

# Oregon City Day School



## Family Handbook

Revised- Reissued January 2023

-Please note that any issued addendum to this document, including our Covid-19/ Communicable Disease Plan will supersede some, or all policies in this document for an indefinite or specified amount of time, depending on the case. Please stay up to date with the policies we issue in real time. Be advised; The nature of our business, and ability to grow, and improve policies makes this a living document, which may be adjusted as many times as necessary, but always with written notice.

Welcome to Oregon City Day School/ Explorer's Academy  
"Education through exploration"

Choosing a school, or childcare center can be a difficult task for any family. Thank you for putting your trust in the Oregon City Day School/ Explorer's Academy. It is our goal to give each and every child the love, nurturing and education they deserve.

**Our Philosophy-**

Oregon City Day School is dedicated to providing a safe, inclusive, anti bias, nurturing environment. Our program establishes an environment of warmth, respect, and positive reinforcement to ensure all children feel loved, supported, and secure. We provide a wealth of experiences to inspire children to learn and grow their potential for learning. It is our practice that children are able choose from activities such as creative arts, literacy, mathematics, science, music, and much more.

We offer a play-based, experiential learning structure, with a learner-centric environment to support the growth in all developmental domains of early childhood education as well as the framework for cooperative play and problem-solving skills. All staff members are devoted to encouraging peaceful interaction between children and others. We teach and practice peaceful problem-solving techniques that promote cooperation, creative reasoning, critical thinking, self-regulation, and mutual respect. Children learn through play and interaction with peers and the world around them. We provide guidance for students to socialize, and build peer connections.

Our teachers set examples of positive behavior, attitudes, and values. Teachers will adhere to the same guidelines that have been set for the children. We practice positive discipline and redirection. We practice 90% connection, 10% correction, with the belief that understanding and connecting to each child's background, learning styles, and specific needs will allow us to better serve that child on a daily basis.

A parent-teacher partnership is encouraged by daily communication between parents and teachers. We recognize parents as the most significant adults in a child's life so we strive to keep the communication lines open. We have an "Open Door Policy" which encourages parents to visit the center at any time during business hours. We host many events to involve and celebrate families. We invite parents to participate in daily program decisions by offer this familial communication, surveys, both formal and informal, and even voting processes. Oregon City Day School encourages family participation in daily curriculum by inviting parents to read to and engage in play with the children, and assist in activities. We also encourage parent's input, ideas, and know-how to be used to shape our program in many ways. We strive to incorporate families in the development of our program.

**Our Guidance Policy-**

At Oregon City Day School, it is our policy to treat each child with respect and dignity. We strive to guide, rather than discipline our children. We never tolerate emotional abuse, or physical punishment. We believe in 90% connection, 10% correction. We...

- Plan age appropriate activities to keep children engaged and motivated.
- Model the kind of behavior we expect from our children.
- Use positive reinforcements to encourage children to succeed.
- Acknowledge and accept every child's feelings.
- Give clear rules and set clear limits.
- Encourage children to verbalize feelings and frustrations.
- Give choices as often as possible, unless in a situation which may compromise safety.
- Use redirection before discipline.
- Use natural consequences in appropriate ways in situations which require disciplinary action.

## **Administration & Business Practices-**

### **School Contact information & Business Hours-**

Oregon City Day School currently runs two campuses:

**Oregon City Day School: Hilltop Campus-** 19273 Molalla Avenue, Suite E Oregon City, OR. 97045  
503-650-0633 / **Director On Site: Harmony Sturdevant/** Serves children 6 weeks- 5 years (pre-k)

**Oregon City Day School: Explorer's Academy-** 1414 Washington Street, Oregon City OR. 97045  
503-657-6562/ **Director On Site: Monique Rose/** Serves children 3 years to K-5th (before and after care  
with transportation)

### **Licensing-**

Oregon City Day School is licensed by The Office of Childcare. All staff members have current certification in infant / pediatric and adult CPR and First Aid training, hold a county health department Food Service Certificate, and complete a minimum of 15 training hours in Early Childhood Education and/or Child Development each year. In addition, all staff are entered into the Central Background Registry, including FBI fingerprinting, and are required to hold a certificate in training in Recognizing and Reporting Child Abuse and Neglect.

**Hilltop License # cc503211    Explorer's Academy License # cc503916**

### **School Closures-**

School closures will be planned as far in advance as possible, and relayed to parents in our seasonal calendar, newsletter, and on our website. We will send reminders via ProCare when closures are upcoming. Some of our reoccurring closures, depending on which day of the week they may fall.

Teacher Work Week (Last Week of August)  
Labor Day  
Indigenous People's Day  
Thanksgiving/ the following Friday  
Christmas Eve/ Day Christmas

New Year's Day  
President's Day  
Memorial Day  
Independence Day

\*Please refer to seasonal calendars provided by the school for the most up to date information regarding a specific year. These calendars are available on our website, posted in school and available upon request.

### **Termination of Service by Center-**

Oregon City Day School reserves the right to re-evaluate the continued participation of any family enrolled in our program. The center will be happy to recommend suitable alternatives that may better suit a family's needs. Unless the family, or child is in immediate danger to himself, or to others attending or employed by the school, one weeks' notice will be given should the center request withdrawal of the child/ family from the program.

### **Enrollment-**

#### **Enrolling for the First Time-**

Please take the following steps to ensure smooth enrollment and easier transition for you and your child.

1. Schedule a tour by emailing the campus you are interested in.
2. Schedule a tour to visit our school, meet our staff and learn more about our program.
3. Complete and return paperwork/enrollment forms at least one week prior to start date.
  - Required paperwork includes:
    - Enrollment form

- Emergency consent form
  - Immunization records
  - Tuition fee schedule/policy
  - Parent contract
4. A non-refundable registration fee will be required, and will hold your child's space for up to two weeks. Please check with the director about classroom availability.
  5. All applicable supply fees and prorated tuition are due on, or before your child's first scheduled day of attendance.
  6. You will receive an email shortly after enrollment which will prompt you to signed up for our parent engagement app.

After submitting appropriate paperwork, it is expected that should any of your information change, please submit those changes in writing within 2 weeks of making those changes (address, phone, employer etc)

Annual policy agreement forms will be sent each fall for parents to review and sign.

#### **Re-Enrolling after Prior Withdrawal-**

If you wish to re-enroll your child in our program, please check on availability of space by speaking with a director. Any past due balances must be paid in full before a child, or family is eligible for re-enrollment. Tuition rates are subject to the most recent tuition fee schedule upon re-enrollment.

Updated paperwork is due at least one week prior to re-enrollment. If you wish to enroll a sibling of a former OCDS student, please refer to the section "Enrolling for the First Time" outlined above.

#### **Tips for an Easy Adjustment-**

The first two weeks in a new setting can often produce some anxiety for both you and your child.

We realize there is an adjustment period and our staff here will help make this process go as smoothly as possible. In order to ensure success during this adjustment period...

