

The Playschool at Mountain Park Family Guide 2023-2024

“Children need the freedom and time to play. Play is not a luxury. Play is a necessity.” –
Kay Redfield Jamison

Welcome to The Playschool –

This handbook is designed to ensure that your family has a rewarding experience at The Playschool. The purpose of this handbook is to outline our program's policies and procedures. It will hopefully answer any questions you may have about our program. We strive to work closely with families in a partnership that will facilitate the transition between home and school. Daily communication and a sense of trust between families and staff is vital.

Our goal is to provide high-quality care and learning experiences for children and to ensure that families are valued and respected. To accomplish this, we depend on our families to be responsible and active members of our school community. We expect families to read this handbook, follow the policies and procedures outlined, provide us with all necessary information, and be open and honest with us regarding your child and our program. We welcome your questions, concerns, and suggestions about your child's experience and the program. We understand that nothing is more important than your child's early education and care.

Given the nature of our ever-evolving early childhood education and care program, this handbook is a living document. You will be notified of formal policy changes during the year via a written policy notice through email. In addition, the handbook will be updated as needed.

-The Playschool Staff

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We Believe...

Children are strong and capable individuals.

Children deserve beautiful spaces to learn, indoors and outdoors.

In exploring concepts through hand-on activities.

In encouraging long blocks of uninterrupted, child-led play.

In offering opportunities to explore nature.

In developing positive, respectful relationships with peers and caregivers.

Our Philosophy & Approach

The Playschool at Mountain Park has served the neighborhood since 1974, educating children 14 months to 5 years of age in a play-based and nature-focused environment. Our school offers outstanding indoor and outdoor learning spaces, supports the development of social-emotional skills, and utilizes a play-based emergent curriculum.

Our curriculum is called “emergent” because it is continuously changing and evolving along with children’s needs and interests. Through “teachable moments”, we support children in exploring what is socially relevant, intellectually engaging and personally meaningful. And because it weaves experience and prior learning with play, it supports children deepen their understanding of the world around them.

Curriculum

Early childhood teachers ignite children’s interest in learning by creating an environment that encourages them to explore materials and interact with peers. We focus on supporting early learners as they make decisions, build skills, develop socially and emotionally, and become part of their classroom community.

Early childhood teachers act as partners, working alongside children and communicating with them both verbally and nonverbally to encourage learning. Key strategies for teacher-child interactions are sharing control with children, communicating as a partner with children, scaffolding children’s play, using encouragement, and taking a problem-solving approach to supporting children in resolving conflicts.

To create a predictable and active learning environment, teachers design their classrooms with diverse, open-ended materials that reflect children’s interests, culture, and language. The classroom is organized and labeled to promote independence and encourage children to carry out their own ideas.

A consistent framework for the day provides balance, with a variety of experiences and learning opportunities. Children engage in both solo and social play, participate in small- and large-group activities, assist with cleanup, socialize during meals, develop self-help skills, and exercise their fine and gross motor skills.

Inclusion

We support and celebrate the wonderful diversity of our families at The Playschool. We strive to help every child in our care develop his or her own understanding and appreciation of others by celebrating our differences. We do this in a variety of ways by

providing materials such as books, toys, and other open-ended materials that represent those in our program.

We strive to be an inclusive program. This means we accept children with a wide range of abilities and developmental levels. We provide an opportunity for all children to participate in daily routines and activities developed with each child's individual abilities and interests in mind. Our program also offers opportunities to learn about and celebrate each other's differences and similarities, and to help instill the standards and values that promote compassion, patience, and acceptance.

Guidance

Our Goals:

- To help children build self-regulation skills.
- To help children learn to problem-solve and make decisions.
- To help children understand the consequences (positive and negative) of their choices and actions.
- To help children understand their own feeling as well as the feelings of others (develop empathy)
- To help children feel successful in their abilities.

