

Parent Handbook

Welcome!

I'm so excited to welcome you and your family to In the Pines Learning Center! My name is Lori Garrison and I have been working with children for a number of years. My background is I started working with Special Education students at an elementary level, then I moved to HeadStart as a teacher. I believe in play based explorative learning opportunities for the growth and development of young minds. During your child's time with us, we will explore fine motor skills for school readiness, gross motor activities for body awareness and development, and social emotional skills for socialization and emotional regulation.



Guidelines and Agreements

By now, you should have received and signed the tuition contract. This tuition agreement with *In the Pines Learning Center LLC* is your commitment to enroll your child for the remainder of the contract term. We do not pro-rate tuition for family vacations, illness, or missed days.

- Tuition is due on **5th of each month**. If your child is not at school on that date, please make sure your payment reaches us by Brightwheel software or Venmo.
- Upon enrollment acceptance, the program director will meet with you one on one to go over parent handbook, calendar, meal plan, daily activities, tour, and answer any questions.
- *In the Pines Learning Center LLC* will provide all food, milk, diapers, wipes, and any other needed supplies for your child.
- Families will provide: 2 change of shirt, 2 change of pants, 2 change of underwear, 1 extra pair socks that will remain at the facility.
- Please dress your child in appropriate outerwear for daily weather conditions: Rain boots on rain days, jackets, hats, etc. Expect that children will go outside every day. Children should be dressed for active play. Please write your child's name on all their personal belongings. The school is not responsible for belongings lost.
- Our teachers will apply school sunscreen on sunny days. If your child has a sensitivity to sunscreen, or you would like to provide your own sunscreen, please let us know.

Holidays

We will be closed on major holidays as well as the week of Christmas and Spring break. Those days are listed below. We also reserve the right to be closed for up to two weeks at a time for vacation. You will be notified no less than two weeks prior to closure due to vacation time. Tuition will not be credited for holiday or vacation closures.

- January 1st – New Years Day
- March 27th – 31st – Spring Break
- May 29th – Memorial Day
- July 4th – Independence Day
- September 4th – Labor Day
- November 23rd – Thanksgiving
- November 24th – Day after Thanksgiving
- December 25th – 29th Week of Christmas

Family Inclusion Policy

You are welcome at the school at any time during hours of operation. If you want to do an extended observation, we ask that you arrange a time with us to avoid any scheduling conflicts or other observers. We also welcome parents to schedule times to come in and do music, language, or any other cultural enrichment activities with our class. Please arrange with the teacher prior. In the Pines Learning Center LLC believes in supporting a community of diversity. Children and families of all races, origin, age, disability, religions, and nationalities as well as gender and sexual orientation are welcome at our school.

Breastfeeding Policy

We support breastfeeding mothers and if needed, you will be provided a private safe and sanitary location to either breastfeed your baby, or express milk as needed. We ask that any breastmilk left with the facility be labeled with the child's name and date.

Immunization Policy

Every child is required to have all immunizations as outlined by Oregon Health Authority for childcare facilities. Proof of all immunizations, or medical exemptions will be required before the child is allowed to attend the program.

Sickness Policy

Your child must remain at home if he/she displays symptoms of illness including, fever, constant runny nose, diarrhea, vomiting, lethargy, infectious conditions, unusual level of irritability, etc. Children need to remain at home until they have had a full day (24 hours from onset of symptoms) of being symptom-free. We need your help in following these guidelines so that we can provide the healthiest environment for all of the children.

Drop-off & Pick-up

Childcare Licensing requires that when you bring your child to childcare programs, you must remain with your child until the child is accepted by a caregiver. It is also required that staff shall release a child only to a parent or another person named and identified by the parent. We must ask for identification of any person other than parent who picks up a child for the first time.

Guidance and Discipline Policy

Positive child guidance techniques are used in order to assist children with learning self-control and positive social skills. Conflict situations are handled with empathy and redirection. Strong communication with parents is also a top priority.

A focus on prevention and positive guidance techniques will include:

- Modeling appropriate behavior for the children
- Listening to the children
- Giving acceptable choices whenever possible
- Encouraging the children and using descriptive praise
- Noticing when the children are making safe and /or appropriate choices
- Setting age-appropriate limits for the children
- Modifying the classroom environment to attempt to prevent problems before they occur
- Ignoring minor misbehaviors
- Practicing social situations through role playing coming issues/scenarios
- Explaining things to the children at their level

- Providing children with natural and logical consequences for their behavior
- Planning for successful transitions
- Explaining expectations ahead of time

School Rules

Please note: State laws make some of these rules mandatory. These regulations are designed with your child's safety and well-being in mind.

- We can only offer services for those children in our program age range.
- Childcare Licensing has the authority to interview children and staff and to inspect and audit child and facility records without prior consent. They shall have the authority to observe physical conditions of children, including conditions that could indicate abuse, neglect, or inappropriate placement.
- Each student will have a file at the facility. Your child's file and any personal information regarding your family is confidential. Prior to admission, your child's file must contain the following information completed by the parent or guardian: Child enrollment information, current immunization record, parent's emergency information, signed parent handbook and tuition contract.
- Any medication you would like us to administer must be brought in the original packaging with dosage instructions and be kept in our medication lock box.
- Please plan to personally check your child in and out each day and introduce other caregivers to our staff. We cannot release your child to anyone other than those persons authorized on the identification and emergency forms.
- Required arrival time for children is the time stated in your contract, unless a scheduled doctor's appointment has been prearranged. Your child's pick-up time shall be designated according to your enrollment agreement. Please be on time.
- There is a \$1 per five-minute late fee for parents who arrive after designated pick up time. The school is closed at 5:30pm. All children must be picked up before 5:30pm. Should a problem occur due to a parent's repeated tardiness that cannot be resolved, we will consider termination of that child's enrollment.
- We have two hours or less of screen time per day. In addition, adults do not use electronic media for personal use during the day.
- If a parent has a complaint or problem with either school staff we ask that you schedule a meeting with the program director to resolve the issue. We respect the privacy of all our enrolled families and their children and expect parents to uphold this privacy as well. If there is a parent who is discovered to be slandering, gossiping or otherwise disrupting the harmony of our parent community, they will be called in to meet with the head of school, and depending on severity, this may result in unenrollment from our school. Please also refrain from posting photos of children at our school, other than your own, on social media.
- Please keep your child home if he/she is ill. We require a mandatory 24 hours of symptom free time away from the school for: vomiting, fever, diarrhea. This is to protect the health and safety of the other children and staff.

Nutrition Guidelines

Our staff provides a wide range of nutritional foods, organic produce, and fresh produce daily. Our staff ensures snack is of an appropriate portion size and allows the children to participate in the serving of their own snack with child sized utensils. We encourage all of the children to try all of the foods, but do not force them to eat if they do not want to. At lunchtime, we sit with children and engage them in conversation, as well as encouraging conversations between the children. We model appropriate table manners and encourage the children to use table manners as well (sitting safely in a chair while eating, chewing with mouth closed, not talking with mouth full). This also helps to prevent choking. If you are packing a lunch for your child, we ask that you pack low-sugar items in your child's lunch as we may not be able to have children bring items containing nuts if we have a student with a nut allergy. We ask that at home your family models enjoyment of healthy food and table manners to help your child to develop in a healthy way.

I have read, understand, and agree to the information above:

Child's name: _____ Birth Date: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____