

# Country Kids Preschool Parent Handbook



Location: 20060 Hwy 212 Damascus OR, 97089  
(503) 638-5437 (kids)

Location: 14655 SE Wyeast Ave, Damascus OR, 97089  
(503) 658-2569

Owner: Sara Williams

[Countrykidsdamascus.com](http://Countrykidsdamascus.com)



## Philosophy

We are focused on providing a safe and welcoming environment for all children and families. We believe communication is key and that parents are an integral part of our program.

Country Kids Preschool is a Waldorf inspired school and we want your child's experience with us to be rewarding and enjoyable. We create a developmentally appropriate environment for all children under our care and are committed to the Total Child Approach. We encompass and provide stimulating experiences that promote each child's social, emotional, physical, language, cognitive and spiritual development.

Children are encouraged to use their imagination, investigate the natural world and explore social relationships through play and learning. We believe all children are unique and competent and have a right to be valued and respected for who they are.





# Hours of Operation and Absences

## Business Hours

Country Kids Preschool and Daycare locations are open from Monday to Friday all year round. Our doors are open and ready to welcome you at 7:00 AM and close at 5:30 PM. Any child that is picked up after 5:30 PM will be charged a \$1.00 per minute late fee.

A lot of our learning is in the morning hours so we please ask that children be dropped off by 9:30 AM to gain the full benefits of learning. We ask that if your child needs to be dropped off later than 9:30 for appointments that you communicate this a day in advance.

## Arrival and Departure

We ask that you please remain with your child during drop off until they are welcomed in by a staff member. When picking up your child please take safety measures and escort them by hand to your vehicle. The ADA ramp at the Hwy 212 center should not be used by the children during icy weather, it becomes especially slippery and dangerous.

We will only release a child to a parent or authorized person(s) named and identified by the parent(s). The Director or Sub Director shall verify the identification of any person(s) who picks up the child on their authorized pick up list. If it is the **first time** an authorized person(s) is picking up your child please remind them to bring their I.D. with them to the front door for the Director or Sub Director to check.

## Absences

We ask parents to please communicate verbally or over the phone with staff if your child will have a planned late day, early pick up or will be absent on any of their scheduled days of attendance.

If your child is sick we ask that you please follow the health and safety policy and call your child's center to communicate with staff.

If staff are not available to answer the phone, you may leave a voicemail or send a message through Brightwheel.



# Holiday and Weather Closures

## School Closures

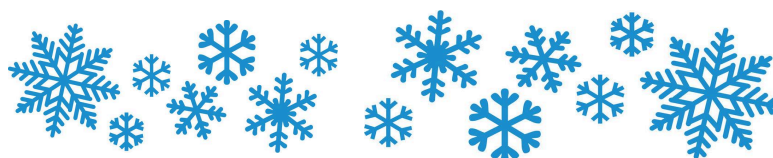
We **will** be closed:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving and the following day
- Christmas Eve or the day following Christmas (TBD Yearly)
- Christmas Day



We observe the same day as the government if the holiday falls on the weekend. There is no rate reduction for these days, rates have been calculated to accommodate these closings.

## Inclement Weather



In the event of snow or ice please either call the center directly or check our facebook page for information on late starts or closures. We will have a recorded message on our answering machine about late starts or closures if staff are not in the building.

We base our decision to have late starts or closures on several factors. Depending on our school district Gresham-Barlow, surrounding school districts, the odot weather information and on staff availability. We do our best to remain open and to close only when it is a safety concern for our staff and families.

In the unlikely chance of power outages or severe snow/ice during the day, the owner will decide if an early closure is needed. If an early closure is needed directors will call parents to come and collect their child(ren) and we will have a posted update to the facebook page as well.



# Security and Evacuation



## Security

Parents may enter our school and classrooms with authorization. All other visitors must check in with the Director and sign in to the visitor log upon arrival. Visitors will only be allowed into areas of the facility necessary to complete their work and will be monitored.

Children will never be left alone or unattended by an adult. Children will always be supervised by a background-cleared and trained staff member.

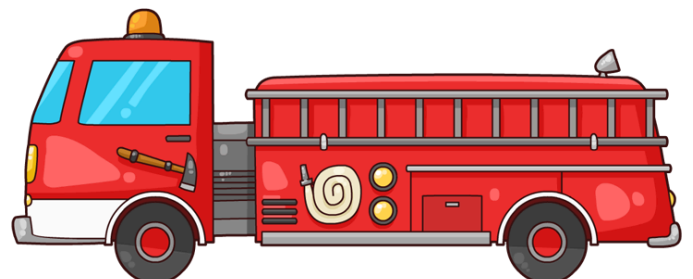
Our facility is equipped with video cameras, and we use continuous monitoring. These recordings are used for the sole purpose of securing the safety of children and staff. Video is not available to be viewed by anyone except management due to the protection and privacy of parents, children, and staff members. If you have any questions or concerns, please let us know.