Our Techniques Prevent Problems By:

- Demonstrating coping skills by being positive role models
- Preparing a safe environment
- Scheduling activities and events with the child's needs in mind
- To set realistic limits that are fair and simple.
- Being clear and consistent
- Encouraging and acknowledging appropriate behavior

When Problems Occur, We:

- Understand that children are still learning, and the "mistakes" made by the child may be age appropriate.
- Enter the situation in a calm manner, and have our own emotions regulated.
- Get down to the child's level and listen.
- Recognize and validate the child's feelings.
- Assist the child through the process of problem-solving.
- Assist the child in making decisions that are safe and appropriate, find alternative choices.

What We Do Not Do:

- Label children as “bad”
- Judge children
- Isolate children for making mistakes.
- Embarrass children for their actions.
- Yell at children
- Use corporal punishment or physically harm a child in any way.

Staffing

The management team at The Playschool is comprised of a Center Director, Lead Teachers, Teachers, and Support Staff. The Center Director works closely with the Executive Director of the Mountain Park Clubhouse to set yearly budgets. The Center Director supervises the day-to-day operations of the center including family relationships, financial and clerical records, oversight of staff and staff development, meetings, the center environment, purchasing, and the program. The Center Director holds a full time, on-site position and is accountable to the Executive Director.

All staff members are experienced early childhood educators who participate in a continuous program of in-service professional development. Most staff members are active in our state and local professional early childhood associations and the National Association of the Education of Young Children (NAEYC).

Our early childhood teachers are responsible for developing a lesson plan using the curriculum, philosophy, and their creativity that is play-based, developmentally appropriate, and child-led. They are also responsible for designing a learning environment that is inspired by the children’s interests and desires.

Our program is sufficiently staffed and organized to assure that the needs of individual children are met, to maintain positive interactions, and constructive activity among the children and staff. This includes enough adults for the number of children in the program to ensure adequate supervision as required by the State of Oregon, frequent personal interactions, and time for individual instruction as needed. Staffing patterns are planned so that the same adults have primary responsibility for the same children each day. The number of children in a group is limited to facilitate constructive interaction and activity.

The Playschool continues to attract and retain a more highly qualified staff by paying a higher-than-industry-standard wage and offering a healthy benefit package. Our program employs and supports a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children’s learning and development, and to support the diverse needs and interests of our families.

Families & Partnership

Enrollment

The process for getting started at The Playschool depends on you, your child, and our current situation. Some children and families require very little to no transition period, while others need more time and support in becoming familiar with our setting and staff.

To facilitate the process, we recommend the following:

- You and your child are encouraged to visit and observe the classroom, as well as meet the early childhood teachers. The best time to visit our center is in the morning between 9:00am and 11:00am
- It is normal for some children to need several classroom visits with a family member before they adjust to their new environment. Families and teachers are encouraged to work together to develop an appropriate plan for transitioning.

Our annual Meet & Greet is held at the beginning of each new school year. It is recommended that all new families attend.

Family Communication

Daily communication with your child's teacher(s) is important. We strongly encourage you to exchange information with our staff. Please notify us as soon as possible of any life changes such as a death, divorce, move, etc. Even something as simple as a family member going out of town or a change in their everyday routine. Major and minor changes in the lives of children can explain a shift in behavior or big emotions. When our staff is aware of these situations, we can provide the appropriate care and sensitivity to your child's needs, fears, or circumstances. If you have a concern that requires more time or confidentiality, or would just like to chat, please contact your child's teachers to schedule a meeting at your request.

Feel free to ask questions – we will gladly answer them. A few of the ways we communicate with families are:

- Procare messaging
- Email
- Seasonal newsletters
- Whiteboards in all classrooms
- Bulletin boards in all classrooms and lobby
- Verbal communication

Family Involvement

The Playschool at Mountain Park has an “open door” policy, and we invite you to observe or participate in your child's classroom. Families are encouraged to be regular and frequent participants in our program. You may read a favorite story, stop by for

lunch, share a hobby or family tradition. If your child struggles with additional visits by a family member, please speak with your child's teacher.

