



Parent Handbook

Director Sienna Bogart
541-926-3183 ext. 303
director.upchildrensplace@gmail.com

Welcome to The Children's Place @ UPC

Welcome!! We're so thankful to have your family here with us at The Children's Place. We look forward to caring for your child and helping them to grow in their child care & early education experience. This manual outlines our policies & procedures for The Children's Place.

The Children's Place is a nonprofit organization. We offer year round childcare and early learning for children ages 6 weeks to 5 yrs old. Our hours of operation are **Monday-Friday from 6:45am to 5:30pm.**

MISSION STATEMENT & PHILOSOPHY

The Children's Place is a non-profit organization and biggest inhouse mission of the United Presbyterian Church of Albany (UPC). Its general purpose is to meet the need for quality childcare for the families in our community.

Our vision is to be a place where parents feel at ease while away from their children and still be a part of their child's day through updates and communication. At The Children's Place, we believe in growing your child through a combination of hands-on learning, self directed play, creative thinking, teacher guided activities, and building social/emotional skills, all the while being cared for in a safe and nurturing environment.

NON-DISCRIMINATION POLICY

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability."

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA and the State of Oregon are equal opportunity providers and employers.

LILLIO APP

Most of our center's communication is run through Lillio. You will receive notifications about your child's day as well as supply needs. Photos will be uploaded to the app for your viewing. Lillio gives you a better understanding of the learning that is taking place in the classroom as it allows teachers to communicate directly with you. You will receive an invite to join Lillio upon enrollment.

SCHOOL LOCATION & CONTACT INFORMATION

330 5th Avenue SW
Albany, OR 97321
The Children's Place Phone (541) 926-3183
Church Office Phone (541) 926-5551

PLANNED CENTER CLOSURES

New Year's Day
Martin Luther King (MLK)
Spring Break March
Memorial Day
Summer Break (week of July 4th)
Labor Day
Veterans Day
Thanksgiving Day and Friday after
Winter Break (December 23-Jan 2)
2 Professional Development Days

The Children's Place celebrates most major US holidays. This may include culturally adverse teachings, along with participation in culturally diverse foods, celebration foods and or different forms of media. Children 3 years and older may participate in a monthly story telling of the Bible from our youth minister.

The Director may "poll" the parents for need for childcare for any anticipated low enrollment days, and together with the staff, may choose to close the Center or reduce/mix classrooms to provide consistency in care.

TUITION FEES & POLICIES

We offer care from 6 weeks through Pre-K. We offer full time enrollment only. Children are accepted on a first come, first served basis. Waitlisted children, staff children and siblings of already enrolled children, have priority.

A non-refundable registration fee of **\$85.00** is due with application. There is a recurring annual supply fee of \$100.00 due September 1st.

Rates per classrooms:

Classroom	Full-time Monthly Rate*
Infant	\$1346.00
Wobbler/Toddler	\$1281.00
Preschool/Pre-K	\$1135.00

** Tuition and fees are subject to an annual 3-6% increase
Part-time rates will be decided based on schedule*

FEE PAYMENT SCHEDULE

Invoices are sent to parents via Lillio. Invoices will be sent on the 1st of the month. You can pay tuition electronically through Lillio or by cash or check.

Cash should be placed in a sealed envelope with your child's name and month of tuition written on it. Checks should be made payable to **The Children's Place**. Cash or checks can be placed in the office folder at your child's classrooms or handed to your teachers.

TUITION & CLOSURES

There are no deductions or refunds made for absences due to illness, school closure days, or vacations.

In the event the center is required to close for an extended period of time (more than 30 days) and TCP is able to recover the costs of operation, those cost savings will be passed along to enrolled families in the form of a tuition reduction.

LATE TUITION PAYMENT

A **\$55** late fee will be charged if tuition is not paid in full by the 10th of the month. This fee will be added to your tuition due and invoiced to you via Lillio. Please arrange special payment schedules with the director **before** tuition is due, if needed. Children will not be able to attend class if the parent's balance becomes more than 30 days overdue.

LATE PICK UP/DEPARTURE FEES

When children are not picked up on time it affects the teacher's schedule. We ask our families to respect this and pick up their children on time (end of day), or call ahead if running late. However, in the event that a child is not picked up on time **more than twice in a month**, the parents will be charged a late fee of: **\$55**; fees will be invoiced through Square.

