

Little Ducks Preschool Policy

We are professional child care providers. Our goal is to provide your child with a clean, safe, comfortable environment where they can play and learn with guidance and loving care. In order to make our relationship as enjoyable as possible, the following are some mutually beneficial requirements that are necessary to ensure that there are no misunderstandings between either party, that each party is aware of the requirements, and that these requirements are carried out in a businesslike manner. There is a lot of information here. Please read all of it. If any of the policies seem unfair or unnecessary, please take a moment to think about that policy and how it would apply to your current working situation, we hope it will make sense in that light. These policies are enforced for the same reasons policies are enforced in any job situation - for fairness and respect. If you have any questions, please ask.

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ADMISSION PAPERWORK

Before we will assume responsibility of caring for your child we MUST have the following forms:

Licensing Acknowledgement

Policy Acknowledgement

Child Enrollment Authorization

Child Information

All About Your Child

Provider-Parent Child Care Contract

Transportation

Immunization records provided first month of care

BUSINESS HOURS

We are open:

Monday through Wednesday from 8am to 5:30pm

Thursday Friday from 7:30am to 5:30pm.

It is important to call in advance if there are any sudden changes including but not limited to: early arrivals, late arrivals, late pickups, absences and any other important scheduling issues. There are no refunds for absences. We are here when you need us but strongly encourage you to spend as much free time as you can with your child. Children grow so fast, take this opportunity to spend time bonding with your child. This does not mean you cannot bring your child on your day off, especially since you have already paid for your spot here at Little Ducks. We simply want to stress the importance of spending quality time with your child. Pick up can be no later than 5:30pm. We greatly rely on communication and would appreciate a phone call if you will be late for any reason. If you are late to pick up your child there will be a \$50 fee, the fee will be \$50 applied at 5:30pm and another \$50 at 6:00pm. Fees are due by the end of the current month. If these dues are not paid by the 3rd of the next month, your child's care will be terminated. To ensure the safety of your child, only you or the person(s) listed on your Child Enrollment Authorization Form for pick up, may pick

up your child. You must add/remove people from the pickup list in person not over text or calling. This information can ONLY be verified by phone if a password is in place in case of emergencies. Please let us know if someone other than yourself will be picking your child up. Please inform them to have proper identification in their possession. If they are not on the list and/or fail to provide proper identification (state ID), your child will not be released until we can reach you.

ARRIVALS AND DEPARTURES

Children are to arrive clean and in weather appropriate clothing. Upon arrival your child will need to use hand sanitizer before entering. Please do not allow your child to walk to the door by themselves at drop off. It is important to take a few minutes to walk them to the door. This gives us both the opportunity to discuss any schedule changes for the day or anything else that may need to be discussed. This is extremely important at pick up as well, please do not let your child leave the building unattended by you. Little Ducks staff does the sign in and out for all families.

It helps your child tremendously if your child is aware that you will be arriving early (or late) in that they come to expect regularity and thrive on it. Please keep us informed so we can keep the child informed. We try to have children ready when it gets close to their pick up time, putting their coats and shoes on in preparation for your arrival, although if your pick up times vary then your child/ren will get ready when you get here. We will do our best to have discretion when discussing personal matters. We ask that you do the same.

PARKING

The sidewalk on our side of the street is a no parking zone. Please pull into the driveway if there is an open spot. If there is no room in the driveway then you can park on the opposite side of the street or on the side street named St Ives.

MONTHLY ENROLLMENT FEE

Payments are on a pay in advance, billing cycle; with a 3 month minimum commitment. Payments are to be made on the 1st of each month. There is a 2 day grace period, at this time it is expected that payments due are paid in full. If your child is not in attendance, you are still expected to make the arranged payments to keep your spot at Little Ducks. If payment is not received by the 3rd of the month by closing, there will be a 5% late fee added every day that payment is past due and the child will not be allowed to attend class until payment is made. You can make payments online using the Cash app and Venmo. Checks are to be made out to Little Ducks Preschool or Cristy Butler. For families receiving ERDC payments through the state of Oregon, you are responsible for up to \$950 of the monthly payment if the state doesn't pay up to that amount. For instance if you don't meet, or are not covered for, at least 136 hours and the state pays \$755, then you would need to pay \$195 out of pocket. Our monthly tuition increases slightly each year, for families paying out of pocket in 2023 the tuition is \$1,007 with the maximum scholarship. In the case of a public health emergency, and we have to shut down due to the recommendation of the governor or our personal choice, all parents will be notified. If the month was just paid for, unfortunately there are no refunds, we are sorry for any inconvenience. There are no refunds for any reason, all payments are final. We realize the financial burden that childcare places on parents, and hope parents understand that as a business, childcare places financial burdens on the provider as well. These include, but are not limited to, groceries, utilities, programming, toys, equipment, PPE and much more. There is a yearly tuition increase every January due to inflation. We will send all outstanding accounts to collections. Fees will still be due if the parent withdraws the child before two weeks notice is given, or at any given time during the notice. Half of tuition may be paid in lieu of two weeks notice. Should it be necessary, the parent/guardian is responsible for all court costs and incurred fees and or late charges.