Confidentiality

All information gathered about your child is kept confidential. Records are kept in a secure area with limited access except for authorized personnel. Information obtained and collected by the program will be shared with other staff only on a "need to know" basis. All information compiled during screenings and assessments will be used to promote the healthy developmental growth of the child. As appropriate, the classroom teachers, the family, and other essential personnel will be involved in making goals for the child or a referral in cases of developmental delays. No information shall be shared with an outside agency without the written consent of the family. On request, regulatory authorities (Oregon Child Care Division or Health Department) shall have access to confidential materials.

Arrival

Each morning when you and your child arrive at school, and each evening when you depart, please use our Procure Parent App to sign your child in and out. We are mandated by the State of Oregon to maintain records of your child's arrival time, hours on site, and departure time.

Most children thrive on routine. By arriving and departing at about the same time each day, your child can feel secure in the predictability of their day. The Playschool program begins at 8:30am for all classrooms. If there is going to be a change in your child's routine, or you will be arriving after 9:30am, please notify your child's teachers. This notification helps us plan our day and snacks.

Departure

When someone else is to pick up your child, please let your child's teachers know. Notifications can be made verbally, via email, or through our Procure App. For your child's protection, we may require them to show identification and verify they are authorized to pick up and/or be at The Playschool.

Helping Your Child Adjust

When a child joins a group of children in a childcare setting, it can be an adjustment for the whole family. We want to do all we can to make this adjustment as easy as possible for you and your child. We encourage you to spend some time in the classroom before you leave your child alone for the first time. Becoming familiar with the classroom environment and teachers helps strengthen your child's sense that The Playschool is a fun and safe place.

Children adjust in different ways. We have found that children experience the best adjustment to their new environment when you make goodbyes with them short, cheerful, and sweet. For example, say "I am leaving now but I will be back later to pick

you up. I know you will have a fun day at school.” Then leave. Staying after you’ve said “goodbye” or sneaking out without your child knowing will only increase your child’s anxiety and sense of security. Some children may cry at first and the teachers will comfort them while at the same time encourage participation in an activity.

Some children spend the first week or so watching other children engage in play before joining in, and others may settle in smoothly without much fuss. Our early childhood teachers understand that every child is different and may require different ways of support to help them feel secure and confident in their new classroom.

Potty Training

Potty training can be approached in many ways. We thought it may be helpful for all of you to be aware of how we handle potty training here at The Playschool.

The first and perhaps one of the most important steps is to get your child familiar with the process so they know what to expect when their “time” comes. We do this by having the children who are interested come to the bathroom as a group to observe the routine. This helps them understand that the potty is not a scary thing. There are frequent cheers and applause heard coming from the bathroom here at school. We offer a lot of verbal praise and support as the children work on this skill.

When your child is staying dry more frequently, and is comfortable with the toilet, they are probably ready to start potty training. Many parents ask if they should bring in pull-ups, and we suggest going straight from diapers to underwear. We have found during our years of potty training that children learn what is going on with their body quicker if they can feel when they wet themselves. Yes, it will mean some puddles on the floor and possibly lots of wet clothes but hang in there...things will improve!

Another important part of toilet training is encouraging your child and helping them build their confidence and self-help skills. Help your child learn to pull up and down their own clothing. Here at school, we encourage the children to assist in changing themselves when an accident happens by removing their wet clothing and putting it in a bag, then learning to help get themselves dressed in dry clothing. This boosts their self-esteem by helping them feel responsible for their actions. Dressing your child in clothing that encourages ease in potty training plays a big part in the whole process. Onesies and pants with snaps and zippers can make things more difficult. We encourage elastic waistbands and shoes with Velcro fasteners during this time. If your child gets frustrated by trying to pull up pants that are too tight or put on shoes that do not slip on easily, they can become discouraged and see toilet training as a negative experience.

Please let us know if we can offer any support or words of encouragement for your routine at home. We want your child to success, and we appreciate all your support for our efforts here.

