

Family Handbook

Condon Early Learning Center
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Welcome to Condon Early Learning Center!

Welcome! We are so excited that you have chosen Condon Early Learning Center ("Condon ELC") for you and your child.

This Family Handbook ("Handbook") is intended as a guide to the policies and procedures of Condon ELC. Please read it carefully to ensure that you fully understand all information provided, as adherence to the policies listed below is a requirement for continued enrollment in our center. All families are required to acknowledge receipt of this Handbook upon enrollment in Condon ELC. If we make any updates of significance, we will notify our families of the changes. If you have any questions, please never hesitate to reach out to us. We are here and happy to help.

For the purposes of this Handbook, the terms "parent" and "family" refer to a child's parent, legal guardian, sponsor or anyone else who is legally responsible for the child's well-being and best interests.

We thank you again for becoming a part of our Condon ELC family! We are excited to be on this adventure with you and your child!

- *Haylee Andrews & the Condon Early Learning Center Team*

About Us

Mission Statement

Condon Early Learning Center, formerly Condon Child Care, has been proudly serving the children and families of Condon, Oregon since 2001. Our mission is to provide a nurturing and comforting environment where children are free to be expressive and creative throughout their daily activities. Our focus is to provide stimulating early care and educational experiences which promote each child's social, emotional, physical and cognitive development. We believe that children learn best through play and relationships, in a safe, developmentally appropriate, positive and inclusive environment that is conducive to the development of a child's growth.

Philosophy

Condon ELC believes in providing nutritious meals and year-round, high-quality, dependable and affordable early childhood education and care for children ages 0 – 5, in a safe, positive atmosphere. As we bridge the gap from home to school, we help children develop a positive self-image, while building both academic and social skills in an inviting classroom setting. At Condon ELC, we believe that our partnership with families is central to a positive early learning experience and so we provide active support for and encourage active engagement from our families. We embrace parent involvement in many ways, including but not limited to volunteer and fundraising opportunities, and our Parent Café and Parent Education classes.

Condon ELC believes that our children deserve the best, and we are taking the necessary steps to achieve increasingly higher levels of quality in programming for our frontier community. We know that having excellent teachers is critical to achieving our goals.

Therefore, we facilitate the education and high-quality training of our staff. Through Step progression, training, technical assistance and other supports, Oregon Registry Online ("ORO") provides early learning programs like ours with the structure and resources we need to continuously improve the quality of education for childcare providers and teachers.

Based on the Constructivist theory that children learn through play, we create classroom routines that encourage active involvement, meaningful experimentation and reinforcement through repetition. Our schedules are designed with a balance of structure and free choice, as well as active and quiet times. We support the development of social- emotional, physical, language and cognitive skills through materials and activities which are both child and teacher directed. Our teachers emphasize the *process* of learning rather than the *product* created, fostering a sense of accomplishment and pride.

We understand that each child is unique, and we individualize our teaching, moving forward together, one step at a time. Through various programs such as SMART Reading programs and partnering with Head Start and Early Head Start Child Care Partnerships ("UMHS") and our Early Intervention specialists, Condon ELC helps empower families to have a voice and relationships with teachers and specialists, who can assist with individualized plans to meet each child's needs. As a team, we prepare children for class transitions and kindergarten readiness. By setting each child up for success, we at Condon ELC support children's natural desire to become life-long learners.

Hours of Operation

Condon ELC is open for childcare from 7:30am to 5:00pm Monday through Friday during the school year. Summer program hours are shared with families each May.

Annual Closures

Condon ELC will be closed on the following days:

New Year's Day
President's Day
Martin Luther King Jr., Day
Memorial Day
Independence Day
Juneteenth
Labor Day
Veterans Day
Thanksgiving Thursday & Friday
Christmas Eve
Christmas Day

Condon ELC provides five full day professional development days to all our staff each year. Condon ELC will be closed to children on these days. We are also closed for the following three weeks annually:

- The last week of August, so that we can prepare for the new school year

- Winter Break

- Spring Break

The specific dates for these closures are posted on our school calendar. Additional closures are authorized by the Board of Directors if needed, and families will be provided with as much notice as possible. As stated in our Tuition & Fees policy, there is no reduction in tuition due to closures.

Our Staff

At Condon ELC, we know that the quality of our staff is a key to our success. Our teachers are the ones on the ground, making the Condon ELC dream a reality every day.

All Condon ELC staff members have been screened through Child Care Licensing and have completed law enforcement background checks and Mandated Reporter training prior to being with the children. We require all staff to take Pediatric First Aid and CPR training.

True educators never stop learning, and the field of early childhood education is always growing. We want to be sure our teachers are always keeping current with the best practices in our field. All our staff therefore participate in extensive professional development in child development, curriculum, and developmentally appropriate practices.

Finally, all our staff members love working with children. We respect and accept young children and their families and always keep our focus on the best interests of the child.

