



## **PARENT MANUAL 2020 - 2021**

### **WELCOME PARENTS**

FACES Literacy and Resource Center (LRC) provides dual language, English and Spanish, daycare and preschool programs. We are a center where children can learn, develop, dance, exercise and have fun. Our highly qualified staff have developed fun, organized, supervised, and stimulating activities for the children to learn both indoors and outdoors.

**Our Goal is to provide "a safe environment where children discover a new world!"**

To enroll we ask that parents submit the registration form *with full* information. We hope you have already had the chance to take a tour and ask any questions regarding our teaching philosophy or care provided at FACES of America. If you have any questions please do not hesitate to contact us and we would be glad to sit down and share our program more fully. Enrollment in the program is not complete until the registration packet and the required monthly payment is submitted.

*We believe you are an essential part of the program and your child's success.* Do not hesitate to talk to our staff about your child's needs and how we can best meet them.

### **COVID 19 UPDATE**

This year has proven to be a challenging one for our entire community due to the COVID 19 global pandemic. As the health and safety of our students, their families and our staff is our top priority, we are taking serious measures that include social distancing, use of masks, updating air systems with HEPA filters and the installation of additional air purifiers throughout out the school, and limiting access to the building to students and staff.

### **MISSION STATEMENT**

FACES of America's Mission is committed to serve our community by unlocking the potential of the people of Oregon, building and sustaining healthy communities through education opportunities, promoting empowerment of parents and students and respect for cultural diversity and grass roots.

### **EDUCATIONAL PHILOSOPHY**

Our method of teaching is a "hands-on" approach. Children, as most people, learn easiest and have more fun when they learn through their senses and by experiences.

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Our main educational goal is to foster a desire for learning within each child and enrich his/her self-esteem. Therefore, our teachers work closely with our students to ensure they are treated fairly and have equal

opportunities to learn and play. The student is a participant, not just an observer, and is involved in a variety of creative learning activities.

## **CORE VALUES**

We place the interests of the children first in everything we do.

We foster a strong relationship with parents and associates.

We strive for excellence in everything we do.

We hold the highest standard of integrity and treat everybody with respect and dignity.

We inculcate a strong sense of community spirit in our organization.

## **PRESCHOOL CURRICULUM STATEMENT**

The goals of our curriculum are multi-faceted. We encourage students to be enthusiastic, self-confident, independent learners. Play is the primary mode of learning. The curriculum also respects individual learning styles and ever-changing interests. Through our curriculum we promote growth in all areas of development including:

**Social:** To help children learn from adults and one another by observation, imitation, and interaction.

**Emotional:** To provide a safe and secure environment where children can develop pride, self-confidence, independence, self-control, and a positive attitude toward life.

**Cognitive:** To promote curiosity and to help children acquire learning skills, such as the abilities to solve problems, make choices, ask questions, and express their ideas, observations, and feelings.

**Physical:** To help children develop and enhance their small and large motor skills and feel confident and comfortable with their own bodies.

## **REGISTRATION AND FEES**

The FACES of America Tuition Rate Sheet is attached to this Manual as well as outlined below. We accept private pay, subsidies, and as a Preschool Promise school, we have a limited number of scholarships available for qualifying families.

Please discuss any questions regarding Tuition with the Executive Director Juanita Estrada.

Outline of Costs for the 2020-21 school year:

Beginning Registration is \$100.00 and \$50.00 per year thereafter for continuing students.





**PRESCHOOL / CHILDCARE  
2020-2021 TUITION RATES**

**Hours of Operation**

*Childcare 7:00 am - 5:00 pm*

*Preschool 9:00 am - 3:00 pm*

<b>PRESCHOOL ONLY CLASSES 3-5 YO</b>	<b>SELECTED DAYS</b>	<b>YEARLY TUITION</b>	<b>MONTHLY TUITION</b>
	MONDAY- FRIDAY	\$5,985.00	\$ 630.00

<b>PRESCHOOL W/ CHILDCARE 3-5 YO</b>	<b>SELECTED DAYS</b>	<b>YEARLY TUITION</b>	<b>MONTHLY TUITION</b>
	MONDAY- FRIDAY	\$7,343.50	\$ 773.00

