



Open Bible Learning Center

Faith - Education - Joy - Imagination

503-538-4470

Parent/Guardian
Handbook

Table of Contents

About Open Bible Learning Center	5
Our Staff	5
Statement of Faith	6
Enrollment Policy & Procedure	7
Financial Policy	8
School Year Registration and Tuition	8
Summer Club Registration and Tuition	8
Waitlist	8
Collection of Debts	9
Miscellaneous Charges	9
Withdrawal & Schedule Changes	9
Arrival & Departure	9
Check-in & Check-out	9
Authorized Pickup	10
Family Communication	10
Inclement Weather	10
Field Trips	10
Schedule & Calendar	10
Potty Trained	12
School Attire	12
Social Skills, Conduct and Discipline	12
Conduct	13
Discipline	13
Meals & Snacks	14
Breakfast	14

Lunch	14
Snacks, Special Day	14
Rest/Nap Time	15
Medical & Emergency Information	15
Illness Guidelines	15
Contagious Conditions	16
Medications	17
Written Care Plan.....	18
Injury Procedures	18
Emergency Drills	18
Mandatory Reporting.....	19
Grievance Procedure.....	19
Parent Partnership Agreement	20



About Open Bible Learning Center

Open Bible Learning Center has been a cornerstone of the community, serving families in Newberg and surrounding areas for over 30 years. Our facility and programs offer the perfect backdrop for encouraging children to experience the joy of learning and God's love and grace.

We are a State Licensed Center, providing Preschool and Pre-k for children ages 2 ½ to 5 and potty trained.

We invite you to join us on this exciting journey and discover why Open Bible Learning Center Preschool and Extended Day Care is where every child shines!

Our Staff

Our Teachers and Staff members are highly trained and dedicated individuals who are passionate about working with children. We undergo regular background checks, are certified in CPR and First Aid, Food Handlers certification, and participate in 15 hours or more of continuing education annually.

Statement of Faith

Open Bible Learning Center was founded and functions upon the fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the BIBLE. The following statements of faith and practice are held by Open Bible Churches as foundational:

1. We believe the Bible to be verbally inspired, and the only infallible, authoritative, inerrant Word of God. (II Tim. 3:16, II Peter 1:21)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Gen. 1:1, John 10:30, John 10:37,38)
3. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, II Cor. 12:12,13, Gal. 3:26-28)
4. We believe in the creation of mankind by the direct act of God. (Gen. 1:26,28, Gen. 5:12)
5. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isa. 7:14, Matt. 1:23, Luke 1:35, Heb. 4:15, Heb. 7:25, John 2:11, Heb. 9:12, Eph. 1:7, Col. 1:14, John 11:25, Acts 1:11, Rev. 19:11-16)
6. We believe that man is sinful by nature and that receiving Jesus Christ as personal Lord and Savior, and regeneration by the Holy Spirit are essential for salvation. (Rom. 3:19-23, John 3:16 19, John 5:24, Eph. 2:8-10, Tit. 3:5,6)
7. We believe that the Holy Spirit enables us to live in holiness of heart and life, to experience healing of our bodies and souls, and that upon His infilling, spiritual gifts will be manifested in our lives for the edification of the Body of Christ. (Eph. 5:18, Eph. 4:30, I Cor. 3:16, I Cor. 6:19, 20, I Cor. 12:8-12)
8. We believe in the resurrection of both the saved and the lost, they who are saved unto eternal life and they who are lost unto eternal damnation. (John 5:28,29)

Enrollment Policy & Procedure

Enrollment opportunity is determined based on available openings, age, and the individual needs of your child. We do not discriminate based on race, color, national origin, religion, disability, or gender.

It is our desire to work with children and families to provide a positive, healthy, learning environment for children. This requires a Parent and Teacher partnership. If a situation arises in which we are not equipped to care for a child, we may choose to sever the relationship and will make every effort to allow other arrangements to be made.

A child's enrollment may be terminated due to:

1. Serious infractions of Learning Center policies and guidelines by the child or parent.
2. Child consistently not abiding by instruction which could threaten the safety or well-being of himself or others.
3. If parent/guardian(s) refuse to work with the teachers for the benefit of the child.
4. If agreed upon payments are not met.
5. Incompatibility with Center philosophies prevents a positive learning experience.

*The Learning Center rules are for the safety
and well-being of your child*

Financial Policy

School Year Registration and Tuition

A Registration Form and \$75 registration fee are due annually. The registration fee is non-refundable and due at the time of enrollment. After an initial registration form is completed, it can be reviewed and signed for students returning the next year.

Tuition is calculated for the school year, considering school closure days such as Christmas & Spring Breaks, holidays, and snow days. There are no discounts for vacations or sick days. Payments are due on the 1st of each month prior to services being rendered. Payments are past due after the 5th of the month and a \$10 late fee will be added to your account. Your child cannot attend school beginning on the 15th of the month if your account is not current.

