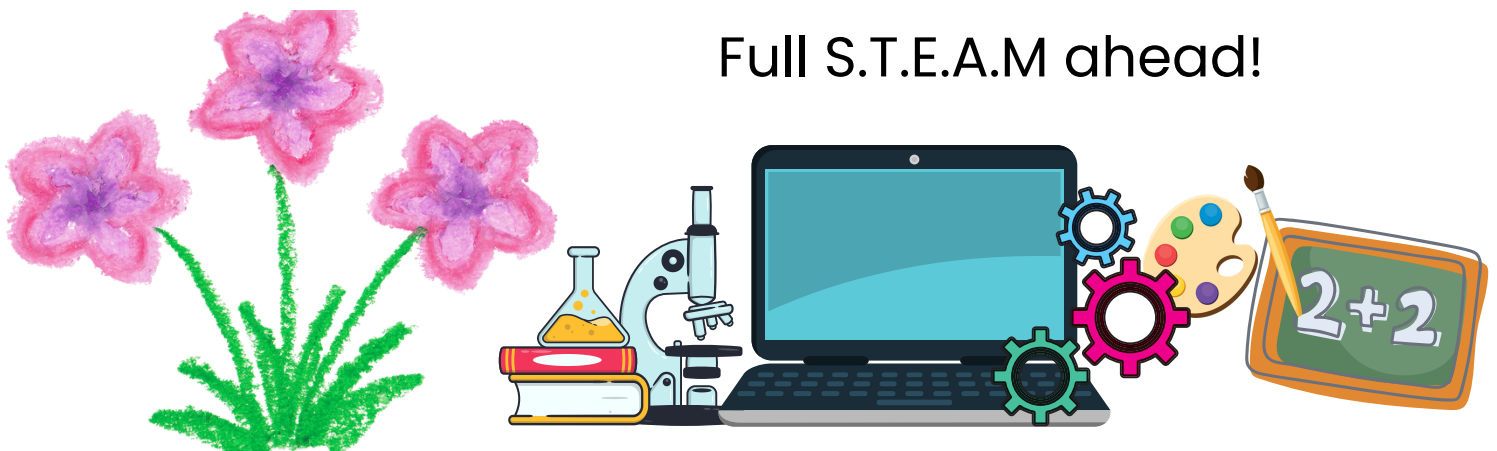
We have an awesome staff full of experience, enthusiasm, and the love of working with children and their families. Our staff can't wait to meet and get to know you.

We believe that a good parent-teacher relationship is necessary for maximum school success. Throughout the year we will communicate with you through notes, telephone calls, e-mail, and parent teacher conferences.

You are encouraged to contact us if you have any questions or concerns. Our school contact is (971) 544-7291 office, (503)867-1033 or thefinchacademy1@gmail.org.

We are looking forward to a wonderful year with you and your children!

Full S.T.E.A.M ahead!





Philosophy

The Finch Academy offers a comprehensive program that supports the whole child; this includes the physical, social, emotional and cognitive domains.

Mission

To provide every child with a safe and loving environment in which to strengthen their moral, academic, social, mental and physical foundation in order to thrive in an ever-changing world.

Vision

A world where socioeconomic status does not prevent children from developing in the areas that will enable their success in the future.



Guidance and Support

Our goal is to foster positive behavior, self-control, and problem-solving skills.

- We use a positive, supportive approach focused on prevention and redirection.
- Children are given clear choices to guide appropriate behavior.
- Negative language or threats are not permitted under any circumstance.
- Ongoing concerns will be communicated with families through behavior reports or parent-teacher conferences.
- If needed, we will work together to create a behavior support plan.



Class Schedule

Curriculum

Our curriculum is designed to support whole-child development through hands-on, play-based learning aligned with Early Childhood Education standards and S.T.E.A.M. concepts.