There will be a \$28.00 fee for a bounced check. If a bounced check makes your daycare account past due, all applicable late fees will be applied as well. Communication is the best policy in every case.

INJURIES / MEDICAL EMERGENCIES

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. We will provide first aid to all minor bumps, bruises, etc. that occur throughout the day. These are very common for children in everyday play. We do our best to provide safeguards against these when possible; however, as a parent you understand that some are inevitable.

Minor bumps and scrapes are inevitable, but we make every effort to keep your children safe through supervision and childproofing. You will receive an incident report outlining the incident and course of action taken. Minor injuries will receive appropriate first aid, if the injury produces any type of swelling or needs medical attention, you will be contacted immediately. If we are unable to contact either parent, we will call the emergency contact numbers supplied to make the medical decisions for the child. If necessary your child will be transported by ambulance to the nearest hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation, if required.

In addition, in a daycare setting there are sometimes children that go through a biting stage. This occurs for many different reasons: teething, display of power, etc. In many cases, the biting continues until they simply grow out of the stage. Unfortunately, this is different for every child. Please understand that we do our best to show the children that there are other ways of dealing with their frustrations. We may also shadow a child or separate them from certain children that they may target. There may be instances when your child goes home with a bite. We apologize in advance and promise to do our best to stop all such occurrences. Should the behavior continue, we will talk to the parents of the child and discuss the situation and cooperatively come up with ways to handle it. Notes will be written to the family of the child who was bitten and the biter's family.

MEDICATION

Child care regulations prohibit us from giving your child medication of any kind unless you have filled out and signed giving permission to administer medicines. All medication must be in the original, labeled container. We still cannot dispense certain medications without a doctor's note, so please ask before bringing in medication.

CHILD ILLNESS POLICY

Under no circumstances should you bring your child to daycare sick (fever of 100°f or higher, vomiting, diarrhea that either cannot be contained in a diaper or diarrhea more than twice in a 24 hour period, sore throat, continuous coughing, runny nose other than clear, draining eyes or ears, unexplained rash, lice, etc.) . If you are not sure your child is well enough to attend the child care call and discuss it with us.

Masking your child's symptoms with over-the-counter medications and bringing them to care anyway is not allowed and could be cause for immediate termination. It is also inconsiderate to all families enrolled here at Little Ducks. A sick child should be able to recuperate fully at home after an illness so that the other children and the provider do not risk unnecessary exposure. If you are unable to stay home with your sick child it will be necessary for you to make other arrangements. Your child should not attend if they are not feeling well enough to participate in our daily activities. We have a 2 symptom exclusion rule, any two symptoms and the child needs to stay home. Although as stated above, under no circumstances should you bring your child to daycare with a fever of 100°f or higher, vomiting, diarrhea that either cannot be contained in a diaper or diarrhea more than twice in a 24 hour period, sore throat, continuous coughing, runny nose other than clear, draining eyes or ears, unexplained rash, and lice. If you are not sure your child is well enough to attend the child care call and discuss it with us.

The Health Department regulations prohibit the admittance of any child into a childcare center that exhibits any of the following symptoms:

- Fever (100.4°f or higher) – a child needs to be fever free for 24 hours without the aid of medication.

- Unexplained Diarrhea (2 bouts or more within 24 hours) – child must be symptom free for 48 hours without the aid of medication
- Vomiting at all – child must be symptom free for 48 hours without the aid of medication
- Runny nose with colored discharge –check with doctor
- Hand Foot Mouth- child needs to stay home until all blisters have popped and are dry; and child is fever free
- Rash – check with doctor
- Discharge from eyes or ears
- conjunctivitis (pink eye) - child can return after 24 hours on antibiotics
- Lice – child needs to be treated and nits removed before return
- Ringworm - Must have started cream regimen and continue for 3 days before returning to school. Children MUST have a sore covered with a large band aid.
- Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza etc. The child may return when the incubation and contagious period is passed and the child is well enough to resume normal childcare activities. We base this off of the cdc website.
- If a child is exposed to someone with a positive coronavirus exposure/test result, the child will need to be quarantined for 5 days; and wear a mask for another 5 days. If we request a covid test, they will not be able to return until they have a negative result (it can be an at home test)
- If a child is showing symptoms of the coronavirus, with or without a fever and has not been exposed to a positive coronavirus individual, we will ask that the child keep a mask on for 5 days. If parents choose not to have their child tested, the child will be required to stay home until the child is symptom free for a minimum of 48 hours.
- If a child tests positive for coronavirus, we will immediately send all children home, and will temporarily shut down, we will resume childcare 5 business days after the date children were sent home. We recommend that in this instance, all children be tested and the staff here at Little Ducks will also be tested.

