

THE PLAYSCHOOL

AT MOUNTAIN PARK

PARENT GUIDE

2020-21



“PLAY IS THE
HIGHEST FORM OF
RESEARCH.”

-Albert Einstein

Welcome to the Playschool

This handbook is designed to ensure that your family has a rewarding experience at The Playschool. We have tried to anticipate many of your questions about this program. The purpose of this handbook is to outline the program's policies and procedures. We strive to work closely with parents in a partnership that will facilitate the transitions between home and school. Daily communications and a sense of trust between parents and teachers are vital.

Our goal is to provide the highest quality care and education for children and to ensure that parents are valued and respected. To accomplish this, we depend on parents to be responsible and active childcare consumers. We expect parents to read this handbook, follow the policies and procedures outlined, provide us with all the necessary information, and be open and honest with us regarding our program and your child. We welcome your comments, 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 experiences.

Given the nature of our ever-changing quality early 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.

Play is the method;
learning is the outcome!

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WE BELIEVE . . .

Children are capable and strong.

Children deserve beautiful spaces indoors and outdoors.

Exploring concepts through hands-on activities.

Encouraging long blocks of uninterrupted play.

Allowing opportunities to explore both indoors and outdoors.

Establishing caring, respectful relationships with peers and adults.

Our Philosophy and Approach

The Playschool at Mountain Park has served the neighborhood since 1974, educating children 14 months – 5 years of age in a nature and play-based environment. The school offers outstanding indoor and outdoor learning spaces, teaches socialization, and utilizes a play-based emergent curriculum that is developmental, hands-on, sensory, and active.

The curriculum is called “Emergent” because it evolves, moving along new paths as choices and connections are made, always open to new ideas. Through “teachable moment” interactions between children and teachers, it explores what is socially relevant, intellectually engaging and personally meaningful. And because it weaves experience and prior learning with play, it helps children deepen their understanding of the world.

Inclusion

We support and celebrate the wonderful diversity of every family. We strive to help every child in our care develop his or her own understanding and appreciation of others by celebrating our differences and that which unites us. We do this in a variety of ways including books, language, diverse cultural materials, class discussion, guest facilitators, menu options, classroom displays and activities, music, seasonal celebrations, field trips, service projects, and art activities.

We are a full inclusion program. This means that 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 programs provide the opportunity to learn about and celebrate differences and similarities and help to instill the standards and values that promote compassion, patience, and acceptance.

Curriculum

The High Scope educational approach is based on the belief that young children build or “construct” their knowledge of the world. Teachers ignite children’s interest in learning by creating an environment that encourages them to explore learning materials and interact with adults and peers. We focus on supporting early learners as they make decisions, build academic skills, develop socially and emotionally, and become part of a classroom community.

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

To create a predictable and active learning environment, teachers arrange and equip the classroom with diverse, open-ended materials that reflect children’s home, culture, and language. The room is organized and labeled to promote independence and encourage children to carry out their intentions.

A consistent framework for the day provides a balanced variety of experiences and learning opportunities. Children engage in both individual and social play, participate in small- and large-group activities, assist with cleanup, socialize during meals, develop self-care skills, and exercise their small and large muscles. The most important segment of the daily routine is the plan-do-review sequence, in which children make decisions about what they will do, carry out their ideas, and reflect upon their activities with adults and other children. These higher-level thinking skills are linked to the development of executive functions, which are needed to be successful in school and life.

Staffing

The management team at The Playschool at Mountain Park is comprised of a Board of Directors Liaison, an Executive Director, and a Center Director. The Board of Directors Liaison oversees the overall operations of the Mountain Park HOA. The Executive Director works with the Center Director to set yearly budgets. The Center Director supervises the day to day operations of the center including parent relationships, financial/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.

The assistant management team is comprised of an Enrollment Specialist, an Events and Marketing Specialist and a Curriculum and Spark Specialist.

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

Classroom teachers are responsible for developing a lesson plan using the curriculum, philosophy, and their creativity, creating a developmentally appropriate environment for their classrooms age group and to provide complete and competent communication with family members.

Our program is sufficiently staffed and organized to assure that the needs of individual children are met, and 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 programs employ and support a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.

Staff Appreciation

Staff appreciation is an on-going component of our community. We have many opportunities for you to celebrate your teachers including a winter cookie exchange, spring teacher appreciation week activities, and regular staff luncheons.