RETURNED CHECK FEE

The **\$30** returned check fee issued by our bank will be invoiced to the parents, in addition to the original check amount.

FINANCIAL ASSISTANCE:

TCP accepts state assistance payment through DHS as well as Child Care Aware.

If receiving assistance through ERDC parents are responsible for the difference. For example if our monthly tuition is more than what ERDC covers, parents are responsible for the difference.

ENROLLMENT & WITHDRAWAL POLICIES

ENROLLMENT

Children are enrolled on a first come, first served basis of the available spots in each classroom. Prior to the first day of care, parents will need to complete the following required forms, which are kept in the child's individual file in the office.

1. Authorization & Enrollment Form
2. Child's Schedule (ages 6 weeks - 2 years old)
3. Department of Health Immunization Form
4. 3x5 Emergency Card
5. Tuition Contract
6. Media Release
7. Lillio Agreement

Additional forms may include, but are not limited to:

- Food Substitution/Allergy Form
- Authorization to Administer Medicine Form.

Be sure to notify the teachers and the office when you change emergency or contact information.

***We work hard to create an environment where all feel welcomed but there are times we are not the right fit. At any time TCP reserves the right to determine if our program is not the right fit for a child.**

****TCP has a 45 day adjustment window. If the child or parent are not adapting to being in care and cooperating with center staff they may be unenrolled from the center.**

WAITLIST

If the program the child is aged for is full, they will be placed on a waitlist. When an opening is available, the first family on the list for that classroom will be contacted. They can choose to take the available spot or pass it to the next family if the timing is not right for them. If they pass, they will remain at the top of the list for the next spot available. ***Being on the waitlist expires one year from the date the form is submitted. If the family wishes to remain on the waitlist, they will need to refill out the waitlist form.***

WITHDRAWAL PROCESS

WITHDRAWAL – Parent Termination

1. When the parent enrolls his/her child in the program, it should be with the intention of participation for the full year.
2. Upon request, there is a one-month transition period for newly enrolled children. If considered necessary, the child may be withdrawn from the program without the required notification as otherwise required. A withdrawal, in this case, should be discussed with the Director.

WITHDRAWAL – Mutual Decision Between Parent and Center

The Children's Place reserves the right to terminate the enrollment of any child whose individual needs cannot be met. The termination would be preceded by conferences with parents, teachers, and the Director. The opinions of other professionals may be included and considered. The parent may also seek the opinion of another professional in cooperation with the teacher and if it is in the best interest of the child. We strive to meet the educational, social, physical, and emotional goals of not only the child, but also that of the entire class. Meeting the needs of the parent and balancing the needs of the child, keeping in mind group dynamics, will be considered in all cases.

WITHDRAWAL – Center Termination

The Center may terminate a child when –

- The needs of the individual child cannot be served
- Child's behavior endangers other children
- Parents are uncooperative
- Parents fail to pay fees
- Parents fail to submit State required Immunization and Enrollment Forms
- Parents fail to observe policies set forth by the Center
- Parents endanger the safety of their child or other children at the Center
- Parents fail to observe rules regarding arrival and departure

ARRIVAL & DEPARTURE PROCEDURE

ARRIVAL

Children must arrive **before 8:30am** unless their teacher or staff personnel have been notified. When you arrive, give yourself a little extra time to assist and guide your child into the classroom. Take time to say goodbye and reassure your child of your return at the end of the day, but try not to linger as this can make a hard drop-off worse. Each child has a hook and/or a “cubby” to place items into. Ask your child’s teacher where the most convenient place is to leave their items.

Please inform your child’s teacher of any important or helpful information (ie, how they slept, their mood, if they have eaten, if their schedule will be different that day).

It is our policy that you escort your child to a teacher. This is mandatory. This is in accordance with the State of Oregon, Child Care Division’s Rules and Regulations for Licensing and Certification of Child Care Centers. Children are to be physically received by a teacher. Children may not walk through the parking lot or walk unaccompanied without parental supervision. The adult dropping off must remain with the child until the child is accepted by a qualified staff person.