Our Families

Family Involvement / Open Door Policy

Parents and guardians are always welcome at the center. Children whose families are involved in their early learning experiences are generally more successful, both socially and academically, than children whose families are not. We encourage you to visit and join in our activities. Your participation and involvement are important to us as we work as partners to provide the best care and education possible for your child.

While families are welcome at our center at any time their children are present, Condon ELC does suggest that families and teachers work together to ensure that a family's time in the classroom works towards the child's success. For example, if a child is struggling with separation, the teachers may recommend that the family not come visit during the transition period, as this could make the transition harder.

Volunteers

Condon ELC is a nonprofit organization, and we rely heavily on grants to keep our fees low. Much of the funding we receive requires us to show proof of community support. To ensure we can provide this documentation Condon ELC requires the equivalent of 3 hours of volunteer time from our families every quarter. These can also be purchased for $25 a quarter and this charge will be billed to your account at the end of the quarter if the volunteer time is not completed. All volunteers must sign in at the

office upon arrival and departure. There will be no unsupervised access to children at any time.

*** There are many ways in which to volunteer, including from your home. If you would like suggestions for volunteer opportunities that work for you and your schedule, please feel free to talk to a staff member. ***

Communication

We are fully committed to your child's well-being and your satisfaction with our programs. Experience has taught us that open communication is the key to maintaining a positive relationship. We continually look to your input on how we can improve our programs. We want to be sure we are meeting the needs of your child — and that you are confident in the care and education we give your child.

As your child's most important influence, you are a full partner in our program. Open and frequent communication between you, your child's teacher and the Director will strengthen this partnership and help your child have a positive early-learning experience.

We promote close communication through:

- An open-door policy that encourages you to visit your child anytime, to observe class time, and to participate in special outings and events
- Family/teacher communication to share ideas and discuss your child's progress
- Conversation and frequently written updates highlighting your child's development
- Recommendations for home-based learning activities that support your child's learning and enjoyment of the program
- Parent-teacher conferences
- Daily happenings: very young children receive individualized daily reports called "Family Communication" forms each day of attendance
- A secure online environment, ProCare, offers convenient online payment options and access to important child and family information, including designation of primary family Account Holder and Account Members
- Newsletters published by your teacher about your center's news and events
- Posted Lesson Plans
- Private Parent Facebook Page with pictures of your child's activities in the classroom as well as updates and information to keep you informed.

If families have questions, concerns or something to share, there are multiple ways to do so. For a brief share, drop off and pick-up are great moments for a touch base. For any conversation that will take longer than a few minutes, or which is of a sensitive nature, families are asked to schedule a time to meet with their child's teacher when the teacher is able to arrange for proper coverage of his or her classroom. Families may contact teachers to schedule a meeting using the office phone, email or text. Teachers are not allowed to conduct meetings, check email, read or send texts or take phone calls while in the classroom with the children.

Lead and assistant teachers on a teaching team will regularly share information with

each other and, when a concern is raised, with the Director as well. If a concern

is not resolved while speaking with the teacher, or if a family has a concern that they are uncomfortable bringing to the teacher, families are always welcome to reach out to our director if needed. Our leadership team is always happy to hear from families and is here to help you.

If the Director does not resolve your concerns to your satisfaction, you may choose to contact a Condon ELC Board Member. Name and contact information of the current Board Chair is posted on the bulletin board in the main hallway.

If you feel your complaint is not handled appropriately you may contact the Child Care Division, Employment Department, 875 Union Street, Salem OR 97311 or call toll-free 1.800.556.6616.

Employment of Staff Members by School Families

Condon ELC recognizes the tremendous skill of our teaching staff and respects the fact that families may want to hire our employees to babysit for their children or engage in other forms of employment outside of school hours. While we discourage our employees from accepting employment from enrolled families, employees may choose to work for Condon ELC families and do so at their own discretion. Employees take on full responsibility and liability in such cases. Condon ELC has absolutely no liability or responsibility in any way.

Employees who choose to work for families must do so only outside of school hours and may not transport children to or from Condon ELC.

Confidentiality

To provide the best learning and social situation for each individual student, the Condon ELC teaching staff, administrative staff and other employees have access to a great deal of confidential information about students and their families. Condon ELC employees are prohibited from sharing confidential information about students and families with anyone outside of the Condon ELC staff without a Confidentiality Release form signed by the child's parent or legal guardian, except when required by law. This explicit, written permission must be obtained from families before Condon ELC staff can speak or work with specialists contracted by the school and/or families to observe and/or work with children.

Confidentiality Release forms will be valid for one year from the signature date, unless the family submits a written request to retract his or her permission prior to that date.

Employees can and will share confidential information about a child and/or family members, on a need-to-know basis, with the following Condon ELC employees, without additional permission from families:

- Condon ELC Director
- Teaching staff members working with the specific child in question
- Staff specialists
- Administrative staff

Condon ELC will also provide information, as required, to Oregon Child Care licensing officials.

