

# Taft Early Learning Center Parent Handbook



## CONTACT INFORMATION

CALL 541-996-2115  
3780 SE SPYGLASS RIDGE DR  
LINCOLN CITY, OR 97367

## OFFICE HOURS

7:45 AM – 4:30PM  
MONDAY - FRIDAY

Table of Contents	
Parent Handbook introduction and program philosophy	2
Program Calendar	3
Program Schedule	4
Enrollment and wait list	6
Inclusion Policy	6
Tuition & Fees	7
Drop off & Pick-up procedures	9
What to Bring	9
Change of address or contact information	10
Inclement Weather	10
Health & Illness	11
Medication use at school	12
Snacks & Meal times	12
Diapering & Toileting	14
Bathing	15
Nap and rest time	16
Curricula & Developmental Screening	16
Behavior expectations	17
Photo and Video Policy	18
Volunteers	18
Mandatory Reporting	19
Signature Page	19
USDA Meal Guidelines	20
Immunization requirements	22

## Welcome to Taft Early Learning Center!

### **Program Philosophy:**

The Taft Early Learning provides a safe and nurturing environment to promote physical, intellectual, emotional, and social development in an inquiry based setting.

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

The staff and students working in the center provide a safe, warm, and accepting atmosphere for all children. The high school interns are an extension of the staff to provide support for the program, to gain knowledge of child growth and development, and to insure an excellent teacher-child ratio which provides each child with considerable individual attention.

**The child care programs operated by LCSD offer first priority to children of enrolled high school students. If the program is full and an LCSD student needs child-care your child may be bumped from the program. In the event that a bump is necessary, you will be given two weeks prior notice.**

### **Program Calendar:**

The program follows the Lincoln County School District's calendar. If you have any questions about whether or not the program will be open please talk with your child's teacher.

Please notify the staff by 8:00 a.m. each day if your child is going to be absent, by calling 541-996-2115 ext132 and asking for the preschool classroom. Your cooperation will help us plan better for our daily program as well as keep us informed about current illnesses.

LINCOLN COUNTY SCHOOL DISTRICT

**2017-18 Early Learning Center Calendar**

	SUN	MON	TUE	WED	THU	FRI	SAT	Month	Days
								<b>SEPTEMBER</b>	<b>19</b>
S						1	2	4 Labor Day Holiday (No School)	
E	3	4	5	6	7	8	9	5 First Day for children	
P	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
								<b>OCTOBER</b>	<b>20</b>
O	1	2	3	4	5	6	7	26 No School	
C	8	9	10	11	12	13	14	27 No School	
T	15	16	17	18	19	20	21		
	22	23	24	25	*26	*27	28		
	29	30	31						
								<b>NOVEMBER</b>	<b>16</b>
				1	2	3	4	10 Veteran's Day Holiday Observed (No School)	
N	5	6	7	8	9	10	11	20-24 Thanksgiving Break (No School)	
O	12	13	14	15	16	17	18		
V	19	20	21	22	23	24	25		
	26	27	28	29	30				
								<b>DECEMBER</b>	<b>11</b>
							1	18-29 Winter Break (No School)	
D	3	4	5	6	7	8	9		
E	10	11	12	13	14	15	16		
C	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
	31								
								<b>JANUARY</b>	<b>21</b>
J		1	2	3	4	5	6	1 New Year's Day Holiday (No School)	
A	7	8	9	10	11	12	13	15 Martin Luther King Day (No School)	
N	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
	28	29	30	31					
								<b>FEBRUARY</b>	<b>18</b>
					1	2	3	2 Staff Inservice- No School	
F	4	5	6	7	8	9	10	19 President's Day Holiday (No School)	
E	11	12	13	14	15	16	17		
B	18	19	20	21	22	23	24		
	25	26	27	28					
								<b>MARCH</b>	<b>17</b>
					1	2	3	26-30 Spring Break (No School)	
M	4	5	6	7	8	9	10		
A	11	12	13	14	15	16	17		
R	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		
								<b>APRIL</b>	<b>19</b>
A	1	2	3	4	5	6	7	26 No School	
P	8	9	10	11	12	13	14	27 No School**	
R	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
	29	30							
								<b>MAY</b>	<b>21</b>
			1	2	3	4	5	25 Staff Development (No School)	
M	6	7	8	9	10	11	12	28 Memorial Day Holiday (No School)	
A	13	14	15	16	17	18	19		
Y	20	21	22	23	24	25	26		
	27	28	29	30	31				
								<b>JUNE</b>	<b>10</b>
J						1	2	14 Last Day for Children	
U	3	4	5	6	7	8	9	15 No School	
N	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
								<b>Total Days this Calendar</b>	<b>172</b>
								3	

