

Precious Cargo Preschool & Childcare



Parent Handbook

CHILDCARE PHILOSOPHY:

It is the philosophy of our program to provide children with a safe, loving, healthy environment where they feel enveloped in a “home away from home” and they feel safe. Our program encourages children’s learning by providing them with developmentally appropriate learning experiences where they can succeed. Families are encouraged to volunteer in the classroom, with arts and crafts, on fieldtrips or special events and occasions. We encourage family input and ideas from home life and cultures. We value other families’ beliefs and cultures and incorporate them into our program to build closer bonds with families and to better serve their children.

At Precious Cargo Preschool & Childcare, we serve children in an age range of 6 weeks to 5 years old. Our goal is to build your child’s self-esteem, promote a love of learning, and provide children and their parents with long-lasting educational benefits. Our program provides all the apparatus needed for exercises in practical life, the senses, math, and the enrichment of language. Through our environment, we strive to meet the needs of each family by offering consistent, dependable, reliable, and well-trained employees that best meet your child’s needs. We feel that stability is important for your child to grow and thrive. Our ratios are governed by the Office of Child Care, but we exceed licensing standards and maintain lower staff-to-child ratios. Our program is inclusive to the largest point possible in the space we are provided. We have an open-door policy and encourage family participation by providing events to help families bond.

PHILOSOPHY OF INCLUSION:

Our program implements inclusion by working closely with all the children to get to know them and meet their needs. We also work with other professionals daily. Our partnered professionals come in not only to help the children but also to educate and guide staff if needed. Some of our education partners include Willamette ESD for early learning screenings and intervention. We also work with DHS for foster children’s needs and parent visitations, as well as Early Head Start, which comes in and does health screenings and evaluations.

We also work with Dual Language Learners and parents whose primary language is Spanish. Children can get clarification in their language as the head teacher speaks Spanish. We also teach the other children Spanish to learn about their friends and build better communication and relationships. Materials are given to parents in Spanish, as well as daily greetings, parent-teacher conferences, and community resource information.

We work with families from all walks of life, single parents, foster families, multi families in one home, two-parent households, mixed families, and families dealing with divorce and abuse. We work closely with each parent and each child to meet them at their own pace and needs.

We use creative curriculum in our program. We modify and adapt lesson plans and activities to meet each child’s needs. We provide developmentally and age-appropriate activities for physical, emotional, social, cognitive, and language development. We provide activities for using our gross motor and fine motor skills daily.

CERTIFICATION:

Precious Cargo Preschool & Childcare is a certified childcare program for ages six weeks thru twelve years old. For Precious Cargo Preschool and Childcare to run efficiently, the following policies have been set up. Please read them carefully. Everyone with a child in our care is expected to abide by them. If you have any concerns, please talk with Heather Schones - Owner or the site Director, as soon as possible so we can maintain a comfortable working relationship and best meet the needs of your family and child.

DEFINITION OF A FAMILY:

In this handbook, we refer to the family as a parent, legal guardian, sponsor, or anyone else who provides for the well-being, best interest, and responsibility of the child in our care.

NON-DISCRIMINATION:

At Precious Cargo Preschool & Childcare, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

SPECIAL HEALTH NEEDS:

We will do our best to accommodate children with special health needs. We will work with each family individually to set up goals. Plans will then be set in place to ensure that we as the providers are doing everything to ensure the child achieves those goals. We will also look at the needs the child may have and how we can best meet those needs. We work closely with parents, healthcare professionals, and early childhood specialists. This may include them coming in to evaluate/observe or meet/work with your child, sharing of information, and meetings. We will do our best to attend meetings or follow up with professionals to learn more about your child, so they have the best experience possible while in our care.

CONFIDENTIALITY:

Unless we receive your written consent, information regarding your child will not be released except for information that is required by our regulatory and partnering agencies. All records concerning children in our program are confidential. Our staff is expected to act professionally, which includes refraining from gossip and respecting the confidentiality of information we receive about our children. Any information received on students, their families, or other staff must be confidential. Staff will not discuss one child or family with another family in the childcare. All our records on children are kept in a locked filing cabinet or a locked emergency backpack. Confidentiality training is conducted in our initial staff orientation before staff may begin work.

HOURS OF OPERATION:

Normal hours of operation are Monday through Friday from 6:30 a.m. to 5:30 p.m. Your specific hours will be outlined in your Contract and Rate Agreement. Precious Cargo requires a two-week notice if changes need to be made to your enrollment hours. We also reserve the right to terminate if the new hours will not work well, keeping us in ratio regulation.