Our Curriculum

Curriculum Theory

Teaching Strategies Early Childhood Creative Curriculum

The leading research-based, top-ranked, whole-child early childhood curriculum designed for and developed in partnership with educators that builds children's confidence, creativity, and critical thinking skills through hands-on, project-based investigations. Additionally, our play-based curriculum is inspired by numerous research-based theories of early childhood development and education:

Jean Piaget: Cognitive-Development Theory/Constructivism

In 1963, Jean Piaget published a study of cognition which proposes that children must take an active role in their own development. Piaget further demonstrates that interaction with the environment and a child's cognitive organization of experiences results in intelligence. Specifically, this theory emphasizes the fact that a child's knowledge is constructed gradually through ongoing experiences which, over time, permit the child to develop an expanded understanding of the information gleaned from the experiences. As children grow, they assimilate new information and incorporate it into their existing structure of knowledge. In this sense, children actively construct knowledge through their experiences.

Lev Vygotsky: Vygotskian Approach

Like Piaget, Vygotsky also believed that knowledge is constructed by children themselves. Vygotsky claims that both physical and social interactions are essential for development. Proclaiming the significance of social context, Vygotsky asserts that children learn by first sharing activities with others and then by experiencing them on an individual basis. He demonstrates that adults within the child's social environment – family, school, community and culture – must play the role of social mediator and must facilitate learning by first determining what each child understands. Teachers then provide instruction, intentional materials within the environment, and experiences to scaffold the child's learning to ever increasing levels of competency.

Lucy Sprague Mitchell: Banks Street Model of Education

Mitchell created a model of education which focuses upon the education of the whole child
- including the development of emotional, social, physical and intellectual skills – through experience-based curriculum.

Curriculum Goals

Our curriculum focuses on preparing our children for their next steps in school and in life. Recognizing the uniqueness of each child in our center, we offer an individualized approach to each child's education, tailored to their individual interests, skills and learning styles. We take a multi-disciplinary approach to teaching, incorporating language arts, math, science, music, art, dance, dramatic play, fine and gross motor activities, sensory activities and much more.

We strive to build each child's view of him or herself as a successful learner by supporting growth in all areas of development including social-emotional, cognitive, motor and language skills.

Social-Emotional Skills

The social-emotional growth of children is the key element of our curriculum because we know that, without strong social-emotional skills, children will not be successful in the world around them. We foster this development by building relationships amongst children and adults through warm, respectful communication and modeling. We help each child develop a strong sense of individual self-worth and build a community which appreciates the uniqueness of each adult and child. At Condon ELC, we believe in the value of diversity, and we celebrate the varied backgrounds of our children and families.

Physical Skills

The development of strong fine and gross motor skills is vital to many experiences children will have in their future, both in and out of school (such as sitting at a desk, playing on the playground, participating in sports, riding a bicycle, exercising, drawing, writing and self-regulation). In our school, we support the development of fine motor skills by providing a variety of hands-on experiences including writing, drawing, cutting, clay-work, painting and the creation of 3-dimensional art. We also provide a wide variety of sensory-rich experiences, knowing that the more surfaces children touch, the more their sensitivity to texture solidifies and the more their hand-eye coordination increases.

Teaching staff incorporate a variety of opportunities for children to develop their gross motor skills throughout the day by running, jumping, climbing, skipping, dancing and climbing stairs.

Language Skills

Young children develop language skills at a remarkable rate, and we provide opportunities to help them do so. We facilitate the growth of spoken language through speaking with the children and through actively encouraging them to speak with each other. We ask for their opinions, model patterns of conversation, ask them questions and utilize descriptive language to help them begin to label items and feelings. We encourage the development of pre-literacy skills through reading to children regularly, and through making books and the discussion of books an important part of their daily experience.

Cognitive Skills

In today's world, where Google can answer any question and provide you with any fact, our primary focus is teaching children *how* to think, as opposed to telling them *what* to think. We encourage children to not only ask questions, but to help find the answers themselves. Our goal is to provide experiences in which the children can physically process information and to create connections in their minds, literally building their own knowledge.

Outdoor Play

Condon ELC understands the importance of outdoor play for young children. Research has demonstrated that being outdoors not only bolsters children's physical development but also their cognitive development. We therefore schedule at least 45 minutes each day for all children, including infants, to play outside. If your child is not well enough to play outside, please keep him or her at home for the day.

In the event that the wind-chill, heat-index or other weather conditions represent a health or safety risk as determined by the Child Care Weather Watch Chart, Condon ELC will limit, switch or cancel time outdoors as needed for the given day. Please ensure that your child wears weather appropriate clothing and footwear so that he or she can enjoy his or her outdoor time in safety and comfort.

Field Trips

Condon ELC frequently takes our children on excursions outside our building. We post notice of all planned field trips that will take us out of the immediate neighborhood in the entrance for families to see.