# Tiny Tiger's Schedule

(Ages 3-5)

The below schedule is an estimate only, we know that children's needs change often and we will be flexible to make sure we are meeting each child's needs daily.

7:45-8:30 Arrival/Greeting/Breakfast

8:30-8:50 Learning Circle

8:50-9:55 Center Activities

10:05-10:50 Outside/Large Motor

11:00-11:25 Thematic Learning Activity

11:25-11:35 clean-up/Good Bye Half Day

11:35-12:05 Lunch

12:05-12:20 Stretching

12:20-12:30 Quiet Story Time

12:30-1:30 Rest Time

2:00-2:20 Afternoon Snack

2:20-2:40 Wash-up/Learning Circle

3:00-3:30 Fine Motor

3:40-4:30 Outside/Centers/Gym

# Tiger Tots Daily Schedule

(Ages 6 weeks-3 years)

The below schedule is an estimate only, we know that children's needs change often and we will be flexible to make sure we are meeting each child's needs daily.

- 7:45-8:45: Arrival; Greeting; Diaper Check/Potty; Breakfast/bottles
- 9:00 – 10:00: Gross Motor Activities in room to reinforce large motor development
- 10:00 – 11:00: Diaper Check/Potty; Outside or Gym/Transition back to classroom
- 11:00 – 1:00: Food/Bottles/Quiet Time  
Play/Napping/Reading/Going for a Walk
- 1:00 – 2:00: Diaper Check/Potty/ Fine Motor Skill/Art activities
- 2:00 – 3:00: Snack; Outside or Gym; Transition back to room; Clean up room and prepare to go home
- 3:00 – 4:30: Diaper check/Potty; Sensory Activities until parents arrive

### **Enrollment:**

Children shall be admitted into Taft Early Learning Center only in accordance with the conditions of the certificate; including but not limited to, capacity, hours of operation, age range, and special conditions. In order to enroll your child in the program please complete all of the required enrollment paperwork and return it to the child-care center. The first month's tuition will be calculated at a pro-rated rate and is due prior to your child's first day of attendance. The child-care staff will then review your application and contact you as soon as possible to complete the enrollment process; this includes a meeting with the director to review program policies and procedures. The program director will contact families to schedule an enrollment orientation. We also highly recommend that you and your child visit the program prior to enrollment in order to see if it will be a good fit for your family. We are not able to enroll children in the program on the same day paperwork is submitted.

### **The Enrollment process includes:**

- Completed application
- Completed the signature page of parent handbook
- Completed attendance form
- Copy of your child's up to date immunization records
- Payment of first month's tuition, enrollment in payroll deduction (for LCSD staff), or copy of verification letter for ERDC payment
- Enrollment orientation with director to review policies and procedures, and completed enrollment agreement.

### **Inclusion of all children:**

We are an inclusive program and strive to serve all children represented in our community through collaboration with families, staff, and community partners. As required by the state and federal civil rights laws and the American with Disabilities Act (ADA), the center shall not discriminate against any child based on race, religion, national origin, gender, marital status, or because of a need for special care.

The decision to enroll/not enroll a child shall be made on an individual basis after the child's care needs have been assessed using information provided by the family and professionals who are knowledgeable about the child and/or a specific disability. Refusal by the center to care for a child with a need for special care because of lack of related skills, and degree of competence, or because of structural barriers in the center, shall not in itself establish a prima facie case of discrimination.

If a child with special needs is enrolled who needs a specific plan for care, such a plan will be developed in writing between LCSD staff, parents, and if necessary, outside specialists. The plan will be in place and all staff made aware and/or trained in regards to the plan prior to the child

attending the program.