<b>PRESCHOOL W/ CHILDCARE 2 &amp; 3 YO</b>	<b>SELECTED DAYS</b>	<b>YEARLY TUITION</b>	<b>MONTHLY TUITION</b>
	MONDAY- FRIDAY	\$8,426.50	\$887.00

<b>GRADE SCHOOL</b>	<b>SELECTED DAYS</b>	<b>BEFORE &amp; AFTER SCHOOL</b>	<b>BEFORE SCHOOL ONLY</b>	<b>AFTER SCHOOL ONLY</b>
	MONDAY- FRIDAY	\$440.00	\$220.00	\$220.00

<b>GRADE SCHOOL</b>	<b>SELECTED DAYS</b>	<b>SCHOOL ONLY</b>	<b>SCHOOL W/ CHILDCARE</b>
	MONDAY- FRIDAY	\$636.00	\$716.00

\*\* Yearly tuition is based on 10 months from September to June.

\*\* Tuition is a flat fee and will not be prorated. Is based on 20 days per month, some months have more than 20 days and for that reason we do not prorate for days the center is closed or days your child misses due to illness or vacation days.

\* There will be a **late pickup fee** of **\$25.00** if a student is picked up after their scheduled time **and/or** any minute after **5:30 pm. For clarification, school ends at 5pm, we give parents a grace period of 30 minutes and the late pick up fee applies immediately after 5:30pm.**

## **PROGRAM EVALUATIONS**

The personnel of our program is evaluated on their performance including adherence program procedures, adult-child interaction, interactions with families, interactions with staff and professionals, and adherence to ethical standards. The employees are evaluated by personnel performance by the director of the program and through the family survey. We evaluate our personnel to have the best teaching in our program that will help each child in areas of learning and development. To make sure all ethical standards are being upheld by our certified teachers, the director does randomize informal evaluations to make sure targets are being hit, as well as formal ones with forms.

The suggestion box and PTA meetings are also holding all faculty accountable and are being assessed by the parents at all times. We take the suggestions from the Family Survey and the suggestion box very seriously and acquiesce accordingly.

All our program employees are evaluated using a self-assessment form as well that we have attached. Ideally, these are to be filled out when conferences occur, in order to keep things organized. Employees are evaluated using observations of adult-child interactions. The personnel will evaluate themselves, evaluate the program, and will be evaluated by the director. By doing it in a triad, it is a comprehensive way to make sure all is up to par. How the teachers interact with their students is vital to the student success and that of our program, therefore we intentionally make sure they are performing up to code and according to policy. Once more, the teachers assess themselves, are assessed by parents, and by our director. They to have the opportunity to grade the program. After evaluations are submitted, a meeting with the director takes place to determine what if any changes need to be made, and an action place that coincides.

## **WITHDRAWAL OF STUDENTS**

Parents wishing to withdraw their children from FACES Daycare or Preschool Programs must complete a withdrawal form and notify the Executive Director a month prior to withdrawal.

We will not be able to refund any portion of tuition paid in advance without prior agreements made with the Finance Department and Executive Director. If you know you will be withdrawing it is best to make arrangements prior to making payment so your monthly tuition can be prorated at the beginning of the month.

## **DAYS AND HOURS**

FACES Daycare and Preschool programs operate Monday through Friday from 7:00 am to 5:00 pm and we follow the Salem-Keizer school district calendar. If the school does not have classes because of a holiday or



inclement weather FACES will also closed. FACES will not be closed on District's grading days and professional development days.

FACES Preschool Programs are from 9 am to 3 pm Monday through Friday.

The Center closes at 5:30 pm each day (this provides a 30-minute grace period for pickup). If your children are enrolled in an extended day preschool program or a Full Time Daycare program parents must pick their children up no later than 5:30 pm. If a parent will be late we ask you call and notify the center as soon as possible and a fee of \$25.00 per child. If this happens more than three (3) times on different occasions during the school year, services will be terminated.

## **ATTENDANCE AND ABSENCES**

We encourage your children to attend preschool every day! It is our joy to watch as your child builds their knowledge and skills each week and attendance is essential for their development. If your child will not attend the center we ask that parents notify the office with a reason for their absence and the estimated date of their return.