Guidance

Our Goals:

- To help children build self-control.
- To help children solve problems and make appropriate choices.
- To help children to see consequences (positive and negative) of their choices and actions.
- To help children develop empathy and cooperation.
- To make children feel successful and to build their self-esteem.

Our Techniques Prevent problems by:

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

When problems occur, we:

- Redirect children before a problem escalates.
- Remind children of rules.
- Help children solve problems by giving or helping the child find the words they need to communicate their needs and desires
- Use logical consequences for the situation (i.e. A child who uses a toy inappropriately may not play with the toy. If a child is out of control in an area, they will need to leave the area.)

- Recognize and put into words what the child may be feeling and restate the rules; "I can see you're angry, but you may not hurt another person."
- Have the child sit out until they are ready to make appropriate choices, having the child be accountable for and in control of their choices and behavior
- Remain calm and state our expectations in a positive manner ("You need to walk inside" vs. "Don't run" "Use a quiet voice inside" vs. "Don't yell")
- Walk over to the child and get down at their level to speak to them, instead of yelling across the room or playground.

What we do not do:

- Label children.
- Judge the child.
- Humiliate children for their actions.
- Have a predetermined time, place, or chair for "time-out."
- Yell at children.
- Use corporal punishment or physically harm a child in any way.

Families and Partnership

Enrollment

The process for getting started at The Playschool depends on you, your child, and your situation. Some children and families seem to just breeze into our program, with little or no transition period. Other children and families need lots of time to become familiar with our setting and our staff.

To facilitate the process, we recommend the following:

- You and your child are encouraged to visit the classroom and meet the teaching staff.
- The best time to visit and observe curriculum is in the morning between 9:00 a.m. and 11:00 a.m.
- It is normal for some children to need several classroom visits with a parent before they adjust to the environment. Parents and teachers working together can create an appropriate plan.

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

Parent Communication

Daily communication with your child's teacher(s) is important. We encourage you to exchange information about your child with our staff. Please notify us as soon as possible if your child has any special needs. If there is a death, divorce or move, the child may behave different than normal. We can provide the best care if we are aware of any special needs, fears, or circumstances. If you have a concern that requires more time or confidentiality, or would just like to chat, the teachers will be happy to schedule a conference at your request.

Feel free to ask questions. We will gladly answer them. We encourage you to share your talents with us as well. A few of the ways we communicate with parents are:

- Seasonal newsletters
- Weekly emails
- Whiteboards in all classrooms
- Bulletin boards in classrooms and lobby
- Remind messages

Parent Involvement Opportunities

The Playschool at Mountain Park has an “open door” policy and we invite you to observe or participate in your child’s class. Families are encouraged to be regular and frequent participants in our program. You could read a favorite story, stop by for lunch, share a hobby or family tradition or just take an “at home project” found in our fix-it area. If your child is upset by your visits, please talk with his/her teacher.

Arrival

Each morning when you and your child arrive, and each evening when you leave, please use the tablet at the front desk 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. This means that in addition to the tablet signing at the lobby, the Child Care Division of Oregon requires that, “the current day’s attendance record shall be maintained in the child’s classroom in paper format.”

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 his or her day. The Playschool program begins at 8:30 a.m. for all classrooms. If there is going to be a change in your routine, or you will be arriving after 9:30 a.m., please notify your child’s teacher. This notification helps us plan our day and snacks.

Picking Up Your Child

When someone else is to pick up your child, please let both the Front Desk and the classroom staff know. We will ask you to write down the name of the person and any other pertinent information in our logbook at the Front Desk. It is important that we have the names of people who are authorized to pick up your child on file at the Front Desk. For your child’s protection, we may require them to show identification and verify that they are authorized to pick up and/or be at The Playschool.

Confidentiality

All information gathered about a child is kept confidential. Records are kept in a secure area with limited access except by authorized personnel.

- Information obtained and collected by the program will be shared with other staff only on a “need to know” basis.

- Parents and guardians may ask to view screening and assessment results through asking the classroom teacher or the director.
- All information compiled during screenings and assessments will be used to promote the healthy developmental growth of the child. As appropriate, the classroom teacher, the parents, 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 from the parent or legal guardian.
- On request, regulatory authorities (Oregon Child Care Division or Health Department) shall have access to confidential materials.

Child Assessments & Conferences

Ongoing child assessment is also an underlying component of the High Scope Curriculum. Objective anecdotal observations of children collected throughout children's natural play allow teachers to assess child progress and plan meaningful learning experiences.