We have the right to refuse to care for a sick child, we will use our best judgment of what we feel is best on when they can return. We care for the safety of all families in our care. If your child develops any of the above

symptoms while in our care, you or your alternate contacts will be required to pick up your child immediately. We are responsible for the health and well being of many children so we will closely follow health department regulations when it comes to illness. We understand and respect your need to be at work, but your cooperation is extremely important with this.

If your child is on antibiotics he/she will need to stay at home for 24 hours before coming to preschool in case they have complications from the medicine like an allergic reaction or feeling ill from it. Also he/she can still be contagious for 24 hours after the first dose of medication and so they cannot return to childcare until this time period has passed.

In the event of an outbreak or contamination of any disease or virus, the infected child/ren will be separated from the group, common areas disinfected and parents will be notified immediately. Daycare will resume once the contamination is cleaned up and the outbreak is resolved. In the case of the coronavirus, daycare will temporarily shut down and resume 5 business days after the outbreak occurred.

In the event a child needs medical attention, 911 will be called first and then the parent. Once evaluated by paramedics, if the child needs to be taken by ambulance we will contact the parents again if they are not already present and have them meet the child at the hospital. If the paramedics evaluate and think that it is not an emergency but something for the primary care dr then the child will be released to the parent and be taken to the dr. Upon which we ask that a drs note be provided with care instructions for the child.

CLEANLINESS/HYGIENE

We do our best to maintain strict cleanliness and hygiene standards. The children's hands are washed/disinfected upon arrival, before and after meals, coming in from outside and after toileting- at a minimum. If these skills are also stressed at home your child may remain a good hand-washer when he/she gets older. Please have your child bathed and dressed for play. A clean child is a healthy child. On that note, this is also a daycare with a preschool curriculum and the children participate in many activities throughout the day. Do not send your child in their best clothes. We do many

art projects which may result in a stain here or there. We do our best to choose mediums which are washable. Outside play is the most common stain creator. They will undoubtedly get dirty at some point. We will do our best to keep them as clean as possible. However, we are not to be held responsible. Children are not to come to daycare with fragrances like cologne, perfume or hair gel due to the sensitivities of other children.

Furthermore, it is essential to health and safety standards that all children bring a change of clothes with them. This is not only for children that are in diapers or potty training. There are many reasons in preschool that may require a child to change their clothing. Accidents are certainly the most predominant reason. Children of all ages occasionally wait too long, have tummy problems or get too busy to stop and use the restroom, have spills, arts and crafts, or get messy during outdoor play. Please be sure that your child(ren) has a change of undergarments as well as pants or shorts and a top. We often find one but not the other.

GERMS

Here at Little Ducks Preschool we want the children to be confident and knowledgeable about all topics that will help them head into kindergarten and that includes proper health and hygiene that will follow them through their life and that includes knowledge about germs. We will teach them lessons about germs as they present themselves throughout the day.

The children line up to wash hands every meal, so we take this opportunity to remind them of good hand washing skills. Wash with soap and water for at least 20-30 seconds to wash away germs and dirt. 20-30 seconds is equivalent to the length of the abc song. Singing the ABC's is easier for some children than counting to 20. One of the teachers is always present with hand washing to give one on one help when needed. We have a silly joke we use to with the children when washing hands "What are germs afraid of? SOAP AND WATER!" We also do a pepper and soap science experiment that we show the class whenever a new child joins our group.

Throughout each day when we see a naturally occurring opportunity, we teach the children to cover their cough with their elbow and explain how we don't touch things with our elbows, so the germs stay on their elbows until

bath time at home when they can wash it off.

The children are taught that “sharing is caring except with germs.” This helps them when we talk about not sharing drinks and food at school.

TOOTHBRUSHING

Brushing our teeth is such an important part of personal hygiene and we want the children to be taught in a fun and interactive manner. Every year we have Pediatric Dental Associates come out and teach the children about brushing their teeth and the importance of it. They teach the children through demonstrations that are fun and entertaining. They also give the kids their own goody bag with a toothbrush and floss.