**Saving Spots and Wait List:**

In order to provide an open and accessible service for all children and families admissions are accepted on a first come first serve basis when possible. We are not able to “reserve spots” for children without payment for the care. Families are encouraged to submit an enrollment packet for care that will be needed at a later date (such as for an infant who will need care once they are 6 weeks old), and you will be added to a waitlist based on the date your packet is received. Submission of an enrollment packet does not guarantee enrollment. When the date of your needed enrollment approaches, the director will contact you to let you know if there is room on days and times you have requested, and if your child will be enrolled in the program. We will do our best to help meet the schedule needs of your family including starting with fewer days than you requested until more space is available.

**Attendance Scheduling:**

We prefer that all families complete an annual attendance calendar upfront; however, we understand that everyone’s work schedules are different. If you are unable to complete an annual calendar, you must complete a monthly attendance calendar and turn it into your teacher by the 25th for the next month’s care. If your childcare needs vary from month to month requests for care will be honored on a first come first served basis each month. We encourage families to schedule routine child-care days and times that are consistent throughout the school year. This will help staff to provide a quality and well supervised program, and also provide stability and structure for your child.

**Tuition and Fees:**

Children 6 weeks– 3 years:

\$35 for a full day– 4 or more hours in a single day

\$25 for a half day– hours must be AM between 7:45-11:30am or PM between 1:00-4:30pm

Children 3-5 years

\$30 for a full day (4 hours or more)

\$20 for a half day- 4 hours or less must be between 7:45-12:15 (No PM half days for preschool aged children).

**Tuition is due in advance of care.** You will be billed by the 15th monthly and payment is due by the **25th of each month**, August through May. Your first month’s payment must be paid in full before your child is enrolled in the program. **A \$35 fee will be charged** for any non-sufficient funds checks (NSF) or dishonored checks returned to the district.



Payments are due in advance with no deduction for absences. You will be billed for all days your child is *scheduled* to attend. **If your child is absent due to illness, you will still be responsible for tuition on that day.** If you have a pre-planned family vacation, you must give the center staff one-month prior notice in order to have your tuition credited for the absence. We are happy to work with families on a case-by-case basis should an unforeseen need for a long-term absence arise.

**Payment Schedule:**

Month of Care	Payment Due
September	August 25th
October	September 25th
November	October 25th
December	November 25th
January	December 25th

Month of Care	Payment Due
February	January 25th
March	February 25th
April	March 25th
May	April 25th
June	May 25th

**Please submit all payments to the Site Director or pay with a debit or credit card online at**

[www.lincoln.k12.or.us](http://www.lincoln.k12.or.us) – go to Quick Links, Online Payments, Early Learning Center Fees.

Checks, money orders or debit/credit cards are the preferred method of payment. You will be given a receipt every time you pay in person at the Early Learning Center. If you do not receive a receipt, please ask for one. Online payments will produce a receipt that you may print or email to yourself. You must retain this receipt as proof of timely payment in case of an account dispute.

\*LCSD staff have the convenience of enrollment in monthly payroll deduction; if you do not want to be enrolled in payroll deduction please contact Lauren Sigman:  
[lauren.sigman@lincoln.k12.or.us](mailto:lauren.sigman@lincoln.k12.or.us), 541-270-2456.

**Late Fees:**

**Late payments have a big impact on the program.**

Tuition is due on the 25th and late by the 30th of each month.

\$15.00 will be charged the first time tuition is late.

\$30.00 will be charged the second time tuition is late.

If payment is not received by the 10<sup>th</sup> of the month, the child will be discharged from the program and placed on a wait list, and the account will be sent to a third party collection agency. Any payments made will be applied to the oldest charges first and late fees may still apply if the account is not paid in full by the next tuition due date.

### **Tuition Reimbursement**

If you choose to withdraw your child from the program, please give the staff at least one week of notice, so they can help your child and other children in the program prepare for the change. If at least one-week notice is given and your account is paid in full to date, you may receive reimbursement upon the withdrawal of your child from care.