Parking

Please park in the parking lot when dropping off or picking up your child. The two yellow spaces directly across from the clubhouse walkway are reserved for service and delivery vehicles but are available to families if no longer than 5 minutes. Please always keep these spaces available. Be aware that the red curb is posted as a “no parking” area.

Program Information

A Day in the Life of a Preschooler

ACTIVITY	WE ARE LEARNING . . .
Arrivals & Centers/Small Group Activities	Children plan for play, deciding where they want to go, who they want to play with, and what they want to play. Our areas include art, blocks, books, listening areas, dramatic play and sensory.
Group Time	The teacher reads a book, sings songs, and/or plays a game/movement activity. Children join in, share, make meaning, raise questions, and make connections to build ideas, concepts, and skills
Morning Snack	Mealtimes provides many opportunities to explore math and social skills.
Book Time	Children practice book, social and language skills when reading independently or with friends.
Outside Play	Various gross motor activities, creative play, building, sensory, and exploring are set up around the playground.
Centers/Small Group Activities	Children plan for play, deciding where they want to go, who they want to play with and what they want to do. Areas of interest include, creative play, STEM activities, pretend play, teacher lead activities.
Large Group Activity	Teacher will group the kids together and discuss what “play” plans everyone made during the day.
Lunch	Teachers and children eat lunch together like a family in the classroom. We practice our manners, appropriate discussions at mealtime and we clean up after ourselves when finished eating.

Outside Play	Various gross motor activities, creative play, building, sensory, and exploring are set up around the playground.
Rest Time	All students rest quietly on their assigned mats with blankets and nap time buddies brought from home. A story is played while we get comfortable and soothing music plays to help us sleep.
Quiet Activities	Children who are non-nappers are offered quiet activities to take to their mat. Quiet bins include small toys, puzzles, books, and fine motor activities.
Afternoon Snack	Mealtimes provides many opportunities to explore math and social skills.
Outside Play/Small Group Activity	Children plan for the afternoon, either play inside and “finish” what was played with in the morning or go exploring out on the playground.
Snack & Large group/Table Activities	Extra snack to tide us over till dinnertime. Listening to stories. Child lead activities.

Our preschool day has a mix of child-led, play-based, nature-focused, and teacher directed lessons and activities. It may change depending on children’s interests, temperaments, classroom climate, weather, and events.

Transitions

Our main goal is to ensure that each child settles into the new program easily and without confusion. We introduce the child to the teacher and environment slowly. We try, if possible, to move children together. Changes are much easier when they are with a friend. We will inform you daily of how your child is doing in the new classroom.

Your Child’s Schedule

Upon enrollment, you planned for specific days and times of attendance for your child. We ask that you arrive and depart at scheduled times. If you will be delayed in picking up your child, please notify your child’s teacher through the Procure Parent App.

We will attempt to accommodate all requests for a change to your child’s regular schedule. Changes are subject to the availability of space. It is our policy to not trade days. You will be charged a daily rate for days attended that are not regularly scheduled.

Meals and Snacks

Mealtimes are a pleasant social and learning experience for children. Adults sit with the children during lunch to provide role models and encourage conversation. The

Playschool will provide morning and afternoon snacks for the children. Families are required to provide a well-balanced lunch daily. Your child's lunch should contain . . .

- Food must be ready to eat (we will not be able to prepare or heat food). If food needs to remain chilled before eating, please make sure the lunch container is insulated and has an ice pack in it.
- ***Label all food containers with your child's name.***
- Do not send desserts/treats in your child's lunch - The Playschool will provide them occasionally. If desserts/treats get sent in your child's lunch, expect a phone call for early child pick up :)
- Milk will be provided - please do not send a drink with lunch (except for your child's daily water bottle).
- If the following nutritional guidelines are not met, we will supplement your child's lunch. *A \$5 fee will be charged to your next month's billing statement when we need to supplement or provide a lunch.*

Nutritional Guidelines:

- 1+ Serving of Grain (ex: bread, crackers, pasta, cereal)
- 1+ Serving of Protein (ex: peanut butter, deli meat, hard-boiled egg, hummus, tuna)
- 2+ Servings of Fruits/Vegetables (ex: grapes, carrots, banana, broccoli, applesauce)

Our food service goal is to provide a wide variety of nutrient-rich foods. Children need to eat good food frequently to stay healthy, grow, and learn. Because young children often prefer many little meals rather than a few larger ones, snacks are viewed as a part of your child's overall nutrient intake.

