GREAT DAYS EARLY EDUCATION

PARENT HANDBOOK

Preschool & Childcare Program

Operated By: Great Days Early Education Center, Inc.

P.O. Box 1215

403 North River Road

Cottage Grove, Oregon 97424

541-942-7460

***"SERVING LOCAL FAMILIES FOR MORE THAN 40 YEARS"***

***Our Goal:***

Welcome!

Here at Great Days Early Education Center, you will find a quality program designed to focus on early cognitive development with an emphasis on social skills and kindergarten readiness.

*Is to provide a safe, secure, nurturing nonprofit childcare center. A developmentally appropriate early childhood education with parent support that is affordable and flexible to the Cottage Grove area families.*

***Who is Served:***

*Our program serves families with children ages 2.5 -5 for Preschool. For Afterschool and school out days ages 6 to 12. We have an inclusive welcoming environment for children of all ethnicities, cultures and abilities.*

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

***Staffing:***

*Our staff and volunteers are carefully screened and selected based on their skills, education, experience and rapport with children. All staff carry current First Aid/ CPR cards, Food handler’s cards, and have received training in Recognizing and Reporting Child Abuse. We pride ourselves in our staff longevity and loyalty.*

***Director***

*The Director of Great Days Early Education Center is Barbara Howell. She has been with Great Days since 1990 and continues to have the school best interest in mind. Any concerns or question you may have can be best addressed through her.*

***Board of Directors***

*Great Days is a non-profit Corporation run by a parent /community Board of Directors. This board oversees the goings on of the center and has input into the financial oversight of such. The board meets one evening a month on the third Wednesday. If you would be interested in being part of your child’s education and would like to volunteer to be a board member please fill out a board application in the office.*

***The Classrooms:***

*The* ***Beginning Preschool Class*** *is designed to introduce the 2.5 to 3.5-year-old child to the routine of a classroom setting. In this classroom, your preschoolers will work on their social skills, communication skill, they learn to share and to follow directions, along with pre- reading and pre-math skills. There is a 1-10 ratio in this classroom which with the help of an aide, meets the needs and the learning styles of each individual.*

*The* ***Pre-Kindergarten Class*** *is designed to help those 4 – 5-year-old children get ready for Kindergarten. Ms. Alisa Walley has been the teacher for over 20 years in this classroom. They will learn developmentally appropriate, social skill, letter, number, color and shape recognition. Writing, Pre-math, Phonemic Awareness in reading readiness for kindergarten. This is achieved by maintain a positive atmosphere where children are free to explore and interact with other children, adults and the environment.*

***All Day Afternoon Class***

*After the nap time, the classroom setting resumes with a less structured environment for the children that are with us for a full day. In this classroom, they continue to have an educational setting, circle time, project time and fun time to end their very busy day.*

***After School Class***

*The After-school classroom is full of fun, creativity and homework for children that have been in the public schools during the day. There is a 1-15 ratio and the children receive a meal, have free choice time, homework time and project time*

***Daily Activities for Preschoolers***

*Opening and Gathering time 6:45 – 8:00*

*Breakfast 8:00-8:30*

*Free Choice 8:45-9:00*

*Music &Movement 9:00 – 9:25*

*Snack Time 9-30- 9:45*

*Class Time 9:45-11:30*

*Lunch 11:30-12:00*

*Story & Nap 12:15-2:00*

*Afternoon Class Time 2:00-6:00*

***Nap Time:*** *Nap time begins at 12:00 pm and ends at 2:00 pm. We ask that if you are leaving your child for nap please do not plan on picking up until 2:00 it is very disruptive to all children who are sleeping to disturb the nap room prior to that time. Please provide a nap blanket and if you want a small pillow for nap time. Nap time consists of music, story time and back rubbing. Children are not required to sleep but we ask that they lay quiet on their mats until all other children are asleep, at that time a quiet activity will be provided.*

***Special Events***

***Field Trips:***  *On special occasions we will have the opportunity to go on field trips. You will be notified and a special permission slip will be given out. Please sign these and return them to the teacher. Some of our field trips for the Preschool age children are i.e.: fire station, police station, local farms etc. Our school bus has child restraints built into our seats.*