HOLIDAYS & VACATIONS:

Precious Cargo will observe certain holidays and will be closed for those days. These days will be paid vacation days. Our observed holidays are New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, week of Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day & Friday after, and the week that includes Christmas Day/After. Please check the calendar for vacation days. We also close 2 days a year for a deep cleaning of our buildings and 3 days for Parent Teacher Conferences.

EXPLANATION OF PAID VACATION DAYS:

Monthly tuition includes 20 days per month. During the year, we have 18-20 extra days I do not charge for, as I give these to parents as freebies adding up throughout the year. As a result, when quoted a monthly price, a discount is given to reflect this. This means the flat rate tuition fee is still paid each month. Our 18-20 days are banked for our vacation days that all staff takes off. A calendar will be provided to you each September that shows vacation days for the following year.

It is the parent's responsibility to ensure you have a backup for this time.

ADMISSION AND ENROLLMENT:

All admission and enrollment forms must be completed and submitted with a paid deposit to secure your child's spot in our care. Deposits are half a month's tuition and are **non-refundable**. Immunization records or a medical exemption must also be submitted from the parent/guardian if we cannot pull them off the state website or if the child was treated out of state. Forms are updated annually in Aug/Sept and are required to be returned to maintain your spot in care.

If all forms have not been returned before your child's first day of care, the child may not start.

SECURITY DEPOSIT:

Before your child is admitted into childcare, you must pay a two-week non-refundable security deposit. The deposit protects me from NSF checks and unexpected family departures from childcare. This deposit will be credited towards your last two weeks of childcare when you decide to leave Precious Cargo Preschool and Childcare. Deposits are half a month's tuition. If your child does not start care by the agreed-upon date, your position will be forfeited, and your deposit to hold the position will become non-refundable. If you leave without a 30-day notice or break the contract, your deposit will be used to cover half of the 30-day notice that should have been given.

MATERNITY/EXTENDED LEAVE:

In cases of your potential absence due to maternity or extended leave from your job, Precious Cargo still requires full childcare rate payments for the entire time of your absence to hold your child's spot.

ABSENTEEISM:

There will be no refunds or adjustments made to your childcare fee for your time missed due to illness, holidays, or personal days off. These will be paid days. You are paying for a spot, not attendance. Parents are asked to call (503) 362-2676 or send a message on the Brightwheel app **before** their scheduled arrival time on the days their children will not attend.

EMERGENCY CLOSURES:

Although Precious Cargo will make every attempt to be available each day, there may be an occasion when we cannot provide service. Parents will be notified as soon as possible about any emergencies that arise, inclement weather, or electric/water outages.

LATE PAYMENT & NSF FEE:

Payments are due on or before the 1st of the month before care is provided. If payment is late, **parents will receive a \$25.00 late payment penalty each day until payment is received.** If payment is not received within **three** days, we may terminate services without notice. If Precious Cargo is unsuccessful at obtaining the payment, contact with a collection agency will be made, or further action if necessary. Upon signing the contract, the parents/guardians agree to pay all legal and collection fees Precious Cargo may concur in collecting payment. If a check is returned for non-sufficient funds, you will be required to pay a \$40.00 fee for the returned item, a \$25.00 late fee, and any other fees that incur because of the returned check.

Childcare services will be immediately halted until full payment of tuition, late fees, and NSF charges have been made in CASH. In addition, only cash payments will be accepted from parents from that point forward. It is the parent's responsibility to deliver payment to Precious Cargo. Please pay your childcare promptly so that we may continue to run smoothly.

TAXES:

A year-end summary of all daycare fees paid during the year for tax purposes, will be available to you. This is accessible through Brightwheel, the app we use for billing. Reports are ready beginning of January and a reminder link will be sent out with a video that shows you how to access that report. If you get locked out of your Brightwheel account, it is your responsibility to reach out to customer service to get your password reset to regain access to your account. Precious Cargo does not have access to your financial year end report. If a copy is requested later in the year, a \$60 an hour for my time to pull out old records will be charged.

CONTRACTED HOURS

Tuition covers a 10-hour contracted slot in care. This accounts for an 8-hour workday, lunch and commute time. If your job requires a different schedule and you need more hours in care, there is an hourly charge when care is needed passed 10 hours. We are happy to accommodate the hours you are needing. Contracted hours are mandatory for staffing and meeting all state regulations. Staff are scheduled for 8 hours shifts and when children are not picked up on time, staff must stay to maintain ratios and end up in overtime.