**Please Note: We are unable to reimburse, prorate or credit your account for the days your child does not attend the center.**

## **PARENT PARTICIPATION**

Parents and guardians are always welcome at FACES of America and we encourage you to join us during craft time, lunch, or field trips. If you would like to discuss your student's abilities or needs please let the Executive Director know so we can make arrangements for an additional Parent/Teacher conference. We require your attendance at least 1 conference a year. We have an open door policy at the Center and welcome you to observe your child in his/her daily routine; we just ask that you discuss your visit with staff to avoid disrupting the classroom dynamics. We also encourage your participation in our PTA meetings.

Each year we offer a Parent Training Course to help guide parents with their children's education and kindergarten preparation. Please ask the Executive Director for times and dates of these wonderful classes. We encourage all parents to participate in learning new skills to help their children success in the early learning years and beyond.

## **FAMILY RESOURCES**

Our program provides forms and essential program information to families regardless of language, literacy, or ability. All families are welcomed to receive additional forms from our community resources and are always available to them and are in their language, when handed out by our programs personnel. For example, we will



provide the families from our program information about additional community resources such as summer school, tutoring, family activities, and other resources that are given to our program and that our program offers. If you have any questions, please contact our Executive Director, Juanita Estrada for more information.

## **CHILDREN WITH SPECIAL NEEDS**

At our program we are committed to meet all the needs of children, regardless of any children with special health care or disability. This includes children with chronic health conditions such as asthma, allergies, emotional or behavior issues, and others. Therefore, children with special needs will be accepted into our program. All families will be treated with respect for their individual needs or difference. Our program will ensure when a child, family, and health provider will work together with the program staff. All children with special needs will be given the opportunity to participate in the program to full extent. The program staff on Individualized Family Support Plan (IFSP) will have a conference to ensure that the program provides the most supportive environment for a child with special needs. The staff at our program will receive trainings to better understand children with special needs or to learn how to accommodate their classrooms etc.

At our program we work with Willamette Education Service District that will come 1-2 weeks to evaluate children with special needs. During that time, the children with special needs will be evaluated and a report will be done and given to the school and family. The report will help each teacher and parent know in what areas the child's needs to meet their goals. The teachers will work with the child and make special arrangements to meet the goals for every child.

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***If your child has any medical or special needs please notify the Executive Director at the time of enrollment.*** All efforts will be made to help your child be successful in the daycare or preschool program if enrolled.

*Enrollment is based on an individual case by case basis and the availability of properly trained staff to meet your child's specific medical or special needs.*

## **CONSISTENT CAREGIVER**

At our center, we practice an appropriate child-staff ratio, for the children's ages and positivity effect on children emotional, developmental, and cognitive development. Our program will always have extra staff on hand if needed support in any classroom. At our center each child is assigned to a caregiver/teacher according to their age and classroom. The child will be at all times watched by their assigned teacher. The teacher and teacher's aide will be present at all times of the day. When the teacher or aide receive their break/lunch the same substitute will always come in to cover for them. If a child needs any type of assistance that requires a teacher or a caregiver's help, the teacher, teacher aide, or staff will help the child. The teachers will be at close proximity of every child where they can see and hear them.



## **STAFF RATIOS**

At our center we will follow the following ratios as listed in the table below that demonstrates the age levels, staff, and children. The program will not enroll more than the allowed children or staff per class. If all the slots are filled up at our program, we do not allow more than the licensing requirement standards. Parents are welcomed to fill out an application for their child and be put on waiting list or sign up for the following year.

<b>Age Levels</b>	<b>Staff</b>	<b>Children</b>	<b>Max Group Size Of Children</b>	<b>Total of Staff Required for Max Group</b>
<b>Young Toddler</b>	<b>1</b>	<b>5</b>	<b>10</b>	<b>2</b>
<b>Older Toddler</b>	<b>1</b>	<b>6</b>	<b>12</b>	<b>2</b>
<b>Preschool</b>	<b>1</b>	<b>10</b>	<b>20</b>	<b>2</b>
<b>Grade School</b>	<b>1</b>	<b>15</b>	<b>15</b>	<b>1</b>

## **SCREENING TOOLS**

The Ages & Stages Questionnaires (ASQ) is a questionnaire designed to help the parents and teachers check on the child's development. The results of the Ages & Stages Questionnaire help the teachers or other professionals if they have concerns on their child's development such as your child's social emotional development. The Ages and Stages Questionnaire will be conducted on each child within the 45 days of when the child enters the program and on an annual basis.