On our enrollment form there is a place to provide consent for Condon ELC to escort your child on supervised walks in our immediate neighborhood. For all field trips not covered by the blanket permission, families will receive a separate field trip permission form. Children will not be allowed to participate unless an authorized family member has signed the appropriate field trip form. Verbal release is not acceptable.

On field trips, we like to bring extra supervision, so if families are free and would like to come, please do not hesitate to volunteer!

Transitioning to a New Classroom

When we feel it is time to transfer a child to a new classroom, we will first communicate our intention to the family to ensure that the family agrees it is the right time to do so. We then begin a "visitor program" whereby the child will move up to the next class slowly, getting to know the staff, routine and other children. They might visit for a few mornings and then stay for a few lunchtimes. Each time they may return to their former classroom and to the level of comfort that makes them feel secure. Our priority is the well-being of the child.

Behavior Guidance Policy

Conscious Discipline

The heart of a quality early childhood Discipline Philosophy is to encourage self-control, self-esteem, and respect for all children and adults. For this reason, we are training our staff to implement the principles of "Conscious Discipline" by Dr. Becky Bailey. This program takes a different approach to traditional classroom management. It is based on the basic idea that developing discipline with children instead of applying discipline to them, will help them become more emotionally healthy and happy adults.

The program is designed to help teachers take everyday discipline issues and turn them into teachable moments that convey the importance of impulse control, anger management and conflict resolution. Conscious Discipline gives children the tools to understand that their emotions are not only important and deserving of attention, but they are also controllable and the power to control them lies within the child. We are striving to teach children how to progress from physical or verbal aggression to calm self- regulation, how to make better choices with cooperation and compassion, and the importance of respecting and empathizing with others.

Behavioral Guidance Philosophy

We believe that all domains of learning are supported during play and through strong, positive interactions with adults. Promoting healthy social and emotional development, including self-control, is one of the fundamental responsibilities of our program.

The first 5 years is a critical time for children to learn to control their thoughts, feelings, attention, impulses, and behavior. They are learning how to get along with others and how to be a friend. Children are not born with these skills. Teachers and caregivers must teach social and emotional skills just as they teach washing hands or learning colors and shapes. We know that when children are given the opportunities and support to develop (learn, practice, discuss, etc.), self-control and other social and emotional skills, it gives them the foundation needed for academic and life success.

When any child in our program exhibits challenging behavior, teaching staff shall follow the standards of the National Association for the Education of Young Children (NAEYC):

- Observe the children, and then identify events, activities, interactions and other factors that predict and may contribute to challenging behavior.
- Rather than focus only on eliminating the behavior, teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support and other teaching strategies to support the child's appropriate behavior.
- Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the safety of the child and the safety of others in the classroom. Our response will be calm, respectful and provide the child with information on what is acceptable behavior and what is not.
- We will document the challenging behaviors and the intervention methods that were attempted in a behavior tracking log.
- Teacher-parent discussions regarding a child's behavior shall be held in private and shall focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success.
- If necessary, intervention shall ensure each child has access to professional services, such as referral to Early Intervention/Early Education Special Education (EI/ECSE).

We support this behavior guidance through:

Our Environment

- We provide children with interesting materials and engage them in activities that are appropriate for their age to keep them focused and attentive.
- We develop schedules that meet the needs of young children by avoiding long periods of wait time without activity.
- Our schedule is flexible enough to follow the children's interests as well as their cognitive, physical, and biological needs. We do our best to not let any child get bored or disinterested.

Our Teachers

- We work to develop a relationship with each individual child, including those needing higher levels of support.
- Teachers always speak to children in a calm tone, especially during redirections.
- We help children put words to their emotions. (For example, "Billy, I can tell you were angry when James took your block.")
- We use stories about young children in social situations to teach healthy social skills.

Our Families

- Communicate regularly with staff to ensure consistency in guidance between home and school
- Partner with us and allow us time to work with all children, including those needing higher levels of support
- Understand and acknowledge that we do not expel children as they are learning these skills. We strive to serve individual needs while ensuring the safety of young children
- To best serve children, we may need to partner with social and emotional experts to help give a child the best foundation for academic and life success.

Behavioral Guidance Procedures

At Condon ELC, we believe that every behavior is a message. When a child is behaving in a manner that is contrary to what we ask or expect, the child is doing so for a legitimate reason. We have found that behavior concerns usually indicate that a child needs more time, support and practice to develop his or her social and emotional skills. When serious concerns arise, we will partner with parents and early intervention professionals who specialize in supporting children's social and emotional health.

When a child continues to be unable to control his or her actions, one method we use is called "Safe Place" or "Cozy Corner". When children are upset, angry or being disruptive, they may be encouraged to go to the "Safe Place." This is a quiet spot in which they can allow themselves to take the time to relax, breathe and try to get their emotions under control. Teachers will continue to watch children while they are in the "Safe Place" to make sure they are not hurting themselves or others. They will encourage the child to talk about his or her feelings and help with calming techniques, so the child will be able to return to the classroom setting.