### **Child Drop off and Pick-up**

**When:** Our program opens daily at 7:45, staff are not able to care for children prior to that time. **Children are not allowed to be dropped off if a staff member is not present in the classroom,** parents may not leave their child unattended or in the care of a high school student.

The program closes daily at 4:30. Please be mindful that you arrive with enough time to greet your child and their teacher, gather their things, and sign them out by 4:30. Arriving at or after 4:30 requires staff to stay past their scheduled work time and effects their ability to be on time for other responsibilities. Chronic late pick-ups will result in a fee of \$5 per five minutes after closing time. Our staff have families and responsibilities of their own and are not able to stay past closing time, please be respectful of their time by picking up your child on time.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release contacts. Provisions will be made for someone to stay with your child as long as possible, but if after one hour we have not been able to reach you or a person listed as an emergency contact, we will call local authorities to help assist with the situation.

**Where:** Please park in the parking lot located in the back of the building and enter through the gate located on the northwest side of the building (follow the sidewalk closest to the building through the garden). You may enter the preschool room through the first door in the playground area or the infant/toddler room through the second door. Please knock if the doors are closed. The school entrances are locked during the day for safety, and you will not be able to enter through them.

### **Class Sign-in/Sign-out**

We require that children be signed in and out by an adult. After signing in your child please be sure to either hand them off to a staff member or notify a staff member that you have brought your child and are now leaving. Children are released only to persons with picture identification that have been authorized by you in writing. *(Parents, please bring and be prepared show picture ID the first few days of school until staff get to know you)*

## **What to Bring**

- **Infants:** enough clean bottles for a day's use, at least 6 diapers per day, pacifiers, special blankets, and at least 2 changes of clothes per day.
- **Toddlers:** enough clean bottles for a day's use (if applicable), enough solid food for a day's use, six diapers, and at least two changes of clothes per day.
- **Older Toddlers:** enough food to sustain them for the day, and at least two changes of clothes or more per day if your child is toilet training.
- **Preschoolers:** enough food to sustain them for the day, and at least one change of clothes, socks and shoes.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, blanket, etc.) to prevent items from becoming misplaced or lost. We believe that children's play is their most important work while at school, and sometimes this play can become messy, we do not limit a child's interaction with messy materials. We will provide aprons and smocks when needed, however your child's clothes will at some point become messy during their play. Please do not send your child in clothing that is not suitable for play and/or that you are concerned about getting stained. We are not responsible for lost or damaged items. Soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

## **Change of Address & Emergency Info**

If you have a change of address, phone number, or medical or emergency information, please let your teacher know immediately. During the registration process, an Emergency Contact/Release of Child form will be completed with the names of those persons authorized persons to be contacted in case of emergency and those authorized to pick up the child.

Without court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian had legal custody where there is no court documentation. If there is a person or person(s) who is not to be in contact with your child, as established by court order, please let our program staff know ASAP, so that we can ensure the safety of your child and others in the program.

It is the parent's responsibility to assure that all Emergency Contact Information is current and updated in the case of any changes. The notification of any changes must be in writing, and a new Emergency Contact form must be completed and signed by the parent(s) /guardians.

Children will not be released to **anyone** other than the custodial parent(s) /guardians or those persons listed on the Emergency Release form.

## **Right to Refuse Child Release**

Staff members will not release a child to the care of any person suspected of being under the

influence of drugs or alcohol. To protect your child we may request that another adult listed as an Emergency Contact pick-up the child or we may call the police to prevent potential harm to your child.

### **Inclement Weather/School Closure**

If Lincoln County School District is closed due to inclement weather, childcare programs will also be closed. When schools are delayed one hour, the center will be delayed one hour etc...

For school closure information tune in to the radio or call the 24 hour LCSD information number at 541-265-4437. The LCSD website is updated by 6:00 a.m. each day in case of a closure or delay.