OVERTIME:

You are scheduled for childcare for the hours listed in your contract and rate agreement. If you drop off before or pick up after these times, you will be charged a late/early fee. There is also a possibility that we may not be able to accept your child if we do not have enough staff. Overtime is considered any time outside of the agreed-upon time interval. The following fees will be assessed for overtime incurred and charged to the child's account. These fees are due the following day.

*\$1.00 per minute **per child** for overtime if not prearranged.

*\$5.00 per 15 minutes **per child** if prearranged.

Remember: if you must work late, my staff has to also work late. You get paid, so they should too.

If on-time pick-up becomes a big problem, termination of services may result. Precious Cargo is under no obligation to provide an extension of time if such extension conflicts with Precious Cargo's operating hours. Late arrival does not justify late departure. If you will be late, call us and let us know or arrange for another authorized person to pick up your child. We will tell you if we can watch them for the extra time or not; overtime fees still occur as prearranged overtime. This is to assure that children are picked up on time and not to impose on the centers functioning.

Note: If you are more than an hour late and have not contacted Precious Cargo to let us know where you are, we will call all emergency numbers listed on your forms. If we cannot contact anyone you have listed and still have not heard from you, **the authorities will be called.**

RATE CHANGES:

If at any time Precious Cargo decides to change the rates the parents will receive a one-month advanced notice of all rate changes. At that time, the parents can choose whether to continue enrollment at Precious Cargo Preschool & Childcare or give the provider a 30-day withdrawal notice. Rate changes will be assessed each September for a cost-of-living increase. Change in contract will result in newest pricing. Dropping of contracted days to a lower enrollment requires a 30-day notice.

COMMUNICATION & FAMILY PARTNERSHIPS:

Communication - All communication is also available in Spanish forms, translated into Spanish, or communicated verbally. We will also do our best to translate into other languages as needed.

Bulletin Boards - Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters - Monthly newsletters provide center news, events, and announcements. These newsletters will be placed in your child's cubby at the beginning of the month.

Family Visits - Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

Family Night - Family nights are scheduled periodically. These nights include snacks, drinks, and fun-filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences - Family & teacher conferences occur three to four times a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and learning styles. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

FAMILY EVENTS & CLASSROOM ACTIVITIES:

We have several events throughout the year that bring our entire community together. Watch for the announcements! Open house, back-to-school night, family math night, holiday gatherings, book swap, fall festival, and an annual family picnic.

FAMILY MEETINGS/ACTIVITIES:

We will hold family meetings at different times throughout the year. I encourage you to participate with your child as he/she has worked hard to be a part of the meeting or activity. This allows your family to give input on different things going on in our childcare. It allows you to interact with and meet other parents and have fun.

HOLIDAYS, CULTURAL EVENTS AND SPECIAL OCCASIONS:

At Precious Cargo we enjoy celebrating our children and families. This can be done through birthday parties with treats, holiday events which may contain religious and cultural context, monthly parent engagement events and other special occasions. At many of our event's food is served. Dietary restrictions with children will be followed during these events and parents will be contacted if we have any questions about foods we are serving. Food can range from potluck, to birthday treats to holiday meals. Events we celebrate are as follows: New Year's Day, Martin Luther King Day, Chinese New Year, Valentine's Day, Pi Day, Presidents Day, St. Patrick's Day, Easter, Mother's Day, Father's Day, Earth Day, Flag Day, Staff Appreciation Week, Cinco de Mayo, Memorial Day, Preschool Graduation, Juneteenth, Fourth of July, Labor Day, Indigenous Peoples Day, Day of the Dead, Halloween, Veterans Day, Thanksgiving, Hanukkah and Christmas. As others arise, they will be added to our handbook and parents notified.

ADULT-CHILD INTERACTIONS:

Children are our number one priority. Our teachers are never too busy to talk to, listen to, or watch children. Our teachers may ask children to wait a minute and follow through and follow up with children. Our teachers will be aware of what everyone in the room is doing. When engaging in a single activity like playing a game or reading a story, they will not ignore the rest

of the room. When teachers sit with a group of children, they will not sit with their back to the rest of the group, they will find a seat that allows them to see what is going on in the rest of the room.

Our teachers are responsible for the safety of the children in our care and will always keep them in sight. Children will never be left alone in a room or outside. Adult supervision will always be present. If for any reason a staff needs to leave the room, other staff will be notified, and measures will be taken to ensure we remain in ratios and ensure the safety of our children.