- Take time to become acquainted with your child's teachers, and directors. When you feel confident and comfortable with our care, your child will sense your feelings, and will, in turn, feel more comfortable.
- Talk to your child positively about school and the things that s/he will be doing at school.
- Before leaving your child, guide him/her to join a task, or group of friends involved in an activity.
- If you anticipate anxiety with the separation, please discuss this with the teacher to decide on a procedure that best fits your child. Often, an upbeat, quick goodbye is less traumatic than drawing it out.
- While a child's anxiety often diminishes throughout the day, sometimes a parent's own anxiety can linger. Feel free to phone, or stop by to peek in the classroom anytime to check on your child.
- Feel free to reach out over ProCare to request an update, or picture.

#### **Tuition & Fees-**

Oregon City Day School offers care for children six weeks of age through pre-kindergarten, as well as before and after school care for kinder through 5th grade (depending on campus). Our program offers anywhere between one to five days per week, and depending on which schedule you choose, your tuition covers a ten hour consecutive block of time within our hours of operation. Schedules must follow consistent days per week, and hours per day (within 15-20 minutes window of flexibility, not to exceed ten hours, or go beyond our ours of operation.)

- 1) Tuition is billed monthly and each family will be sent a statement via email for the next months tuition. Tuition and fees are updated yearly and are outlined on our Tuition and Fees document. This document is sent out upon registration, and anytime an adjustment is made. You may request an up to date copy, or find it on our website at any time.
- 2) Yearly Supply Fee: A supply fee will be charged to each child each September, and each June. Oregon City Day School will use those funds to replenish supplies throughout the year as needed. The supply fee is in addition to the regular tuition and will be prorated for registration occurring outside of June, or September.
- 3) Late Pick up: Children who are picked up after 5:45 pm (CLOSING TIME) will be charged per minute, per child until picked up.

- 4) Returned Checks: There will be a fee charged for returned checks, and tuition payment will need to be paid immediately.
- 5) Vacation: Upon enrollment, each child will be given one (1) week of vacation in accordance with their regularly scheduled week. This credit may be banked and available to use before the following September, at which point vacation days reset/ restore. Vacation credit may not be carried over to the following September-September calendar year. Vacation credit is not redeemable upon withdrawal from OCDS and may not be used as a two-week notice. Tuition is due the first of the month regardless of when vacation dates are scheduled. Please make payment arrangements in advance to avoid late fees.
- 6) Illness: Full tuition is due even if your child is ill. Please notify the school by 8:00 am. if your child will be absent from school.
- 7) Withdrawal: A minimum of 30 day written, pre-paid notice is required in order to avoid full payment for the month.
- 8) Drop in days: Extra days, or drop in days may be available upon request. Extra days will be charged at the daily, or hourly rate (whichever most benefits the parent) depending on hours in attendance. Check with the director in advance for drop in availability on any given day.
- 9) School age children: If your child is in attendance on a no public school day, and he/she is regularly enrolled with us, a "no school day" fee (per child) will be charged to your account.

**(See most recent tuition form for tuition and fee pricing.)**

#### **Payment Schedules-**

Generally, payments are due on the 1st of each month, considered late (a fee will be charged) after the 5th of each month OR the 15th of the month, considered late after the 20th. This payment schedule must be selected upon enrollment, or discussed with and approved by a director in the event of a life change (in the event of a new job, etc).

A bi-monthly payment plan is also an option. In this case, half of tuition is due on the 1st, late after the 5th, and the second half of tuition is due on the 15th, late after the 20th. There is a convenience fee associated with this option. **(See most recent tuition form for fee pricing)**

#### **Payment Options-**

**ACH Auto Pay:** A payment authorization form will be included in your registration paperwork. There is a section of this form which indicates auto ACH payments will work best for you. Fill out this form accordingly, and return it for automatic payments from your bank account. There is no fee for processing ACH payments.

**Credit/ Debit Auto Pay-** A payment authorization form will be included in your registration paperwork. There is a section of this form which indicates auto credit or debit payments will work best for you. Fill out this form accordingly, and return it for automatic payments from the debit or credit card you place on file. There is a 2.9% processing fee for cards.

**Credit/ Debit ProCare Payment Portal-** A "My ProCare" letter will be included in your registration paperwork. Follow the prompts on this form to set up a "My ProCare" account. This is in addition to the ProCare App and includes a payment portal.

**Check-** You may still pay by check. If this is what works best for you, please make checks payable to "Oregon City Day School" and follow the payment schedule as outlined above.

## **Supplies-**

### **What to Bring to School-**

- **Bedding –**

State law requires all infants, wobblers, toddlers and preschool children to have one blanket, and a fitted crib sheet for nap time cots. No pillows are allowed at school. Bedding will be returned home for laundering at the end of each students week, or as needed... and returned with them the following week.

- **Diapers and Pull Ups-**

Infant & Toddler classrooms/ Hilltop Campus=

We ask that you keep a constant supply of diapers available for you child. Baby wipes are provided by us. If you have a preference for cloth diapers, please speak with the teachers, and a director about a program for your child. Diaper creams are provided by parents, and must be labeled with your child's name.

Our Explorer's Campus is a potty trained campus, unless an understanding has been met regarding a student's special needs in this area of development.

- **Clothing-**

A weather and size appropriate change of clothes, including socks and undergarments should be kept at school in a child's cubby, or backpack at all times.

In order to have healthy and happy bodies, we try to get fresh air every day. We visit the playground for recess, walk to the duck pond and even participate in random fire drills. We ask that your child come prepared for Oregon's unpredictable weather. In addition to weather, we should be prepared for messes of all kinds given the ages of the children in our care. Please be sure your child has the following items:

- A coat with a hood, or a coat and hat.
- A complete change of clothing labeled with your child's name.

- **Food-**

We ask that all bottles and baby food be brought by parents and be in containers marked with the date and child's name. Each bottle should have enough milk, or formula for one feeding only and any remaining milk or formula must be discarded within the hour, and may not be re-stored. All opened/ serve from unconsumed food and drink, by law, must be discarded to prevent growth of bacteria, and cannot be left at room temperature or re-refrigerated.

- **What NOT to bring to school-**

The Oregon City Day School cannot assume responsibility for the loss or damage to any personal possessions children bring to school. We ask that all toys, dolls, purses, balloons, games, money, valuables, sweets, etc. be left at home. We engage in peaceful play (without toy weapons) and encourage sharing. Some classes have a special "Share Day" in which children are allowed and encourage to bring items from home. Please speak with your child's teacher about their classrooms share day policies, or refer to the classroom's parent information board for further information.

- **Prohibited items are as follows for infants:** Teething necklaces, pacifier attachments/ leashes, clothing with draw strings, blankets in cribs, and swaddling blankets. Crib sheets must fit very snugly to the mattress. In order to eliminate variable sizes in crib sheets, OCDS will provide them for each student. Since blankets are prohibited, infant **sleep sacks\*** may be used instead- Sleep sacks must be sleeveless, and allow for arms/ legs to move freely.