### **Illness and Child Health**

Please keep your child home if she or he has been ill during the night or in the morning and has active symptoms listed below. To help prevent the spread of illness, your child will be sent home if exhibiting any of the following symptoms

- Fever- a temperature 100F° or over taken under the arm or 101F taken orally
- Vomiting- one or more episodes in the last 24 hours that is unexplained
- Diarrhea– three or more watery or loose bowel movements in the past 24 hours
- Severe pain such as ear, throat, or stomach
- Severe cough- A cough that is persistent and/or productive and limits the child’s ability to participate in normal daily activity.
- Unusual yellow color to the skin or eyes
- Skin or eye lesions that are weeping or pus filled- a doctor’s note is required to return to school.
- An unexplained rash
- Cuts or openings on the skin that are pus-filled or oozing (bring a note from doctor and keep sores covered)
- Head lice
- Strep Throat or other streptococcal infection until 24 hours after initial antibiotic treatment and reduced fever
- Chickenpox
- Illness that results in greater need for care than we can provide
- A communicable disease. If you know or suspect your child has a contagious disease, please call your child's teacher (see your doctor to confirm the disease and receive medication/s if needed)

**If your child had been ill, their temperatures should be normal for 24 hours (without the use of medication) prior to returning to school. If your child is taking an antibiotic treatment, they may return 24 hours after the initial treatment. Children who are sent home from the center or have been exhibiting vomiting, fever, or diarrhea must stay home for 24 hours before returning to school.**

The center has the right to refuse admittance to a child that appears ill. Oregon's Early Division Children who are displaying the symptoms listed above will be isolated from other children until an authorized person can pick them up. Parents or emergency contacts are requested to pick-up their ill child within one hour of being notified by staff. We understand that it is difficult for a family member to leave or miss work, but to protect other children you may not bring a sick child to the center. We encourage you to have a back-up plan for picking up your child should they become ill and you are unable to pick them up yourself.

### **Immunizations**

Immunizations must be current and up to date according to Oregon law. All children in the center are subject to the Oregon exclusion date in mid-February. If you receive an exclusion notice, care cannot be provided by law until your child receives the necessary vaccines and documentation is provided. Infants under 2 months of age are exempt from the enrollment immunization requirement, however, it is expected that infants will begin their immunizations at 2 months of age, according to Oregon's immunization schedule. **A list of required immunizations for children 0-6 can be found at the end of this packet.**

### **Administration of Medication**

The Classroom Teacher will have the parent fill out the Parent Permission Form. They will work together to transfer information from the prescription bottle onto the Medication Administration Flow Sheet.

**ALL** medication (whether prescription or over the counter) must be in the original container, which must be child resistant. Prescription medication must be properly labeled by the pharmacist. The label information must include: the child's name, frequency and amount of dosage, name of the drug, and duration of administration, method of administration, expiration date, storage instructions, date filled, and name of the prescribing physician.

Medication will be kept in a locked container in the First Aid Backpack or be stored in a locked drawer or cupboard. Medication that requires refrigeration will be kept in a locked container in the site refrigerator.

If the child refuses to take the medication, has an adverse reaction, or has any problems related to medication administration, the parent will be notified immediately.

Unused medications will be returned to the parent when treatment is complete.

Parents may administer medication to their child without documentation. Please let your child's teacher know if you have given your child any medication prior to them arriving at school. ALL medication must come in its original packaging.

In cases in which medications are to be used for emergencies (rescue inhalers & epinephrine) the District's nursing staff will develop a procedure and training for administration of the medication in an emergency to all staff who may be in contact with the child.

### **Meal Times**

It is the responsibility of the parent to provide enough food for your child to sustain them for the length of time they are at school. The center will provide morning and afternoon snacks as well as offer milk at each meal. As a certified child-care facility we follow all USDA recommended snack and meal guidelines, please review these guidelines (on page 17) to ensure the meals you are sending provide the proper nutrition for your child's age.

Meals and snack times may vary but there will never be more than three and a half hours between when food is offered.

### **Preschool aged children:**

- Food shall be brought on a daily basis and be ready to eat
- All staff and children must wash their hands before each meal, for at least 20 seconds
- All food and drink containers and lunch boxes should be clearly marked with the child's name.
- All food will be kept in the classroom refrigerator between meal times.
- We are not able to prepare any food at the center. Food may be sent that needs to be reheated. Staff will reheat foods in the microwave until they reach an internal temperature of 165 degrees, and then cooled until ready to eat.
- Only food leftover from being served will be thrown away. Food that was not served will be sent home in the child's lunchbox.
- Children will remain in their seats or high chair while eating in order to assure safety
- There is water available all day for the children to access as they wish.
- Each child will have their own cup, provided by the school, labeled with their own name to use for water.
- Food will never be used as a bribe, reward or punishment.
- Staff will sit with the children while they are eating to assist as needed, support healthy eating habits, and promote socialization.
- **IF A CHILD HAS ANY FOOD ALLERGIES** This information will be posted in the classroom kitchen, on the refrigerator, so all Early Learning Center staff are aware of the allergy. Please be sure to inform the center staff of any food allergies your child has.