If a child is unable to use these calming techniques and continues to be disruptive for a period of 30-45 minutes, the teacher will then notify the office, and the director will be called in to help the child. We might also reach out to parents, so they can speak with the child and/or be notified of the circumstances.

If further guidance is required, actions taken will always be individualized, consistent and appropriate to each child's level of understanding. No physical punishment of any kind will be administered on Condon ELC property. This policy also restricts parents and staff from using physical punishment on their own children while on Condon ELC property. In addition, staff may not yell at, shame or humiliate a child in any way. Our goal is to correct

children's behavior in a way that will help mold a child's mental faculties and moral character. The terms "bad" or "naughty" shall not be used for a child.

The following steps will be completed when a child is exhibiting challenging behaviors that constitute an imminent danger to the child or others:

- A call will be made to Emergency services if a child is putting other child(ren) in danger.
- Make a referral to the agency responsible for early childhood special education services in the local area.
- Maintain documentation on file of the outcomes of the incident(s), subsequent parent conference(s), and plan developed that includes appropriate intervention strategies. The purpose of the parent conference(s) is to develop a plan jointly with the family and available resources, to address the specific behaviors which constitute an imminent danger (recurring violence, behavior, or aggression).

Additional Behavioral Guidance Protocol

If a child in question has a disability and is in the process of, or already has been identified under the Individuals with Disabilities Education Act (IDEA), our program shall follow state special education rules and regulations.

If a student is exhibiting ongoing behavioral issues, we will work together with families and a coordinated system of support including but not limited to Mental Health Specialists, and the Early Intervention/Early Childhood Special Education (EI/ECSE) program, to provide additional training for teachers and for parents. We will work to discover and implement additional support systems in the classroom as needed.

Biting

Biting is a normal part of early childhood development. Babies and toddlers bite for a variety of reasons, such as teething or exploring a new toy or object with their mouth ("mouthing"). As they begin to understand cause-and-effect, they also might bite a person to see if they can get a reaction.

Biting also can be a way for toddlers to get attention or express how they're feeling. Frustration, anger and fear are strong emotions and toddlers lack the language skills to deal with them. So, if they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting as a way of saying, "Pay attention to me!" or "I don't like that!"

Biting tends to occur most often between the first and second birthday. Biting is a normal part of early childhood development, however, biting that continues past two and a half to three years of age is not appropriate. If biting continues past an appropriate age, we may ask to meet with parents to create a joint plan for home and school.

Observations, Screenings and Assessments

Teaching staff routinely observe each child's development, including but not necessarily limited to speech, articulation, social-emotional, cognitive, behavioral and physical development. These observations occur both formally and informally throughout the

year. These observations and evaluations help us identify each child's strengths and opportunities for growth.

Teachers and families complete the Ages & Stages ("ASQ") and ASQ-Social Emotional screening tools at both the beginning and the end of the school year. Throughout the year, teachers utilize Teaching Strategies GOLD to observe and assess the children's skills and progress. Teachers use the information gleaned from their observations to inform the individualization of their planning. Individualizing the curriculum goals, the development of classroom management strategies and the creation of strategies for specific children is a central responsibility of teachers. It occurs on a regular basis and is communicated to families as appropriate.

On occasion, the teacher's observations indicate potential benefit from intervention comprising additional classroom strategies and/or referral for observation by a specialist. If a teacher feels it appropriate based upon observations of a child, the teacher shares observations about a child with the Director. The Director and the teacher establish a plan for further support which may include such steps as further observation, follow up meetings, creating a list of classroom strategies to assist the child, conversation/s with the family and/or recommendations for observation by a specialist. If, based on the objective observations of teaching staff, the Director determines an observation by an outside specialist is warranted and would benefit the child, the Director and the teachers will meet with the child's family, share the school's observations and request permission from the family to have the child observed. Individual children will only be formally observed by outside specialists with the family's written permission. All observations conducted by and communications with outside specialists remain confidential and are shared only with the child's family and relevant Condon ELC teaching staff and/or employees as detailed in our Confidentiality Policy.

If a child has an Individualized Educational Plan (IEP) or Individualized Family Service Plan (IFSP), and/or special needs assessments, teachers will utilize these plans to inform individualized instruction in collaboration with the family. If a child is receiving support services, to best support the needs of the child, and so that the school can work together with the family and the specialist as a collaborative team, the school will ask the family to provide written authorization for the teacher and relevant Condon ELC teaching staff and employees to work directly with specialists. Documentation of all observations and meetings between teaching staff, specialists and families will be kept confidential.

Condon ELC strives to meet the individual needs of every child who attends our school whenever possible. When additional support is needed, Condon ELC will provide them to the extent that is viable. One-on-one care cannot be guaranteed. However, if Condon ELC determines a child needs one-on-one support in the classroom, Condon ELC will do its utmost to provide one-on-one care despite State and Federal programs inability to provide us with staff for that purpose.

Screen Time

Condon ELC recognizes that children's use of screens can have numerous negative physical and psychological impacts. Therefore, we limit screen time at Condon ELC to a

maximum of 1 hour a week.