DEPARTURE

When picking up your child from upstairs, go through the front door using the door code and go to your child’s class. We ask that you wait by the door and let the teacher know you are there. The teacher will then help your child gather belongings and then bring them to the door for you. Your child will then be checked out by the teacher and is then your responsibility as the guardian.

Children must be within sight and sound of parent/guardian at all times during drop off and pick up.

The parent/guardian/authorized pick-up person must physically accept the child; they may not sign out, and then sit in his/her car and wait for the child. The teacher or qualified staff person must physically turn the child over to the parent or other authorized person. The person picking up the child must be 16 years of age or older.

The Center closes at 5:30 pm and all children need to be picked up by that time. If the child is not picked up by the assigned time, a late fee will be charged. See Late Departure Fees for applicable charges.

TCP is not liable, nor accepts responsibility for children who are not signed out in the appropriate and designated manner. When the staff member turns the child over to the parent or guardian, the child is considered the responsibility of that person.

No child will be released to a person not authorized by the parent/guardian. If a person other than those listed on the authorized pick up form will be picking up your child, written information with the person’s name must be given to the teacher in charge. Identification will be required from any new person picking up the child.

No child will be released to a person authorized for pick up that appears to be under the influence of a controlled substance. An emergency contact will be notified to pick up the child.

If 45 minutes after closing and the child has not been picked up by authorized persons, DHS will be notified and the child will be turned over to the authorities.

If your child is ill or taking a vacation day and will not attend, please message your child's teacher in the App or call the office to let us know. Our day and staffing is planned with your child in mind. Thank you! ☺

AUTHORIZED PICK UP PEOPLE

Parents/guardians will list all who are authorized to pick up their child from the center on the Authorization & Enrollment form and on the child's profile in Lillio. If someone not listed on the form will be picking the child up, parents must notify the teacher via Lillio with the name of the person picking up. No unauthorized person will be allowed to pick up a child. Those that are authorized to pick up a child must be at least 16 years of age. The procedure for releasing a child is as follows:

1. Staff will check the pick-up person's ID if they are not known to the staff.
2. The parent or guardian may be contacted to confirm.

A parent/guardian can remove authorized pick up people during the school year by contacting the office and informing the teachers.

****Children will not be released to any person who is impaired from alcohol or drugs.**

****TCP cannot deny a custodial parent access to their child without a court signed document.**

HEALTH POLICIES

Child care, by nature, exposes children to a number of childhood illnesses. The staff at TCP are aware of this problem and make every effort to minimize the number of illnesses contracted at the Center.

KEEP ME HOME IF...



WHEN YOUR CHILD IS SICK:

1. HAVE PLANS FOR BACK UP CHILD CARE.
2. TELL YOUR CAREGIVER WHAT IS WRONG WITH YOUR CHILD, EVEN IF YOUR CHILD STAYS HOME.

TCP shall not admit or retain a child in care who has one or more of the following:

- Fever of 100.4F or above
- Diarrhea (more than one abnormally loose stool per day)
- Vomiting
- Severe cough
- Discolored green or yellowish discharge from nose
- Skin or eye lesions or rashes that are severe, weeping or pus-filled
- Stiff neck or headache with one or more of the above symptoms
- Difficult or labored breathing or wheezing
- Complaints of pain/discomfort
- Unusual or change of color to skin or eye
- Inability to console or comfort a child due to one or more of the above

TCP has the right to send a child home when it is apparent that the child is just not feeling well.

A child may not return to school until the symptoms have subsided, **without the help of medication (including Tylenol) for 24 hours**. A note from a physician stating the child is free from infection or other medical conditions may be required before returning to school.

A child who receives a prescription for antibiotics may not return to care until 24 hours after the first dosage is given. A child who is on antibiotics and continues to show signs of any of the above symptoms may need to stay home and rest.

The Oregon Child Care Division offers the following general guidelines, which we use to identify a sick child and to indicate when a child should be excluded from school.