**\*Sleep sacks are not allowed if they:**

- Restrict arm movement/swaddle.
- Have loose ties.
- Are weighted.

## **DAILY OPERATIONS:**

### **Arrival and Departure Policies-**

We encourage a parent-teacher partnership through daily communication between you and your child's teachers. Parents are required to check their child(ren) in/out using the ProCare App + Posted QR scan code.

If you are unable to pick your child up from school, please arrange pick up from your authorized pick up list, and notify the school via Procure messaging, phone call, or email. Please include information regarding who you've authorized to pick up your child that given day. This person should be included in your child's file under the authorized pick up list. This person will be required to provide photo ID at the front desk immediately upon entry into the school. If the member of staff in charge of turning over your child, has not yet met you or the designated pick up person, they will either locate a director to first verify identity and authorization, or ask for a photo ID. This is for the safety of your child, and the school as a whole. Please also be sure to close the security door behind you upon entry and when exiting the building.

It is important to note that if your child is not picked up within a reasonable amount of time, and we have not heard from you, it is our policy to notify your emergency contact. If no one can be reached in a reasonable amount of time after that, the police will be called to escort your child to Child Protective Services. Calling the police will be a last resort after all other emergency contacts are attempted to be reached. Communication is key.

### **Schedule-**

Upon enrollment, parents are expected to give approximate drop off and pick up times.

These times are used to forecast the number of children expected in the building at a given point in time, which, in turn helps us to project the number of teachers we need to schedule, and where they will be needed. Each classroom operates on a schedule that best fits the needs of the age group. In the infant room, each infant has their own specific schedule to meet their individual needs at specific times. This schedule is written with communication from the parents at its core. It is important that teachers are kept up to date on your child's latest development/milestones to ensure we can provide the best care. All parents will receive a daily report which documents feedings, diaper changes and naps.

### **Attendance and Absenteeism-**

In order to plan our daily staff schedule, prepare the proper amount of meals, and prep lessons, we need the most up to date information regarding your child's attendance. You must call by 8:00 am to notify the office if your child will not be in attendance on any given day. Once enrolled, you will pay a set tuition rate whether, or not your child is in attendance, but may utilize absent/vacation credits. (Outlined in the **Tuition** section of this handbook).

### **Care of bed linen-**

A crib sheet, and blanket are to be provided by parents each week. These items are placed on a school provided cot for rest time. These items are stored in the individual child's cubby when not in use. Cots are set out at least 3 feet apart in order to keep bedding sanitary for each student's individual use. After use, each cot is sanitized with a sanitizing solution and bedding is placed back in each student's cubby. At the end of each child's school week, parents must take bedding home to launder, and return the following week.

### **Communication-**

As we prioritize the care of the children and their need for our attention, we may miss phone calls and are most reachable through the ProCare App which we check at intervals throughout the day.

### **Diapering, toileting and bathroom procedures-**

Hilltop campus serves infants and toddler age students. With that, comes diapering and toilet training.

Infant classrooms provide clean and safe diapering areas. We change each infant's diaper every 2 hours, or as needed. Caregivers will wash their hands before changing a diaper, and wash theirs and the infants hands after changing the diaper. Each diapering station is disinfected, and sanitized between uses. Our program provides diaper wipes, but diapers are provided by the parents. Teachers will indicate via ProCare when more diapers are needed. These notices will be sent out in advance to allow adequate time for parents to bring in additional diapers.

Toilet training takes place in our wobbler and toddler classes when both the student and the parent express interest in the process. In toilet training classrooms, we ask that parents bring in diapers or pull ups as well as several pair of underwear. Potty accidents are common and expected. Should a child soil their pants, a teacher will assist them in getting cleaned up and changing their clothes. Soiled laundry will be bagged and sent home with parents to wash.

## **Learning & Development-**

### **HILLTOP CAMPUS- SERVES CHILDREN INFANT- 5 YEARS (PRE-K)**

#### **Fox Hollow: Ages 6 weeks- approximately 18 months/ 4:1 Student to teacher ratio/ Group size 8**

##### **-Indication of typical\* readiness for FOX HOLLOW:**

- Six weeks of age, to approximately 1.5 years of age.
- Bottle fed.
- Sleeps in a crib.

#### **Hedgehog Burrow: Ages 12-24 months/ 4:1 Student to teacher ratio/ Group size 8**

##### **-Indication of typical\* readiness for HEDGEHOG BURROW:**

- Approximate age of 1-2 years.
- Exceeds challenges of Fox Hollow & adapting from personal schedule to class schedule.
- Beginning to move independently, early walking/wobbling.
- Feeds self with assistance.
- Weened or weening from need of bottle, or pacifier (at least at school).
- Increased ability to follow simple directions.
- Able to follow class schedule with guidance.

#### **Orca Bay: Ages 1.5 -2.5 years/ 4:1 Student to teacher ratio/ Group size 8**

##### **-Indication of typical\* readiness for Orca Bay:**

- Approximate age of 1.5-2.5 years.
- Exceeds challenges of Fox Hollow & adapting from personal schedule to class schedule.
- Walking/ moving independently.
- Feeds self with assistance.
- Weened from bottle, or pacifier.
- One nap per day.
- Possible early interest in potty training.
- Increased ability to follow simple directions.
- Able to follow class schedule with guidance.

#### **Bear Cub Den: Ages 2-3 years/ 5:1 Student to teacher ratio/ Group size 10**

##### **-Indication of typical\* readiness for BEAR CUB DEN:**

- Approximate age of 2.5-3.5 years.
- Exceeds challenges of Hedgehog Burrow.



- Can use utensils to feed one's self with some assistance.
- Demonstrates increased ability to communicate clearly, either verbally, or with a combination of words and actions.
- Is able to wash hands, and prepare for meals with little assistance.
- Displays increased ability to listen and follow directions.
- Is able to make choices.
- Shows interest in toilet training.
- Shows increased independence.
- Displays increased attention span.

**Otter Cove: Ages 3-4 years/ 5:1 Student to teacher ratio/ Group size 10**

**-Indication of typical\* readiness for Otter Cove:**

- Approximate age of 3-4 years.
- Exceeds challenges of Bear Cub Den/Otter Cove
- Is toilet trained with some reminders, some assistance.
- Can use utensils to feed one's self with little assistance.
- Demonstrates increased ability to communicate clearly, either verbally, or with a combination of words and actions.
- Is able to wash hands, and prepare for meals with little, or no assistance.
- Displays increased ability to listen and follow directions.
- Is able to make choices.
- Shows interest in toilet training.
- Shows increased independence.
- Displays increased attention span.