## **ASSESSMENTS**

The program conducts assessments of learning and development for each child at least two times during the year and will plan activities based off the assessment information. The program will use the Teaching Strategies Gold assessment that supports early childhood programs such as infants, toddlers, and preschoolers. The teaching Strategies Gold is an ongoing observational system for assessing children from birth through kindergarten. The assessment helps teacher's children in the context of every day experiences. The Teaching Strategies Gold is based on 38 objectives for development and learning that are predictors of school success. These objectives help teacher use them to focus their observations as they gather information to make classroom decisions.





## **EVALUATING PERSONNEL**

The personnel of our program is evaluated on their performance including adherence program procedures, adult-child interaction, interactions with families, interactions with staff and professionals, and adherence to ethical standards. The employees are evaluated by personnel performance by the director of the program and through the family survey. We evaluate our personnel to have the best teaching in our program that will help each child in areas of learning and development. To make sure all ethical standards are being upheld by our certified teachers, the director does randomize informal evaluations to make sure targets are being hit, as well as formal ones with forms. In addition, the staff at our establishment will be subjected to parent feedback in regards to our suggestion box and during PTA meetings.

All our program employees are evaluated using a self-assessment form as well that you will be given upon employment. Ideally, these are to be filled out when conferences occur, in order to keep things organized. Employees are evaluated using observations of adult-child interactions. The personnel will evaluate themselves, evaluate the program, and will be evaluated by the director. By doing it in a triad, it is a comprehensive way to make sure all is up to par. Once more, the teachers assess themselves, are assessed by parents, and by our director. They to have the opportunity to grade the program. After evaluations are submitted, a meeting with the director takes place to determine what if any changes need to be made, and an action place that coincides.

## **ADULT-CHILD INTERACTIONS**

Interactions between children and adults provide opportunities for children to build trust, to develop an understanding of self and others, and to encourage respect for the feelings and rights of others. All interactions between children and adults will be respectful and supportive of each child's gender, culture, language, ethnicity and family composition.

Our program encourages the adults to greet each child to acknowledge that they belong in the classroom, actively listen to children and observe non-verbal communication. The staff is encouraging to join children activities and physically place themselves at the child's eye level while interacting. The staff is to encourage children to talk about their feelings and emotions, use language and materials free from ethnic and gender bias, stimulate critical thinking skills and cognitive concepts by using open-ended questioning, modeling and other appropriate communication strategies, demonstrate respect and caring for children in all interaction, giving reinforcement for children's efforts, make every effort to include persons in the classroom who speak the primary language of each child and are knowledgeable about their culture.

Each of our teachers is bilingual and speaks to the children individually in the language that they are most comfortable with when explaining things, to enhance their learning and understanding. The staff will practice using repetition to solidify concepts, self-talk to help children understand concepts, parallel talk to deepen the understanding, answer any questions, utilize the skill of scaffolding to further these outcomes and to build upon previous knowledge and growth and execute activities. This allows our staff to engage with the children of our program in meaningful, powerful, and productive ways. Our staff are also adamant about interacting in meaningful ways such as when the children are doing something that interests them, then they are connecting on a level that is most comfortable and at times very exciting with the student.





## **COMMUNICATION / CONCERNS**

It is very important that we have open communication between parents and FACES Preschool and Daycare staff. Please contact the Executive Director at any time with questions or concerns. We welcome feedback and will address any concerns immediately when possible. The more we hear from our parents the better equipped we will be to meet our students' needs and the needs of our families. We kindly remind you to be checking our memos and blackboard announcements at the school entrance. Also, feel free to utilize our parent suggestion box and come to our PTA meetings.