## Emergency Evacuation

If a fire or gas leak occurs, we will evacuate the buildings and gather in our designated Emergency Evacuation area. Our priorities are the safety and care of the children, staff and cooperation with the first responders/safety personnel. We will leave a message on our phone, forward calls, and then return to the school as soon as possible.

Fire drills are practiced once per month and other types of safety drills are practiced every other month. Smoke alarms, carbon monoxide alarms, and fire extinguishers are checked every month and during state inspections.

Incase of an emergency where evacuation is needed families will be able to come get their children at our safe designated pick up spots. Families whose children attend our **HWY212** location will be able to pick up their children at the Damascus Centennial Park right behind the building and next to the Bi-mart store parking lot. Families whose children attending our **Wyeast** location will be able to pick up their children at 14597 SE West Park Court street.



# Safe Sleep and Nap

## Safe Sleep Practices

All staff are trained in safe sleep procedures. We use portable cribs and pack-n-plays with firm mattresses approved by manufacturers. Per state regulations, infants are provided cribs with sheets. Sheets are changed, and the crib is sanitized between each child. Infants will follow their own sleep patterns and waking periods. Infants will be placed on their backs to sleep at all times. Infants who roll over on their own are allowed to stay on their side/stomach.

Infants are not allowed to have blankets or stuffies until they are 12 months old. Infants may wear an approved sleep sack that allows their arms to move freely. Infants are not allowed to sleep in car seats or baby swings, they will be transferred over to cribs.



## Nap Time

Nap time is scheduled daily from 12:00 – 2:30 PM and is considered quiet in our schools. Children who do not sleep after 20 – 45 minutes of quiet time will be provided with an alternative quiet activity.

All children will sleep in well lit rooms so staff may monitor their breathing. Toddlers and Preschool students will each have private cots provided by the school's, children who sleep on cots will be placed 3 feet apart.

Toddlers and Preschoolers are allowed one stuffie or one small pillow along with their blankets provided by the parent. Student bedding will be sent home each Friday for the family to launder and needs to be returned on Monday.





# Health

## Illness

Per our health and safety policy children who are carrying a communicable disease or have the one or more of the following symptoms within a 24 hour period will not be able to attend. Children will be able to come back once they have been symptom free in a 24 hour period or have been cleared by a physician.

- A) Fever over 100 degrees F taken under the arm.
- B) Diarrhea (more than one abnormally loose, runny, watery, or bloody stool).
- C) Vomiting.
- D) Severe cough.
- E) Nausea.
- F) Unusual yellow color to skin or eyes.
- G) Skin or eye lesions or rashes that are severe, weeping, or pus-filled.
- H) Difficulty breathing or wheezing.

### **I NEED TO STAY HOME IF...**

| I HAVE A FEVER  | I AM VOMITING   | I HAVE DIARRHEA   | I HAVE A RASH   | I HAVE HEAD LICE  | I HAVE AN EYE INFECTION  | I HAVE BEEN IN THE HOSPITAL   | I HAVE THE FLU  |
|---|---|---|---|---|--|---|---|
|  |  |  |  |  |  |  |  |

Should your child become ill while under our care you will be contacted for permission to administer tylenol or to pick up your child. Any outbreak of communicable disease or food poisoning will be reported to all parents.



## Immunizations

Immunization records are due upon enrollment and must be updated annually thereafter. Hard copies of the forms will be sent home and need to be returned for our records as soon as possible. Annually immunization records will be due the month of February.

# Allergy/Medication/Sunscreen

## Allergy

If a child has allergies or a medical condition a specific plan shall be developed in writing between the facility, parents, and (if necessary) an outside specialist. All staff who come in contact with that child will be made aware of the specific plan. Children who require emergency medication such as an Epi-Pen or rescue inhaler can only attend if the medicine is on hand and proper documentation is filed with their school location. Due to allergy concerns we **do not allow** food with tree nuts or peanuts at our facility.



## Medication

Parents must fill out a medication form, enter instructions and give signed consent before any prescription or nonprescription medication, including lotions and ointments, is administered. Prescription medication will only be accepted if it is in the original container and hasn't expired. All medications must be in the original container and labeled with the child's first and last name.