When planning our snack menu, the emphasis is on fresh fruits and vegetables, whole grain products, and other lower fat and low sugar options. We prepare as much of our menu as we can in our kitchen rather than using pre-packaged products.

Our school snack menu is emailed to parents weekly. Parents are encouraged to read it and plan accordingly. ***We do not substitute for children's dislikes or allergies.*** Parents must supplement our snacks with food from home.

Nap and Rest Policy

Sleep is [important for all of us](#) because it's a time for rest and recovery, allows our brains to form new pathways, and is a chance to replace chemicals and repair muscles. Because young children grow and develop so quickly, they need much more sleep—including daytime sleep—than adults.

Each child brings in their own naptime bedding for their assigned mat which could include a crib sheet, soft blanket, small pillow, and naptime buddy. Teachers help the children relax by turning down the lights, playing a calm story, playing soft music, talking softly, taking deep breaths, and helping them get comfortable.

What to Wear and What to Bring

To fully experience and explore The Playschool program, children need to wear non-restrictive, totally washable clothing. Since it is difficult to stay clean and dry when you are painting, crawling in the sand, practicing your pouring skills or your somersaults, we recommend 3-4 complete changes of washable clothing (including underwear, shoes, and socks) stored in your child's cubby. All footwear must have backs, including summer sandals. ***Please label all items with a permanent marker or other forms of identification.*** The changing weather may require additional articles such as coats, sandals, or water shoes. Please check your child's cubby frequently to make sure proper attire is included.

Birthday Parties & Holiday Celebrations

Families enjoy celebrating birthdays here at The Playschool, and we want to ensure all children have a great time. We want each child to feel appreciated on his or her special day, so we work with each child and family to create a celebration that is age appropriate and inclusive. We are happy to help you celebrate your child's birthday in the classroom. If you wish to schedule a birthday celebration, please speak with your child's Teacher. Store bought food is allowed for treats, but parents may also bring a favorite book to share, and/or little goodie bags.

Holidays are an exciting time for children and many families have special celebrations. We talk about holidays and the different ways people celebrate but focus continues our "normal" activities. Our goal is to compliment family activities rather than compete with them. We recognize and respect the diversity of our families' beliefs and cultural backgrounds and encourage all children to share their traditions with us.

Health and Safety

Handwashing

HELP US ALL TO STAY HEALTHY! PROTECT YOURSELF AND OTHERS!

All children and parents ***MUST*** wash their hands when entering a classroom. Bearing in mind that adults and children are most contagious two or three days before they show any symptoms of being ill, we ask that all families adhere to our hand washing policy. If you are picking up/dropping off multiple children in the Center, we ask that you wash your hands upon entering each classroom.

Proper Hand Washing Technique:

- Use soap and warm water.
- Rub your hands vigorously.
- Wash all surfaces, including:
 - Back of hands
 - Wrists
 - Between fingers
 - Under fingernails
- Rinse well
- Dry hands with a paper towel
- Turn off the water using a paper towel, not your clean hands.
- Help children learn the proper way to wash their hands, too.

Illness and Exclusion Policies

You should be aware that many children experience some mild forms of illness when they are introduced to a new group situation. We do our best to maintain a clean, healthy environment. We will notify you immediately if your child shows any signs of illness.