**Wolf Pack Peak: Ages 3.5-5 years/ 10:1 Student to teacher ratio/ Group size 20**

**-Indication of typical\* readiness for WOLF PACK PEAK:**

- Approximate age of 4 years to kindergarten age.
- Exceeds challenges of Bear Cub Den.
- Is fully toilet trained.
- Ability to follow directions, and routines.
- Show signs of recognizing personal space.
- Shows concern for others.
- Begins to recognize letters, numbers, shapes, and colors.
- Has developed a firm, basic vocabulary.
- Shows increased awareness of environment.
- Learning to write name.
- Ability to work independently for short periods of time.
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**EXPLORER'S ACADEMY- SERVES CHILDREN 3YEARS- K-5TH BEFORE/AFTER CARE**

**Fern Hollow: Ages 3.-4 years/ 10:1 Student to teacher ratio/ Group size 20/ Class size 10**

**-Indication of typical\* readiness for FERN HOLLOW:**

- Approximate age of 3-4 years.
- Is toilet trained with some reminders, some assistance.
- Can use utensils to feed one's self with little assistance.
- Demonstrates increasing ability to communicate clearly, either verbally, or with a combination of words and actions.
- Is able to wash hands, and prepare for meals with some assistance.
- Displays increasing ability to listen and follow directions.
- Is able to make choices.
- Shows increased independence.
- Displays increased attention span.

**Cedar Ridge & Redwood Creek:**

**Ages 4-5 years/ 10:1 Student to teacher ratio/ Group size 20/ Class size 18**

**-Indication of typical\* readiness for CEDAR RIDGE & REDWOOD CREEK:**

- Approximate age of 4 years to kindergarten age.

- Exceeds challenges of Fern Hollow.
- Is fully toilet trained.
- Ability to follow directions, and routines.
- Show signs of recognizing personal space.
- Shows concern for others.
- Begins to recognize letters, numbers, shapes, and colors.
- Has developed a firm, basic vocabulary.
- Shows increased awareness of environment.
- Ability to write name.
- Ability to work independently for short periods of time.

**Pine Grove & Sequoia Summit:**

**Ages Kindergarten- 5th grade/ 15:1 Student to teacher ratio/ Group size 30/ Class size 26**

**-Indication of typical\* readiness for PINE GROVE & SEQUOIA SUMMIT:**

- Approximate age of 5 years to 10 years.
- Enrolled in kindergarten through 5th grade at an area public or private school.
- Able to follow our code of conduct and interact safely and respectfully with the environment, staff and peers.

\*When typical development is not demonstrated, administration will work with families to determine classroom placement which best suits the needs of the student. We make every consideration with the latest recommendations/ early learning practices.

Each class follows a developmentally appropriate daily schedule. Each schedule will offer time for both student led, and teacher led activities designed to support all developmental domains.

**Sample Preschool Schedule:**

**6:30-8:00- Arrival/ Breakfast/ Designated Stations**  
**8:00-8:30- Recess (outdoor, or indoor gross motor)**  
**8:30-8:45- Self care**  
**8:45-9:15- AM snack**  
**9:15-10:00- Circle Time/ Morning meeting**  
**10:00-10:30- Creative Arts**  
**10:30-11:00- Music and movement**  
**11:00-11:30- Stations**  
**11:30-11:45- Self care**  
**11:45-12:15- Lunch**  
**12:15-12:30- Self Care**  
**12:30-1:00- Recess**  
**1:00-2:45- Nap**  
**2:45-3- Self Care**  
**3-3:30- PM Snack**  
**3:30-4:00- Recess (outdoor or indoor gross motor)**  
**4:00-4:30- Work Time/Table toys**  
**4:30-5:00- Stations**  
**5:00-5:30- Open/ Goodbyes/ Recess**

**Curriculum and Lesson Plans:**

Our program utilizes a theme-based curriculum. Each month has a theme and list of concepts to teach in that corresponding month. Based on this framework, each teacher may design their own weekly lesson plan of activities. Each activity will be designed to hit on one or more of the developmental domains and early learning areas of interest.

Lesson plans are created weekly (except for the infant classroom which will provide a monthly

lesson plan.) These lessons are designed by teachers utilizing our monthly framework, approved by a head teacher or director, and posted for parents. Weekly lessons allow for a variety of activities across all developmental domains.

**Each lesson plan WILL:**

- Be designed based on the monthly theme and framework provided.
- Be accessible and developmentally appropriate.
- Be socially and culturally responsive and responsible.
- Be approved by a head teacher, or director.
- Be posted for families on class board and sent to parents via ProCare or physical copy.
- Be implemented.
- Allow for adaptation to meet the ability and include each child in our care.

**Indoor Environments-**

Each classroom provides 35 square feet of usable space per child, and is made up of quality furnishings, and developmentally appropriate toys, and materials. Each room is laid out in areas of interest. Classroom environments provide a combination of work/ play areas, and soft surfaces. We provide areas for group activities as well as solo play and quiet reflection. Each student will be provided a work area at a desk, or table, a personal cubby, and a coat hook. All of these personal spaces will be labeled with the students name.

**Outdoor Play-**

Health experts are unanimous on the importance of fresh air, outdoor play and the negative consequences of spending too much time indoors. If a child is well enough to attend school, we assume he/she is well enough to participate in outdoor activities. Except in the case of extreme weather, children are to go outside every day. The director determines whether conditions are acceptable for outdoor play. Because regular outdoor play is an important part of our program, please be sure your child is properly dressed for the unpredictable Oregon weather. Sun protection will be utilized depending on UV index.

Time outside may be cut short based on excess cold, heat, or poor air quality.

**Observation and Assessment Policy-**

Our program conducts semi-annual assessments using various methods, including the ASQ (Ages and Stages Questionnaire) on all students. These formal assessments are in addition to daily observations and assessment of students in naturally occurring opportunities throughout the day.

Using the information from these assessments, teachers will design lesson plans to best serve students, as well as apply this information to maximize one-on-one time with students by offering them assistance, guidance, and developmental support in areas they may need. We will offer parent teacher conferences to share this information. These conferences may be in person, over the phone, or conducted virtually. Should these assessments discover a possible need for early intervention services, medical appointments, or specified education plans for your student, teachers will speak with a director and plan a conference with the family to discuss and share ideas.

**Inclusion & Special Needs Policy-**

Oregon City Day School is an inclusive environment, and we strive to plan for and adapt to meet the needs of each student by providing developmentally appropriate environments, lessons, facilities, and schedules.

We work with outside services and open our doors to qualified professionals who may serve students in areas they require additional support (such as occupational, behavioral, and speech therapies. )

- Should a student with special needs enroll, and their parent or guardian include information about their special needs / diagnosis in their registration paperwork, our program will:
  - Follow up utilizing the special needs intake form to determine an action plan.
  - Review any IFSP\*, or IEP\*\* and, if necessary organize early intervention services/ contact visits/ in school therapies.
- Assessments are to be conducted regularly as outlined in Oregon City Day School's Assessment Policy in order to stay up to date on how to best serve the individual student.
- If a student would benefit from extra assessment and potential medical evaluation, our policy is to:
  - Reach out/communicate to families via meeting, or letter to family to include assessments and recommendations.
  - Refer the family to resources/ services for next level of evaluation.
  - Attend and support any IFSP developed for this student.