## Sunscreen



For sunscreen to be applied to a child in our care, the Sunscreen Permission form must be signed by the parent/guardian in advance. Parents must supply sunscreen labeled with their child(s) first and last name. We ask that parents apply sunscreen to their child in the morning before coming to school, as staff will only apply sunscreen in the afternoon. Sunscreen may be applied to the exposed skin, including but not limited to the face, tops of the ears, nose, neck, bare shoulders, arms, and legs. Aerosol Sunscreen is not permitted for use in the center.



# Medical and Injury

## Accidents/Minor Injuries

All Country Kids Preschool staff are First Aid and CPR certified and are able to assist a child or adult in the case of an accident. When an accident or injury occurs a qualified staff member will be responsible for administering the appropriate first aid and/or make a decision to call for emergency medical assistance if needed.

All accidents and injuries will be documented using an Accident Report form. A written description of the event and the treatment given. Staff member(s) will submit the report and the Director will witness and sign the report. You will be asked to sign the form acknowledging you have been told and you understand what actions were taken.

## Severe Accidents/Injuries

All Country Kids Preschool staff are First Aid and CPR certified and are able to assist a child or adult in the case of an emergency. When a child is mobile but in pain the Director or Assistant Director will call the parents and parents instructions will be followed. If parents cannot be reached, their emergency contact person will be called for instructions.

In a severe accident requiring medical observation, extensive first aid treatment, or treatment by a healthcare provider, you will be notified immediately. In addition, we will call 911, and upon recommendation of the paramedics, children may be taken to the nearest emergency hospital (Mt. Hood Legacy) for treatment.



# Food



## Nutrition and Serving

Every lunch and PM snack provided to children shall meet requirements set by the USDA guidelines and the Office of Childcare. We provide fresh organic produce and use non GMO products. We may change the menu or provide substitutions as needed due to shortage/availability of products and produce.

Lunch will meet or exceed the USDA guidelines, and shall include at least one serving from each of the following groups: fluid milk, breads and grains, meats, fish, poultry or meat alternatives as well as two servings of fruits and vegetables. No liquids other than milk and 100 percent fruit juice may be counted as daily nutrition. Children under the age of two and older than 12 months are served whole milk.

Snack (afternoon) shall meet USDA guidelines and shall consist of food or beverage from at least two of the food groups. Water shall be freely available at all times. No liquids other than milk, formula, water and 100 percent juice will be served.

Meals for children are prepared on site. During the service of snacks and meals the appropriate number of staff to meet the child/staff ratios shall be engaged with children. Proper hand washing as specified in OAR 413-300-0180(6) set by the Office of Childcare is practiced before and after each meal, after using the restroom, after diapering, and after wiping a child's nose.

## Food Brought From Home/Allergy Alert

Morning snacks shall be provided by parents. We ask that parents pack at least two food items out of the five food groups. Parents may choose to also bring lunch and afternoon snacks daily for their child. Food brought from home should be labeled with your child's first and last name.

Due to allergy concerns we **do not allow** food with tree nuts or peanuts at our facility.





## Personal Items

### Extra Clothing/Labeled Items

Extra clothing is needed in case of potty training accidents or messy mishaps. Please put extra clothes in a ziploc bag with your child's name on it. We also ask that parents please label their child(s)

- Coats
- Jackets
- Hoodies
- Extra rain boots
- Backpacks
- Lunchboxes
- Water bottles
- Sippy cups

And any other valuable personal items. We like to ensure all belongings are returned to the correct child. Please return school clothing if your child was sent home in school spare clothes or shoes.

### Seasonal Clothing

Children will go outside for recess twice daily (weather permitting). Fresh air is healthy, and great for preventing illness! Please send your child in layered clothing, warm hats, gloves and coats. Rain boots are very helpful and a spare pair may be kept at school during rainy seasons. Please swap your child's extra clothing as the seasons change.

### Jewelry

We prefer that your child does not wear bracelets, necklaces or dangling earrings to school, as they may break and pose a choking hazard to younger children. Earrings can be accidentally pulled during play, causing an injury to your child. Infant jewelry including teething necklaces are prohibited for safety.

# Guidelines and Permissions

## Bringing Toys From Home

We prefer that all personal toys remain at home; however, a book or item to share related to our theme is encouraged. Children may bring a stuffed animal to rest with, if it prohibits the child from resting, it will be taken and stored in their cubby.