Enrollment Requirements

Required Forms

All required enrollment forms must be submitted to the office at least 24 hours prior to a child's start date. A delay in submission of required forms may result in a delay in the child's start date or loss of the child's slot at Condon ELC.

Families must update their required forms each year prior to the start of the school year or the form's expiration. Condon ELC will provide families with 1 month's warning prior to a form's expiration date, and it is the responsibility of the family to provide an updated form prior to the form's expiration or the start of the next school year.

Condon ELC will retain copies of all child records for a minimum of two years following a child's last day of enrollment at our center.

Immunization Records

The State of Oregon requires that we keep up to date immunization records on each child enrolled. A copy of your child's record must be on file on the date of enrollment. **Please remember to update our records when your child receives an immunization.**

Wait List / Attendance Policy

In recent years, demand for the services of Condon ELC has increased so that it is, at times, greater than our licensed capacity and our ability to stay within the teacher/student ratio. We recognize our responsibility to the children who are already enrolled in Condon ELC and will allow their families right of first refusal for a new school year before making those slots available to new children. Currently enrolled families have a right to their children's spots until a pre-determined date in August, and we may not be able to offer slots to new children until that point.

Remembering that we are a childcare facility first and a pre-school second, available slots will be awarded to new children on the following basis:

- *Priority* goes to those children and families needing childcare.
- *Second priority* will be for four-year old's so that we can ensure that they have some preparation for entering kindergarten.
- The *third priority* group will be three-year old children.

Every effort will be made to process our waiting list as expeditiously as possible. If a priority group only contains two children, if one needs childcare and the other does not, the one needing childcare will be chosen in keeping with our primary mission. If a family on the waiting list is notified that their child has a slot, they have two (2) business days in which to respond before the slot will be offered to the next family.

Tuition & Fees

All tuition rates and fee amounts are included on the Tuition & Fee Schedule on our Condon ELC website.

Payment Methods

Personal checks, money orders, credit/debit cards and cash will be accepted as means of payment. Please contact the center's Finance Manager if payment arrangements need to be made.

Early Drop Off & Late Pick-Up Fees

A late fee will be charged per minute per child for children dropped off before 7:50am (*applicable only to part-time Preschoolers and children in the Head Start program*) or not picked up by closing time at 5:00pm. Early Drop-Off and Late Pick-Up fees will be added to the next month's bill. Children will not be allowed to return to Condon ELC until all Late Pick-Up Fees are paid in full.

Families are required to pick their children up by their designated departure time. We will contact the family of any child who has not been picked up within 10 minutes of his or her scheduled pick-up time. If we cannot reach the family, we will contact alternate designated emergency contacts listed on the child's registration form. Upon arrival, the authorized pick-up person will be asked to sign a verification statement, noting the date and time of the early drop off or late pick-up.

At no time will a child be left alone at Condon ELC. Children may not be dropped off until they are officially received by a Condon ELC staff member and a member of our staff will remain on site until every child has been picked up.

Returned Check Fee

If a personal check/debit is returned for non-sufficient funds or any other reason, the issuer of the check will pay a retuned check fee, plus all costs associated with the returned check.

Late Payment Fee

All childcare payments are due by the 10th of every month. **If your account is not paid by the 15th of the month, a Late Fee of $10 will be posted to your account.** If your account is not paid in full by the end of the month, you will then incur an additional penalty of $25 or 10% charge of the balance due (whichever is greater). You will continue to accrue these fees until your account is paid in full. Any family whose accounts are past due for more than 2 months will be refused childcare until a minimum payment of 50% of the total overdue balance is paid, unless alternate payment arrangements have been made with the finance manager. The remaining 50% will be due within 2 weeks' time from the date of the first late payment made.**

If an overdue balance reaches $1000, care will be refused until payment has been made or a payment plan has been established (regardless of if it is more than 1 or two months past due).

**If you are unable to meet this timeline, please contact the administrative staff of

Condon ELC to arrange for a payment plan.**Accounts 120 days in arrears with no effort at payment will be sent to collections. Once someone's account is sent to collection:

- They must pay in advance before their child (children) will be accepted back into the program.
- If they consistently pay in advance, according to the set schedule, for a period of 6 months, they may again establish an account.

Code of Conduct

We are not only a school; we are also a community which values the individuals we welcome into our halls. To create and maintain an environment in which all members feel safe and welcome, all adults in the Condon ELC community are bound by the policies stated below.