***Family Board Meeting Dinner****: Each year in the third week of January we have a Family Night for all to attend. The Children sing the songs they have learned and it is a great time for all. At the end of the school year again we have a family potluck barbeque and Graduation ceremony for all moving on to kindergarten. Fun, Fun, Fun!*

***Pictures Taking and Video***

*On the application that you filled out upon enrolling your child you either checked the box allowing pictures to be taken or not. Sometimes we have the local newspaper take pictures but more recently we have set up a Facebook page that highlights some of the things we do here at Great Days. If you have objection to posting pictures please let us know.*

***Arrival and Dismissal Procedure***

*Parents are required to sign their child in and out on a daily basis. Children are not permitted to sign themselves in or out. Students will be released only to those people authorized on the registration forms. IF anyone not listed is to pick up your child, you must inform us in writing. We may ask an unfamiliar person for identification.*

***Discipline Policy***

*Great Days philosophy for discipline is that children need to be taught correct behavior and not assumed that they always know the correct things to do. Therefore, the staff will instruct a child in the behavior that they expect to see. i.e. (when running) they would say “please use walking feet”. If the child repeats the behavior, they will be taken aside and explained in detail what is expected and the reasons why. If a child needs a time out to regroup Great Days allows one minute for each year of age. If a child refuses to listen and endangers the safety of another student they will be removed and sent to the office. At this point a conversation will take place with the parents so as to have a collaborative plan of action to help the child grow and understand.*

***Holidays***

*Great Days will be closed the following Holidays*

*November – Thanksgiving*

*December – Christmas Day (or eve if it should fall on a weekend)*

*January – New Year’s Day (or eve if it should fall on a weekend)*

*May – Memorial Day*

*July – Fourth of July (or eve if it should fall on a weekend)*

*September – Labor Day*

*(often if the holiday falls on a Thursday we will be closed the following day)*

*Great Days respects the belief system of all religious and non-religious families that attend our school. Therefore, we choose not to participate in any holidays and feel that all families can enjoy these holidays at home.*

***Absences, Vacations and Disenrollment:***

*The monthly tuition covers the slot that you have designated your child will occupy.*

*There will be no reimbursement or makeup days for days absent. There will be one-week vacation for families that have their children here for the full 12 month period.*

*Great Days reserves the right to refuse enrollment under circumstances deemed fit by the Director.*

***Emergency Closures***

*Great Days Early Education Center will follow the same emergency closure decisions as the South Lane School District. If the Cottage Grove Schools are closed due to inclement weather, The Great Days Preschool and After School program will not operate.*

***Please make sure your text number or your email is available for a texting or email notification. Also, you can check our face book page***

***KNND 1400*** *the**local radio station will be announcing the closure.*

*If during the day unusual weather or mechanical failure in the building, we may be force to send students home. In this unlikely event, we will attempt to contact all parents. If we are not able to locate you we will telephone your emergency contact listed on your registration.* ***Please keep emergency contacts up to date in your child’s file***

***Health Policy***

*An Oregon Certificate of immunization Status is required by Lane County Health Department for each child enrolled . If an exemption is preferred by the parents, you will need to fill out the box on the immunization sheet, as well as watch the video from the* ***Oregon Health Authority website****. If a child is not current on his immunization, and the parents have not watched the video, parents will be notified and allowed two weeks to obtain the needed shots. We must exclude any child with incomplete immunization after this time. A child not immunized because of religious or personal beliefs must be excluded from attending in the case of a communicable disease outbreak. This is for their protection.*

***Illness***

*We are unable to care for children who are ill. This includes children with any of the following symptoms:*

* *Fever 100 degrees or greater*
* *Persistent cough*
* *Diarrhea*
* *Vomiting*
* *Conjunctivitis*
* *Skin ailments*
* *Any contagious disease or illness that keep a child from fully participating in the program*
* *All children with a fever must stay home for 24 hours after the fever has passed.*