## **BEHAVIOR MANAGEMENT**

### **Behavior Management Policy**

#### **Our Philosophy/Policy:**

We believe in a positive approach in child guidance. All staff are expected to use strategies such as redirection and positive behavior management techniques as well as demonstrate clear expectations of the students. This may include having a student sit with a staff member to discuss the situation, talk about feelings, and engage the student in problem solving, quiet/calm down time, reading, or working on a puzzle. Positive guidance techniques should be utilized until the child is ready to rejoin the group.

We believe the parents/guardians are important and integral partners in child guidance. As such, parents will be informed of any behavioral incidents that persist and/or we are unable to resolve. If the situation cannot be resolved and all attempts to correct the behavior have been exhausted, the parent may be asked to withdraw their child from the program. We inform the students of what type of behavior we expect from them, and have our staff model that behavior to them. This is a form of both a proactive and preventative strategy. By keeping the child, parent, and staff all on the same page we are creating a unit that knows what is expected and understands the consequences if things aren't done accordingly. For example, all parties involved know that running in the halls is not allowed. If a child does so, they are asked to retrace their steps, and walk at the appropriate speed. This teaches them how to safely travel in our facility.

If a child is having difficulty staying focused during class or in other class activities, children will be redirected with teacher assistance. If a child's behavior results in harm to other children, property, or group interaction, the child will be briefly separated from the rest of the group. Our teachers will use positive guidance and redirection. The child will have an opportunity to rejoin the class if their behavior changes after the teacher speaks with the child. If the child's behavior does not change, the child will be taken to the main office to sit down and be watched by an administrator until he/she has self-control to rejoin their class. Their parents may be called at this time depending on the situation. The staff member and the child will have a conversation on appropriate group behavior. We maintain a strength based perspective. Our goal is to always have safe environments for all, understanding for others with differences and abilities, clear guidelines and expectations, positive reinforcements, strong re-direction, respectful communication from all parties.



If these actions above do not work, we can consult with the director as well as ask the parents to come in. The child's safety and understanding is priority.

**Staff members must adhere to the following policies:**

- Teachers must utilize strength based approaches and positive re-direction
- Teachers must demonstrate clear expectations and act as a role model, showing what is expected of the child.
- Teacher must utilize practice and preventative strategies to create optimal results
- No child shall be subjected to emotional abuse, which includes but is not limited to name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child.
- No child shall be subjected to cruel discipline. Physical restraint is prohibited, unless necessary to protect the health and safety of the child or other people.
- No child shall be subjected to the use of mechanical restraints, such as tying.
- No child shall be subjected to corporal punishment, which includes but is not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
- No child shall be force fed or denied food as a punishment for unacceptable behavior. Neither will food be given as a reward for good behavior.
- No child shall be denied light, warmth, clothing or medical care as a punishment for unacceptable behavior.
- No child shall be punished or criticized for soiling, wetting or not using the toilet.
- No child shall be separated from the group as a means of behavior management

**This is to verify that I have received the Behavior Management Policy for FACES of America, I have had the opportunity to read it and ask any questions regarding this policy.**

Parent Signature / Faculty Signature \_\_\_\_\_

Child Name (N/A if your faculty) \_\_\_\_\_

Date \_\_\_\_\_

**(This is just to show you the form, your copy and the schools copy are attached separately)**

**CONDUCT**

To ensure that the safety and efficiency of the FACES of America Center we ask for anyone on site to follow our Center Rules. This includes children, parents, and staff. If a disciplinary issue should arise with a child, FACES of America staff will work to provide positive guidance for that child. Should a student continue to



have disciplinary issues after being addressed it may be necessary to implement a disciplinary action plan and/or removal from the program depending on the severity of the issue.

*We will notify parents any time an issue should arise that requires an action plan and/or if we see a pattern of disciplinary issues.*

We ask that parents and families always maintain positive interaction with all FACES of America Staff and any students they may come into contact with during their time at the center.

## **RULES**

Respect others  
Clean up after yourself  
Walk safely inside  
Participate as much as possible  
Listen to and follow instructions

## **RESTITUTION FOR DAMAGES**

Should a student cause extensive or repeated damage to the Center's equipment or facilities the parents will be subject to financial restitution or repairs need to make the damage whole.

Taxpayers and community donations make a significant financial commitment to the maintenance of school facilities and we ask that all visitors and students be good stewards of the property of others.