Please cooperate in helping us maintain a healthy environment for all the children at The Playschool. If your child shows symptoms of illness, please keep your child at home. Children need to be illness-free for 24 hours without medication and remain at home for a total of 72 hours before being admitted back to The Playschool. Please notify us if your child will be absent. Any staff member may refuse to admit your child if she/he feels your child is ill. A sick child does not perform well at school, requires extra attention from staff and exposes other children to illness. A child may not attend The Playschool with any of the following symptoms:

Illness

Fever above 100.4 degrees

Vomiting – more than one episode

Diarrhea – more than one episode

Conjunctivitis- tearing/redness

May Return Under the Following Conditions

Fever free for 24 hours without medication and remain at home for a total of 48 hours

Resume normal diet and has not vomited for 24 hours

When diarrhea has resolved. The stool may be within a 3-hour period unformed but may not be watery.

24 hours after beginning medication or a doctor's note stating of red eye, discharge, or that the condition is not contagious.

Rash with fever or behavior change	When a doctor's note states that the condition is not contagious.
Strep or Staph Infection	48 hours after treatment begins.
Chicken Pox	All pox is scabbed and dry.
Pneumonia or Bronchitis	48 hours on antibiotics and fever-free for 24 hours.
Difficult breathing/coughing	When the condition is resolved, and child can resume normal activities.
Head Lice	Children will be excluded from the program until they are nit and bug free.

Please notify The Playschool if your child contracts an infectious disease (chicken pox, food poisoning, fifth disease, hand, foot and mouth, etc.) so we can alert other families. If your child becomes ill while at The Playschool, you will be notified and asked to pick them up as soon as possible. If you cannot be reached, the staff will call the emergency contact listed on your enrollment forms.

Medication Policy

The Playschool staff can administer medication to a child under the following conditions:

- Prescription Medication must be in the **ORIGINAL CONTAINER LABELED WITH THE CHILD'S NAME**, the name of the drug, the dosage, directions for administering and the physician's name.
- Non-Prescription Medication must be in the **ORIGINAL CONTAINER LABELED WITH THE CHILD'S NAME**, the name of the drug, the dosage, and directions for administering. We will not administer non-prescription medication more than three consecutive days or more than once a day.

A Medication Request Form must be completed and signed for The Playschool staff to administer any medication.

Head Lice Policy

Lice are a common occurrence in schools. When a child gets lice, it does not indicate neglect on the part of the parent and does not indicate that the child has not been kept clean. It just indicates that the child has been near someone with lice. If head lice are found on a child, the following steps will be taken:

- Parents are notified and the child must be picked up from school. Any sibling attending the Playschool must be picked up at the same time.

- Notification letters will be sent home with the child containing educational material for detection, treatment, and environmental control.
- Nits must be removed with a special nit comb and the child's head must be treated with a product formulated to remove head lice.
- Parent notification letters will be sent out to all Playschool families.
- Guidelines for environmental control of pediculosis in classrooms will be distributed to staff.
- Child will be excluded from school until all lice and/or nits are gone.

Please be assured that we will do everything possible to prevent infestation at The Playschool. With your support and cooperation, we will stop lice from spreading.

Sunscreen Policy

During the summer months, we ask that you apply sunscreen to their child in the morning and teachers will reapply in the afternoon before sun exposure. Families will be asked to sign a consent form to allow their child to have sunscreen applied. The Playschool will provide sunscreen, but families may bring in their own brand if they wish. Aerosol sunscreens are not allowed.

Medical Emergency

All personnel on site are certified in first aid and CPR. Most injuries that occur to children here only require an ice pack and plenty of TLC. Any injury will be documented in the Procure Parent App. Parents and the Mountain Park Safety Committee will request a copy of the report. Please note, on occasion, a child may receive a bump, bruise or bite that goes unnoticed by staff. We will try our best to prevent such occurrences. Please bring them to our attention when they do occur. If we feel that an injury requires evaluation by a medical professional, we will contact you right away. Should a life-threatening incident occur, first aid will be provided, an ambulance will be summoned, and a parent notified immediately.