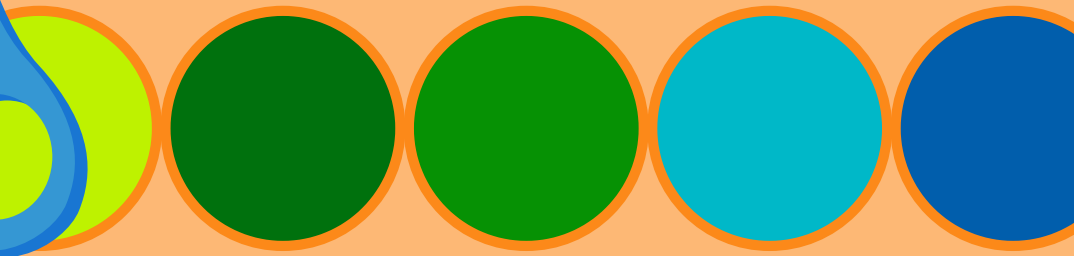
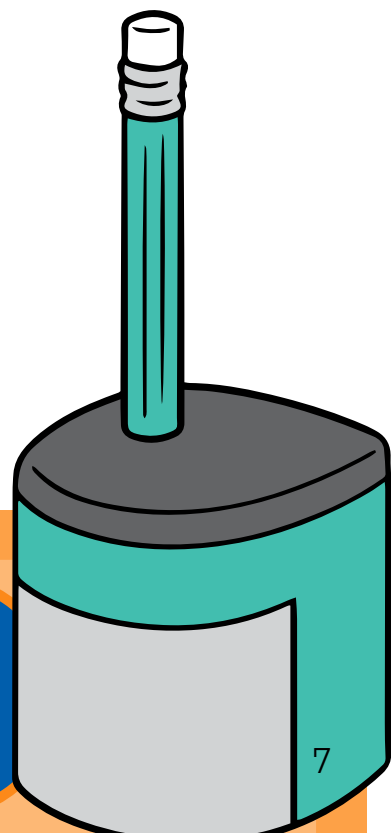
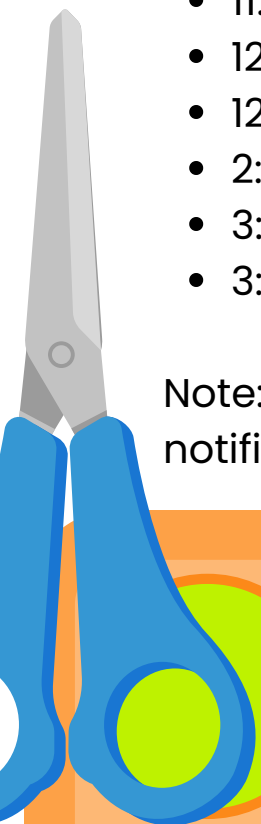
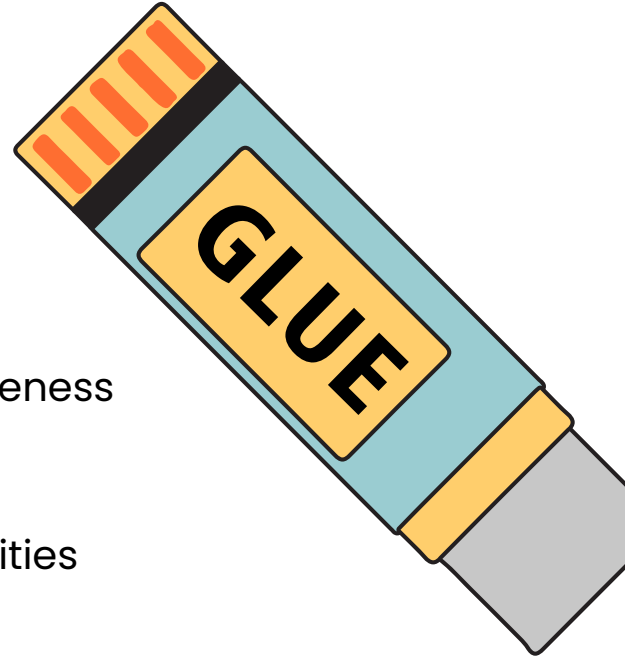
Core learning areas include:

- Literacy and language
- Early math and science
- Creative arts and music
- Social and emotional skills
- Gross and fine motor development
- Cultural exploration and diversity awareness

Our Daily Schedule

- 9:00 AM – Arrival & Morning Table Activities
- 9:30 AM – Circle Time
- 10:00 AM – AM Snack
- 11:00 AM – Outdoor Play
- 12:00 PM – Lunch
- 12:30 PM – Quiet Time / Naps
- 2:00 PM – PM Snack
- 3:00 PM – Closing Circle
- 3:30 PM – Dismissal

Note: Schedule are subject to change or alter without notification.



Attendance

Regular attendance helps your child stay on track socially, emotionally, and academically. It also reinforces that school is a priority.

If your child will be absent due to illness or another reason, please notify the school:

- First, write us a message on **Brightwheel**
- Call us and leave a voicemail.
 - Office: (971)-544-7291
 - School Cell: (503)-867-1033

Do not send you sick child with medicine to treat their illness.

All students must be fever free, diarrhea free and vomit free, **without medications** for 24-hours before returning to school.



Drop off & Pick Up



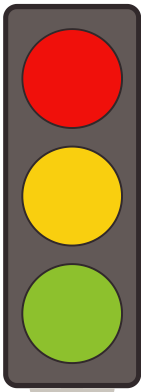
Time:

- Drop-Off Time: 9:00 AM
- Pick-Up Time: 3:30 PM

- **Enter from 12th Avenue**, turn left, and pull forward to the covered drop-off area. **Exit through 13th Avenue.**

Drop off Procedure:

- Drive in through 12th Avenue. **Please stay in your vehicle**, until you get to the *front of the carport line*. To check in scan the QR code, grab your child, buckle yourself and your child, and drive through the 13th Ave Exit.



Pick up Procedure:

- **Please stay in your vehicle**, until you get to the *front of the carport line*. To check your child out, scan the QR code, grab your child, buckle yourself and your child, and drive through the 13th Ave Exit.
- **If you want to walk up to the doors** to drop off and pick up your child, please park your car first.

Other Individuals Picking Up:

- Any changes to your child's pick-up routine must be submitted through Brightwheel before pick up.
- Individuals listed on your authorized child pick-up list may. They may be required to show Photo ID.
- If your child is picked up by a childcare provider, notify the teacher and ensure the provider presents a valid photo ID.



Dress Code



Students are expected to wear their TFA uniform:

- **Boys:** Navy blue TFA shirt with navy uniform pants
- **Girls:** Light blue TFA shirt with plaid uniform skirt and navy blue tights
- Optional: TFA cardigan or fleece jacket

Shoes:

- Closed-toe with rubber soles (e.g., sneakers)
- No sandals or open-toed shoes

Preschool can be messy! Please include a complete change of clothes in a labeled bag inside your child's backpack including:

- Underwear
 - Socks
 - Shirt
 - Pants or skirt
-
- The spare clothes bag should remain in your child's backpack and be refreshed as needed.
 - If your student borrows TFA uniform, please have it wash and returned in 24-hours.

Addendum: Preschool For All has requested that The Finch Academy supply each of the Preschool For All students enrolled in The Finch Academy with up to three additional uniforms and let it be optional for PFA students. If however your student is a private pay, then The Finch Academy mandates that our school uniform be worn to school. If you have any questions please do not hesitate to call the office.

Field Trips

Field trips provide hands-on learning opportunities outside the classroom.

- Parents must sign a field trip permission form.
- Field trips may be classroom-based or school-wide.
- Families are encouraged to attend and participate.
- If a field trip or activity is offered to us that is outside of the program calendar, we will try to provide 30-days advance communication.



