



Parent Handbook



*Where every child
shines like a star!*

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Introduction

This handbook is to introduce you to some important aspects about our facility. Retain this document as reference regarding policies and procedures. Feel free to visit the office to get clarification on any information in the handbook.

We encourage parents to be involved based on the foundation that parents are the primary educators of their children. We want parents to be involved to the degree that they feel comfortable. We have multiple groups and committees along with volunteer opportunities in the classroom.

We are honored to be able to serve you and your child. Your children are our priority and we take every precaution to care for your child in a safe and quality environment.

We want to hear from you. If you have questions, concerns, or comments please feel free to talk to any of the leadership team. We want this time to be enjoyable for you and your child.

The children at this center are our future and we are excited to participate in their education.

Leadership Team Members

Teresa Martin, Executive Director

Alba Canales, Executive Assistant

Marissa Becker-Orand, Child Development Manager

Esmeralda Orozco, Family Service Manager

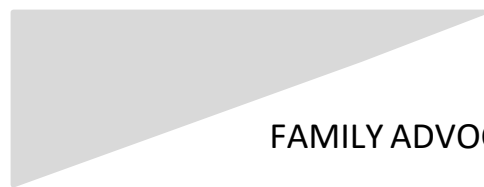
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*The handbook may be modified at any time to reflect updated policies and procedures.



FAMILY ADVOCATE

CELL PHONE NUMBER (541) 280-0773

FEEL FREE TO TEXT US HERE!

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Philosophy

TCLC believes families are the prime educators and advocates for their children. We encourage and support your active participation in all aspects of the program. We respect the strength and dignity of each family and strive to create an environment where differences are accepted and valued. We recognize that each child and family is unique and that an individualized approach can best meet a child's specific needs.

TCLC is an educational program that builds and enhances language skills, self-esteem, large and small muscles, creativity, respect for self and others, independent play, self-control, his/her own cultures at home or in the center—which all assist in school readiness.

Mission

Empowered Families. Successful Children. Stronger Community.

Goals

Collaborating with families to build a strong academic foundation for children to grow and thrive.

Values

Safety Creating a safe, welcoming environment for staff, children and their families.

Equity Valuing and including staff, children and families from all walks of life.

Integrity Maintaining honesty in all things we do.

Program Details

- TCLC is a 501(c)(3)
Tax ID Number: 93-0881042
- USDA Food Program Participant
- Let's Move Childcare Facility
- Wellness Champion of Jefferson County (USDA)
- SPARK rating #4
- TCLC is licensed by the Office of Childcare Early Learning Division
License # TCLC Site: CC000669

Parents can access information about the program on the childcare safety portal. This portal is located on the Early Learning Division website, www.oregonearlylearning.com or by calling 800-556-6616. TCLC will also post all serious valid and serious non-compliance letters so parents can view them, as well as notifying all parents of any closure of the active license. TCLC will ensure that parents of children enrolled have viewed the current license certificate and any updates to the license. TCLC's license certificate is located on the program information board. Contact the director if you need a copy of the Office of Child Care License.

Program Overview

Oregon Prekindergarten Head Start

State funded preschool program for child ages 3-5. Families qualify based on income and other

family factors. We offer half day or extended day.

Requirements

- Child must be 3 years of age before September 1st of current school year.
- Must meet income guidelines.

Services

- Dental & Medical Referrals
- Health & Nutrition Referrals
- Family Services
- Limited Transportation
- USDA Approved Meals

Prenatal – 3 Oregon Early Childhood

State funded program for children ages 6 weeks thru 3 years. Families qualify based on income and other family factors.

Requirements

- Child must be 6 weeks of age
- Must meet income guidelines.

Services

- USDA Approved Meals
- Dental & Medical Referrals
- Health & Nutrition Referrals
- Family Services

All SELF-PAY PROGRAMS REQUIRE A NON-REFUNDABLE \$25 REGISTRATION FEE TO BE PLACED ON THE WAITLIST.

Self-Pay Pre-School

For children ages 3-5 years. Must be age 3 by September 1st to attend.