Summer Club Registration and Tuition

In addition to having a current Registration Form on file, a Summer Registration form is to be completed indicating the desired schedule. There is a \$50 registration fee for the summer session, due at the time of registration. Summer tuition is billed monthly, but families are charged only for the weeks they choose to sign up for.

Waitlist

A child may be added to the Waitlist with a completed Waitlist Form and a fee of \$50. A Registration form will be required when a spot becomes available. To hold a spot beyond 30 days, a \$200 non-refundable fee will be required, and tuition will begin at the end of the 30 days.

Collection of Debts

After all reasonable attempts have been made to collect unpaid tuition, delinquent accounts may be referred to a Collections Agency.

Miscellaneous Charges

1. As a State Licensed facility, each child is required to be signed in and out by the parent/guardian. There is a \$5 charge for failure to do so.
2. Students not picked up by 11:45 (Class only enrollment) or by 6pm (Full day enrollment) will be charged \$1/minute.
3. A \$20 fee will be assessed for returned checks.

Withdrawal & Schedule Changes

A two-week written notice is required for changes to your child's schedule and for withdrawing from Preschool. This can be communicated via email or through Brightwheel.

Arrival & Departure

Check-in & Check-out

As a State Licensed facility, we are required to maintain an accurate attendance at all times and a record of check-in and check-out by the Parent/Guardian. When dropping your child off in the morning you will check them in via the tablet located at the entry or by scanning the QR code using the Brightwheel app on your phone. The process is the same at pick-up. There is a fee for failing to do so. Please be prompt in picking up your child to avoid tears and anxiety. If you are delayed, please call or message in Brightwheel to let us know.

Authorized Pickup

Children will be released to a parent, guardian or other authorized person only. These individuals must be listed on the child's enrollment form or communicated through Brightwheel and will be required to present ID when picking up.

Family Communication

We strive to keep families informed of the Center's happenings and utilize the Brightwheel app that families download at enrollment for all-school Monthly Newsletters, individual classroom news, messages, incidents, and updates with the Parents/Guardians throughout the day.

Inclement Weather

The Learning Center will follow Newberg School District for delays and closures. Parents/Guardians will be notified through the Brightwheel App.

Field Trips

Fields trips and special events may be scheduled during the school year. You will be notified of trip details and will complete a permission form for your child. We hire a First Student Bus and driver, and all staff accompany children on the ride. Parents/Guardians are welcome to sign up to chaperone the fields trips.

Schedule & Calendar

Please refer to the Academic Calendar for scheduled school days and closures. Calendars are sent out monthly to Parents/Guardians from each classroom teacher with the Special days and snacks schedule.

Daily Schedule

The following is a general schedule and will vary according to class, seasons, and holiday themes.

6:30 - Center Opens

Breakfast will be served for children arriving prior to 7:30am

CLASS TIME

8:30-9:30am Circle Time
 (Prayer, Flag, roll call, calendar, sharing, music)
 Seat Work
 (Letters, Numbers & Phonics)

9:30am Snack & Recess

10:15-11:30am Center Time
 (Arts & Crafts, Hands on Learning Projects)

11:30 am Half Day Preschool dismissed

11:30 - 12:00 am Extended Care Recess

12:00 - 12:30 pm Lunch

12:30 - 2:30 pm Stories, Music, Nap Time / Quiet Time

2:30 - 3:00 pm Wash-up & Snack Time

3:00 - 5:45 pm Recess, Table toys (Varies with weather)

6:00 pm Closing

Potty Trained

Children in the Center must be potty trained. They must be able to tell the teacher when they need to use the restroom and be able to properly cleanse themselves. Each child must bring a change of clothing in their backpack daily in case of an accident. In the case of a “messy” accident the parent/guardian will be called to come to the center and assist your child. If this is a persistent issue the child may not be quite ready to attend school.

School Attire

Preschool is an active and busy place. Please have your child wear clothes and shoes which allow them to run, climb, crawl, and move around freely. It should be appropriate for getting messy when eating, playing, and doing art projects. We play outside every day the weather permits, so please be sure they have appropriate outerwear, especially when the weather turns colder. Labeling coats and clothing helps avoid confusion and items ending up in the lost and found.