### **Infants & Toddlers:**

- Parents are responsible for supplying your child enough bottles, nipples, breastmilk and/or formula, and food to sustain them for the day. Any bottle or nipple used by the

center (that was not provided by the parent) must be sterilized and stored in a closed container.

- Each child shall be fed on his/her own feeding schedule
- When formula is provided by the center, it shall be either the commercially prepared, iron-enriched, ready-to-feed type or shall be prepared from powder or concentrate and diluted according to manufacturers' instructions.
- Formula, breast milk, and food provided by the parent(s) shall be clearly marked with the child's name and refrigerated if required
- Whole milk, skim milk, 1%, and 2% milk shall not be served to children under 12 months unless requested in writing by the child's parent(s) and with a medical provider's written permission.
- Solid foods fed to infants shall be selected from the food groups specified in OAR 414-300-0270(2) - fluid milk; breads and grains; meat, fish, poultry or meat alternatives (e.g., dried beans, peanut butter, yogurt or cheese), fruits, and vegetables
- Solid foods must be labeled with the child's name and if homemade also labeled with the date made and ingredients used
- Solid foods shall not be fed to infants less than four months of age without parental consent
- Solid food shall not be served directly from the container
- Leftovers in the serving container shall be discarded
- Solid foods, with the exception of finger foods, shall be fed with a spoon
- Honey or foods containing honey shall not be served to children under 12 months of age
- Children who cannot feed themselves shall be held or, if able to sit alone, fed in an upright position.
  - Infants up to six months of age shall be held while bottle fed.
  - Bottles shall never be propped. The child or a staff person shall hold the bottle.
  - Infants no longer being held for feeding shall be fed in a manner that provides safety and comfort.

As your child begins to experiment with new foods we ask that you always try a new food at home first before sending it to school. This will help you to observe if your child has any reaction to the food as well as if they are ready to consume it. Trying new foods is a exciting time, it is best to start with bland whole foods such as bananas and avocados, and then move on to more flavorful fruits and vegetables. We are here to support you in however you wish to introduce solid foods to your child. Please make sure you communicate with your child's teacher any special directions, or preferences you have as your child begins to eat solid foods. Your child's teacher is also a great resource in offering tips and advice about how to offer solid foods to your child in safe and effective manner.

### **Celebrations:**

Birthdays and other days of celebration are a special time for some children. In order to be respectful of all of our families different cultures and beliefs please be sure to notify us if you would like to have a special celebration or treat for your child and also if you would not like your child to participate in these celebrations. If you would like to bring a special treat in for the class

you must notify your child's teacher and receive approval to ensure it will be a safe item for all the children in the program to consume.

### **Toileting & Toilet Training**

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's wishes.

Bathrooms will be kept sanitized and visibly clean throughout the day and accommodations will be made for each child's individual toileting and hand washing needs. Teaching staff will support children with toileting needs and encourage self-help and independence.

### **Diapering:**

All diapers and wipes must be provided by the parent. Please provide enough diapers and wipes to last your child through the day. Parents are encouraged to bring enough diapers to last for the week. Your child's teacher will notify you when you are running low on diapers or wipes. Parents must label each with the child's name and any special instructions. If you would like our staff to apply a diaper cream of any sort please complete a medication administration form. All diaper creams must be labeled with the child's name, and will be kept in a locked area out of the reach of children. If a child is observed to have a rash or broken skin in the diapered area, your child's teacher will notify you and discuss the best way to remedy the problem.