Our program provides a well-balanced curriculum with an emphasis on children's social and emotional skills and developing a sense of autonomy. The multi-age groups encourage prosocial behavior and an enriched environment. This setting ensures that children's needs (intellectual, physical, emotional, social, and creative) are appropriately met at various levels. When working with children, our staff will be in close physical proximity to the children and will ask open-ended questions to allow for conversations. Staff will join in children's activities, and they will use positive comments and encouragement with children. Children's emotions will be validated, and teachers and staff will focus interaction with children on activities of their interest.

Teachers and staff will provide feedback to children about their ideas, comments, and work. They will use repetition and extension. Interaction with children will include self-talk and parallel talk. Teachers will use scaffolding to expand on concepts to help build a child's understanding. Questions will be answered, and teachers will work with children to complete activities.

OPEN DOOR POLICY:

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. We welcome parents/guardians to nurse or feed their infants. Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will always be locked. Our team will always do their best to speak with parents/guardians. 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.

ARRIVAL AND DEPARTURE:

Precious Cargo tries hard to stick to a structured schedule. Due to this, we have a cut-off time for the day to avoid routine interruptions and to plan staffing accordingly. We ask that parents please stick to your contracted arrival times. If you need to bring your child after the arrival time cut-off for your child's age group, please contact us, at a minimum, 24 hours in advance. Otherwise, we might not be able to accept your child that day for care.

Arrival Cut-Off Times:

Infants can be dropped off at anytime

1-year old's: cut-off 10 am

2 years and up: cut-off 9 am

Children are to arrive clean and fed (unless arriving just before mealtime). It is normal for some children to have difficulty separating from their parents or cry when being dropped off. Please be very brief (no more than 5 minutes is sufficient) during drop-off times; the longer you prolong the departure, the harder it gets. A smile, a cheerful goodbye kiss, and a reassuring word that you will be back are all needed. In our experience, children are nearly always quick to get involved in play or activities as soon as their parents are gone.

Children tend to act up a bit at departure times. This is normal since they are excited to see parents, upset about leaving, and surrounded by more than one authority figure. ALL childcare rules remain the same until the children are out the door. Do not allow the children to run wild throughout the center. Staff will continue to enforce the rules whether parents are present or not. Children are not allowed outside by themselves; they must wait for a parent/guardian to go out with them.

If you are under the influence of alcohol or drugs, we urge you not to pick up your child from childcare. If you arrive under the influence and are visibly intoxicated, we will try to persuade you to leave your child with us, and we will provide an alternate method for getting your child home safely. **PLEASE DO NOT PUT US IN THIS POSITION.** If you insist on taking your child and you are driving, we will be forced to report the incident to the police and the Child Care Division. Under Oregon State law, all childcare providers are required to report any and all abuse, neglect, or endangerment regarding children.

SIGN IN & OUT:

Precious Cargo is **required** to have all parents/guardians sign their child in and out at drop-off and pick-up each day. This will be done on the tablet provided in the front lobby. To sign your child in & out, you will use a code that is assigned to your family through the Brightwheel app.

RELEASING YOUR CHILD:

To release your child, Precious Cargo requires written or telephone notification for any individual who picks up your child; they also must be on your approved pick-up list in our records. If they are listed, Precious Cargo will release the children only after the individual has presented proper identification to match our records.

DEVELOPMENTAL SCREENING:

Precious Cargo Preschool & Childcare uses Creative Curriculum, TS Gold (Teaching Strategies), and ASQ (Ages and 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 done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screenings are done within 30 days of enrollment and repeated yearly.

PERSONAL BELONGINGS:

WHAT TO BRING:

- Infants: Bottles to keep on site, breast milk or formula (Minimum ounces of milk/formula must meet licensing requirements and may not be watered down), a pack of diapers for your child's cubby (staff will notify you when we need more), wipes, binky, diaper rash cream, 1-2 mini crib sheets, sunscreen, approved sleep sack, personal teething toys and at least 2 changes of clothes per day. All bottles must be labeled with the child's name and dated if provided with Breast Milk.
- Toddlers: bottle to keep on site (if applicable), a pack of diapers and wipes for your child's cubby, large crib sheet for nap mat, blanket, water bottle and at least two changes of clothes per day. All bottles must be labeled with the child's name.
- Preschoolers: large crib sheet for nap mat, blanket, water bottle and at least one change of clothes, socks, and shoes safe for outside play.