Backpacks

To ensure your child is prepared, please review this daily checklist:

- ✓ Backpack (labeled, without wheels)
- ✓ Change of clothes in a labeled Ziploc bag
- ✓ Water bottle (labeled)
- ✓ Comfort items: stuffed animal and blanket
- ✓ Weather-appropriate clothing
- ✓ Completed homework folder

Personal Belongings

Personal Belongings

To maintain focus and safety:

- Please do not send toys or personal items unless requested for a specific activity.
- Comfort items (such as a stuffed animal or small blanket) are welcome for nap time.
- Comfort items remain in the backpack, unless it's nap time.
- The Finch Academy is not responsible for lost or broken personal items.
- All belongings should be clearly labeled with your child's name.
- Blankets should be washed at home over the weekends, please bring them back on Mondays.



Homework Folder

Daily Folder

- Each child will receive a Daily Folder to carry between home and school.
- The daily folder will be sent for school communications, notes, student assignments, and reminders
- Please check your child's folder every evening
- Return it to school each day in your child's backpack completing homework assignments.
- Daily Reading Log: Please read to your child every day or night, logging the book.

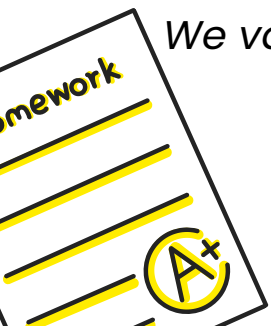
Assessment Schedule

- Student assessments are sent home three times per year to share your child's growth and development.
- Fall and Spring assessments include written feedback and developmental markers.
- Parent-teacher conferences will be offered following each report period to discuss progress and goals.

Parent Conferences

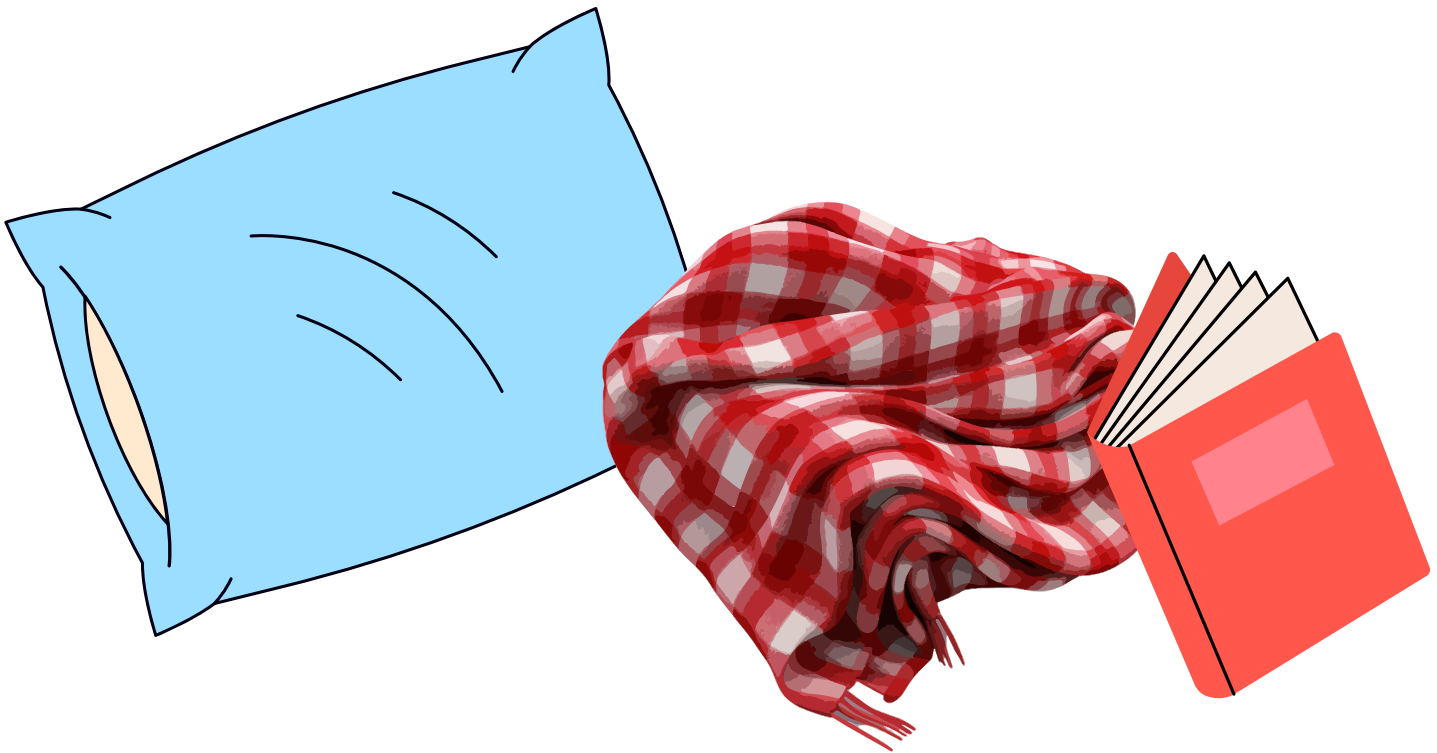
- Scheduled conferences occur twice yearly, following assessments.
- Additional conferences may be scheduled as needed by either parent or teacher.
- Conferences provide an opportunity to discuss your child's strengths, challenges, and next steps.