## **PARENT VOLUNTEERS**

In order to ensure the safety of children in our center, FACES of America requires all Staff and Volunteers to be registered with the Oregon Registry Online.

Parents are always welcome to visit the center to observe or offer volunteer work for a specific class or center need. We ask that you complete the Volunteer Form and arrange specific times for you to be at the center.

## **RELEASE OF STUDENTS**

All children must be picked up by their designated parents or guardians. There is a release form that can be completed and submitted if you wish to have your child picked up by someone other than you. Please ensure you have their proper information including name and phone number complete prior to having them come to the center. Without prior signed permission on your registration form we will be unable to release your child.

All Parents/Family dropping off and picking up a child must sign in and out. Our Staff can not accompany children outside facilities.

Under no circumstances can we allow students to go home alone or with a sibling minor.



## **CUSTODY OR COURT ORDERS**

Please ensure that the Executive Director of the FACES Center has the most current copy of a child's custody court order should the center need to follow one. Both parents listed in the registration packet will be authorized to pick up a child unless a court order dictates otherwise.

## **ABUSE / SEXUAL HARASSMENT**

FACES Preschool and Daycare prohibits students, staff and volunteers from engaging in and conduct of sexual nature, unwanted or uncomfortable verbal or physical, directed towards other students, employees and /or volunteers.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the grievance. Should an issue of this nature arise the Executive Director will notify the parents of all persons involved immediately. Complaints are treated confidentially to the extent possible. Limited disclosure may be necessary to carry out a thorough investigation.

Please Note: According to state law, any suspected child abuse must be reported immediately to Child Protective Services (CPS).

## **MEALS AND SNACKS**

At our center, we work in partnership with SODEXO food company that provides the meals and snacks for all of our students and staff attending the program. Following the USDA guidelines and our program policies, we are committed to promoting nutrition, healthy eating habits, and overall body health. All of the staff have taken training in nutrition and the members from our partnership with Salem Health Nutrition come by every two months to re-open the conversations and bring new training materials to keep teachers up to date. We engage with this philosophy with students daily. We believe a healthy mind is linked to a healthy body, which creates a healthy life.

Here at FACES of America, the staff physically join the students for each meal. There are 10 chairs per table so that small groups are divided and created. This allows them to demonstrate and act as role models for our kids. This time together provides teachers and staff direct opportunities to teach children about healthy foods, talk about where the foods come from, and encourage proper table manners.

Meals are served family style creating an opportunity for children to practice their independence such as spooning, passing skills, and table manners. Children are encouraged to choose their own portion size in child-sized serving bowls, utensils, pitchers, which can prevent children from feeling pressured or overeating.



Staff members regularly encourage each student to try the new foods available, however the child always remains autonomous in making the final decision. Fruits and vegetables are also served every single day. Once again, the children serve themselves and help clean off the tables and their dishes afterwards. This further builds their self-sustaining skills and independence. In addition, every week students are sent home with recipes to try out with their families that further promote healthy eating and relationship building.

The schedule for Meals and Snack time are as followed:

Breakfast 8:30 to 9:00 am

Lunch 11:30 to 12:00 pm

Snacks 2:00 to approximately 2:30 pm

Parents who wish to celebrate their child's birthday please notify the Center prior to bringing any snacks or treats to share with the class. In some cases, FACES of America has to comply with nutrition regulations/guidelines. This will also help to determine a date and the number of children who will be present.

If your child is allergic to any food and / or requires a "special diet" please notify FACES Staff and Executive Director to make special arrangements.

### **HEALTH AND SAFETY PROCEDURES FOR CHILDREN**

Immunizations: In compliance with Oregon State regulations, all children must have current immunization records.

#### **Sick Child:**

A child will be sent home if they are vomiting, have diarrhea, or a fever of 100 degrees or more. No child in the contiguous state of a communicable disease will be accepted for childcare.

Symptoms of communicable disease include, but are not limited to:

Fever of 100 degrees or higher

Diarrhea

Vomiting

Eye Discharge/ Pink Eye

Head Lice or Nits

Chicken Pox

Rosella/Measles

Mumps

Before returning to the center a child must be free of all symptoms for at least 24 hrs. and must have a Physician's note.