Tuition: \$300 Monthly (September-May) *Prices subject to change

Self-Pay Child Care

For children ages 6 weeks -5 years.

Tuition Infant/Toddler Class \$700 Fulltime *Prices subject to change
Tuition Preschool Class \$640 Fulltime *Prices subject to change

Self-Pay programs also offer USDA approved meals and opportunity for developmental screenings.

Office Hours

Monday-Friday 7:00 a.m. – 5:30 p.m.

Preschool/Head Start Classroom Hours

AM Class	Monday-Thursday 8:00 a.m. – 11:30 a.m.
PM Class	Monday-Thursday 1:00 p.m. – 4:30 p.m.
Full Day Class	Monday – Thursday 8:00 a.m. – 3:00 p.m.

Childcare Classroom Hours

Full time slot	Monday -Friday 7:00 a.m. – 5:00 p.m.
Part time slot-Morning	Monday -Friday 7:00 a.m. – 12:00 p.m.
Part time slot- Afternoon	Monday -Friday 12:00 p.m. – 5:00 p.m.

P-3 Program (Prenatal – 3 years Oregon Early Childhood)

Full Day	Monday – Thursday 8:00 a.m. -3:30 p.m.
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Personal Belongings

What to bring

- Diapers & Wipes (If applicable)
- Extra set(s) of clothing, especially when toilet training
- Small Blanket & Pillow (optional for children 1 year and older)
- Lotions, sunscreens, diaper creams (labeled with child's name & signed administration form which can be obtained in the office.)

What you need to know

- We are not responsible for damaged or stained clothing.
- Be sure your child is dressed appropriately for the weather.
- Please label all of your child's belongings to ensure they are returned home.
- Do not bring toys from home; TCLC is not responsible for lost, stolen, or broken items.
- Do not bring food from home; unless arrangements have been made with management.

Visitations

TCLC has an open door policy and parents are welcome to visit the Center and observe their children at any time. For your children's protection, all parents and friends must check in at the front office, obtain a visitor's pass and wear it during their visit. (Only exception is pick-up and drop-off) We encourage parents to have lunch in the classroom with their child. **The kitchen staff needs 1-day advance notice if you are planning to eat with your child.)**

Drop off & Pick up

General procedure

- **Each child must arrive under the supervision of a parent or authorized person, and be escorted and signed in to the classroom before the Center will assume responsibility for that child.** Likewise, once the parent or authorized person has signed out the child, the parent becomes responsible for that child.
- ONLY adults listed on the Emergency Contact List with pick-up authority are allowed to remove the child from TCLC. ***We will ask for identification before releasing the child.***
- No one under the age of 13 is authorized to pick up a child unless the person is the parent.
- It is very important that we know how to reach you, please keep family information current by notifying the office!

Notification to families

We communicate multiple way with families. Each child is assigned a cubby box; this box will contain newsletters, menus, accident reports, craft projects, important school flyers, and other important information.

ChildPlus is our electronic communication system to email or text information about upcoming events, closures, schedule change, attendance, etc. Parents must opt-in for to receive these notifications. We also post information on our website (www.madrastclc.org) and our Facebook page (The Children's Learning Center).

Child specific information will be a direct call to an authorized adult. If we call during the day that does not mean it is an emergency. We will state if there is an emergency or urgent need in voicemails.

Make sure to keep all information such as phone numbers, email and address current so we can contact you. This also applies to your emergency contacts.

Closures

TCLC remains open when possible. There will be no school in the event of adverse weather conditions. TCLC will notify parents in the event of a school closure. Other closures may include scheduled in-service days and holidays. Please refer to your calendar for specific dates.

Attendance & Withdrawal

Absence (CHILDCARE/PRESCHOOL)

Any time your child will be gone please call the center to notify us of the reason for the absence. If we do not hear from you, we may call you to inquire. There are no changes in rates for the time that your child is gone from the center.

Vacation (CHILDCARE/PRESCHOOL)

The cost of services does not change if a child is absent. Please call the office with any absence so we can plan food and staffing for the classrooms.