We value your partnership in your child's growth and success.





Rest Time



All children participate in daily quiet and nap time after lunch.

- Children who nap will rest on individual cots with their own blanket.
- Non-napping children will be given books or quiet activities.
- Please send a small blanket and comfort item if desired, both labeled.
- Please wash your child's blanket and teddy, weekly.

Food

- A morning snack, lunch and afternoon snack are provided each day.
- If you're going to bring your own lunch – please do not bring items that require heating or refrigeration.



Medication

- If your child requires medication during school hours:
- A Medication Authorization Form must be completed and signed by a parent.
- All medications must be in the original container, labeled with the child's name and dosing instructions.
- Only staff members trained in medication administration will administer medicine.
- We cannot administer any over-the-counter medications without written permission.
- If you'd like to send your child to school with their own Sunblock, it should be labeled with their name.





Birthday Policy

Birthdays are a special time! Students may bring treats to share.

- Store-bought treats only.
- If bringing a cake, please also bring utensils (plates, forks, knife)
- Keep in mind that not all families celebrate birthdays, and participation is optional.



Assessment Policy

Assessment is an essential part of early learning and helps us support your child's individual growth.

Each child is evaluated through screenings and observations across the following developmental areas:

- Sensory and language development
- Cognitive skills
- Gross and fine motor skills
- Social-emotional development

Progress is reported using the following scale:

- E – Exceeding Expectations
- M – Meeting Expectations
- S – Still Developing

Visitors and Volunteers

We welcome and appreciate family involvement in our classroom community.

- Parents, grandparents, or other trusted adults may volunteer in the classroom or from home.
- If you're interested in helping, please speak with your child's teacher.
- If volunteering from home (e.g., cutting or coloring materials), let the teacher know and a project can be sent home.
- All volunteers must check in at the front office upon arrival.
- All volunteers are required to do the Central Registry Background Check.

To ensure the safety of all children:

- All adult visitors must check in at the front office and provide valid photo ID.
- Visits must be pre-approved by the Director.
- Visitors may not be left alone with children.



SCAN ME!



Emergency Plan

Evacuation Plan

In the event of an emergency requiring evacuation:

- Children and staff will relocate to the designated meeting point:
- Maranatha Church parking lot, directly across from 4222 NE 12th Ave.
- Emergency contact binders will be taken to ensure communication with families.
- Parents will be contacted for prompt pick-up if needed.
- Notices will be posted at TFA door with details on our temporary location.

Emergency Comfort Packs

Upon enrollment, please provide a comfort pack for your child that may include:

- A family photo
- A small comfort toy or stuffed animal
- An extra set of clothes

This pack helps provide reassurance and familiarity during an emergency.