### **GERM POLICY**

At our program we ask teachers, children, and parents to wash their hands upon arrival to the center, and at least before eating, drinking or handling food, and feeding child, etc. Washing hands after toileting, diapering and



assisting a child to the toilet, handling fluid, saliva, mucus, running noses, etc. Playing indoors/outdoors, touching sick children, handling uncooked food, removing glove for any purpose, and when hand is visibly dirty.

## **TOOTH BRUSHING**

We ask that you bring an appropriate tooth brush for your child their first day at our center. Each child will be provided with instruction on how and when to brush their teeth. Children will be assisted with brushing; teachers will wash their hands between brushing. Teaching staff will place pea sized amount of toothpaste on sanitary surface. Each child will use his/her toothbrush to scoop toothpaste off bottom of surface onto toothbrush. If a child needs assistance with brushing, teacher must wash his/her hands between brushing. After brushing complete, child will spit toothpaste into the sink with running water, the teacher must prepare a cup with water to rinse. The toothbrush and toothpaste must be returned to holder.

Children will be provided with instruction on how to brush their teeth by our staff at least once per year. Each teacher will spend a morning teach their students how to brush their teeth appropriately and use the right techniques to prevent any types of infections. The children will have the opportunity to practice tooth brushing as the teacher provides instruction.

## **TOILETING**

At our program parents must sign the toileting consent form before starting their first day. The consent form will allow teacher or teacher aide to assist your child throughout toileting. The teacher or teacher aide will be present at all times when the child needs a diaper change or use the bathroom. The teacher will walk to the restroom with the child and wait outside unless the child needs assistance, if the child does not make it to the restroom in time, the teacher or teacher aide will be the only ones who will change the child into a different change of clothes. The clothes will be given to the parents at the end of the day.

In addition, teachers instruct students on the proper way to wipe and clean themselves independently so that they can learn and do it on their own. During these naturally occurring opportunities, teachers assist children who need it and who's parents have signed the consent forms, however they adamantly are simultaneously teaching that child while they do it, explaining the process once again so that they can learn and become autonomous.

## **SCREEN TIME**

Because we care about the health and well-being of the children in our care, our program follows the best recommendations on screen time. Each parent will receive a screen-time policy consent form. The parents will fill out the consent form prior to child's first day at our center. The screen policy will inform each parent about our screen time policy.



## Faces of America Screen Time Policy

Because we care about the health and well-being of the children in our care, we follow best practice recommendations on screen time:

- Children under 2 will have no screen time
- Children age 2 and over will watch less than 1 hour per week at child care.

Screen time includes the use of tablets, videos, computers, and video games during preschool/care.

Therefore, we will restrict screen time by adhering to the following guidelines:

- We allow a maximum of 1 hour per week of educational, age appropriate screen time.
- We allow zero screen time for children under the age of two.
- We do not allow television or movies to be left on as background noise.
- We do not have electronics playing during mealtimes or snacks.
- We do not offer screen time as a reward.
- The teachers are the only ones who will ever have control over electronic devices
- Teachers are prohibited from using personal electronics throughout the class day
- Alternative activities are available if you the parent do not want you child having any group screen time
- Screen time is intended to create active child involvement, therefore we use the tablets to sing songs as they walk down the halls and educational videos to engage themes and topics of the week

In signing this, you are agreeing that electronics are OK to be used for your child's learning and development per the terms above. You are agreeing that you have read and understand how and when screen time will be used. If you have any questions or concerns, please feel free to call or come in to discuss further.

Parent Name: \_\_\_\_\_

Child/s Name: \_\_\_\_\_

Date: \_\_\_\_\_

**(This is just to show you the form, your copy and the schools copy are attached separately)**

### **VIDEOS / PHOTOS**

On occasion videos and photographs may be taken of group activities or individual students. Please see the photo release form attached to the registration packet and ensure you have reviewed, completed, and turned in the form during registration. If you have not completed the release form or you wish to have your child excluded from photos or videos please notify the Executive Director at any time. Photos will only be used for educational purposes and / or promoting the program and its activities.

**If you have any questions or concerns, please feel free to contact our establishment at 503-990-6030, Monday through Friday, 8am-5:30pm. Thank you!**