Each spring and fall, we schedule parent conferences. The purpose of the conference is to review the written development report and the curriculum plan that best meets the needs of your individual child. While conferences are optional, we encourage and appreciate your participation. Conferences give families and teachers the opportunity to sit down and talk about your child's progress. If at any point during the year you would like uninterrupted time with your child's teacher, please feel free to schedule additional meetings.

Helping Your Child Adjust

When a child joins a group of children in a childcare setting, it is quite an adjustment for the entire family. We want to do all that 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 and teachers helps to strengthen your child's sense that The Playschool is a fun and safe place to spend the day.

Children adjust in different ways. We found that children experience the best adjustment when you make leaving them cheerful, short, 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." Then leave. Staying after you have said "good-bye" or sneaking out when your child is not looking, will only increase your child's anxiety. 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 the other children before joining in, others may adjust by being overly aggressive the first few days, and some children settle in smoothly without much fuss. In any situation, communication is the important detail to remember.

Potty Training

Many of your children have begun the exciting process of potty training. This can be approached in many ways. We thought it may be helpful for all of you to be aware of how we handle toilet training here at school.

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 process.

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. What we suggest is to go straight for the cloth underpants. We have found during our years of potty training that the children learn what is going on with their body quicker if they can feel themselves getting wet when it happens. 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's 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.

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

Kindergarten Transition

Once your child graduates from The Playschool, our job and commitment to your child is not over. We want to help the transition to Kindergarten go smoothly for both you and your child. Our Pre-K transition team is here to help. With the parents signed permission, our team is available for teacher to teacher communication along with classroom visits to ensure the transition to Kindergarten is successful.

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 parents for no longer than 5 minutes. Be aware that the red curb is a posted "no parking" area.

Program Information

A Day in the Life of a Preschooler . . .

TIME	ACTIVITY	WE ARE LEARNING . . .
7:00	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.
8:45	Morning Meeting	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
9:00	Morning Snack	Mealtime provides many opportunities to explore math and social skills.
9:30	Book Time	Children practice book, social and language skills when reading independently or with friends.
9:45	Outside Play	Various gross motor activities, creative play, building, sensory, and exploring are set up around the playground.
10:45	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.
11:45	Large Group Activity	Teacher will group the kids together and discuss what "play" plans everyone made during the day.
12:00	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.
12:20	Outside Play	Various gross motor activities, creative play, building, sensory, and exploring are set up around the playground.
1:00	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.
2:15	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.
3:00	Afternoon Snack	Mealtime provides many opportunities to explore math and social skills.
3:15	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.
4:45	Snack & Large group/Table Activities	Extra snack to tide us over till dinnertime. Listening to stories. Child lead activities.
6:00	Playschool Closes	

Our preschool day has a mix of children lead, play-based, nature-based, and teacher directed lessons and activities. This is a general daily routine. It may change depending on children's needs, situations, weather, and classroom 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.

We move children from one classroom to the next based on the child's development and their age. When Toddlers move into the Jr. Preschool program, they should be following simple instructions, working cooperatively within a group of children and be able to verbalize wants and needs to the teacher and other children.

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 The Playschool to inform your child's teacher.

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.

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.

Neighborhood walks, whether on foot or in strollers are common. Small groups of children and their teachers can get some fresh air and explore the trails through the Mountain Park Community.

Meals and Snacks

Mealtime is 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. Parents are required to provide a well-balanced lunch. Your child's lunch should contain . . .

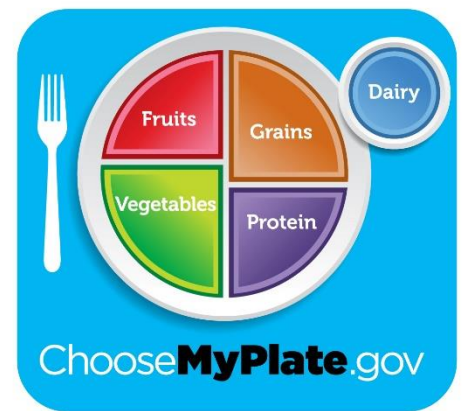
- Food must be ready to eat (we will not be able to prepare or heat food). If food needs to remain chilled before eating, please make sure the lunch container is insulated and has an ice pack in it.
- **Label all food containers with your child's name.**

- 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. It can also be found on our website - mplayschool.com. Parents are encouraged to read it and plan accordingly. We do not substitute for children's dislikes or allergies. Parents may 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 soft blanket, small pillow, and naptime buddy. Teachers help the children relax by turning down the lights, 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 one or two 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.