\*IFSP= "Individualized Family Service Plan" and may be assigned in early learning settings.

\*IEP= "Individual Education Plan" and may be assigned to students aged kindergarten +.

### **Oregon City Day School Screen Time Policy-**

- At Oregon City Day School, it is our policy that screen time should be rarely present and only in congruence with curriculum. All screen time must be included in the lesson plan, and meet the following criteria before it *may* be approved by the director:
- Screen time may not be used more than once a season. Should a movie day be presented as a special occasion, it may be presented for 30 minutes at a time if a child is kindergarten and up. Preschool age viewing must only be presented for 15 minutes.
- Screen time may never be used in classrooms with children under 3 years of age.
- Screen content should be used intentionally and to extend and support current curriculum topics.
- All content should be age appropriate, culturally and socially responsible, and without violence.
- Alternative activities must be provided during screening, so that children, and or parents may opt out of screen time.
- Screenings are never used during meals, or with the intent to occupy children rather than enrich their learning experience.
- Screen content should never include advertisement, or brand placement.
- Once screen time meets these criteria, and is approved by the director, it must be listed on the lesson plan, or communicated to notify parents of the planned screening.
- Unless a specified special occasion, or a device is needed to access and work on homework, students will not be allowed an electronic device at school. Phones must be kept in backpacks.

## **HEALTH/ SAFETY/ NUTRITION**

### **Meals at OCDS-**

Oregon City Day School provides milk during breakfast time\*, AM snack, PM snack, and lunch daily. All meals are prepared on site from our USDA guided menu and included in tuition. We consider mealtime a learning experience. We strive to create a peaceful, home-like environment in which children can freely converse about their daily experiences amongst themselves and their teachers. Through positive lunch time conversation, and encouragement to try meal items, children will also learn the importance of nutrition.

- Breakfast\*: scheduled breakfast time is from opening until 8 o'clock am. Parents provide breakfast for their children, though, we do provide milk. Feel free to bring in items daily, or bring packaged items such as cereal/oatmeal which can be labeled and stored in the kitchen.
- Lunch: We plan a five-week rotating menu designed in accordance with the USDA Guidelines to include protein, starch, fruit, and veggies. Hot lunch is provided each day (Fridays we provide "cold lunch" sandwich days).
- Snacks: We provide a mid-morning, and mid-afternoon snack to all children. Snacks include at least 2 food groups, and follow USDA Nutritional guidelines.
- Meals and snacks from home: If you wish to bring any snacks or meals for your child from home, please be sure items are labeled with your child's name and the date. If you are bringing in food to share with friends, all items must be store bought and unopened.

#### **Meals and snacks provided to children meet the following requirements:**

-All members of staff have maintain current a Food Handlers Certification for food prep and service.

-Proper hand washing shall be practiced prior to and after eating meals or snacks.

-All food prep, storage and handling/service shall be conducted using commercially sourced foods, prepared onsite by staff who hold a current food handlers certification, and in accordance with the Office of Childcare, and the Health Department.

-Meals for children shall either be: Prepared on-site, catered, or provided by families.

-Food services hours may be depend on classroom, but there shall be no more than 3-1/2 hours between meals and snacks.

-School age children arriving after school shall be served an afternoon snack.

-Our meal selections are outlined in our 5 week rotating menu.

-An allergy menu is used to track allergies and supplement the allergen as needed.

-Families may opt to provide meals and snacks for their child.

-Meals may be catered on special occasion (pizza party days, birthday treats, etc.) No homemade/ home prepped food items are allowed.

-During the service and consumption of meals and snacks, the appropriate number of staff to meet staff/child ratios shall be engaged with the children in food-related activities.

#### **Family Provided Meals:**

- Food shall be brought on a daily basis and be ready to eat.
- All food and beverage containers shall be labeled with the child's name.

- The center shall provide at least one serving of milk to each child at meals and shall provide morning and afternoon snacks.
- Each child's food shall be monitored daily to ensure that the food meets nutritional requirements.
- The center shall have sufficient food available to supplement any lunch that does not meet nutrition requirements.
- If parents bring food for all the children as snacks or for celebrations, the food shall be commercially prepared and served by the center in an approved manner in accordance with the Health Department.
- Each site is equipped with at least one refrigerator & working fridge thermometer to store foods needing refrigeration and ensure they are stored at the proper temperature. Perishable, and prepared food requiring refrigeration must be kept at 41 degrees F, or colder for cold items, and 165 degrees or higher if it is a hot item.
- Prepared foods needing refrigeration shall be rapidly cooled and stored in the fridge at 41 degrees, or less.
- All bottles and baby food brought by parents must be stored in containers, marked with the date and child's name. Each bottle should have enough milk, or formula for one feeding only and any remaining milk or formula must be discarded within the hour, and may not be re-stored. All unconsumed food and drink, by law, must be discarded to prevent growth of bacteria., and cannot be left at room temperature or re-refrigerate.
- A probe thermometer will be used to ensure hot food items are at 165 degrees, or higher. When transporting food from the kitchen to the classrooms, items will be covered to prevent outside contaminants.

**Catered Meals:**

- Prepared in a kitchen approved by the State Health Division or a county health department.
- Delivered in a safe, sanitary manner with food maintained at the required temperature\*, cooled, heated, and stored in accordance with the Health Department.
- Process of receiving, holding and serving food shall be approved by the environmental health specialist.

**All Meals including infant bottle /food service :**

- Any food brought to the table and not eaten shall be discarded.
- Children under 12 months of age shall-be fed on his/her own feeding schedule.
- Formula bottles must be pre mixed for a single use feeding and provided by parents.
- Formula, breast milk, and food provided by the parent(s) shall be clearly marked with the child's name and date and be refrigerated.
- Whole milk, skim milk, 1%, and 2% milk shall not be served to infants unless requested in writing by the child's parent(s) and with a medical provider's written permission.
- Any bottles provided by the center and used for feeding, must be sterilized at the center by boiling OR must come from home labeled by the parent with the child's name.
- Nipples must be stored in a closed container after sterilizing;
- Solid foods fed to infants shall be selected from the food groups specified in OAR 414- 300-0270(2)
- When an infant is transitioning to solid foods it must be provided by the family.
- Solid foods shall not be fed to infants without consent.

- Solid food shall not be served directly from the container, but placed in a serving dish.
- Leftovers in the serving container shall be discarded.
- Solid foods, with the exception of finger foods, shall be fed with a spoon.
- Honey or foods containing honey shall not be served to children under 12 months of age.
- Children who cannot feed themselves shall be held or, if able to sit alone, fed in an upright position.
- Infants up to six months of age shall be held or sitting up in a caregiver's lap for bottle feeding.
- Bottles shall never be propped. The child or a staff person shall hold the bottle.
- Infants no longer being held for feeding shall be fed in a manner that provides safety and comfort.
- Children of any age shall not be laid down with a bottle.