NO sandals or open toed shoes allowed

The children are actively involved in their day, meaning paint will be spilled and puddles may be splashed through. Durable, washable clothes are essential, Precious Cargo would much rather see a child freely explore than worry about stains. The children go outside, weather permitting. It is recommended that the children have weather-appropriate attire. Each child must have a change of clothing in case of an accident. Please write your child's name on all belongings (i.e., clothes, bottles, diapers, pacifiers, crib sheets, blankets, etc.) to prevent items from becoming misplaced or lost. Precious Cargo is not responsible for ANY items brought from home. Soiled clothing will be sent home, as needed for laundering.

HAND WASHING & GERM TRANSMISSION:

Hands are washed when entering care by all children and adults when planning on spending time in the care setting. Hands are also washed before eating, after diapering or using the toilet, after using tissue for nose or hands to mouth, after being outside, and many more times throughout the day.

We do a unit on germs at the beginning of the school year. Instruction is also given positively on an ongoing basis daily during naturally occurring opportunities, group activities, and on an individual basis. This may include reminders for hand washing, covering their mouths when they cough, not sharing food, etc. We keep Kleenex boxes around the room to help control the spread of germs by encouraging Kleenex use instead of sleeves.

TOYS:

We request that you not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. Toys from home often cause a disruption to the learning environment. Plus, we do not want to take any chances of toys getting misplaced, lost or broken.

CUBBIES:

Upon enrollment, each child will be assigned a “cubby.” Cubbies are labeled with your child’s name. Please check your child’s cubby on a daily basis for items that need to be taken home.

TOILET TRAINING:

When your child shows readiness for toilet learning, this will be done in a positive, relaxed manner and in cooperation with you. Our teachers are happy to help your child transition from diapers to the potty. We feel we need to have a policy concerning this transition due to the amount of time it takes to clean up from an accident.

After careful consideration, we have decided that children must wear pull-ups to childcare until they have used the potty successfully (pee and poop) for two full weeks at home and in childcare (excluding nighttime). We are happy to take your child to the bathroom at intervals or during naturally occurring opportunities. We will remind him/her to go throughout the day. We want to do everything we possibly can to assist in this process. This is an exciting time for you and your children because they are becoming more independent and learning how to make their way in the big world. We understand that accidents happen and are to be expected. For the first month of wearing underwear, please send pull-ups and wipes to school for your child since we might need to use them if they have two consecutive accidents in a day. Please keep three full changes of clothes in your child’s cubby during this period. If you are experiencing some potty-training issues, please hang in there. We need to make sure this is a positive experience for your child. If there are soiled clothes, we will return them in a plastic bag at the end of the day.

MEAL TIME:

At mealtime, the tables are set with plates and child-sized flatware, and the food is placed in small bowls from which the children can help themselves. Children are encouraged to help set the tables and clear their plates themselves after they are done. Children and teachers sit together at the tables. Our tables seat 4-6 people. Children are encouraged to serve themselves from food passed around to each table. Good table manners are modeled and encouraged. Teachers encourage kids to try new foods, but it is not required. Teachers also discuss the importance of good nutrition and good eating habits. Teachers engage in conversation with the children and encourage the children to talk amongst themselves. Weekly menus are posted for viewing by parents/caregivers.

During all mealtimes, someone who is certified in CPR will be present.

MEALS:

We follow USDA Child Care Food Program guidelines. The program provides guidelines for nutrition and menu planning. Fruit and vegetables are served daily, multiple times a day. There is no charge for this program.

Precious Cargo will serve nutritious meals and snacks. Meals are served at the following times

(Approximate):

Breakfast 8:00, AM snack 9:30, Lunch 11:30, PM Snack 3:00

If your child is not here and misses a meal, it is the parent's responsibility to ensure they are fed **before** they come. If you feel your child needs more snacks in between times, you may send more snacks for them.

TOOTHBRUSHING:

At the beginning of the year, we use a mixed curriculum to teach kids about personal hygiene, including dental care. During these lessons, we teach the children about the importance of brushing their teeth, using visuals to demonstrate this process. We will also assist children in brushing their teeth each day after breakfast. Toothbrushes and toothpaste are provided for each child in our program.

ACTIVITIES AND CURRICULUM:

Our curriculum is based on hands-on experiences where children will make their own choices and discover and learn new experiences. This allows them to grow socially, emotionally, intellectually, and physically. Growth will be promoted by various activities such as play, stories, songs, games, academic activities, and social interactions. By participating in a variety of activities, children will be able to learn at their own pace and developmental readiness. How much of the material taught that a child grasp depends on the child's readiness and interest in what is shared. Learning cannot be forced on anyone, but if the activities are fun and interesting, the child will want to learn and experience them.