1. OBSERVATION

- a. *Of the child on arrival will be made to detect symptoms of illness.*
- b. *All staff shall be alert to symptoms of illness throughout the day.*
- c. *Any evidence of unusual bruises, contusions, lacerations or burns shall be noted on the child's record and reported immediately to the Director.*
- d. *Any indication that a child is too ill to comfortably carry out the day's routine (including outside play time and consumption of food) will result in the child being sent home.*
- e. *Food allergies and other allergies must be known by all staff members having direct contact with your child. Please tell your child's teacher(s) of all allergies. A food allergy and substitution form needs to be filled out and filed with the Center.*

2. ILL CHILD PROCEDURE: *The following procedures shall apply when an apparently ill child is observed.*

- a. *Children with a sore throat, inflammation of the eyes, fever, lice, ringworm of the scalp, rash, vomiting, diarrhea, or other illness or condition having the potential to affect the health of other persons shall be isolated.*
- b. *A sleeping mat with a sheet and blanket will be provided for the ill child until a parent or designated person can be contacted and arrangements can be made for the child to leave the Center. The child will be made comfortable within sight/sound.*

3. COMMUNICABLE DISEASE: *When a child is suspected of having chicken pox, German measles, infectious hepatitis, measles, mumps, or other reportable diseases, the local public health officer (or designee) shall be notified. Exposed children are to be watched for symptoms of the disease and their parents shall be notified. A child may be readmitted without a statement from a physician after having had a communicable disease only if the child has been absent equal to the longest incubation period of the disease.*

4. **EXPOSURE:** *If your child becomes ill or is exposed to a contagious disease (such as strep throat, scarlet fever, chicken pox), please inform your child's teacher and/or the Director. An exposure notice will be posted so that parents can be informed of the illness, symptoms and appropriate course of action).*
5. **BACK-UP CARE/SUBSTITUTE CARE:** *We realize that having sick children when you have work commitments can create a real dilemma. If your child is not well enough to withstand a normal day, with routine scheduled activities, with energy and physical stamina, they should remain at home. If you need to work and cannot afford to take the day off when your child is ill, please establish and use your backup provider. We want to protect other children's health by keeping sick children at home. A cooperative effort from all parents will help keep illnesses from spreading. Prepare for the inevitable emergencies by establishing a plan before you need it.*
6. **MEDICATION:** *Prescription medicine and non-prescriptive medication may be given to a child if:*
- A signed, dated, written authorization to administer medication form is on file.*
 - Prescription medication is in the original container and labeled with the child's name, name of drug, dosage, directions for the administering, date and physician's name.*
 - Non-prescription medication is labeled with the child's name and includes the dosage and directions for administering.*
 - A written report including type of medication given, dosage, time, date, and the name of the person administering the medication shall be kept in the child's record and the Center medical log.*
 - Medication shall be stored in a locked, marked box for medications. Medications requiring refrigeration shall be kept in the refrigerator in the classroom in a locked box, clearly labeled "Medication".*
 - Tylenol may be administered at the Center when it is used for pain associated with immunizations, teething, or low grade fevers with permission from parent/guardian.*
7. **PERSONAL CLEANLINESS:**
- Children's hands shall be washed with soap and running water before eating, food preparation, and after toileting/diapering.*
 - Persons working with the children shall wash their hands with soap and running water before handling food and after assisting with toileting.*
 - Wet or soiled clothing shall be changed promptly and the child's extra pair of clothing should be used. Soiled clothes will be stored in a plastic bag.*
 - Toys shared (and mouthed) will be disinfected and sanitized to minimize sharing of germs to reduce illness in the classroom.*
8. **IMMUNIZATION:**
A record of immunizations for each child shall be maintained in their file. Parents are responsible for updating their child's file.
9. **INJURIES:** *The injury procedure is in the Accident/Injury Policy.*
- The preschool shall have a necessary supply of bandages, tape, band-aids, and recommended first aid materials.*
 - Records of injuries shall be reviewed by the Director with staff at least twice each year in order to determine that all possible preventive measures are being taken.*

OUTBREAKS

In the case of an outbreak of an infectious disease at the center, all children with symptoms will be excluded from care for 48 hours after symptoms subside. You may be asked to keep siblings home and remain home at least 24 hours if their sibling is out ill.

ACCIDENT/INJURY POLICY

When a child gets hurt at school teachers provide emotional consolation and first aid. They also document the details and share it with the parents, or call right away if the injury is questionable. We always let parents make the determination to seek professional care in non-emergency situations. Our accidents forms are kept on file or electronically and are reviewed annually for commonalities/preventable changes by the Director.