CHILD NUTRITION

Nutrition and the children's health is very important to us here at Little Ducks. We follow USDA food guidelines. The children receive 2-4 servings of a variety of fresh fruits and vegetables each day. Meals are lean, low fat, high fiber, whole grain, non fried foods that are not cooked in fat margarine or butter. Foods that contain sugar are not served, unless there is a birthday being celebrated in which the parents are welcome to bring a treat for the group to share. There are children that have food allergies so please don't bring any treats containing peanuts. There is always water available to children, indoors and outdoors. No juice, Gatorade, fruit drinks, sweet tea or soda is served due to its high sugar content.

During meal time there is always an adult eating with the children in a family style environment, where children can interact with their peers and teachers. The children are divided into two groups, typically 4-6 children at each table. All children get appropriate portion sizes for their age and utensils that are easy for them to use.

At meal time the children and teachers have conversations about foods, their day or anything they would like to talk about. The teachers encourage healthy eating by talking about the benefits of certain foods and also reflect on unhealthy food choices. Television or videos are never on during meal time. Children are always asked if they are full before getting

a second serving. The children are taught to clean up after themselves by taking their tray to the kitchen sink and throwing their paper towel in the trash and they are confident and proud to be helping.

DRESS CODE

Your child's attire first and foremost should be age and weather appropriate. Clothing should never display inappropriate pictures or wording. Underpants should be covered at all times. If a child is wearing a dress, they must have shorts or bloomers underneath. Also, should spaghetti straps be worn, they must fit correctly. If they constantly slip off and expose the child's chest, a t-shirt will be placed on the child unless alternate clothing is provided, at which time we will have the child change. Clothing malfunctions, so to speak, often produce unnecessary, age inappropriate conversations.

In regards to footwear, children are often building with large blocks, playing outdoors, etc. Because of this, it is advised that all children wear a pair of closed toed shoes each day, if not they will be limited to playing with certain toys including but not limited to tricycles and rocks. Please remember that your children are here to learn. At this age, this is often accomplished through play. It is very difficult to explain to a child that they cannot play outside or ride tricycles because they have to protect their new shoes. If you can send your little one with a pair of play shoes, and/or boots in the winter rainier months. They are here to have fun. Please dress them accordingly.

Shoes should be comfortable and provide adequate protection for the feet during outdoor play. Flip-flops, open-toed sandals, jelly shoes and any shoes with high heels are not advised as they present a safety hazard. If a child is sent in rain boots, we ask that some regular shoes are sent also, with rain boots we have seen that the children get tired and have a hard time walking in them. If the children are sent with shoes that they are able to put on themselves, that is preferred, and adds to their confidence of being able to be self-sufficient.

MEALS AND SNACKS

We provide nutritious meals and snacks for all children, following the USDA food guidelines the best we can. Meal times are always served as shown below:

- Breakfast will be served upon arrival.
- An AM snack is served anytime between 9:30am and 10:30am.
- Lunch is served anytime between 11:30am and 12:30pm.
- A PM snack is served anytime between 3pm-4pm.

Meal times will vary if our daily activities conflict, but the meal times usually stay within the hour listed above for each meal.

We do our best to accommodate the children's needs and likes when we do our shopping. It is against our policy to allow children to bring food in with them. We encourage children to eat a well balanced, healthy diet. We ask that all children do a “Try new foods cause it might taste good” bite before deciding not to eat something on their plate. While we encourage all children to eat their food, we do not force them to do so. Children will not starve themselves and will eat when they are ready. They constantly go through growth spurts. Should we notice that a child is continuously declining meals, we will be in contact with the parent(s) to discuss the matter. Food or drinks are NOT ALLOWED to be stored in the cubbies at any time. They attract ants and other kiddos, and will be thrown away if found in cubbies. The only exception to this is a water bottle.

SUPPLIES

Parents are responsible for supplying:

- Diapers and Baby wipes
- At least one full change of clothing at all times (for all ages).

All personal belongings should be stored in your child's assigned cubby.

TOYS

We provide a wide variety of playthings. We ask that NO toys be brought to daycare from home. Anything brought will be put up safely until the child is picked up. This policy is for the concern of all children in our care.

The ONLY exceptions to this policy are:

- A special blanket OR stuffed animal/doll to be used only during nap time. This will be put up and ONLY used for the appropriate time.

INDOOR PLAY AND OUTDOOR PLAY

We actively participate in professional development of children's physical activity along with health and nutrition. Throughout the day we do many indoor physical activities like yoga, Move Bingo, Musical Chairs and Dancing. Children do not sit for long periods, any given activity that requires us to sit does not last more than 15-20 minutes. Children that are misbehaving are never removed from being included in physical play. The children are always supervised during all activities and we play a huge role in the children's physical activity by joining them and doing the activities alongside them.