SCREEN TIME VIEWING:

We provide a rich curriculum full of activities for children. We believe children learn best through hands-on activities, interactive conversations, and exploration. For this reason, we have very minimal screen time in our childcare. Electronic devices are only used for educational purposes like researching a child's interests to answer questions or music to dance to. All media used will be age-appropriate, nonviolent, and culturally sensitive. Children will not be required to participate in the media activity, and an alternate activity will be available. Screen time is NOT allowed for children under 2.

HOUSE RULES:

The following rules are enforced for the safety and well-being of everyone. We encourage children to use walking feet and not run. We also try to keep our feet on the floor and discourage standing or climbing on chairs, tables, or furniture. Children may not walk around the childcare with food, cups, or bottles, we will eat at tables and work with kids on table manners. Children cannot lift and/or carry other children in the center. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost of replacing the item. Toys are meant to be played with, and if they break, it is most likely from wear and tear. Unless a child deliberately takes a toy and breaks it, you or your child will not be held accountable. Please support me in enforcing these rules to create a better environment for all.

No smoking or vaping is permitted on the premises.

INDOOR & OUTDOOR PLAY:

Indoor play: We provide a variety of age-appropriate toys for indoor play. With purposeful curriculum planning, toys are specifically chosen to enhance learning. We utilize toy rotation weekly. This helps ensure that toys are properly disinfected and sanitized and gives the children opportunities to engage and develop with different toys. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult and becomes overwhelming for them to help with cleaning up when there are toys everywhere. During free play, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

Outdoor play: We will be playing outdoors every day that weather permits. Please make sure that your child is always appropriately dressed for outdoor play. We ask that all parents supply a pair of boots for their child to wear outside during the winter months. During spring and fall, our outdoor play will probably range from 45 - 60 minutes. As winter hits, we tend to be outside a little less when weather gets too cold. In the summer, we may be outside for two hours, but periodically throughout the day (not all at once).

OUT-OF-THE-HOUSE ACTIVITIES:

Precious Cargo's regular program includes neighborhood walks, playground visits, grocery store learning, school, and other out-of-house activities that involve the transportation of children by foot or in strollers. These activities are preplanned, and permission slips will be given out for parents to review and sign before we go anywhere.

QUIET/NAP TIME:

After an active morning and a full lunch, the younger children need to rest. **ALL** children are required to have a rest period. During this time, they are not required to fall asleep. For children that do not fall asleep after 20 minutes of rest, they will be given quiet time activities.

School-aged will have quiet time during this time. They are required to lie down during part of this time and can either read or do another quiet activity. Rest time gives everyone a much-needed break and allows teachers a chance to clean up, and prepare curriculum activities for the next day.

COMMUNICABLE DISEASES:

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or the Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis
- Covid-19

ILLNESS:

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 care. We have the right to refuse a child who appears ill. You will be called and asked to pick-up your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive. A doctor's note may be required to return if symptoms persist or the child has been exposed to another known diagnosed illness.

Examples of associated symptoms include, but are not limited to:

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm, with .7 of a degree added for the proper auxiliary temperature)
- Diarrhea – stools with blood or mucus and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet. Children are sent home after 2 diarrhea diapers or 1 blow out.
- Vomiting – green or bloody within the previous 48 hours.
- Mouth sores caused by drooling.
- Rash with fever unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge until on antibiotics for 24 hours.
- Impetigo, until 48 hours after treatment.

- Strep throat until 48 hours after treatment.
- Head lice until treatment and all nits are removed.
- Scabies until 48 hours after treatment.
- Chickenpox until all lesions have dried and crusted.
- Hand, foot, mouth until all lesions are healing, if in the mouth, until gone.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus until one week after immune globulin has been administered.
- Tuberculosis until a health professional indicates the child is not infectious.
- Rubella, until gone.
- Mumps until gone.
- Measles until gone.
- Sore throat, hacking or continuous coughing, runny nose (other than clear).
- Has a physician or other health professionals written order that the child be separated from other children.

*Any child sent home sick is to remain home the next day for observation. Once they have been observed for the day AND they are 24 hours symptom-free, 48 hours for diarrhea and vomiting (for most illnesses, except those listed above), they may return to care. Symptom-free means: they are back to their normal energy level, they have eaten a normal-sized meal, and other illness symptoms are gone.

*Parents of children who become ill during the day will be promptly notified. Parents are to make arrangements to pick up or have their children picked up immediately. In order to reduce exposure and risk to other children in my child care, the sick child will be isolated from other children (if possible) until the arrival of a parent or emergency contact. If the parent cannot be reached, the person designated as the Emergency Contacts and then Alternate Contacts will be notified.