Social Skills, Conduct and Discipline

Open Bible Learning Center takes pride in providing a quality Christ-centered program for children teaching them:

- Honor God, Family, and Country
- Respect for Teachers, other students, and themselves
- Listen carefully, follow instructions-important for safety
- Wait patiently for your turn
- Pay attention, learn to take directions and watch Teacher
- Proper manners while eating and during other activities
- Respect for property
- Use quiet, indoor voices

Conduct

We take a positive approach to learning. Instead of calling attention to inappropriate behavior, we reward desirable behavior as much as possible. The children learn and follow six classroom rules:

We work quietly

We raise our hands

We share

We listen

We put our things away

We always do our best

Discipline

Discipline is an important part of the program because it is often through wise and sensitive correction that our children's hearts are changed for the good. Our positive approach to discipline seeks to establish order and respect by acknowledging and rewarding positive behavior while correcting that which is inappropriate or disruptive.

Whenever possible the child will be redirected to another activity to prevent the need for corrective actions. Some behaviors which may need this are:

Refusing to follow directions

Lying or stealing

Rough play or fighting

Bad or hurtful language

Intentionally hurting another child

Possible actions that may need to be taken are:

1. Warning, redirect
2. Cooling off time (1 minute per year of age)
3. Message sent to Parents/Guardians
4. Call Parents/Guardians
5. Meet with Parents/Guardians (Parent support is essential)

Meals & Snacks

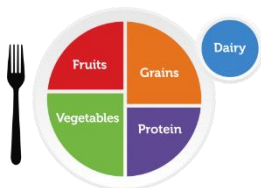
We are a NUT-FREE facility. All lunches, snacks and Special Day foods must be free of all nuts of any kind.

Breakfast

The Center provides breakfast to early arriving children and is available until 7:30am.

Lunch

We provide a healthy morning and afternoon snack, and Parents/Guardians provide their child's lunch. We ask that the lunches follow the healthy meal guidelines set by the USDA. If a lunch is forgotten or doesn't include nutritious items, the Learning Center will provide one and a \$3 charge will be added to your account. The Center offers milk with lunch. Candy or sugary items may be discarded or sent home.



Snacks, Special Day

On your child's snack day, they can bring two items from two different food groups. These must be store bought – sorry, no homemade foods.

Snack ideas:

- Pretzels, yogurt
- Cheese and crackers
- Tortilla chips and salsa
- Fruit, raisins, dried fruit
- Granola bars (nut-free)
- Graham crackers, wheat crackers
- Veggies and hummus

On your child's Birthday they may bring small cupcakes, donut holes, ice cream cups, or some alternative to sweets.

Rest/Nap Time

Rest period begins after lunch, from 1–2:30p, as required by the Department of Early Learning. We provide a nap mat for each child, and they bring a small blankie and “lovie” from home. The first 30 minutes are for resting or napping, and then a quiet book or activity may be offered to the child if they are still awake for the remainder of time. If the child falls asleep, they will be allowed to remain asleep for the duration of the nap period.

Medical & Emergency Information

Oregon Health Department requires that your child's immunizations be up-to-date or a signed Exemption Form on file when he/she/ begins Preschool.

Illness Guidelines

Children who are infected with or are carriers of an infectious disease, condition, or have any of the following symptoms will be restricted from the Learning Center for the time noted:

- **Temperature** of 100.4 degrees. Child may return only after being fever free for 24 hours without the use of medication.
- **Diarrhea** – three or more loose stools in 24 hours, the sudden onset of loose stools, or a child is unable to control bowel function when previously able. Child may return 48 hours after diarrhea resolves.
- **Vomiting** at least one time, with no explanation for vomiting. The child may return 48 hours after the last episode of vomiting.
- **Severe or persistent coughing.** Child may return after symptoms are improving for 24 hours.

- **Open sores, wounds** discharging bodily fluids, or rash. Child may return to care when sores/wounds are dry or can be completely covered with a bandage.

Contagious Conditions

Children should not be sent to school with any of the following conditions:

Lice or nits Ringworm Flu Symptoms Covid 19 Bad cold

Any other contagious condition

Head Lice: Transmitted directly or indirectly from another human. Contact must be close – lice do not jump or fly. The child may complain of an “itchy” head. Eggs or nits (tiny pearly white objects) which stick lightly to the hair shaft mainly appear around the neckline. Child must be excluded from the Center until treated and all nits are removed from the hair.

Streptococcal (including strep throat): Onset is 2-5 days after exposure to respiratory secretions and is communicable 10-21 days if untreated. Symptoms are sore throat, fever, and in some cases a rash develops. Child can return to school 24 hours after starting antibiotics and they are feeling better.

Pink eye: Onset is 24-72 hours after exposure to an infected individual or surfaces. It can spread for as long as the infection is active. Symptoms are irritated tearing eyes, swollen lids, and a yellow discharge that makes the eyes sticky. The child must be on medication for 24 hours and all signs of a discharge must be gone before returning to the Center.

Hand, foot and mouth disease: Onset is 3-5 days after exposure to respiratory secretions or feces from an infected individual. Communicable during acute stages of illness. Begins

with sudden fever, then with painful sores in the mouth and throat, possibly on hands, feet, and legs. A note from child's physician is required to return to the Center.