Treatment of children who are injured shall be planned for and carried out as follows:

1. In case of an emergency, the paramedics will be contacted and the child, along with a staff member, will be transported to the specified hospital. If a hospital is not specified, Albany General will be used.
2. In case of an injury, the degree of the injury will be evaluated. If it is a serious injury, the child will not be moved. The child will be kept comfortable.
3. In case of a less serious injury, superficial wounds will be cleaned with soap and water and protected with a bandage.
4. All staff members will have a current First Aid/CPR Certification.

EMERGENCY PLANS

FIRE

In the case of a fire, all classrooms will be evacuated out the nearest exit and will walk to St. Mary's Church 815 Broadalbin Street SW., Albany. 541-928-7474. Parents will be notified/phoned to pick up their children.

FLOOD

In case of flood, we will close the Center. If it is unsafe to travel/transport children, we will not open in the morning. Announcements will be made on local radio stations and parents notified via email and Lillio. If flooding occurs during the Center's hours of operation, and poses imminent danger, parents will be notified/phoned to pick up their child(ren).

EARTHQUAKE

We follow the Stop, Drop and Cover procedure in classrooms. Depending on severity, Richter scale measurements, results of damage, and emergency specialist's advisories, parents will be notified/phoned to pick up their child(ren).

MANDATORY EVACUATION/BOMB THREAT

We will secure children/belongings and walk to St. Mary's 815 Broadalbin Street SW., Albany. Handling/managing children during transport will be accomplished in a safe and cautious manner. We will leave as a group. Parents will be notified/phoned and informed of the situation and asked to pick up their children, if needed.

SNOW DAYS AND INCLEMENT WEATHER

The Children's Place follows the Greater Albany Public School decisions regarding closures or delays due to weather. **Subscribing to Flash Alert Messenger at <http://www.flashalert.net> is the best way to hear of school closures. They will send a text message and/or an email regarding school closures and delays.** We will also notify families via Lillio as soon as possible. If the Greater Albany School District announces a delay, then we will also delay our opening.

It is up to the parent's discretion to transport children during inclement weather. Safety of the children is our primary concern.

PANDEMICS OR OTHER NATURAL DISASTERS

We will always follow the guidelines of the Early Learning Division along with state mandates. The director will contact families via email, Lillio as well as post on our Facebook page the latest updates. Tuitions paid will not be refunded due to mandatory shutdowns. The directors will stay in contact with families regarding reopen dates and the procedure of re-entering into care. Further discussion may include options to hold your child's spot. Keeping the health of staff and children is important and we watch the air quality index closely to determine whether it is safe for us to be outdoors. If the air quality is deemed to be dangerous or hazardous it may result in early closure/closures.

Emergency contact information is accessible to staff in several methods:

1. Via intake information on forms necessary upon enrollment.
2. Forms that are kept in each classroom.
3. 3x5 Emergency card in Emergency backpacks.
4. Profile in Procure.

Please remember to update your child's file for their safety.

LEARNING & PROGRAM OVERVIEW

TCP believes in the value of play. Through play, children grow. They learn how to use their muscles; they develop the ability to coordinate what they see and what they do and they develop a sense of mastery over their bodies. It is through exploration and play, they start to make sense of the world in which they live. They acquire new skills and learn the appropriate situations for using them. They "try out" different aspects of life. Through play, children mature and learn to cope with complex and conflicting emotions by re-enacting real life in play.

Children learn best if given repeated opportunities to freely explore, experiment, discover and learn. They need to be challenged and given the opportunity to problem solve through direct experiences. A variety of learning situations will be provided to stimulate creativity, promote and encourage exploration and investigation of the environment. There will be opportunities for both large and small muscle development in both indoor and outdoor settings. We accomplish the above program goals mainly through planned activities, an appropriate curriculum, supervision, and play.

At TCP, we provide stimulating social and educational experiences under qualified supervision in a safe, nurturing environment. TCP is responsible for providing a written program of activities that are planned according to the developmental level and interests of each class and are intended to expose your child to a variety of experiences and cultures. The following outline includes, but is not limited to, some of the experiences that will be provided for your child:

1. Self-esteem and positive self-image.
2. Social interaction.
3. Self-expression, language and communication skills.
4. Creative expression through art, music and dramatic play.
5. Large and small motor development.
6. Intellectual/cognitive growth.