## Screentime

Oregon Department of Early Care and Developments rule 414-305-0525 states centers will not provide or allow a child to have more than 2.5 hours of screen time per week (equal to 30 minutes per day). Screen time is defined as time spent using electronic devices, including, but not limited to computers, television, tablets, phones and game consoles but does not include assistive or adaptive technology for children with disabilities. All media exposure will be developmentally and age appropriate, be non-violent, and culturally sensitive. If you have questions or concerns please let us know.

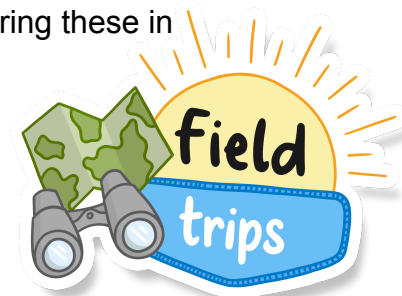
## Special Treats

At Country Kids Preschool, we love to make celebrations special! On holidays and birthday events, we may serve the children mini cupcakes or cookies as part of the festivities. If you prefer that your child not be served these treats, please let us know—we're happy to accommodate your preferences.



## Field Trips

With parental/guardian permission children at our **Hwy212** location can be taken to the Damascus Centennial Park behind our Country Kids daycare. Children will have their lunch at the park and will return to the school for nap time. Children at our **Wyeast** location can be taken on neighborhood walks with parental/guardians permission. Country Kids also has many in house field trips where we have visitors from the Library, Ceramic cafe, the Bank, and many other places. For safety visitors will have to sign in on a visitor log and children will always be accompanied by teachers during these in house field trips.



# Behavior and Incidents

## Incident Reports

When incidents of aggression occur, Incident Reports will be completed for each child. Each child's identity will remain confidential, and staff will communicate with each family involved separately. The information shared typically includes the details of the incident such as the time, events of the situation, the specific steps taken to comfort the child who was hurt, and how the situation was handled. Both families will be required to sign these reports in acknowledgement that it has been communicated to them.

An illustration of two overlapping 'Incident Report' forms. The top form features a red cross icon, the title 'Incident Report' in a cursive font, and a small illustration of medical supplies (band-aids, bandage, and antiseptic). The form includes fields for 'NAME:', 'Date:', 'Time:', 'Type of injury ~ Location:', 'How it occurred:', 'Treatment provided:', and 'FROM:'. The bottom form is partially visible behind the top one.

## Disciplining Behaviors

The recurrence of aggressive or inappropriate behavior will be addressed with the child's family. If at any time a child's behavior places the well-being of others at risk, we will intervene to resolve the issue. We use redirection to a different activity, closer supervision, individual activities, and calming strategies. In the case of prolonged aggressive or inappropriate behavior, the director will evaluate the situation, a parent/teacher conference will occur, and the child may be placed on an action plan.



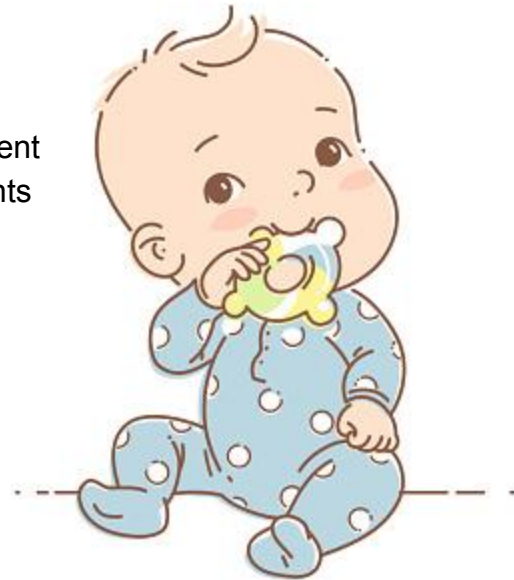


# Biting and Exiting

## Biting

At Country Kids Preschool we understand that biting is a behavior that can occur at the young age of our students. Young children feel very strong feelings and they don't always know how to communicate their frustrations in the proper way.

We follow a 3-step Bite Policy when a bite occurs. The first incident will result in an incident report for the injured child, and the parents of the child who bit will be notified with no incident report. If a second bite occurs within a two week period there will be an incident report for the injured child, as well as an incident report for the child who bit. If a third bite occurs within a one month period, then the biting will be considered a recurring problem and a parent/teacher conference will be required. The child who is biting will be placed on a two week probation, if a bite occurs in this two week period then Country Kids Preschool reserves the right to withdraw the child from our program.