Immunization

Immunization Records State law requires that immunization records be current and appropriate. State law does allow for religious or medical exemption from immunization. Children will not be prohibited from participating in the program because of religious or medical exemptions as mandated by Oregon State law. For us to keep all records up to date and accurate, please let the front desk know when your child receives an immunization or a booster.

Alternate Care

Having back-up care is an integral part of attending any childcare center. If your child develops a fever or one of the excludable infections listed by the Health Department, or just feels so poorly that they cannot participate in our program, you will be asked to pick

up your child. Sometimes a child is just having an off day and needs to be picked up. We understand that our calls may not come at the most opportune moment, but we ask that you understand that your child needs you or a familiar person when they are ill. Please plan for emergency care when your child begins a program.

Emergency Closures

On snowy or icy days, our staff will do their best to get here on time for their regular shifts. Sometimes ice and snow may cause a delay in opening The Playschool or on rare occasions not allow us to open. Please check your email, Procure Parent App, Website (<https://mtparkhoa.com>) or Facebook to get the latest information on The Playschool's weather closures.

Late Start

Our goal for Late Start mornings is to allow the staff to travel safely to The Playschool and ensure the building is warm and the lights are on. On these mornings, The Playschool will open at 10:00a.m.

Closure

If the Lake Oswego School District has closed due to weather, there is a high probability that we will close as well. The Playschool will also be closed if we experience a power outage, the water is off, or unhealthy smoke conditions.

Disaster Plans

On rare occasions, we may need to close The Playschool. If your child is in our care at the time, we will contact you as soon as possible. Below is the address of our temporary emergency shelter if our building should become uninhabitable during a day when children are present.

Mountain Park Clubhouse – 2 Mt Jefferson Terrace, Lake Oswego, OR 97035

Disasters can occur anytime and without warning. We have a disaster plan in place and have done our best to prepare in advance for the possibility of an earthquake or other serious natural disaster. We regularly conduct evacuation drills and verify that our emergency equipment is up to date and ready. The Playschool is committed to the safety and security of our students, staff, and visitors. We have worked diligently to develop systematic emergency preparedness measures to respond to everything from intruder alerts in the school to earthquake and fire emergencies. Mountain Park's safety committee has put in place safety plans and training programs that have strengthened the school's emergency response abilities. Some of our safety procedures include:

- Providing monthly emergency drills
- Providing on-the-go emergency kits in each classroom.
- Training all staff in CPR/First Aid and the use of a defibrillator.
- Maintaining an evacuation site for the school

- Improving protocols for signing children in and out of the school.

As always, parents play a crucial role in ensuring school safety. You can help maintain a safe environment for children by always signing them in and out of school at the front desk and by exiting out only through the front doors, by using extreme caution when pulling in and out of the parking lot, and by making sure the school has up to date contact information for use in an emergency.

Outdoor Play

Outdoor play is fundamental to a child's health and general well-being. Children participate in outdoor play daily. If a child is well enough to attend school, they are expected to participate in outdoor play. Please check the weather and send appropriate outdoor clothing so that your child will be comfortable. Hats or hoods are recommended for children when playing in light rain. Also, keep in mind that our playground becomes muddy during the rainy weather, so rain suits and boots are advised.

Administrative Issues

Tuition

The Playschool is a self-supporting childcare center. Tuition charged to families is set at a rate so our income offsets our monthly expenses. The cost of our program does not vary with individual daily absence or illness, so we do not make daily or hourly adjustments. There is no reduction in tuition for illness, holidays, pandemics or when The Playschool closes for inclement weather and annual maintenance.

Tuition is paid in advance. Statements are emailed by the first business day of each month. Payment is due by the tenth of the month. Payments not paid in full by the fifth will receive a \$30.00 service charge. Tuition payments not made by the last business day of the month may result in our discontinuing service to your family. Please contact the Mtn Park accounting department if you wish to make special arrangements for payment.

The Playschool will give one month's written notice to parents for any changes in fees, hours, or payment schedule.

There is a 10% tuition discount for the second (and each additional) child in a family. The child spending the greater amount of time in The Playschool pays the full rate, the other(s) receive the appropriate discount.