Our program will provide:

1. A daily routine with structured, planned, developmentally appropriate activities to promote all areas of development.
2. Daily periods when a variety of experiences are concurrently available for the children to select their own activities.

3. Opportunities for group and individual play, indoor and outdoor play, structured and unstructured play.
4. Protection from excess fatigue and over stimulation.
5. Provision of individual attention on a one-to-one basis.

Feel free to ask your child's teacher about what current curriculum is being used in the classroom.

INFANT PROGRAM

We follow the cue of the infant to meet individual needs. We change diapers every two hours or as needed. Once they are age appropriate and are able to sit in a highchair, they have a morning snack, lunch and an afternoon snack. We offer age appropriate toys, music, finger-play, tummy time and snuggles. All infants must be able to take a bottle as well as sleep in a crib prior to starting care.

INFANT SUPPLIES

Parents are required to keep a supply of diapers and diaper wipes for their children. Parents also need to bring in multiple clean bottles daily for their child. Please label bottles and pacifiers. Parents will need to provide an infant sleep sack as well for the safety of your infant, blankets or sleep toys are not allowed in cribs.

CLOTH DIAPERS

- Cloth diapers and a large lined bag for keeping them will be provided and cleaned by families.
- The center will store clean cloth diapers in the child's diaper storage area (same procedure as disposable).
- The soiled cloth diapers will be put into plastic bags and secured by tying or zipping the bag closed. The bag will be located next to the sink and changing table.
- The bag that the families provided must be lined, have a zip closure, be reusable, and be labeled with the child's first and last name
- It is the responsibility of the family to pick up the soiled diapers **daily** and bring in clean cloth diapers as needed.

BOTTLES

Families are to provide clean bottles daily, we do offer formula. The bottles are prepared daily by the teacher.

- Each bottle is labeled with the child's name.
- The bottles prepared at the center are filled with our bottled water, and with formula to the ounces indicated by parents
- Bottles that are used are rinsed, and placed in the child's take home bag after each use.
- It is the families' responsibility to pick up and bring in clean bottles daily as needed.

PACIFIERS

Pacifiers are provided by the families.

- Pacifiers are stored in a tray compartment.
- Each infant pacifier is labeled and stored in a labeled individual compartment.
- The center will wash and sanitize each pacifier daily and after it dries, the pacifier will be placed back into the storage compartment.

MEALS

The Children's Place offers three meals per day. Breakfast is served at 8:30am, lunch 11:45 am and an afternoon snack by 3:00pm. We will try to minimize the use of sugar, salt and fat while creating a kid friendly meal.

A menu is planned and the food is prepared by our cook. She is trained in dietary guidelines, nutrition, age appropriate meals and practical food portions. Each staff member is responsible for obtaining and retaining an up-to-date food handler's card. This training ensures basic food preparation and serving safety required by the Department of Health.

The menu can be seen on Lillio and is posted on the parent board outside the main entrance. If you have any questions about the menu guidelines, please feel free to schedule a meeting with our cook.

Please report any food allergies on your child's enrollment form and inform the teacher verbally. A food allergy form needs to be on file and a discussion for possible food substitutions with the cook is important. This includes any foods or beverages you do not want your child to have due to personal preference. Personal preference meals may result in higher tuition costs.

REST TIME

A center wide rest time will be encouraged from around noon to 2:30pm (times vary depending on class/group of children). Infants will be on their own nap schedule. Please refrain from dropping off or picking up your child during this time as it interferes with the class's nap routine.

Please understand that we will not:

- Force your child to sleep. 45 minutes of quiet rest time on the cot is required. If the child has not fallen asleep after 45 mins, a quiet activity will be provided for your child if they desire.
- Wake your child up earlier than the other children. This disturbs the rest of the classroom and children sleeping.

BEDDING FOR REST TIME

Each child will have their own Bed Box to keep their rest time items. We ask families to send a blanket and comfort item (if needed).

Crib sheets will be provided in the Infant Room. We do not allow blankets in the cribs, infants are to use sleep sacks.