All adults at Condon ELC must:

- Adhere to the policies outlined in our school Handbooks
- Protect the physical and emotional safety of all members of the school community
- Treat all members of the community, including but not limited to children, families, faculty, contractors and staff, with dignity and respect always
- Appropriately implement as necessary all security protocols, following the direction of Condon ELC employees

Adults at Condon ELC may not:

- Bully, harass, belittle or intimidate anyone at Condon ELC, including but not limited to, students, staff and families
- Engage in abuse or neglect of any child or adult
- Utilize physical punishment, emotional abuse, time outs in any punitive form, withholding of food or any other harmful methods of discipline.
- Engage in inappropriate verbal interactions with anyone, including but not limited to, students, families or staff members such as:
    - Yelling, Name-calling or cursing
    - Encouraging children to keep secrets from other adults
    - Sexual or offensive humor
    - Shaming, belittling or derogatory remarks including negative comments about physique, body development, dress or family
    - Harsh language, harsh tones or raised voices that may threaten, degrade or humiliate
    - Photograph or use video devices on CELC property without written approval

Because maintaining the emotional and physical safety of all members of the Condon ELC community is an essential value of our school, failure to follow this Code of Conduct, or engaging in any other behaviors which are deemed to threaten the emotional or physical safety of a member of our community, may result in a family's termination from the school. In such cases, no refunds of tuition or fees will be granted.

The decision to terminate a family from the school for any reason is at the sole discretion of the Director, in consultation with the Board.

Withdrawing from Condon ELC

If it becomes necessary to withdraw your child from Condon ELC, we ask that you give us two weeks' notice, in writing. If any payments are past due at the time of withdrawal, we reserve the right to contact a collection agency to collect the funds.

Families may request your child's physical and immunization record from the front office on your child's last day so that you can transfer these records to your child's next school.

Daily Operations

Arrival & Departure Procedures

Attendance Records

Every day, upon arriving and departing, your child must be signed in and out using our ProCare system at the kiosk by the main entrance. Upon enrollment of a child, each family will receive a unique code which they, and other adults whom they authorize to pick up their child, will use to unlock the front door and to sign their child in and out of the building each day. Teachers will then sign children in and out of the classroom, indicating that responsibility for the child has shifted from the family to the school at drop-off, and back to the family at pick-up.

Each child must be always accompanied by an adult while at Condon ELC. Families may not leave a child unattended at Condon ELC. Each child must be left with a staff member upon arrival at the center and a staff member must be notified when a child is leaving.

If a child leaves and returns during the day, he or she must be signed out and back in ProCare, using your unique code.

Arrival Routine

Routine is very important for young children and helps set them up for success. We recommend that your child be dropped off at the same scheduled time each day, and that each family come up with a good-bye routine to follow each morning to help your child transition into the classroom. We serve breakfast at 8:30 am and many children enjoy sitting down to breakfast with their friends. It is helpful if your child arrives by 8am.

If a child is struggling with separation in the morning, the teachers may recommend that the family stay for a brief period to help the child get settled, or they may recommend that the family say a quick good-bye and make a hasty departure. It is key for both teachers and families to understand that the transition from home to school is different for every child and every family. Close collaboration between families and teachers is often the key to a successful transition.

We know initial separation can be hard for families, as well as for children. Young children are very perceptive, and if they sense that their family is struggling with the separation, this can add to the child's own struggles. We therefore encourage our families to convey a clear message of confidence to their children – that you know your children will be safe and comfortable, that you are excited for your children, and that

they can do this. We are always here to support you as well as your children.

While it may be tempting for families to sneak out the door when a child is momentarily engaged, doing so may feel like a violation of trust for the child. Condon ELC advises families to always be honest with their children, telling them when the adults are leaving, and reassuring them that someone will be back at the end of the day. Being on time to pick up children at the end of the day supports that trust.

Please build a few minutes into your routine to share any important information which might impact your child's day. Children are very sensitive to changes in routine so things like a sibling being home sick, a family member being out of town, a poor night's sleep, or a new baby on the way can impact a child's mindset and behavior. Knowing about these types of circumstances helps us understand and support your child.

Adults are asked not to utilize their cell phones when dropping off or picking up a child. Your child deserves your full attention during these important transitions.

Notification of Absence / Attendance

Unscheduled Absence

For efficiency of care and staffing we require that you notify us if your child will not be attending the center on their scheduled day. If we do not receive a call by 8:30 a.m. to report the absence, you will be contacted by the center.

Planned Absence

In the event of a planned absence please notify us as far in advance as possible prior to the day of absence.

Attendance requirements

We require an 85% attendance rate, and we do not offer "drop-in" care. If your child's attendance drops below 85% we will ask to meet with parents to discuss an attendance improvement plan.

Pick-up Routine

Routine is very important for young children and helps set them up for success. We recommend that your child be picked up at the same scheduled time each day. We are happy to help make an unexpected transition easier for your child. Please communicate with your child's teacher if your child needs to be prepared for an early or late pick-up. Keep in mind that once you have entered the building and checked your child out of their classroom, your child is now in your legal care. To keep the classrooms free of additional adults and distractions during pick-up times please utilize our hallway bathroom if your child needs to use the restroom or get their diaper changed at this time. It is equipped with a changing table and wipes for your convenience.