*Siblings of sick children being sent home, may also be sent home at the discretion of the director if they feel they may be exhibiting an onset of symptoms of what their sibling has.

MEDICATION:

Both nonprescription and prescription medications, ointments, and creams can be given to your child if needed. Parents must fill out the proper forms for each medication and supply all medications, ointments, and creams in their original containers. All written instructions shall be valid for six months unless a shorter period is designated by the physician, dentist, or parent. If a different dosage needs to be given then what is on the packaging, a physician's note is required.

All medications will be given at the proper time, and the correct amount will be administered to the child.

All medications will be on separate forms if more than one is to be given.

All medications will be given by the Parent/guardian for the first 24 hours before the center will administer it to your child.

All medications must be in the original container and be prescribed to the child it is to be administered.

All medications must have a doctor's name and a phone number in case of a reaction.

VACCINATIONS:

We are required each year to report the vaccination status of all children to the Oregon Health Department. Children must be up to date on vaccines or have a medical exemption in place. Families will be notified by the health department if their children are not up to date on their vaccines. Children will be given the chance to catch up before the exclusion date.

*If children receive vaccinations during the week, they must remain home 24 hours after the vaccines to monitor for any severe reactions. After 24 hours, the child may resume care.

INJURIES AND MEDICAL EMERGENCIES:

Minor cuts and abrasions suffered while at the center will receive immediate care: they will be washed with soap and warm water and properly bandaged. If a medical emergency arises, Precious Cargo will try to contact a parent/guardian first unless doing so endangers the child's life. In that case, Precious Cargo will take the necessary steps, putting the child first (calling the hospital, doctor, poison control, etc.) If necessary, we will take the child to the nearest hospital first, then try to call you when we arrive. If a parent cannot be reached, we will move down the list of emergency contacts while still trying to reach the parent/guardian.

PARENTS: YOU OR YOUR FAMILY INSURANCE ARE RESPONSIBLE FOR THE COST OF MEDICAL HELP OR TREATMENT DUE TO ACCIDENTS OR ILLNESS WHILE AT PRECIOUS CARGO PRESCHOOL AND CHILDCARE.

COMMUNICATION:

Open lines of communication and parental involvement are essential to the well-being and development of each child in care. Always feel free to talk with the Precious Cargo staff or your child's teacher about anything. Communication is one of the ingredients of quality and nurturing care. There is a suggestion box by the door if you ever want to leave a suggestion.

TERMINATION OF CARE:

Precious Cargo Preschool & Childcare reserves the right to terminate any child or family from the program who does not abide by the policies outlined in this handbook. If we can no longer care for your child for one reason or another, we will try to give you at least a two-week written notice. If violations of this agreement occur, you may be given immediate termination from Precious Cargo Preschool and Childcare, and deposits will be forfeited. If Precious Cargo Preschool & Childcare finds it necessary, we reserve the right to terminate all services for any reason without notice.

Examples or reasons Precious Cargo Preschool & Childcare may terminate care include (but are not limited to):

- *Failure of payment for monthly tuition
- *Failure to complete required forms.
- *Failure to pick up on time
- *Lack of parental cooperation or communication
- *Inability to adjust to childcare after a reasonable amount of time.
- *Precious Cargo's inability to meet the child's needs.
- *Breach of contractual agreements/policies

Grounds for immediate on the spot termination include things like yelling or cussing at staff, threatening staff, slamming doors, refusal to pick up your child when called, etc. Our staff do their very best to provide your child with amazing care and while we understand that sometimes life throws some curve balls that can be hard to handle, it is unacceptable to take your anger and frustration out on our teachers.

WITHDRAWAL:

If for some reason, you decide to stop using Precious Cargo Preschool & Childcare or reduce your contracted days in care, **a 30-day written notice is required.** This will allow time to find a child to fill your child's spot. Payment is due for the 30-day notice period whether or not the child is brought to child care.

Any outstanding fees must be paid on or before the child's last day. If it becomes necessary for the provider to resort to legal action to collect fees, the parent(s) or guardian(s) will be responsible for legal fees incurred on the center's part.