Each day we provide the children with a minimum of 90-120 minutes of outdoor weather permitting play and learning. We observe and use every opportunity we can to play new games and teach about the importance of physical activity and exercise.

Here are some examples of activities:

Free Play- Run, play catch, dump trucks, ride on toys and sports.

Structured Play- Tag, Simon says, Red light Green light, Duck Duck Goose and outdoor music time.

Seasonal activities- Activities that are unique to each season or the weather, finding fallen leaves, playing in the snow, melting crayons in the sun, paint or

carve pumpkins and much more. Gardening

Walking Trips- exploring outdoors

Field Trips- Enjoying various outdoor activities around the community.

As mentioned in the dress code section of this policy, children should be adequately dressed with good fitting shoes and clothes that they can run and play in for indoor and outdoor play, no open toed shoes or sandals. If children arrive in open toed shoes or sandals including flip flops, it will limit the amount of outdoor activities they are able to safely do here at Little Ducks. Sunscreen will be provided, or supplied by parents if they request, and applied to every child in care before playing on hot days with weather 72° or hotter, unless we plan on staying in the covered shady area to play.

We do not believe in taking play time away from children that are misbehaving, in most cases this only worsens the behavior, children tend to misbehave when they have built up energy and the best way to release it is through play!

Outdoor play will not occur if the outside temperature is greater than 85°F or less than 35°F degrees. Additionally, outdoor play will be canceled if the air quality rating is in the moderate or unhealthy levels. Preschool may be canceled if the air quality is above 150.

NAP/QUIET TIME

Children will be encouraged to lie down for a nap/quiet time each day. We will not force your child to sleep but they must lie down, while others are resting. Nap time is at 1:30pm-3pm everyday. All children will be provided a sleeping bag with a pillow attached. A Disney movie is put on quietly for the children to enjoy while they rest. Sleeping bags are washed weekly unless soiled, then clean linens are provided immediately.

POTTY TRAINING

We will assist in potty training with the understanding that it will only work if we work together. Your child will not learn if they do not do it while in our care and at home. You must work with your child at home for two weeks before we will begin potty training here. Clothing should be easy to

manage to encourage self-help skills. Buckles, belts, overalls and suspenders, when in a hurry to use the bathroom, may create a problem. We also require that each potty training child have 2 changes of clothing, and enough training pants or pull ups for each day. As with diapers, we do not supply pull-ups.

Is your child ready to be Potty Trained?

- Follows simple directions.
- Remains dry for at least 2 hours at a time during the day.
- Dry after nap time.
- Regular and predictable bowel movements.

(some may have bowel movements every day and some may have them less frequently) --Walks to and from the bathroom, pulls down own pants and pulls them up again

- Seems uncomfortable with soiled or wet diapers
- Seems interested in the toilet.
- Has asked to wear grown-up underwear.

If the child has most of the skills listed, you can assume the child is ready to start potty training. Potty training may best be accomplished by starting at home first and then at child care. If the child does not have most of the skills listed then wait a few weeks or months and refer to the checklist again.

Toilet training is much easier if the child is truly ready to master this skill.

Children will have the opportunity to go at their own pace while learning to use the potty at school. They will be reminded throughout the day to go to the restroom and encouraged when they do so, regardless if they just sat there or actually went. The more praise and support given, the more confident and proud they feel and this will encourage them to want to keep using the potty.

DIAPERING

If the child went pee only, we do stand-up diaper changing. If the child goes poop then they will be placed on a changing pad with a disposable liner. Only disposable wipes will be used, wiping front to back. Disposable wipes must be provided by the parent or guardian. In the case that they run out of wipes during the day, the provider's wipes will be used for the remainder of

the day. All soiled diapers/clothing will be kept away from any and all surfaces that can not easily be cleaned and disinfected. Soiled clothing will be placed in a bag to be sent home or immediately put in the washing machine here at Little Ducks. Diapers and diapering creams must also be provided by the parent or guardian. Once the diaper is changed, the provider will disinfect any surface that was contaminated; throw the soiled diaper in the garbage and immediately wash their hands and the child's hands in the sink closest to the changing table and away from where food is prepared.

GROWTH AND DEVELOPMENT

While attending Little Ducks, your child will encounter a wide variety of situations. They will be faced with social challenges as well as academic challenges and physical exercise. It is our goal to equip each child with the necessary tools to deal with each situation to the best of their ability and help the child develop self control, self esteem and respect for others.