## Action Plan for Exiting



Country Kids has the right to put any child on a probation period for three weeks in the event of recurring concerning behaviors or if the child is posing a recurring risk to other children and staff safety. The child's parents or guardians will be asked to come in and discuss an action plan with the child's teacher, the director of the school, and the business owner Sara Williams. This action plan will be signed by all parties and the child will have a re-evaluation after the three week period (two weeks in the case of biting incidents). If the child has not improved or has worsened families will be asked to exit their child out of the program.

# Tuition

## Payment



Tuition is due in full by the **1st of each month**. Any payment made after the 5th is considered late. There will be a \$35.00 charge added for your late payment.

Country Kids Preschool accepts private pay and ERDC subsidy.

We ask parents to please pay through Brightwheel, payments are set up on an automatic payment plan. In the event of special circumstances regarding payments please contact the director of your school. We do have the right to ask you to pay in check if technology problems arise. Please note: if your child is absent due to illness, weather, holiday or by parents choice there is no rate reduction.

## Rate Changes

Country Kids Preschool reviews their prices annually by **September 1st** and will instill a modest price increase based upon inflation.

When a child ages up to a new price bracket, the monthly rate change will begin the month after their birthday.

## Referral Program



Country Kids Preschool appreciates all our families' support and referrals. We would like to offer families \$50 dollars off their following month tuition when they refer friends or acquaintances to our program and they enroll.

# Schedule and Drop In



## Schedule Changes

Changes to your current schedule may be requested. However, they are based on our ability to accommodate them. You will need to continue paying for your current schedule until changes can be made.

Country Kids Preschool accepts that we may not be the perfect fit for all children. We reserve the first eight weeks as a trial period. A child may be withdrawn at any time by the parent, or by Country Kids Preschool with no repercussions to either party.

We kindly ask for a **30 day notice** when withdrawing your child(ren) from our program.

## Drop-In Care

Country Kids Preschool offers drop-in care options all year long for any child registered with our school. This refers to students currently attending, previously attended, or prospective students looking to enroll regularly. Drop-in days are based solely on availability, parents may request a drop-in day in advance if it is available or call the school on the day of. Our teachers and staff are not responsible for notifying families of drop-in openings, parents must reach out to the schools to inquire about availability. Drop-in rates run **\$75 per day** for infants and toddler, and **\$55 per day** for preschool.



# Brightwheel and Reporting

## Brightwheel

Country Kids Preschool uses an online app/system called Brightwheel for admissions, enrollments, and daily reporting of children in our care. Brightwheel provides us with many resources such as: messaging, direct payments, real time logs of children's activities, monthly newsletters and menus, etc.

Country Kids values the importance of child/teacher interactions, as such we will limit teacher usage of our Brightwheel tablets. Important logs will be done in a timely manner, these include: diaper changes, meals, activities, and naps. Photos will not be required for our staff to take but are allowed up to two photos a day, with the exception of a new child in a transition period.



## Non-Discriminatioin

Country Kids Preschool is a non-discriminatory business. We welcome all families, offering equal treatment and access to services without regard for gender, race, color, religion, national or ethnic origin, ancestry, sexual orientation, or mental or physical disability.

## Child Abuse Reporting

Country Kids Preschool staff are Mandatory Reporters; staff, volunteers, and outside service providers are required to follow Child Abuse Reporting Laws/Regulations. Mandatory reporters are required to make reports of suspected abuse immediately to the Department of Human Services when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation.



# Policies

## Touch Policy

Here at Country Kids Preschool we care about and respect the children in our care. Our staff work hard to provide a safe, loving, and nurturing environment. We acknowledge that not all children want to be hugged or touched, while others may require physical affection to feel safe. When a child begins care with us their teacher will spend time building a bond with them and assessing their comfort levels and needs. No child will ever be handled in an unsafe manner or held/hugged against their consent.

In terms of physical contact our teachers are allowed to do the following: hug the students, hold their hands, pick them up, hold them either standing up or sitting down, pat their heads, apply sunscreen to exposed skin, rub backs over shirts/blankets for naptime. Staff work hard to educate children on appropriate conduct with one another as well, we teach gentle hands and respecting boundaries.

If a child is ever in imminent danger, is placing another child in imminent danger, or is disregarding important requests (such as: following the teacher into the building after recess) then a staff member is permitted to intervene. They will pick up the child and gently move them to a safer spot or the place that they have been asked to go to.

We will **always** comfort a child or infant in distress.



Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_