Attendance (HEAD START/PRENATAL-THREE)

Children are expected to attend on a regular basis. This is necessary for three reasons:

1. There is a waiting list for children who want to attend the program.
2. Consistent attendance allows the child to reap larger benefits of the program
3. Full enrollment is required to ensure continued funding.

If your child will be absent:

1. Call the main office and leave a message before their scheduled class time. TCLC staff will contact parent within one hour of class start time to ensure the child's well-being if not notified.
2. Parents must telephone the center in the event that their child will not be riding the bus. If a child misses the bus three (3) consecutive days and the driver is not notified, the bus will not stop to pick up the child. The parent will need to notify the center stating when the child will need to be picked up again.
3. Failure to notify the center will result in an unexcused absence.
- 4.
5. Unexcused absence/chronic absenteeism for any reason may result in a plan of action. Discontinuing program services to the family may result if attendance does not improve. If a problem of any kind arises that interferes with your child's attendance, contact your family advocate.

Curriculum & Learning

Our program helps to prepare children for success in school and in life. Children receive a positive introduction to education, socializing with others, eating a variety of foods, and practice healthy habits. We want to help build confidence in children and parents. Parents become involved in their children's education, discover their own strengths, and continue to develop to their fullest potential.

TCLC believes families are the prime educators and advocates for their children. We encourage and support your active participation in all aspects of the program. We respect the strength and dignity of each family and strive to create an environment where differences are accepted and valued. We recognize that each child and family is unique and that an individualized approach can best meet their specific needs.

TCLC utilizes Creative Curriculum to guide our educational practice. Creative Curriculum is based on five fundamental principles of learning. These principles are:

- 1) Positive interactions and relationships with adults provide a critical foundation for successful learning.
- 2) Social-emotional competence is a significant factor in school success.
- 3) Constructive, purposeful play supports essential learning.
- 4) The physical environment affects the type and quality of learning interaction.
- 5) Teacher-family partnerships promote development and learning.

TCLC incorporates health and nutrition education through the CATCH (Coordinated Approach to Child Health) curriculum and USDA family style meal service. Your child also has the opportunity to learn about health through role play, classroom information and everyday classroom activities such as tooth brushing, hand washing, and personal hygiene.

Daily routine

Children thrive in a predictable environment, where mealtimes, nap times, separating from a parent, and toileting are consistent. TCLC creates a nurturing, flexible, and positive environment where your children's needs are met through their daily routines. Daily routines provide wonderful opportunities for your child to learn more about themselves, the world, and other people. Daily routines offer children a sense of stability and a feeling of caring from their parents. Each room is required to post their routine to help guide your child through the day.

Outings & Field trips

Field trips will support the classroom educational experience, current curriculum, and the level and cultural backgrounds of children. Field trips provide enjoyable educational experiences for children that cannot be duplicated in the classroom environment. The purpose for taking a trip should be to enrich, expand and reinforce the goals being pursued in the classroom. You will always receive notice before your child goes on a field trip. ***When a parent received the field trip notice, it is the parent's responsibility to notify TCLC if they DO NOT want their child participate in the planned field trip.**

Outdoors

TCLC believes that it is important for children to participate in outdoor activities. Keeping children inside does not allow for the release of excess energy or large muscle development. **Our policy is that children who are well enough to be at school are also well enough to go outside.** Please, do not request that your child stay indoors if he/she is well enough to be at the Center. **Consider the weather when dressing your child.** If the weather is severe we may keep them inside to play but please dress them for outdoor conditions.

Television/Electronic media

The Children's Learning Center recognizes and supports the health and developmental benefits of limiting screen time for children. In support of this the center will limit screen time to special occasion movies. These occasions will be limited to no more than once per month and must be approved by the Child Development Manager.

- Movie times will be limited to classroom time, will not supersede scheduled meal or outdoor motor times, and cannot be in excess of one and a half hours.
- Infant/Toddler classrooms will not participate due to adverse developmental consequences.

The Center does use tablets for music and student tracking but at times may use a specific educational applications to work with a child on a targeted individual goal.