In order to facilitate these concepts, we carefully select activities for the children throughout the year. Age appropriate materials and activities are made available for your child throughout the day. They will be given choices whenever possible. Children always learn faster when they are doing something they are really interested in. Children often have much better imaginations than we do and we welcome them to help us plan. Age appropriate lessons will be provided for your child, every day consisting of carefully selected materials to facilitate positive growth and development. It is during free play that the children will develop the majority of their social skills. They will also experience a wide variety of opportunities to develop gross motor skills, fine motor skills, math and reading readiness, science, practical and common sense lessons. Through guided free play, the children will have to make decisions and problem solve both socially and academically. Their day is also balanced with individual and group activities. These will be used to either introduce or reinforce a concept that is relevant to our weekly theme or their overall development.

SCHOOL AGE CHILDREN/AFTER SCHOOL PROGRAMS

If the school aged child is in attendance for after school only, they will be provided with a snack upon arrival and the opportunity to rest/nap in a quiet place if they would like. If the school aged child is in attendance full day, they will be provided all meals as part of the regular schedule. The school aged children will be given learning activities that suit their age and learning capabilities; and included in all activities that other children are doing if they would like.

If the school aged child walks to Little Ducks Preschool unaccompanied by a parent/guardian, times for expected arrival times will be noted on the Parent/Provider Contract form. In the instance that the child doesn't come at an expected time, Little Ducks will first reach out to the child's school to see if they were in attendance. If they were absent from their school, a call home would be made to check on the child's welfare. If they were not absent from school, a call home would be made to inform the parent/guardian that the child is unaccounted for, in which then the parents are to inform the authorities. No children are to leave Little Ducks Preschool without a parent or guardian. If it so happens that a parent requests that their child walks home alone, a call or text will be made to the parents as soon as the child leaves to let them know the child is on their way home.

CHILD ABUSE/NEGLECT

Child care workers are in a unique position to recognize victimized children. Because of this, we are legally mandated reporters of child abuse and neglect. Annually, all staff members review the guidelines for recognizing child abuse.

Steps to Quality Child Care: Child Care employees must fully understand their legal obligation to report suspicions of child abuse, and review the guidelines upon hire and every year of employment. The training will also

cover how to respond if a child discloses. It may seem easier not to get involved and believe that someone else will eventually make the report. This “wait and see” approach can be very dangerous, even deadly, for a child who is being mistreated.

If you suspect abuse or neglect, notify Cristy immediately. The incident will be documented immediately and Cristy will support you while you report. Do not discuss your concerns with anyone but Cristy. If Cristy is not available, make the report directly to the Department of Health and Welfare.

All staff are mandated by law to report any suspicion of child abuse or neglect. Abuse may be physical, emotional, or sexual. Neglect is the failure, refusal, or inability, for reasons other than poverty, to provide necessary care, food, clothing, shelter or medical care. Staff and volunteers who report in good faith are immune from civil or criminal liability. Staff who intentionally fail to report suspicion are subject to fines or imprisonment under the law.

To prevent child abuse and neglect, this program:

- * Trains staff to avoid one-staff-one-child situations if at all possible. If scheduling requires one adult to be alone with one child, the parent is always informed at pick-up or drop off.
- * Designs our classrooms to avoid hidden and secluded areas.
- * Make sure interactions between children and staff can be observed and interrupted.
- * Uses proper names for body parts.
- * Never forces children to give affection.
- * Tell children that if they have questions about someone’s behavior, the best thing they can do is ask about it.
- * Explains that secrets can be harmful.
- * Requires a background check for all staff.
- * Develops positive, non-judgmental relationships with parents.
- * Is alert to signs of stress in parents and any struggles in the parent-child interaction.
- * Communicates regularly with parents concerning a child’s progress.
- * Provides education, including offering tips for specific challenges.
- * Provides opportunities for parents to become involved in their child’s care.
- * Provides information about community

resources.

- * Models developmentally appropriate practices by allowing the parent observational opportunities to see their child interact with child care staff.

- * Provides an atmosphere for parents to share their experiences and develop support systems.

A report of child abuse is not an accusation. It is a request for more information by a reporter who has reasonable suspicion that abuse or neglect may be occurring. A report does not mean that our employees must determine that abuse and/or neglect has occurred. In Oregon, Child Protective Services is responsible for that determination.

*** These strategies are part of our sexual, mental and physical abuse prevention plan.

BEHAVIORAL GOALS/ GUIDANCE & DISCIPLINE POLICY

While in our care only positive encouragement is enforced. Children will NOT be subject to spanking, hitting, kicking, restraint, or to verbal, emotional, or physical punishment. We believe the most effective ways of enforcing positive behaviors are: Praise, Respect, Re-Direction, and Positive Reinforcement. We also have a tough love approach. We do not allow children to cry their way out of a situation. All children are held responsible for their actions and we deal with each particular situation based on the specifics of that scenario. We don't play "REF"; we use strategies to engage children in their own problem solving. During conflict it is important for children to feel respected, secure, loved, important and special. They need to know we are always available to listen and help, not to judge.