CHILDREN'S PERSONAL TOYS

Children's personal toys are to be kept at home. Books, tapes and educational games/activities may be brought to school to be used in the classroom to enhance the lessons of the weekly unit/theme.

We cannot emphasize this enough! It is heartbreaking to children when their personal toys are broken or lost at school. The teacher's lesson plans include detailed activities that include numerous toys, games and equipment for the children to enjoy. There are Show and Share days that permit children to bring toys from home. This is an opportunity for children to use their language skills, to show and share their toy with the class.

Parents may, of course, bring special blankets, pillows or stuffed animals to the facility to make the child comfortable and secure during nap/rest time.

CHILDREN'S CLOTHING

Please dress your child in clothes that will allow him/her to engage freely in all activities during the day. Please understand that through play your child is going to get dirty; send them to school in play clothes. Your child's day is centered around play and therefore feeling comfortable is important.

Depending on the season, please dress your child in adequate clothing for outdoor play. Please mark all clothing with your child's name. We go outdoors at least twice a day, so appropriate seasonal clothing is required.

A change of clothes, which includes pants or shorts, an undershirt/tee-shirt, underpants and socks must be kept at the center. Again, the clothes should be labeled with the child's name and placed in the appropriate area for storage and easy access. Spills, accidents and unforeseen/unavoidable circumstances do occur, and the comfort of your child is our main concern. Clothes should be replaced as needed.

EVALUATIONS

Informal evaluations of each child are ongoing and are done on a daily basis. Parents may be asked to complete an ASQ & ASQ-SE upon enrollment. These assessments help us to see where your child is at and where we can better help them. We are also able to track their development over time. If at any time a concern arises in your child's development, further evaluation may be requested.

CONFERENCES

We believe working together as a team with the family is key in handling any issue that may arise. Conferences can be scheduled by the parent or the staff at any time to discuss behavior, discipline or child management, health/nutrition, academic goals or other pertinent concerns.

POSITIVE GUIDANCE/DISCIPLINE POLICY

Our concept of discipline is to teach the child how to self-discipline and develop self-control. We believe in providing positive guidance for children during their preschool experience.

This Center feels the best deterrent to the need for discipline is a child who is happy at school and who feels loved and respected by the teachers. This is the first goal of the teachers, because not only discipline, but all else follows if this is achieved.

Discipline does not entail a specific strategy but a combination of techniques, which are appropriate for the child's personality, developmental level, circumstances occurring before the incident, and stresses occurring in the child's life.

Factors which influence the child's ability to function, succeed and flourish are:

Physical Needs - children need to have appropriate meals, snacks, and bottles. Rest time: includes napping, resting, snuggling, quiet time with books and opportunities for independent/alone time. Diapering and Bathrooming: Infants with frequently changed diapers, toddlers with assistance in toilet-training and preschoolers with independent toileting.

Routine and Consistency - For infants, the child's needs are the schedule. Most of the infants and young toddler routines are demand oriented. Moving toward independence, the toddler to preschool stage, the child is more developmentally able to use self-help skills. Children look for and learn best with consistency and routine in their lives. They then feel more comfortable, because they know what to expect. A schedule for each of these ages will be followed daily in order for the child to feel secure in the environment and to be able to predict his or her day.

Indoor and Outdoor Activity – The indoor and outdoor environments will be designed and equipped with child-sized furniture, equipment and activities. The activity areas will have boundaries in order for the children to know their play area limitations. In designing the environment, the traffic flow will be arranged to encourage undisturbed play, cuddling, eating and sleeping.

Curriculum – The curriculum will be developed to meet the children's interests and development level. A variety of activities will be provided in an environment where children can choose activities

independently. Limits on group size for an activity center will be designated. There will be an ample amount of experiences available to encourage independence and self-accomplishment.

Teacher/Child Ratio – The ratio for the number of children any one staff person can have in his/her attendance is calculated, considered, regulated and maintained. The Center will not exceed the State of Oregon's requirements. This ratio aids to ensure a safe and stimulating environment for the children.