A \$25 charge will be incurred for returned checks.

A daily rate will be incurred for days not regularly scheduled.

Late Fee

The Playschool closes at 5:30pm. Please plan to be here by closing every day. Please call The Playschool if you are more than 5 minutes late. A late fee begins to accrue at 5:30pm at a rate of \$1 per minute. More than two late arrivals in a month may be the cause for discontinuation of service.

Notification of Withdrawal

A two-week written notice is required to withdraw your child from The Playschool. You will be expected to pay for the two weeks if notice is not given.

Termination of Care

The Playschool reserves the right to ask parents to find alternative childcare arrangements for their child without prior notification for the safety and well-being of staff and/or program participants. Additionally, The Playschool reserves the right to make decisions not covered in this guide that are deemed necessary for the safety and welfare of all children and the program. Some reasons for termination might include:

- Non-payment or inconsistent payment of fees.
- Abusive parental behavior toward staff, children, or other parents.
- Program's inability to meet a child's or family's needs.
- A poor fit between program philosophy goals for children and parental expectations.

License

The Playschool is licensed by the Child Care Division for 58 children age 14 months through 6 years of age. The CCD establishes regulations that govern our facility, staff, record keeping, nutrition, health, and safety procedures. Concurrent with CCD regulations, representatives of all agencies involved in certification and custodial parents have access to all parts of The Playschool during hours of operation. No advance notice is required. The following documents are available at the front desk for review:

Rules for the Certification of Child Care Centers

The most recent:

- Child Care Center Certification Inspection
- Child Care Center Sanitation Inspection
- State Fire Marshall Inspection Notice

Addressing Your Concerns

If you have any concerns about our program during your child's time with us, please:

- Speak with your child's classroom teacher.
- If your concerns are not resolved, please speak with the Playschool Director.
- The Executive Director is available to assist in working with families and teachers to resolve any issues.

Complaints - How to Report a Complaint to the Child Care Division

The Child Care Division develops day care requirements with the help of childcare providers, parents, educators, doctors, and experts in fire, safety, and sanitation. These rules are the result of the work of many people and groups and are designed to reflect what the citizens of Oregon consider reasonable and minimum for protecting the health, safety, and welfare of children in day care. As a childcare consumer, you have a responsibility to be sure that we are providing such an environment. Here is what to do if you wish to report a complaint:

Step 1 – Discuss your complaint with The Playschool Director. She will talk with you and try to work out a solution to your problem.

Step 2 – If you have a complaint that you cannot resolve with The Playschool Director, the next step is to telephone the Child Care Certification Specialist at the CCD (Clackamas County Branch). The specialist will work with you and The Playschool Director to resolve the issue.

Child Abuse Reporting Law Requirements

The safety and well-being of every child in our program is always our first concern. By law, all Playschool staff must report any suspicion or knowledge of child abuse to the state. Staff must follow the guidelines established by the state of Oregon when there is a concern that children in our care are being treated in an abusive manner by anyone including parents, staff, and family members. We take this responsibility very seriously, as we are state mandated and ethically required to do so. Child Protective Services 24-hour Child Abuse Reporting 503-731-3100.

School Closures

The Playschool at Mountain Park is closed on:

- New Year's Day
- Civil Rights Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Last week of August
- Labor Day
- Thanksgiving Day and the day after

- Christmas Eve and Christmas Day

The Playschool closes at 1pm on:

- Day before Thanksgiving
- New Year's Eve

***Any additional closures may be added during the December holidays due to low attendance as well as throughout the year for teacher in-service days.

Screen Time

We feel strongly that it is developmentally beneficial for children to actively interact with their environment. We work hard and thoughtfully to provide a variety of activities that will interest and involve our children. Occasionally the preschool or pre-kindergarten classes will view a video appropriate to their curriculum. The video must intentionally link to curriculum or to encourage active child involvement such as dance or yoga. If the children are not interested in viewing the program, they may choose another activity.