Celebrations

Our program focuses on education and developmentally appropriate practices. We encourage families to recognize special events, remembrances and celebrations at home, as most will not be recognized in

the classroom setting. There are two major problems with concentrating our time and energies on holiday celebrations:

1. It is extremely difficult to give holidays meaning that are developmentally appropriate for very young children.
2. It is difficult to be inclusive of all holidays and cultures of our families.

Not all families celebrate the same way; therefore, it is the Head Start / Early Head Start Policy not to celebrate.

Birthday Celebrations

The center does not allow for specific birthday celebrations of a child. Each teacher may choose to acknowledge each child but we do not take class time away for a celebration. Please direct specific questions to the office.

If you are having a party for your child and want to invite other students, please give the invites to the teachers who will then put them in a child's cubby. Due to confidentiality, we are unable to provide you with specific child information such as addresses and last names.

Toileting/Diapering

Successfully learning to use the toilet is a major accomplishment for young children. We believe that toilet learning should be a positive experience in the child's life and that both parents and teachers should have good communication, appropriate expectations and a consistent plan to support toilet learning. Patience and praise from the adults taking care of young children is an important component in this process.

Parents and teachers will have good communication to let each other know when the child starts showing signs of toilet learning and deciding the appropriate time to start the learning process.

Parents and teachers will create a plan to develop as much consistency between home and childcare. There may be times during the learning process when children accidentally go in their diapers or training pants and this should be an opportunity to encourage children that they are doing well and will get better with practice. TCLC staff will change soiled clothing without reprimand. This can be very distressing and may cause children to feel sad.

Rest time

Each infant and toddler will be allowed to form and follow his or her own pattern of sleeping and waking periods. Preschool classrooms are provided with a nap/rest time only during full-day models. All children will be provided an individual cot to rest on. Children that do not sleep after 20-30 minutes are given a quiet activity.

Children are allowed to bring in a small blanket and pillow to be used only during naptime if they are older than 1 year. Blankets are not allowed for infants under 1 year, but you may provide a sleep sack if you wish. The blankets must be washed weekly. They can be taken home by the parent to wash or the center staff will wash the blanket here.

Social Emotional Curriculum

TCLC uses *Conscious Discipline* for our social emotional curriculum. *Conscious Discipline* is a comprehensive social emotional intelligence classroom management program that empowers both

teachers and students. *Conscious Discipline* focuses on helping children learn socially appropriate behavior and self-control. It utilizes routines, calming techniques, and *I Love Your Rituals* to develop connections and create a sense of safety that allows children to learn and thrive.

Challenging behaviors

We recognize that children will occasionally display challenging behaviors. Staff will attempt to mitigate these instances through re-direction and use of Conscious Discipline techniques. A parent may be notified if a child’s behavior becomes harmful to themselves or others, or if behavior is persistent and not responding to redirection. A parent conference may be scheduled if a child’s behavior continues to disrupt class at which time a Behavioral Support Plan may be drafted. In extreme cases behavior may be grounds for a modification of service delivery in order to best support the child and family.

Mental Health Consultant

We are fortunate to have the services of a Mental Health Consultant who visits classrooms to observe and consult with teachers and staff. Individual consultation may be available. The family advocate can help facilitate the meeting arrangements.

Nutrition

Meals

TCLC has a health and nutrition program. Your child will be learning about health and nutrition as part of their daily routine. USDA approved breakfast, lunch and snacks are served. Only food prepared in our kitchen may be served to the children with the exception of children who have special dietary requirements. Meals are served family style to help children develop coordination and learn social skills like taking turns, sharing, and conversing during meals.

Meal times

	Breakfast	Lunch	Snack
Full Day Programs	8:15	10:45	2:30
AM Preschool Rooms	8:15	10:45	n/a
PM Preschool Rooms	n/a	1:15	3:45
Children under the age of 1 and having formula or breast milk are fed on demand along with children that are transitioning to a regular food menu.			

Food allergies

TCLC will attempt to accommodate all food allergies. If your child is allergic to any food, please inform the Child Development Manager.

Breastfeeding

Breastfeeding is encouraged and welcomed at TCLC. A private room will be made available upon request. If you wish to have your child receive breast milk from home then it must be labeled with your child’s name, date, time of preparation and must be transported in a refrigerated container to the center.