Diapering will be implemented in a manner that prevents the spread of communicable disease and maintains the integrity of the diapered child's skin. Typically the lead staff person will be responsible for diapering children. Student assistants who have been mentored, trained, consistently observed, and determined to be appropriate may be allowed to change diapers. When this occurs the lead staff person will always be present or within visibility during the diapering process.

The following diapering procedures will always be followed:

- All children will be changed either on the changing table, or on a changing pad on the floor.
- Lay child on the changing pad, making sure to always have physical control over the child's body.
- Remove the child's shoes, pants/leggings, and diaper, cleaning the soiled area of the child's body as you go.
- Place soiled diaper in Diaper Caddy and close immediately.
- Make sure the child is completely clean, using wipes provided for that child.
- Slide diaper under child, and secure the taped tabs on the front of the diaper.
- Assist child in getting dressed.



- Hand child to another staff member, and then wash and sterilize the changing pad with bleach solution
- Wash hands with soap and warm water.

### **Bathing**

Should a child become soiled and need a bath we will bathe them on site using a large plastic bin. The process for bathing will be:

- The child will be taken into the restroom and a teacher will wear gloves while removing their soiled clothing and place into a sealed plastic bag.
- The bathing tub will be sanitized with hot water and soap prior to use.
- The bathing tub will be filled with warm water and placed in a safe location- on a table or the floor.
- The teacher will place the child in the bath and use a gentle soap to wash the child. Children are never left unattended while bathing.
- The child will be removed from the bath once clean and re dressed.
- The teacher will empty the bath in the handwashing sink or toilet, wash the bin using soap, and soak the bath in a bleach solution and then allow to air dry

### **Napping/Rest time**

Rest time is required of all children in the program who are in attendance for 4 hours or more. At times children have a difficult time resting in a room with other children. To assist the children in getting ready to rest we provide a transition period of reading, stretching and “calming down” prior to the beginning of the rest period. Your child can bring a comfort item such as a blanket, picture of the family, stuffed animal, etc. to snuggle with during rest time. Please let your child’s teacher know if there is a special way your child likes to go to sleep such as rocking, back patting, a comfort item, singing etc...Our goal is for children to be able to rest in order to restore their minds and bodies, so they can continue to play and learn throughout the day.

Each child will be provided with an individual resting place and will have their own labeled mat or crib which are disinfected weekly or as needed. Children’s sleeping mats and cribs will be placed at least 3 feet apart. All linens will be washed on site using the programs washer and dryer at least weekly or as needed when soiled. Any linens brought from home (ie special blankets) will be sent home daily and only used by the child who brought them.

Children are not required to sleep. They are encouraged to remain quietly on their mats and rest for a period of at least 20 minutes. Lap sitting, rocking, and back rubs are always offered to children as a way to help them calm.

### **Infants/Toddlers:**

- Children of any age cannot be given a bottle or sippy-cup while lying down. **Infants will always be held for bottle feeding.**
- Infants will sleep on their own schedules as they show cues of tiredness (rubbing eyes, yawns, lethargy etc...)
- Infants will always be placed on their backs to sleep.
- Cribs and mats will be disinfected weekly in addition to any time that the crib is soiled with body fluids, or after a child's illness.
- If cribs are shared by multiple children the linens will be changed and crib disinfected between each use.

### **Curricula and Assessment**

Baby Cubs uses the Creative Curriculum and Teaching Strategies Gold to guide program activities and ensure all lessons are developmentally appropriate. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation will be communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

### **Developmental Screening**

The center uses the Ages & Stages Questionnaire to coincide with curriculum-based assessment(s); we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and program staff. Developmental screenings are also used as a teaching tool for the high school students who participate in the program. Any information regarding your child's developmental screening will be shared with you and kept confidential.

### **Behavior Expectations**

Developmentally appropriate classroom behavior is expected of all children. Redirection and modeling are used as tools to encourage appropriate behavior. Positive reinforcement is practiced and making good choices is encouraged. Children will be expected to practice safe behaviors. They will be expected to be respectful of other children, adults, and materials in the classroom.