GUIDANCE TECHNIQUES:

1. Modeling – Children are influenced by the people around them. The staff at The Children's Place are models of behavior for the children and their parents. A calm, matter-of-fact approach to discipline problems will be used. When problems arise between children, and with adults, verbal communication will be used. The adult will listen to each child's story, interpret what the source of the problem is and help the children solve their problem. Children will solve their problems while adults model for them.

2. Active Listening – Listening to the child and offering pertinent information to the conversation.

3. Praise and Positive Reinforcement – A rule of thumb is used: "Catch them when they're good." Praise them through words, facial expressions, and physical touching when they have good behavior.

4. Ignoring – Ignoring negative behavior when children exhibit negative behavior for attention.

5. Redirection/substitution – Redirecting children's undesirable behavior into another activity, which can be similar or different.

6. Choices – Giving the children a choice. This enables children to feel that they have some control of the situation. Example: You can either put your boots on in the room or in the hall.

Only if the former strategies are not successful will time-outs be used. If at any point a child becomes uncontrollably harmful to themselves or others, the parent/guardian will be contacted to pick up the child.

Only Teachers hired by TCP have the authority to discipline children. Teachers will not use fear or physical punishment with children. Teachers must be patient, confident, empathetic, firm, and fair.

BEHAVIORS

Children in our care are encouraged to be kind, respectful and safe with teachers, peers, and adults. We encourage children to resolve issues and problem solve on their own before stepping in. If a child becomes aggressive and seems to be putting themselves or others in danger we will intervene and make sure that everyone is safe. We will discuss the behavior with the child and figure out ways to express ourselves in a manner that is safe and appropriate. Parents will be informed either through Lillio or via phone regarding any behaviors that become extreme for our setting. If a child is experiencing aggression and we are unable to resolve internally they may be sent home for the day. Professionals may be asked to help strategize to resolve the issue. However, if behaviors continue and are more than we are equipped to handle may result in termination of care.

PROGRAM FIELD TRIP POLICIES

The Children's Place may take field trips during the year. A Field Trip is an excursion that involves taking the children away from the Center. These excursions are intended to supplement or enhance the educational program of the Center.

Several policies are made and enforced for the safety of the children in our care.

(1) Field trips will be scheduled in advance and parents will be notified of all excursions away from the center.

(2) Notification will be via the App, in paper form with a signature required, notice on classroom door, and included on weekly lesson plan. This notification will include time of departure and

arrival back to the Center, location of the excursion and method of transportation.

(3) Staff/child ratios will be maintained.

(4) Supervision and safety practices will be enforced at all times.

(5) Each child will have an emergency contact information card on file. This card file will be in the presence of a lead teacher/qualified teacher for the duration of the excursion. Parents are responsible for maintaining accurate and up-to-date emergency contact information.

(6) The objective of the excursion/field trip must be in accordance with current program policies. They must be meaningful, developmentally appropriate and age appropriate.

(7) Parents have the option for their child to not attend any/all excursions. The center will be informed, in writing, if the parent or legal guardian does not want their child to leave the center.

TCP will be in compliance with all laws that govern child care facilities.

PARENT INVOLVEMENT:

The Children's Place encourages open staff-parent communication about all Center activities and philosophies and related subjects.

We feel parents and their involvement are extremely important in a quality childhood education program. We encourage parents to share any interests or skills they may have with the children and the staff at the Center, or to participate in any manner they feel comfortable.

Parents are also encouraged to participate through volunteering, contribution of talents or cultural/ethnic interests as well as in fundraising efforts. There are also times when we are in need of parent cooperation for cleaning or repair/maintenance work. Parents, again, are encouraged to participate in whatever manner they feel most comfortable.

OPERATIONAL BOARD:

The Children's Place is licensed by the Oregon Department of Education, Child Care Division, and is assisted by the Operational Board. The Board is an advisory body influential for promoting the physical, social, cognitive, emotional, interest of the child care center.

Goals and responsibilities are as follows:

1. Provide a link between the program and the community.
2. Support the director in recruitment of children for enrollment and advertising of TCP.
3. Coordinate special social events, fund raising, and any other special projects.
4. Facilitate communication with parents.
5. Assist in financial planning
 - a. Seek outside revenue sources
 - b. Participate in fund-raising events

Thank you for choosing The Children's Place. We look forward to partnering with you in creating a fun, positive, early education experience for your child.