Our goal is to coach the children so they can negotiate a compromise, brainstorm and work it out together. We will do so by modeling the behaviors we want to see from the children. We also establish clear and consistent rules which are often set by the children as promises to each other. We will always explain the reason for the rules and offer alternatives when possible. For example: a child is suddenly compelled to

pick and pull at things on the wall or remove labels from containers. We will offer a center with tape, scissors, staples, etc. to allow them to experiment in a positive, controlled manner.

In general, there is most likely a simple reason for negative behavior. On occasion, it is simply because a child is hungry, tired or even sick. Once the cause is determined it will be addressed accordingly.

We use “sit and think” as a reflection time when we have to remind a child of the rules too many times. The child will return to their activity when THEY feel they are ready. If something of a more serious nature or a persistent behavior should occur that is of concern to us or a threat to the safety of others, we will need to discuss it with you so that we can jointly decide on a course of action that is followed at home and in our care. In the event that a child seems unhappy or continues to display negative behaviors, a meeting will be set with the parents. It is important that the child not be present for this meeting, but can be if you choose. At this time, all concerns will be discussed. The purpose is to open the lines of communication and come up with a mutually agreed upon behavior plan. At this time, referrals may be made to outside resources depending on the situation. All referrals, follow-ups and outcomes will be documented. All conclusions will be put in writing and agreed upon by all parties present. The facility and/or parents must comply with these conditions immediately. A follow-up meeting will be scheduled within 3 weeks to discuss progress. Should either party (Little Ducks or parent) feel as though the other is not complying, or that the child is unable to improve their behaviors all services may be terminated immediately. In the event that there is progress and all parties are still moving forward in the interest of the child, a third meeting will be set up to either ratify any behavior plan or decide that the problem has been resolved. Should the problem persist after 3 meetings, it is most likely inevitable that other arrangements should be made for care of the child. This is an extremely rare occurrence as we understand that all children are wonderful but can sometimes react to environmental factors, etc. that may affect their emotions and/or behavior. We will ALWAYS give the child the benefit of the doubt and will do our best to work cooperatively to help in any way.

Should you feel, at any time, that you would like to discuss any behavior or developmental aspect of your child’s progress here at Little

Ducks, we will arrange for a private meeting with you. We have an open door policy and promise to accommodate all such requests.

OPEN DOOR POLICY

While your child is in our care, you can always be assured that the door is open to you. Please feel free to drop in and check on your child, however, keep in mind a child adjusting to new surroundings will want to leave with you if you pop in for a visit. We would appreciate your taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner that does not normally occur when we are alone with the children. Please keep in mind there may be times when it is not possible for us to run to the phone (diaper changing, bottle feeding, etc.) If the phone goes unanswered, please do not become alarmed, simply leave a message and we will call you as soon as we are able. However, this rarely happens. As previously stated, should you feel at any time that you would like to discuss any behavior or developmental aspect of your child's progress here at Little Ducks, we will arrange for a private meeting with the staff for you. We have an open door policy and promise to accommodate all such requests.

VISITOR PLAN

All visitors will be logged into the visitor log with time of arrival and departure with the date. There will always be a staff member present, visitors will not be left alone with children at any time for any reason. Parents can view the visitor log if they would like. If there were a case in which only one provider is present, and said provider needs to use the restroom, the visitor will be asked to exit the building, and can re enter when the provider is through.

For all visitors, there is a fire escape map on the wall by the front door. The fire escape shows all exits, fire extinguisher location and emergency phone numbers are posted nearby.

DAMAGES

It is expected that your child be respectful of our personal property and furnishings. A certain amount of “wear and tear” is normal, but if your child intentionally damages our property through destructive behavior or roughness, you will be liable for 100% of the replacement costs. This reimbursement is due with your next monthly payment.

COMMUNICATION

Communication is very important to us. When we accept a new family into our care we like to be sure that we can share openly any concerns or questions that may arise. We feel that we are a team raising your child. If we can work together then your child can feel secure in knowing they have two families who love them very much. We grow to love each child that we keep very much and we are always glad to have a chance to be a part of their lives. It is important that there is a similar childcare philosophy between us. We welcome questions, feedback, or discussions of any kind that affect a positive outcome for the child. Sensitive issues will be handled in a discreet way and a private meeting can be set up with staff in a timely manner.

All new families will be contacted after a few weeks for feedback and questions they may have. It is vital to us that families be comfortable and at ease about their child care choices. If you feel at any time that we have veered from any family goals that you may have, please let us know. We cannot change what we do not understand or are not aware of. We care for families from all backgrounds and cannot be expected to make assumptions about your needs/wants. Just ask- we will always do our best to accommodate you.