Health

We want all children to be healthy so that they can learn! Your child has the opportunity to learn about health through role play, classroom information and everyday classroom activities such as tooth brushing, hand washing, and personal hygiene.

Daily Child Health Checks

The center will provide a daily health check of each child to determine whether a child is healthy enough to attend class, to prevent the spread of contagious conditions, and document signs of possible accident or injury. The health check also provides communication between parents and staff on significant events occurring at home that may affect the child's health during the day.

Health Screenings

Children will receive the following screenings/exams each year that they are enrolled at The Children's Learning Center. These are required by the Head Start Performance Standards, but most importantly, they help determine your child's health status.

Tuberculosis and Lead Screening Questionnaire (At enrollment)

If concerns arise at the time of questionnaire, you will be referred to Jefferson County Health Department, to see the Communicable Disease Nurse or your child's primary care physician for further consultation.

Vision screening: within 45 days of enrollment.

This test will give us an indication if your child has a vision problem. We screen children using a Spot Vision Screener. This tool requires no response from your child and is able to accurately detect many common potential vision problems. Your child will be referred to a specialist if there is a negative result in the screening.

Hearing Screening: within 45 days of enrollment.

The Child Development Manager or Family Advocate will complete a screening on each child using an Eroskan instrument. The results will show how well your child can hear or if they need to be referred to an audiologist.

Height & Weight: within 45 days.

Measurements are taken twice per school year on all children to check their growth pattern by our Child Development Manager or Family Advocate. All information will be placed on a growth grid that compares your child's growth to other children the same age. This can help determine if your child should be referred to a nutritionist or a doctor.

Determine Medical/Dental Home: within 90 days of enrollment.

Children must have ongoing health care. Referrals will be made if your children do not have an assigned doctor and dentist.

Immunizations

Children are required to have up-to-date immunizations, have approved vaccine education certificates, or valid medical exemption for missing vaccinations. February is exclusion month for all children that are not up to date on their immunizations or do not have approved paperwork on file.

TCLC is bound by Oregon Law to exclude from school any child that is not adequately immunized. Each child must have supplied the Center with a complete immunization record or a signed authorization to access the ALERT system.

If your child has been out of the United States for more than four weeks in the past six months, your child may be required to obtain a Tuberculosis test before attending TCLC. Any cost associated with the test is the responsibility of the parent. If you have any questions, please talk to the Child Development Manager.

Illnesses/Communicable Diseases

If your child becomes sick while in our care, center staff will contact you to pick up the child. **It is very important that we always know where you can be reached**, so please make sure we have current information. This is for the well-being of your child and the other children and staff at the center.

If we cannot reach you, then we will begin contacting the first person listed on your Emergency Contact Form. We will continue down that list until we are able to reach someone. Your child will then be released to that person's care for the day. We will continue to try and contact you until closing to let you know where your child is.

Your child is not well enough to be in school if he/she has:

- Rash/Skin or eye lesions that are severe, weeping or pus filled.
- Pink eye or infection of the eye: A physician will need to look at the eye and the child must be on medication 24 hours and have no eye discharge before returning. Your child will be excluded if a suspected pink eye infection is present.
- Stomach Flu Symptoms: Please keep your child home until your child can retain solids and has had no vomiting or diarrhea for the last 24 hours. Children will be excluded if they have vomited 2 or more times within a 24-hour period.
- Elevated temperature: Please keep your child home if they have an elevated temperature. Children are excluded if a fever reaches 100.4°F or above.
- Colds: If your child is constantly sneezing, coughing, or has a constant runny nose, please keep them home to rest.
- Scabies, ringworm and/or other contagious skin conditions; please notify the center staff for re-admittance instructions. Children with suspected contagious skin conditions will be excluded until cleared by a medical professional.
- Head lice: Your child will be excluded from class if live louse is found. Your child may return to the Center once they have been treated with a lice/nit killing product. When returning to the center, child must be accompanied by an adult, and child's hair must be checked by office staff to be sure child is free of **live** louse before attending class. Children will be excluded from riding the bus until they have been cleared to return by a Manager.