BEHAVIOR MANAGEMENT:

Active and happy children are the sign of good childcare. We encourage and teach acceptable behaviors, and we promote a positive self-image. Occasionally discipline problems do arise, and the following methods are utilized:

Redirection of the child's behavior:

- Modeling appropriate behavior in actions and words
- Being consistent with expectations and rules
- Stating directions in a clear and positive manner
- Using positive reinforcement of appropriate behavior
- Providing age-appropriate toys and activities – avoiding boredom and conflict
- Redirecting children to an alternative activity
- Removing child for a short time (until child regains self-control)
- Verbally discussing children's behavior and how conflicts can be solved more positively in the future

Removal of Privilege: In order to use a consequence as a learning experience for the child, we will remove a privilege that is logically in response to inappropriate or unwanted behavior. For

example, if a child continues to ride a tricycle in an unsafe manner after being aware of the safety rules, we may take away the privilege of riding the tricycle for a period of time.

Assistance: Parent's support is needed in situations where children are out-of-control. During these times, a parent will be asked to help devise a plan within their home that provides positive reinforcement of the provider's actions in dealing with these behaviors. Failure to work as a team with Precious Cargo could result in termination of care.

Children are NEVER punished within our center for lapses in toilet training or accidents (spilled milk, for example). Instead, we like to have the child help clean up when appropriate, not for punishment, but to help teach responsibility.

If a child is physically harming other children multiple times a day, they will be sent home after 3 serious incidences. This is to protect the safety of the other children in the class. Serious incidences refer to unprovoked violence towards others or violent incidences that are uncontrollable with staff guidance to help calm down. If behavior is consistent staff will meet with parents to put a behavior plan in place to address safety of both students and staff.

FIRE SAFETY:

Our center is fully equipped with smoke alarms and carbon monoxide detectors. We have a yearly health and safety inspection, along with monthly checks to ensure all alarms are working and fire extinguishers are charged.

Every month, we practice fire evacuation drills with all staff and the children. We review the plan we have in place, our evacuation route, meeting place, and fire safety rules like stop, drop & roll, and "do not hide, go outside."

EMERGENCY PLAN:

In the event of an emergency within our center, we will evacuate all children and meet at the mailbox and call for emergency services. If for any given reason, it is unsafe to stay within proximity of the center, we will gather at our local elementary school under the covered shelter if it is safe or at a nearby location where all children can gather together.

Candalaria Elementary School
935 Hansen Avenue S.
Salem, OR 97302

Courthouse Athletic Center
2975 River Rd S
Salem OR, 97302

Once we are safe and situated, we will notify all parents where we are for pickup.

If the structure at the school is an unsafe place to take the children, for instance, if we are dealing with a large natural disaster like a large magnitude earthquake and buildings are falling and

catching fire, we will head to an open area nearby.

Candalaria Elementary School Field
935 Hansen Avenue S.
Salem, OR 97302

Courthouse Athletic Center Parking Lot
2975 River Rd S
Salem OR, 97302

These two locations will be known to parents so that if for any reason we are unable to stay in the center, they know where to find us.

PANDEMCIS AND NATURAL DISASTERS

In the future, if it is necessary to close our doors during a pandemic or disaster, Precious Cargo will still charge 50% tuition to hold your child's spot. If you decide to terminate childcare services during a disaster or pandemic, you are still accountable for your 30-day notice in writing and your tuition during that time.

ABUSE/NEGLECT

Precious Cargo Preschool and Childcare is committed to providing a safe environment for the people it serves and the children we care for. We strive to prevent abusive conduct in any form. Every member of Precious Caris go is responsible for protecting the children we care for and ensuring their safety and well-being.

As per Oregon Revised Statute 419B.005 (3), all Precious Cargo Preschool and Childcare employees have been educated in abuse and are Mandated Reporters. A Mandated Reporter is required to report **ANY** reasonable suspicion or known abuse to the Department of Human Services or the police. This includes reasonable suspicions within and outside Precious Cargo.

Family Handbook Acknowledgement

Please sign this acknowledgment, detach it from the handbook, and return it to the center prior to enrollment or upon new handbook update.

Our handbook will be updated annually to address any new changes to rule changes.

Thank you for 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.

If you need assistance understanding any of the forms or need them interpreted, please feel free to ask and we will do everything we can to accommodate your needs.

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

Parent/Guardian Signature

Date

Staff Signature

Date

Declaration of Viewing:

I have received a copy of Precious Cargo Preschool and Childcare's License as required by the Early Learning Division.

Parent/Guardian Signature

Date

Staff Signature

Date

Dear Parents, you can access information about your childcare provider on the childcare safety portal

- Early Learning Division Website:
www.oregonearlylearning.com
- Early Learning Division Phone Number:
1-800-556-6616
- Address for the Early Learning Division:
700 Summer St NE #350
Salem, Oregon 97301