CELL PHONE USAGE

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with one

another about your child. In order to make the best use of these opportunities, as well as to be attentive to your child, other children and adults who may wish to communicate with you, we ask that you NOT use your cell phone at any time while visiting the center.

SMOKING

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor facility environment and vehicles used by the facility are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

PROHIBITED SUBSTANCES

The use of alcohol or illegal drugs is prohibited on the facility's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

DANGEROUS WEAPONS

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

RESPECTFUL BEHAVIOR

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care. We also reserve the right to terminate care in this situation.

RIGHT TO REFUSE CHILD RELEASE

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Recurring situations may result in a termination of your childcare from this program.

CHILD CUSTODY

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

TERMINATION OF SERVICES

The first three weeks of childcare are to be an adjustment period. It is our responsibility to let the parent know if the child seems unhappy or the

arrangement is unsatisfactory for any other reason. It is the parent's responsibility to let us know the same. The parent or Little Ducks can terminate the contract anytime during the adjustment period in writing on or before the 21st of the month or 14 childcare days after care started; no payments made are refundable. In the instance of an adjustment period termination, the month's care will be carried out and finished, unless there is a severe case of it being a bad fit.

Two weeks written notice is required by the parent to Little Ducks Daycare, and must be given before the 16th of any given month. Fees will still be due if the parent withdraws the child before notice is given, or at any given time during the notice. Two weeks fees may be paid in lieu of two weeks notice. Termination notice will not be accepted while the provider or parents are on vacation. We will provide the parents with a written notice, if we are no longer able to care for your child. If care is terminated due to not following policy guidelines, providers have the choice of stopping care immediately. You are still responsible for paying the monthly fees during this notice regardless, whether your child attends or not.

We can and will terminate our child care arrangements immediately for any of the following reasons (but not solely limited to):

- Failure to comply with these policies and the signed contract.
- Destructive or hurtful behavior from a child that persists even with parent cooperation in stopping the behavior.
- Non-Payment any and all childcare fees, including late pick up fees, by the 5th of the month with no explanation or recurring late payment of fees.
- Failure to show up for 5 days in a row without any communication.
- Failure to complete required forms.
- Inability on our end to meet the child's needs without additional staff.
- Blatant disrespect towards the provider or any employee.
- If parents knowingly bring their child ill.
- Conflict between parent/provider.
- Extreme Behaviors from either child or Parent/Guardian.
- Discrepancies pertaining to any virus.

POLICY REVISIONS

Policies, contracts, and forms will be reviewed periodically and updated when needed. We will notify parents in writing of any changes. All previous forms will become obsolete.

Little Ducks Philosophy

We use a child-centered education program focusing on the diversity of curriculum. The children are given educational opportunities in areas that develop cognitive, emotional, physical and social growth. “*Children love to learn when given the opportunity to do so*” is one of our favorite quotes. We teach through music, traditional class time and play time. In our class you will see child-centered learning, exploratory behavior, unfinished block structures, and a little bit of organized chaos at times.

Our classroom environment enables the children from ages 2 and above, to learn in their own way and at their own pace. It has different areas that are made for specific activities such as quiet reading, building blocks, art, pretend play and dramatic play. The environment invites the children to learn by being fun, colorful and organized. Staying organized helps children feel calm and like they can do things on their own with self confidence. Through field trips, lab work, dramatic play, building blocks, puzzles and more, the children are offered many opportunities to become lifelong learners. They get to interact with the environment around them, including people, different places and various things.

Our preschool is a mixed-age classroom and we teach them in a group setting together, with no discrimination of age, size, color or developmental stage. All of our lessons are designed to be fun and not overwhelming for any of the children. If the younger children don't know the things we are teaching yet, they will be introduced to it. If the older children already know what we are teaching, then they get to practice. All children learn and do the same lessons, there is no competition and that makes for a healthy school environment. All children are welcomed and included in our program.

Play is important in our program, children learn through play without realizing they are learning. Some children prefer to observe before doing, while others want to get in there and get their hands dirty right away, learning as they go. We have toys and activities that are developmentally appropriate for children of all ages. We feel as though children absorb more if they are having fun.

Parents and staff have to work as a team to get the children where they need to be. We encourage families to ask questions at any time during the year. We have an open door policy so please feel free to come and see how your child is doing and what they are learning in the classroom. We ask that you communicate with us whenever your child may be going through a hard time or big change. This will help us to better teach the child if we know where certain behaviors are coming from. We want the parents to feel good about dropping their child off every morning, knowing that their children are going to have an exciting day full of new knowledge.