A child is never subjected to cruel or severe punishment, humiliation, or verbal abuse. We encourage children to develop their own self-control, autonomy, management of feelings, problem solving, and to work towards cooperative social behavior. The underlying goal of all correction is to foster independence and to help children develop inner self-regulation and to replace adult-maintained external controls. We facilitate children coming up with their own

solutions when conflicts arise. Teachers set clear, consistent limits and strive to develop close, nurturing relationships with all children. We limit the use of “No” and “Don’t”. Teachers avoid ultimatums that force power struggles by giving reasonable choices, allowing the child to make decisions towards a desired outcome. If a child continues having a difficult time controlling their emotions or actions they will be assisted to a safe, solitary place within the classroom where they can calm themselves. They may be offered a book, a flannel board activity, playdough, etc. to help them calm down.

We work together with parents for a consistent approach to a child’s behavior. If the teachers feel that the child would benefit from additional services parents will be notified of the situation and of all ongoing observations by the teacher. A parent conference will be scheduled as soon as possible to discuss the concerns. Parents will be given, in writing, the reason for recommending additional services, a brief summary of the observations related to the referral and any efforts the school has made to accommodate the children’s needs. It is the parent’s responsibility to share pertinent information with teachers, to follow through on referral recommendations and to request additional conferences with the teacher if they feel they are needed. We will work collaboratively with support services.

Parents are encouraged to discuss any questions regarding classroom and behavior management with the teachers.

On rare occasions, a child’s behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child’s accommodations for success and participation.

### **Safety**

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

### **Biting**

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to

help the biter to learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Staff will communicate with families of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

### **Photos and Videos**

LCSD policy and The Family Educational Rights and Privacy Act (FERPA) provides public school parents/guardians the right to prevent photographs from being taken of their children at school. School staff and volunteers are obligated to abide by the Federal law. Before taking photos of students, school staff and high school students must check the child's enrollment form to see if a student's parents have denied permission to photograph. If permission is granted, students still must will be identified by full name on any media source, posted picture, or publication.

### **Open Door and Volunteers**

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant/toddler rooms welcomes parents/guardians to nurse and feed their children.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with families. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Parents or guardians interested in volunteering in the classroom must participate in the district volunteer approval process, which includes a volunteer background check. Children are most successful when parents participate in school. If you have questions about volunteering please talk with the classroom teachers.

### **Mandatory Reporting**

LCSD child care staff will comply with state law (ORS 419.B-419B.045) requiring them to report any cases of suspected or identified child abuse. These reports are made to the Department of Human Services – Child Welfare Program (DHS-CWP). LCSD child care programs will cooperate fully with DHS-CWP and will not undertake, on its own, to intervene in cases of suspected abuse. Staff will preserve confidentiality of all records pertaining to child abuse in accordance with state law.

### **Emergencies**

Taft Early Learning Center follows all LCSD emergency plans, procedures, and closures. Information can be found on LCSD's website: [http://lincoln.k12.or.us/dept\\_programs/safety.php](http://lincoln.k12.or.us/dept_programs/safety.php)

**Fire Safety-** Our center is fully equipped with fire safety alarms, extinguishers, and sprinkler systems. In conjunction with the high school building emergency exit drills are practiced monthly.

**Emergency Transportation-** In the event that your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

**Code Red/Code Yellow and lock down-** As part of the high school building the center will follow all code red and code yellow lock down procedures. During a lock down drill or emergency staff, children, and parents may not be able to enter or exit the program. This is to ensure the safety of everyone in the building. Staff also may not be able to answer phones during these procedures. In the event of a lock-down we ask that you check the following resources for emergency information and updates:

- **LCSD Website:** Check our website **[www.lincoln.k12.or.us](http://www.lincoln.k12.or.us)** to get current information about school emergencies, school closures, or delays. The emergency information will be the first thing you see when you log on to our website – it will be in bright red.
- **24-Hour Information Line:** Call our 24-hour information line at 541-265-4437 to get current recorded information about school closures or delays.
- **School Social Media Sites:** Many of our schools post emergency notifications on their school website, Facebook or other social media sites.

# Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the Taft Early Learning Center **Family Handbook**, and I have reviewed the family handbook with a member of the Taft Early Learning Center staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the Taft Early Learning Center **Family Handbook** that I do not understand.

---

Recipient Signature

---

Date

---

Center Staff Signature

---

Date