Fifth disease: A bright red or rosy rash on both cheeks for 1-3 days, followed by pink "lace-like" rash on extremities that may come and go for 1 – 3 weeks. A note from the child's physician is required for return to the Center.

Pin worms: Transmitted by eggs from the feces of an infected individual. Itching of the anal area, especially at night, is the most common sign. Child may lose appetite and/or awaken at night. Consult physician for medication. A note from the child's physician is required for return to the Center.

If any of these illnesses or contagious conditions occur after the child arrives at school the Parent/Guardian will be called to pick up your child. Children may return to care earlier if cleared by a medical provider and the office has received a doctor's note. If your child needs medication to get through the day, they are too sick to come to school and should remain at home.

Important Note

The Learning Center must be notified immediately in the case of any contagious conditions listed here.

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Medications

A completed and signed Medication Authorization form must be turned in for both prescribed and non-prescribed medications. Medications are not to be put in backpacks, but must be turned in to a Staff member in the original packaging with the authorization form. Medications include but are not limited to prescriptions, painkillers, cough drops, chapstick, lotions, throat

sprays, vitamins, and inhalers. Administration of medication will be recorded. When it is no longer needed or the child withdraws, the medication will be returned to the Parent/Guardian.

Written Care Plan

A child with a chronic illness or an allergy that poses a threat to the child's health must have a completed Written Care Plan. The plan must include instructions regarding the steps to avoid the allergen, signs and symptoms of an allergic reaction, and a detailed treatment plan including names, doses, and methods of administering medication.

Injury Procedures

In the event that a minor injury occurs, a band-aid and/or ice pack will be given, and the Parent/Guardian will be notified via Brightwheel. Acknowledgment of receipt of the injury report is required by the Early Learning Division. This can be accomplished by the Parent/Guardian sending a message through Brightwheel.

If a more serious injury occurs, first aid will be administered, 911 called, and Parent/Guardian will be contacted. In the event we are unable to contact you, an authorized contact on the child's registration form will be called. If it is necessary for the child to be transported by ambulance, the Director or another staff member will accompany your child to the hospital.

Important Note

Please remember to keep emergency information up to date, including cell phone numbers and work numbers.

Emergency Drills

Fire drills are conducted monthly, with the addition of periodic lock-in, lock-out, earthquake drills.

Mandatory Reporting

As childcare providers, Open Bible Learning Center staff is required by Oregon Law to report any suspected abuse to children to the Department of Human Services Child Welfare or law enforcement.

Grievance Procedure

There may be an occasion when an issue arises that may cause you some distress. Parental concerns, comments and constructive criticism are always welcome. Therefore, the following procedure is presented for you to express your concern and together we can work toward correction and/or resolution. Any concerns or inquiries should be directed initially to the teacher involved. If this does not prove satisfactory, you may then speak with the Learning Center Director. If this does not bring resolution, you may appeal to the Senior Pastor of the church. The Learning Center is a ministry of Newberg Open Bible Church and is therefore under the direct supervision of the Senior Pastor.

The following is the line of appeal for you to follow in the event of grievance:

1. The Teacher involved
2. The Learning Center Director, Sarah Compton
3. The Lead Pastors, Jordan & Hannah Bemis 541-514-4185

If a Parent/Guardian has exhausted all means of assistance through the Learning Center and is still not satisfied, they may call:

Child Care Safety Portal
1-800-556-6616

Parent Partnership Agreement

The best and safest program includes Parents & Teachers working closely together for the betterment of the Child.

We ask that all parents work closely with our Center and Teaching Staff. Your Child will feel more secure, happier, have less discipline problems, and will learn to love school.

In the case of illness, injury, contagious conditions (fever, lice, etc.) we expect parents to put their child's health and well-being first before work and all other obligations. This tells your child you love him/her and that he or she is your first priority. This also protects the health and welfare of the other children.

We expect you, as parents, to follow through with discipline in the case of behavior problems. We understand this may be difficult at times, but it is necessary for consistency. The child may become confused or even angry without consistent parent backing. Parents will only be called if a child becomes ill or if the child has a behavior problem we cannot handle. It may be necessary for you to leave work and come to the center just to show your child you are serious, you follow through with discipline, and that you support their teachers. There is a potential danger to the other children when one child requires all of their teacher's attention. If this is the case on a consistent basis, we will need to meet to discuss a plan for moving forward.

We are here to help you by working together with you. Your child will grow to be a secure and well-mannered child through this partnership. We count it a blessing and privilege to have your child in Open Bible Learning Center.

Copy for signature included with Registration Form



Open Bible Learning Center

A Ministry of Newberg Open Bible Church
1605 N College Street
Newberg, OR 97132

www.openbiblelearningcenter.org

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