What Not to Bring

Toys from home often get broken or lost, and sometimes are very difficult for children to share. Please have your child leave them at home or in the car. Even on sharing days, toy weapons or toys that encourage "war play" are not allowed. We also ask that you leave gum, candy, and money at home.

Birthday Parties

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 with special games, songs, and craft projects. 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.

Fieldtrips

Preschoolers may take trips on a rented school bus or public transportation to a park or other off-site locations. We will call upon parents to provide the extra adult help that we need for these adventures. Teachers will post a notice in advance and ask you to sign a permission slip for your child to attend. Field trips may be rescheduled or subject to change based on weather conditions or other factors.

All field trips will be posted with pertinent info at least 48 hours in advance. If you miss us, you may inquire with the front desk staff to see if there is space for your child in a classroom for the morning or you may have to take your child home until we return.

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 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:

<u>Illness</u>	<u>May Return Under the Following Conditions</u>
Fever above 100.4 degrees	Fever-free for 24 hours without the help of fever reducing medicine
Vomiting – more than one episode	Resume normal diet and has not vomited for 24 hours
Diarrhea – more than one episode	When diarrhea has resolved. Stool may be within a 3-hour period unformed but may not be watery.
Conjunctivitis- tearing/redness	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	24 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, etc.) so we can alert other parents. If your child becomes ill while at The Playschool, you will be notified and asked to pick them up as quickly as possible. If you cannot be reached, the staff will call the emergency contacts listed on your enrollment forms.

Dispensing Medication

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 without specification on the label or instructions from a physician.

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

Medical Emergency

All personnel on site certified in first aid and CPR. Most injuries that occur to children here only require an ice pack and plenty of TLC. An Ouch Report will be sent via email at the end of your child's day. Any injury requiring more than that will be documented in a formal accident report and the parent will be notified soon after the injury happens. 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.

Head Lice

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 letter 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 letter 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.

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.

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 exemption 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.

Sunscreen

During the summer months, we ask that parents apply sunscreen to their child in the morning and teachers will reapply in the afternoon before sun exposure. Parents will be asked to sign a consent form to allow their child to have sunscreen applied. The Playschool will provide sunscreen, but parents may bring in their own brand if they wish. If bringing sunscreen from home, a medication form will need to be filled out and signed. Aerosol sunscreens are not allowed.

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, Remind App, Website (<https://mtparkhoa.com/playschool/>) or Facebook to get the latest information on The Playschool's weather closures.

Late Start

Our goal on 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 10:30 a.m.

Closure

If the Lake Oswego School District has closed due to weather, we will also close. The Playschool will also be closed if the power is out or the water is off.

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
(503) 635-3561

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. Every enrolled child has supplied their own Care Kit to be used for emergencies (If needed, diapers to last for three days). We regularly conduct evacuation drills and verify that our emergency equipment is up to date and at the 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.

Operations

School Closures

The Playschool at Mountain Park is closed on:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day

The Playschool closes at 1pm on:

- New Year's Eve

***Any additional closures may be added during December holidays due to low attendance as well as throughout the year for teacher in-service days. All in-service days will be listed on our yearly take home calendar.

Holidays

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.

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.
- If you feel that your concerns are not addressed by the ED, please speak to the Board of Directors Playschool representative.

Television

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.

Tuition

The Playschool is a self-supporting childcare center. Tuition charged to parents 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 tenth will receive a \$25.00 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 Accounting Department if you wish to make special arrangements for payment.

We prefer payments be made by check, Tuition Express or MyProcure. If paying by cash, you will need to bring in exact change. For your convenience, you may sign up for our automatic monthly payment plan thru Tuition Express. This service allows The Playschool to automatically deduct your Playschool tuition and related charges monthly from your checking or savings account as an ACH debit. There will be a fee of 3% if you choose to pay by credit card via Tuition Express or MyProcure.com.

If your child's first day is after the 5th business day of the month, your tuition will be prorated for that month.

The Playschool will give one month 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 \$30 charge will be incurred for returned checks.

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

Late Pick-up Fee

The Playschool closes at 6pm. Please plan to be here by closing at 6pm every day. Please call The Playschool if you will be more than 5 minutes late. A late fee begins to accrue at 6pm at a rate of \$1 per minute. More than two late arrivals in a month may be cause for discontinuation of service.

Notification of Withdrawal

Thirty days written notice is required to withdraw your child from The Playschool You will be expected to pay for thirty days 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 5 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

Grievances

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.