WHEN IS SICK TOO SICK FOR SCHOOL?



Send me to school if...

I have a runny nose or just a little cough, but no other symptoms.

I haven't taken any fever reducing medicine for 24 hours, and I haven't had a fever during that time.

I haven't thrown up or had any diarrhea for 24 hours.



Adapted with permission from Baltimore City Public Schools.



Keep me at home if...

I have a temperature higher than 100 degrees even after taking medicine.

I'm throwing up or have diarrhea.

My eyes are pink and crusty.



Call the doctor if...

I have a temperature higher than 100 degrees for more than two days.

I've been throwing up or have diarrhea for more than two days.

I've had the sniffles for more than a week, and they aren't getting better.

I still have asthma symptoms after using my asthma medicine (and call 911 if I'm having trouble breathing after using an inhaler).

Note to Remember: If a child is well enough to be at school, a child is well enough to play outside and participate in all school activities.

Medications

If it is at all possible, we prefer that you set up your child's medication schedule so that you can give it at home. If it is necessary for Center staff to give medication, please set up your child's schedule so that we only need to give the medication one time during the day. Parents shall be informed daily of medication administered to their child.

If your child has been sick and prescribed medication by your physician, then the following guidelines must be followed:

1. The parent/guardian must bring the prescribed medication to the center and sign a Medication Administration Form.
2. The prescribed medication must be in its original container, with the name of the child, date, physician, and original prescription label or a note from the prescribing physician authorizing usage of the medication.
3. All administered medications will be recorded in a Medication Administration Log that is available for parent's review upon request.

Note: All over the counter and prescribed products are considered medications and must meet the previous guidelines. The only allowed exceptions will be sunscreen and diaper cream, which do not require a doctor's note.

Sunscreens/Lotions

Sunscreen is considered a non-prescription medication and may be used under the following conditions:

- 1) Providers must obtain written parental authorization prior to using sunscreen.

- 2) One container of sunscreen may be used for all children unless a parent supplies an individual container for their child. The sunscreen shall be applied in a manner that prevents contaminating the container.
 - a) Parents must be informed of the type of product and the sun protective factor
 - b) Parents must be given the opportunity to inspect the product and active ingredients
- 3) If sunscreen is supplied for an individual child, the sunscreen must be labeled with the child's first and last name and must be used only for that child.
- 4) Providers must reapply sunscreen every two hours while the children are exposed to the sun.
- 5) Providers shall use a sunscreen with an SPF of 15 or higher and broad spectrum
- 6) Providers shall not use aerosol sunscreens on child care children
- 7) Sunscreen shall not be used on children younger than six months.

Sunscreen administration form is completed by the parent and sunscreen will be applied based on parent request and best practice. Medication Administration forms will be valid for 1 year.

Safety

Injuries

Staff will ensure that all accidents are managed using proper first aid and reporting procedures. An Accident Report will be sent home with the child at the end of the day if an accident or injury occurs while in attendance. If intervention from emergency medical services is necessary parents will be notified immediately.

Pets/Animals

The center believes that children need to explore the world of animals through observation, care and feeding of classroom pets.

- All animals and animal areas will be maintained in a healthy and sanitary condition that is safe for the animal, children, parents, volunteers and staff.
- Animals allowed in the center for more than one day at a time will be limited to guinea pigs, gerbils, hamsters, fish, hermit crabs, butterflies and insects.
- Any animal, other than cats and dogs, shall be properly caged and must be vaccinated according to a licensed veterinarian's recommendations.
- Parents will be informed in writing of any animal in the center.
- No animals, except fish, are allowed in infant/toddler classrooms.

Tobacco Free Zone

We want to create a healthy environment for your children. We believe it is important to provide children with positive role models. TLC is a Tobacco Free Workplace. The use of tobacco products is not allowed in any building or vehicle, or within view of the children. Tobacco use is not allowed at any program activity such as field trips or parent meetings.

In order to assure the safety and welfare of children and staff, the use of alcohol and drugs are not permitted on the building premises. Adults suspected of being under the influence of drugs or alcohol will be asked to leave the building.