### **Glass Reheating Policy- NO HEATING PLASTIC**

In the event of reheating, food items shall only be reheated in glass containers. Glass containers are stored in kitchen and must be used when microwaving any food items. Bottles may be warmed in bottle warmer in plastic, if plastic bottles are provided by parents.

### **Oregon City Day School Nut-Free & Food Allergy Zones Policy :**

WE ARE NOT A NUT FREE FACILITY. In the case of a severe nut allergy, Oregon City Day School will adopt a "Nut-Free Zone" policy. These zones will be designated classrooms where an enrolled student has presented with severe nut allergies. This policy is for the health and safety of our students and designed to eliminate cross contamination of potentially dangerous allergens.

Kitchen Environment- It is important to note that our kitchen is not a nut, or other allergen free environment. To reduce the risk of cross contamination, all allergen-free items will ALWAYS be prepared FIRST. Gloves will be changed between prepping non-allergen and allergen items. Surfaces will be cleaned and sanitized between preparing all snack/ meal items.

Should a student require a food allergy replacement item from our allergy menu, the meal prep staff will place a red "Allergy Alert" card into the corresponding classroom's lunch service bucket. This indicates to meal server in the classroom, that there is a labeled allergy alternative for one of their students, and to refer to the allergy menu. The classroom allergy menu will provide details.

### **Illness/ Exclusion Policy-**

**IN THE EVENT OF A COMMUNICABLE DISEASE RELATED STATE OF EMERGENCY, EPIDEMIC, OR PANDEMIC, OCDS WILL IMPLEMENT THE EARLY LEARNING DIVISION'S EMERGENCY PLAN AND THE USE OF ADDITIONAL HEALTH AND SAFETY POLICIES AS OUTLINED IN OUR HEIGHTENED HEALTH AND SAFETY PROTOCOLS DOCUMENT.**

At Oregon City Day School our illness policy must be strictly followed to prevent the spread of illness for the safety of our staff, students, and families. A child who is not feeling well enough to participate in our daily activities should be kept home. We will do our part as a school to prevent the spread of illness by teaching and practicing proper hand-washing procedures, and practicing careful and regular cleaning and sanitation of our environment.

In order to provide a healthy, safe environment for our students, your child will need to remain home, or be picked up from school (within the hour after symptoms arrive) if he/she:

- Complains of a stomach ache, or headache accompanied by a fever, however slight.

- Vomits, or has vomited within the last 24 hours, is nauseated, or cramping enough to interrupt their daily well-being. May return when symptoms have been resolved for 24 hours.
- Displays difficulty breathing, abnormal wheezing, or rapid respiration.
- Exhibits a temperature of 100.4 degrees, or higher. May return after 24 hours when temperature decreases without the use of medicine.
- Exhibits diarrhea, or more than one abnormally loose stool per day.
- Is coughing severely, or exhibits a cough that does not improve with medication, causes the child to become red/blue in the face, or makes a high-pitched wheezing, croupy sound, or whooping sound.
- Has skin, or eye lesions, or rashes that are severe, weeping, or pus-filled. This includes, but is not limited to chicken pox, or pink eye.
- Has a severe sore throat.
- Has head lice, or the presence of nits, however few (even if head has been treated).
- Has an earache accompanied by fever, or discharge from ear.
- Displays unusual, or extreme behavior differences that cause concern.
- Displays symptoms of any illness listed as excludable by the local health department.

### **Return to School After an Illness-**

Once your child has been kept home for a minimum of one sick day, and shows signs to be considered well enough, he/she may return to school. To meet these requirements, your child must be fever free WITHOUT medication, meet the required number of doses of prescribed medication specific for that illness, and has been clear of vomiting or diarrhea for 24 hours.

If your child is declared well enough to return to school by a doctor, after having been diagnosed with a child care-restricted illness, a doctor's note must be provided.

Children who are sent home from school sick, must remain out the entire next day as a "sick day" and only return after that time frame IF they also meet wellness/symptom requirements.

### **Oregon City Day School Wellness Alert Code Policy-**

This policy is a color-coded system to symbolize the wellness level of the school. A color-coded system will be used to keep track of wellness level of the school and will be used to inform parents of any spreading illness/contagious condition. This system will be evaluated on two levels. One level will be severity of illness. Low-alert illness will be non-excludable illnesses, and excludable illnesses (as per the health department standards) will be considered more high-alert. When illness is present in the school, administrators will keep track internally, using our color-coded system. If a change of color on the alert system is warranted, we will send out an email/ ProCare message to inform parents of the new alert level, along with any other useful information regarding the illness.

The color-coded alert level will be on display in the front lobby.

Please note that this system's effectiveness will directly correlate with the level of parent participation. If your child is ill, please report their symptoms to us as early as possible to ensure we have the most up to date information. If your child is being kept home from school due to an illness, the school should be informed by 8 am. Please briefly include the symptoms your child is experiencing. We will only use this information to update our color-coded alert system. Information we gather will remain confidential.



### Color Coded System Breakdown:

| Color/ Alert Level     | Number of students/teachers with illness |
|------------------------|--|
| Green- No Alert        | 0-5%                                     |
| Yellow- Low Alert      | 6-15%                                    |
| Orange- Moderate Alert | 16-25%                                   |
| Red- High Alert        | 25% or more                              |

-Level of alert is up to our discretion based on type illness going around, and the number of children/ staff affected.. For example, if 5 % of the school has a head cold, we will be on low alert of green, or yellow; While if 5% of the school has contracted a more severe illness, or something like head lice, we will set a higher alert level like orange, or red.

### **Sanitation Practices-**

We realize that a lot of little ones are counting on us to help them stay healthy every day. We adhere to strict sanitation procedures in order to keep our school a clean, healthy environment. After meals, and at the end of the day classroom surfaces are washed, disinfected, and sanitized. The classrooms are swept, and mopped, and the garbages are taken out.

All surfaces are washed, disinfected, and sanitized after use. Toys and materials are sprayed daily with sanitizing spray, and allowed to dry overnight. High traffic areas are sanitized twice a day, or as needed. and toys of high use, toys are run through our commercial sanitizer weekly, or as needed.

Heightened sanitation practices are outlined in our HEIGHTENED HEALTH AND SAFETY PROTOCOLS DOCUMENT (issued as needed, and available upon request.)

### **Hand-washing-**

Children are taught the importance of proper hand-washing practices. All staff, parents, and children should wash their hands upon entering the building. Children and staff are required to wash their hands after using the restroom, wiping noses, before meal times, prior to cooking activities, prior to feeding a child/handling any food, after art projects, etc. All staff members must wash their hands before and after diaper changing, or toilet training, and after coming into contact with any bodily fluid.

### **Soiled Laundry-**

In order to reduce the chances of spreading germs, we do not launder children's soiled clothing on site. All soiled items shall be placed, without rinsing, in a sealed, moisture-proof bag and returned to parents. In the event of a child soiling his/her clothing, the child will be dressed in his/her spare clothing from their cubby. If there is no change of clothing to be found, staff will attempt to find suitable for your child to wear out of our "school clothes" options.