*If the child becomes ill in the program, parents will be immediately requested to pick up the child immediately. We are required to keep ill children isolated from other children, so it is important to pick them up as soon as possible. It is the parent’s responsibility to have an alternative for their child’s care in case of illness. There will be no reimbursement or discount for sick days*

***Emergency Medical Care***

*In the case of a minor injury (anything not requiring medical attention beyond the application of an ice pack or band-aid) parents are informed of the injury on their child’s sign in page. In the case of an injury requiring additional medical treatment, but not an emergency, parents are contacted and informed of the recommendation to seek treatment for their child. An accident report is filed by the attending staff and kept in the child’s file. A copy of the report is given to the parent to sign and then a copy put in the child’s file.*

*In case of an injury requiring emergency medical treatment, the child would be transported immediately to the Cottage Grove Hospital. At the same time, a staff member would contact the parents so they would be available at the Hospital for consultation on treatment. If we are unable to contact the parent, we rely on the Emergency Medical Authorization Form that parents sign to provide the hospital with permission to treat the child.*

***Administration of Medications***

*Program staff may not dispense or administer medication to students without written permission from parents. With such permission, the following procedures are followed:*

* *Short term prescribed medications (10 days or less) may be given with parent’s signature, providing medication is in the original pharmacy container*
* *Long term prescribed medication (more than 10 school days) may be given where there is a signature of both parent and physician and the medication is in the pharmacy container.*
* *Aspirin cough drops or any other non prescription drug need a parent signature in order to be administered*

*Parents are welcome to come in to administer medication to their child.*

***Home and School Communication***

*There are multiple channels of communication between the School and home these include conferences, notes in the sign –in book phone calls and personal contacts. Please like us on Facebook to see what is going on at the school and check our web site www.greatdaysed.org.*

*A note to the teacher or phone call is always appreciated when you have information or a question regarding your child’s education health, or general growth. We invite you to come on field trips or simply observe at any time.*

*Please call if you are going to be picking up later then your scheduled time so we know you haven’t forgotten us. If you are picking up close to 6 pm and will be later than 6 pm know that it is $5.00 dollars for the first 15 minutes and a dollar every minute past 6:15 which is to be paid to the teacher on duty at the time of pick up. We are hoping that that doesn’t happen. :)*

*Great Days tries very hard to accommodate all children with varying degrees of learning abilities. There are sometimes however, that our expertise do not fit the needs of an individual child. In this case we will do all we can to find the placement to insure the best education for your child.*

Allergies

It is critical that all allergy information be communicated to staff. If your child has a food allergy, please give the preschool staff a detailed outline of the foods causing the allergy, symptoms related to an allergic reaction, and instructions for administering epi-pins if necessary. If your child needs access to an epi-pen, please fill out the release to dispense Medication form.

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**Lunch and Snacks**

Great Days provides USDA approved healthy lunches and snacks every day. We do work with families if there is a dietary requirement as authorized by a physician. If the family has other dietary preferences we do try to accommodate as best we can. Please advise the staff of any food issues and concerns.

***Fire and Earthquake Drill***

*We practice safety drills each month. Fire, Earthquake, Teacher down and Child down Drills. Drill times are posted on our bulletin board.*

***Licensing***

*We are licensed as a day care facility by the Child Care Division of the Oregon Employment Department. Our license is renewed yearly following proof of our compliance with the state requirements regarding safety, sanitation, program, personnel, record keeping and management. A listing of the rules for certification and our compliance with tem is kept in the office and is available to any parent wishing to read them.*

***Non Profit Status***

*Great Days is a 501 C-3 non -profit Corporation. Donations are tax deductible. We are funded by tuition fees, and subsidized by fundraising and donations.*

***Complaint Procedures***

*We encourage parent to bring questions, complaints and concerns to staff. Teachers and directors are interested in discussing these with parents and finding solutions. Another avenue for resolving concerns about the school is through the Great Days Early Education Board of Directors. A list of names and phone numbers is available in the business office of Great Days.*

*Early Learning Division / Office of Child Care*

*700 Summer St*

*Salem, Oregon 97301*

*Phone 503-947-1400*

*www.oregonearlylearning.com*