Child Abuse & Neglect

The well-being of all children in our program is of primary importance. Reporting suspected abuse or neglect can protect a child—it can even save a child's life. Additionally, such reports can result in families benefiting from needed social services. All employees (including substitutes and volunteers) are required to report incidents where there is a reasonable suspicion that abuse or neglect has occurred or there is a substantial risk that abuse or neglect may occur, either in the care of a Head Start agency or outside of the program. TCLC will preserve confidentiality of all records pertaining to child abuse in accordance with state law.

Confidentiality

Confidential information may be defined as specific information, written or verbal, dealing with specific individuals, where there is a real or implied entrustment of secrecy. There is, of course, no absolute way to judge when there is an implied entrustment of secrecy. Confidential information will be placed in children's, families, or staff's files and be kept locked, and out of general accessibility. Information in these files will only be released with the written consent of the individual, or the individual's legal guardian. We cannot share any information without your written permission. However, our records may be subpoenaed by a legal court order. All staff/parents/volunteers will be responsible for seeing that confidentiality is insured in the classroom, the offices, and at meetings.

TCLC is an educational agency that receives funds under Department of Education and therefore is subject to the confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Improvement Act (IDEA).

Emergency

Evacuation Drills

TCLC practices various evacuation drills which includes but not limited to earthquake, fire, lockdown, and bus evacuation drills. To help children with this process we will practice monthly fire drills, and lockdown and earthquake drills twice a year. In addition, those that get transportation services also practice bus evacuation drills at least 3 times a year

Medical Emergency

In the event of a medical emergency we will call the primary number that you have listed on your account. If we are unable to reach you, we will then call other numbers listed under your profile. If we are unable to reach you or another primary contact, we will then contact people on your emergency list. It is very important that you keep us informed of any changes in contact information. If necessary, TCLC will call an ambulance or transport a child to a medical facility.

Family Engagement

To support you in your role as a parent, TCLC with the collaboration of community partners are able to offer information on numerous topics, referrals, and provide information such as parenting classes, stress management, family activities, budgeting, support groups, health & nutrition, etc.

7 Super Things Parents and Caregivers Can Do

There are a number of things that parents and caregivers can do to help motivate young children to learn. These activities offer parents and caregivers tips on getting children involved in reading and learning.



The following is an excerpt from **Teaching Our Youngest**.

- Talk often with your children from the day they are born.
- Hug them, hold them, and respond to their needs and interests.
- Listen carefully as your children communicate with you.
- Read aloud to your children every day, even when they are babies.
- Play and sing with them often.
- Say "yes" and "I love you" as much as you say "no" and "don't."
- Ensure a safe, orderly, and predictable environment, wherever they are.
- Set limits on their behavior and discipline them calmly, not harshly.

Father/Father Figures

Head Start has a strong history of prioritizing the engagement of fathers and male family members. Programs, children, and families benefit when fathers are considered partners in their child's learning and development. Research shows that fathers tend to have a strong motivation to participate fully in their children's lives.

Fathers who are deeply involved in their children's lives:

- Are competent caregivers of infants
- Interact differently with their children than mothers do
- Contribute to their child's development, including school readiness
- Support the positive parenting of mothers
- Contribute to the well-being of the family
- Show positive gains in their own development and life decisions

Home visits/Conferences

Home visits and conferences are an enjoyable way of participating in your child's education. You know your child better than anyone does, and it is your ideas and suggestions that help our staff provide the best activities and services for your child's needs.

Family home visits will be with your Family Advocate. Activities can include planning developmental goals and activities for your child, helping families identify and reach goals around employment, training, parenting, and learning about community resources.

Education home visits and conferences will be with teachers; there are two home visits and two conferences that you will schedule with your child's teacher. Parent and teacher have the opportunity to share observations of child's progress and create an individualized goal.

Family Nights

Parent meetings, that occur once a month, provide an opportunity to get acquainted with other families and to make new friends. They include school business, speakers, and family activities. We will also have child care for those that need it. Parent meetings are as creative as you make them. Your ideas and input are important. Our goal is to make them a fun and informal learning experience.