## **Medication-**

### **Authorization/ Consent:**

Oregon City Day School may administer medications with signed consent from a parent, or guardian. The medication clause on the bottom of your child's enrollment form states:

*My child may be given non-prescribed medication as indicated on the container. This may include sunscreen, children's pain reliever, antibacterial first aid cream, and diapering ointment. Syrup of ipecac may be administered if deemed necessary by the poison control operator. The child's parent or guardian will be contacted prior to administering non-prescription pain relievers. Prescription medications must be current and a permission slip is required per each medication.*

(In checking the corresponding box on the registration forms, and signing- you are authorizing the above.)

### **Documentation:**

It is our policy that if your child needs medication for a reason that does not exclude them from school (to suppress a fever, etc), or a prescription medication is needed for a predetermined, or indefinite period of time, you may:

-Provide the necessary over the counter, or prescription medication- in original container, labeled with the child's prescription information when applicable.

-Sign it up on our medication log, including all necessary information dosage and timeframe.

Note: A separate, **long term medication log** is available for regularly administered, or as needed medications for children with long term medical conditions. However, if a change in the routine/frequency is needed for a short period of time, the daily med log sheet should be filled out in addition.)

-A member of staff shall oversee the signing up of medication.

-A medical alert lanyard filled out with child's name, and time should be placed on the corresponding classroom's roll sheet. This alerts the teacher on duty that there is medication to administer in their classroom that day and to check the med log for further details.

### **Administering of Medication:**

In order to administer medication, our staff will:

-Refer to the medication log sheet.

-Prepare the medication administration work space  
(a clean and confidential area to administer medication)

-Wash hands before administering medication, and wear gloves as needed.

-Administer properly based on information and medication provided.

-Observe child for side effects.

It is our practice to abide by the "**5 Rights PLUS**" when administering medication:

- Right Child.
- Right Drug
- Right Dose
- Right Route

- Right Time
- Right Reason
- Right Documentation

Should medication administration exceed basic knowledge, (insulin injections, or emergency medication such as an epi-pen for example), extra training will be provided to every member of staff who is expected to administer medication.

Should a medication incident take place, such as mishandling, or mis dosing, the incident must be reported to the director immediately to determine a course of action.

### **Storage-**

All medication should be properly stored. Proper storage means:

- Locked/ out of reach of children.
- Labeled.
- In the original container.
- Kept at the proper temperature (refrigerated when needed).
- Sent home or disposed of upon withdrawal, end of use, or expiration.

### **Injuries and Accidents-**

If you child is injured, first aid will be administered by the reporting staff, and/or emergency services team if necessary. An ouch/ incident report will be filled out in detail to inform you of the circumstances surrounding the injury. Please sign that you received a report, and return it to the front office. This will be placed in your child's student file. You will be called immediately if the injury warrants a call to emergency services, or your child needs to be seen by a medical professional. If the illness, or injury requires your child to be taken to the hospital by emergency services, but a parent/guardian, or emergency contact is unable to be reached, or accompany you child to the hospital, a member of our staff will be sent with your child.

If a head injury occurs, or an injury results in significant swelling, or bleeding, you will be notified via Procure, and, or a phone call depending on severity. A teacher will seek a second opinion from director when attempting to determine severity, especially in the case of a head injury.

### **Emergency Policy-**

**IN THE EVENT OF A STATE OF EMERGENCY, WEATHER RELATED EMERGENCY, NATURAL DISASTER, OR ACT OF VIOLENCE, A COMPREHENSIVE EMERGENCY/DISASTER PREPAREDNESS PLAN IS UTILIZED.**

We engage in monthly emergency drills, including fire, earthquake, and lockout drills.

In the event of an actual emergency there are two main types of responses we may initiate:

**-EVACUATION & RELOCATION, or -SHELTER IN PLACE.**

Should an emergency initiate **EVACUATION & RELOCATION** protocols (such as fire, other structural damage), all classes immediately evacuate the building via the outlined route provided and posted in every class. They will enter the designated "safe-zone".

**Hilltop Campus Safe Zones-** A: Meadows Courtyard for infant and wobbler classes, or B: Sidewalk along Miller Paint Building. \* Staff then takes roll call and conducts head counts to ensure all children are safe and

accounted for. They are cared for and protected until the building is deemed safe to reenter, or they are released to a parent/guardian. If the school is unsafe to reenter in a timely manner, children will be escorted to the safety of the playground. \*Depending on circumstances, a secondary “safe zone” will be used as a designated location to reunite families in the event of a real emergency if the playground is compromised, or outside elements deem it an unfit location to stay for an extended period of time, staff will take students to Meadows Courtyard Retirement Center located behind the school’s playground at 13637 Garden Meadow Drive, Oregon City.

**Explorer’s Academy Safe Zone-** Abernathy Center parking lot. If the school is unsafe to reenter in a timely manner, children will be escorted to the safety of the Abernathy Center parking lot area. \*Depending on circumstances, a secondary “safe zone” will be used as a designated location to reunite families in the event of a real emergency if the playground is compromised, or outside elements deem it an unfit location to stay for an extended period of time, staff will take students to one of the available Abernathy center buildings. We will notify parents of this location more specifically if need be.

Should an emergency initiate **SHELTER IN PLACE** protocols (such as compromised safety outside of the building/ weather/ tornado, or threat of violence), we close and lock all exterior doors, close off visual access to the building as best as possible, and restrict all access to the building until the situation has been resolved. Our goal would be to move students to the closest available space without direct windows, or exterior doors.

### **Inclement Weather Policy-**

During times of inclement weather, it is sometimes necessary to make schedule adjustments\* to school hours in order to ensure safety of our students and staff. As weather is nearly impossible to predict, it is our policy to assess accordingly on a case by case basis, while following specific guidelines. Weather closures will be assessed based on several factors including:

- Road condition surrounding the school, and on family and teacher routes in
- Presence of ice
- Inches of accumulation
- Heat and power at the school
- The ongoing weather forecast

Should inclement weather force a change in operating hours, it is Oregon City Day School’s policy to make the decision as early as possible if conditions develop overnight prior to the business day.

Should conditions arise during the business day, it may prompt an early closure. This would mean that families will be contacted to pick up their students in a timely manner.

Schedule adjustments may mean a delayed start, early release, or closure.

In the event of a delayed start for area public schools, with our school opening on time, it is our policy to only allow for previously enrolled AM students to attend and utilize the delayed AM transportation. Families are

asked to report any later than usual arrivals asap. Early arrivals should be avoided to reduce the risk of school groups being put out of ratio before scheduled staff can make it in.

Scheduled adjustments/closure announcements will be sent to parents via Procure, posted on our school Facebook page, and posted on local news stations.

### **Transportation-**

Oregon City Day School provides transportation for children in grades K-5<sup>th</sup> to various schools in the local area. Please speak with the director about which schools we are currently providing transport to and from. Drivers deliver and pick up children at designated areas and ensure the children have entered the school before pulling away. Roll call is taken at each delivery and pick-up point.