Parent Committees

Policy Council

The Policy Council will guide and oversee all policies, which are set for the program in accordance with Head Start Performance Standards. It oversees the administration of the corporation in conjunction with the Board of Directors in specific areas that are defined in the Head Start Performance Standards. The Policy Council is composed of Head Start parents and community representatives. They also assist in the development of the annual grant budget and make changes to the budget as needed. Policy Council members are voted for as early in the year as possible, usually September. An orientation takes place and the first meeting is held end of September and once a month thereafter. **Policy Council provides you with opportunities to learn new skills in leadership, decision-making, finance and communication. You can also join other committees and give feedback for the parents in the program. Opportunities to attend exciting trainings are also provided with most expenses covered.**

Events Committee

The purpose of this committee is to organize and supervise volunteers for special events happening throughout the year. Members shall stay apprised of current events in and out of the program and report to the Policy Council. Some examples of events are Winter Festival, Book Fairs, Graduation, Fundraising, etc. Meetings for these events are as needed depending on the event.

Safety Committee

The purpose of this committee is to evaluate, assess, and provide recommendations to address issues regarding the safety and welfare of the children and staff at the center. This committee meets every month and also conducts quarterly safety inspections. First meeting for this committee is usually in October.

Transportation Policy (HEAD START)

Transportation services for children using the Private Preschool or Childcare are not available to and from the center. We are able to transport your child for things such as field trips and specific outings that you are notified about. It may also be used for emergencies.

The goal of the transportation component is to transport children in the safest manner possible, and to assure that the time the children spend on the bus is as short and positive as possible.

1. The Bus Driver will follow approximately the same route each day. The parents will be given an approximate time when their child will be picked up and delivered from school. The time may vary due to variations of the route. Have your child ready and **waiting at least 10 minutes before and after** expected pick up time. The bus driver will not wait for you to come out of your home.
2. When a child is being picked up for school it is the responsibility of the family to be waiting for the bus. If you are not there, you are responsible to see that your child gets to school.
3. When a child is being delivered from school only an authorized person, who is at least 13 years of age, will be allowed to get the child off the bus. If the authorized person is unavailable, the driver will not release the child and continue on the route. At the end of the route, the driver will return the child to the Center. If the staff at the Center has not been contacted by the parent at the end of the working day, the child may be turned over to DHS Child Welfare. It is the parent's responsibility to pick up the child from the Center.
4. If you move to a different address, transportation may no longer be available. Unlike the public school, transportation is not a requirement of Head Start. Bus transportation cannot be guaranteed and is based upon availability and route schedules.
5. Families will be notified if bus transportation is cancelled due to road conditions. On most occasions, if the public school transportation is cancelled The Children's Learning Center bus transportation will be cancelled as well.
6. No Medications are allowed on the bus. If your child needs to take medication, an adult will need to bring prescribed medication to the center and fill out a medication form for the center to administer medication. Non-prescription medications are not allowed. (See medication policy)
7. Absolutely **NO FOOD, GUM, OR BACKPACKS** are allowed on the bus. Please do not allow children to bring backpacks, toys, or other items from home on the bus. The Center is not **responsible for lost or broken toys.**

For the safety of the children and the bus driver:

- **Children need to remain seated at all times.**
- **Children need to use inside voices.**
- **Children need to be safe by keeping all objects in their laps.**

Suspension from the Bus

Suspension can occur if a parent or child fails to comply with any of the above or if the child is being disruptive on the bus. First a written warning will be given. A copy will go in the child's file and a copy will go to the parents. After three (3) notices are written, the child will be suspended from the bus for three (3) school days. If upon return, there is a failure to comply with above policy or disruptive behavior continues, permanent suspension is possible.

Integrated Pest Management (IPM)

Oregon schools must abide by ORS 634.700-634.750. These rules require us to notify staff, students, and parents anytime there is a scheduled application of a pesticide at any of our school campuses. In that notification you will find expected application date, name of the pesticide being applied, the EPA registration number of the pesticide, and other information. You will find our plan on our website along with a notification of any planned pesticide applications.

USDA Child Nutrition Program Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax:
(202) 690-7442

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