Not every member of staff is on our driver's list. Our drivers must be teacher qualified, 25 years of age with a clean driving record and listed on our school's driving insurance. Each child is provided a booster seat or five point harness car seat in all school vehicles.

If your child is enrolled in a program which includes transportation, and he or she will be absent from our program and/or their elementary school on any given day, or leaves their school early/ has been picked up for any reason, you must please notify the Oregon City Day School office by 8am. If your child's class has a planned field trip, or school event that alters the drop off/ release time for your child, you will need to find other means of transportation for that particular day.

### **-Family Partnerships:**

Oregon City Day School supports strong family partnerships with enrolled students, their families, and the community at large. Through communication, transparency, special events, family surveys, etc, we hope to build connections with our families who entrust us to care for their children each day. We will regularly survey families in order to best shape our program's daily operations as well as for forecasting community care needs. All visitors who plan to stay for more time than drop off/ pick up, must sign into the visitor log. No visitors will be allowed unsupervised access to the children. Due to the nature of the business, it is prohibited to take photo or video on the premises without permission.

### **Parent Communication and Support-**

We strongly encourage and welcome you to visit the school anytime. We love your participation and support in the classroom! Join the fun by stopping in for lunch, field trips, and parties/school events. Children feel special when their parents share in classroom activities. We enjoy planning very special activities for you to enjoy with your children. For real time communication (as much as possible), we utilize a parent engagement app called Procure. This is an app designed to work with our main operating system and can be used for daily communication, contactless sign in and out, and much more!

Upon enrollment, each family will be invited to sign up for Procure, via email. There are both online, and app versions of this platform. Teachers and families may use this platform for daily communication, updates and reminders, etc. Infant through preschool classes will provide updates on students. School age students will be provided updates as needed, or during school breaks.

-Please reach our via ProCare for general updates/ check ins having to do with daily operations.

-Please reach out via email to a director for more involved matters, concerns, major schedule changes, paperwork updates, and billing.

- Our program will issue various surveys throughout the year in order to best serve our families, as well as to update information.

### **Parent Feedback-**

The more parents give us feedback on how we are doing, the more likely we are to continue offering exemplary care. Please feel free to approach teachers, and directors with any questions, concerns, or feedback in person, via phone call, or email at any time. For more serious concerns, feel free to schedule a meeting/conference with a director.

### **Oregon City Day School Sponsored Field Trips-**

Parents will be notified of any/all field trips in advance. Please refer to the events board, Procure, and our seasonal newsletters for information of upcoming field trips. Our enrollment paperwork includes a blank field trip permission statement, which parents sign upon enrollment. Therefore, we do not need to receive a parent signature for individual field trips. If your child is scheduled to be in attendance on the day of a scheduled field trip, your child is expected to participate in the trip.

If you prefer your child to opt out of field trip participation, you must make arrangements for alternate care. Unfortunately, we do not always have room for a child stay behind and visit another class during the trip.

### **Oregon City Day School Sponsored Events and Fundraisers-**

Our program coordinates events throughout the calendar year which involve students, families, and community members. We will occasionally host fundraising events like raffles for the school, toy drives for our community, and present shows like our winter holiday program. We also present a preschool graduation each June. Please check our school calendar, and seasonal newsletters for this event information. We encourage parent participation in these events, so please reach out if ever you're interested.

### **Babysitting-**

Hiring your child's teacher to babysit can be a great idea! Unless deemed as a school sponsored after hours event during which we provide care, should you choose to hire a teacher from any of Oregon City Day School's campus, please note:

-It must not interfere with the teacher's Oregon City Day School work schedule.

-Communication about school matters should be kept for the appropriate setting and confidentiality should be practiced. If a family wishes to communicate school related information, they must do so in the app, or via email to school admin, rather than reaching out directly to their babysitter.

-Should concern about a teacher's ability be called into question by parents due to a baby-sitting job, please make administration aware of concerns if they may interfere with the teachers ability to do their job, or are in contrary to the conduct expected by Oregon City Day School.

-Should any conflict arise which does not involve the teachers ability to work for us at the standard we have set, Oregon City Day School should be left out of the matter all together. Oregon City Day School does not get involved with any dispute regarding babysitting wages/ payment.

-Should any babysitting arrangement interfere with the workings of Oregon City Day School in a negative way, the Directors reserve the right to revoke the ability for staff to moonlight as babysitters.

### **Confidentiality-**

Should an issue, or conflict arise between your student and another, confidentiality must be maintained for the respect and safety of our students. We will not answer questions or concerns about students who are not your own. We will take concerns into consideration and proceed in a professional and confidential manner. This also applies to employees. In order to maintain a peaceful work environment, please direct concerns involving staff to administration by emailing, or scheduling a phone call, or meeting. Depending on the nature of the concern, we will move forward in a professional manner.

### **Grievance Process-**

Your input is vital to the success of our school. We expect our parents to regularly tell us how we are doing. If you have any questions, comments, or concerns, please do not hesitate to speak with us about them. Please contact the director with any concern, so that OCDS may have the opportunity to address it, before it becomes a serious issue. We are all here with the goal of promoting happy, healthy children. If a concern cannot be resolved by speaking with a director, you may contact the Office of Childcare at 503-669-7112. The Office of Childcare does not address disputes regarding tuition, late charges, absenteeism, or vacation policies.

### **Termination of Service by Parent-**

To withdrawal from care, you must submit in writing. As outlined in the Tuition section of this handbook, if it is necessary to withdraw your child from Oregon City Day school, we ask that you give no less than **30 days written, prepaid** notice in order to receive a full refund for unused time in that month. Vacation credit is a courtesy extended from OCDS to our families and may not be used as a two-week notice.

## **-Personnel Qualifications:**

Our staff may fall into one of many categories, depending on experience. Our care teams are made up of Directors, Substitute Directors, Head Teachers, Teachers, and Aide 1 & Aide 2 as outlined in the Childcare Rule Book, issued by the Office of Childcare.

All employees have undergone a background check, including FBI fingerprinting, and are enrolled in the Central Background Registry. Each member of staff has obtained and must maintain CPR & First Aide Certification, along with the completion of several prerequisite courses as outlined by the Office of Childcare.

All members of staff, as preschool teachers/ early childcare practitioners, are considered mandatory reporters both during and beyond work hours. Each member of staff will continue to obtain at least 24 hours of continued education in our field through community based trainings, or college coursework each certification year.

Each teacher will be enrolled in Oregon Registry Online (ORO), which keeps track of all trainings and safety set courses in order to ensure ongoing training compliance. ORO also applies a “step number” to each teacher, based on their amount of accumulative trainings over their career in early learning. Steps range from a 0-10 depending on hours of completed training, and or higher education, certificates, and degrees.

Staff will use a combination of coursework, and on the job training to apply best practice in our operations.

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