Authorized Pick-Up List

On our enrollment form, there is a place for you to list the names of individuals who are authorized to pick-up your child. These are the only people to whom we will release your child. This will be verified at time of pick-up. If you need to make a change to this list, please do so in writing prior to having the new person arrive at the school. We will **not** release a child until we have written confirmation from the child's parent or legal guardian. Any individual picking up a child from Condon ELC must bring photo identification and be prepared to show it if asked. Employees will request photo identification from anyone they do not recognize.

Non-Release to Adults Who May Pose a Safety Risk

Condon ELC cares deeply about the safety of your children and your family. Our concern prevents us from releasing any child to any individual who may pose a safety risk to your child. This includes an adult who is or appears to be intoxicated or otherwise impaired, an adult who plans to drive a child without an approved child safety seat, etc. We reserve the right to not release a child into this situation and will require another authorized person to pick up the child. The center Director will contact the emergency contacts to arrange for the child's transport to a place of safety. If no one is available to care for the child, the center Director will contact child protective services for guidance.

The only exception is if the adult posing the safety risk is the child's parent or legal guardian, as we cannot refuse to release a child to his or her parent or legal guardian without a court order. In such cases, we will implement the following procedures:

- If a child's parent or legal guardian appears to be intoxicated, we will do our best to prevent the adult from taking the child by delaying as long as possible and contacting the child's other parent, guardian or alternate authorized adults. If we are unable to delay release or to identify an alternate adult authorized to pick-up the child, we will notify the police and provide them with identifying information to help them locate the child quickly.
- If a parent or legal guardian arrives to pick-up a child by vehicle without a proper child safety seat, we will contact the child's other parent, guardian or authorized pick-up adult to attempt to locate a car seat prior to releasing the child.

Custody Documents

If there are any orders from the court (no-contact, protections, custody, etc.) regarding who can and cannot have contact with your child, it is imperative that you provide us with a copy of the order. Without legal documentation, Condon ELC cannot prevent someone who has legal proof that he or she is, or is known as, the biological parent or legal guardian from picking up his or her child.

Sharing information regarding custody or domestic violence situations with the office and/or your child's teacher is strongly encouraged. Sharing this type of information allows the staff to be aware of additional security measures that may need to be taken.

Condon ELC is not responsible for honoring any one parent's requests regarding his or her child in the issues dealing with the child's other parent. Condon ELC will follow all signed and relevant court orders concerning custody arrangements.

All information will be kept confidential and only shared with staff members on a need-to-know basis as stated in our Confidentiality Policy.

Personal Belongings

Clothing

Children should wear clothes that are seasonally appropriate, comfortable and can get dirty. For children who utilize the bathroom, clothes that they can manage independently are best.

Children should bring weather appropriate outerwear and shoes. Shoes and boots should be appropriate for active play including running and climbing and should keep the children's feet warm and dry for outdoor play. Children who bring rain or snow boots for outdoor play in inclement weather must bring a pair of shoes to wear while inside the building. We do not allow open-toed or backless shoes/sandals at Condon ELC.

Families should always pack two complete extra sets of seasonally appropriate clothing, underwear and shoes for their child to have available at Condon ELC in case the child needs to change for any reason. For children who are toilet training, please pack several complete outfits so your child can be comfortable even after having an accident

(remember – accidents happen and are part of the process!). If we send home wet or dirty clothes, please be sure to send back a replacement set of clean clothes the next morning.

LABEL! LABEL! LABEL! Please label all items that belong to your child with your child's first and last name. Condon ELC maintains a lost and found. After a period, all unclaimed items are set aside for use in emergencies or are donated to a local charity.

Comfort Toys / Personal Items

Some children benefit from the support of a special blanket or toy, and we welcome these items into our classrooms. Please be sure to label all personal items with your child's name. Beyond these security toys which help your child be successful, we ask that you not send additional personal items from home (toys, books, etc.) as it can be hard to keep track of multiple items, and they can be easily lost or broken. Please never send items of great personal or financial value.

Condon ELC is not responsible if any personal items brought from home are lost or broken.

Photography / Social Media

Condon ELC teaching staff routinely take photographs and videos of enrolled students as a part of our curriculum. These images are used in internal Condon ELC communications, such as class communications and center wide newsletters, and may be displayed in classrooms and the hallways. Condon ELC also routinely utilizes children's images for marketing purposes, including but not limited to, in printed materials, on our website or on our social media accounts. Unless they specifically opt-out, by accepting admission to Condon ELC, families automatically provide permission for Condon ELC to utilize photos of their child in the above-mentioned fashion. Condon ELC will never include a child's name in any marketing materials.

We encourage all families to join our Condon ELC Parents Facebook group!

Transportation

Families are responsible for providing transportation to and from the center for your child. Center staff will not provide transportation to enrolled children. Preschool students who live on an existing bus route and have an older sibling accompanying them on the bus may have transportation available via Mid-Columbia Bus Co., through the school district (please contact Mid-Columbia Bus. Co, to arrange). Condon ELC holds no liability for this transportation.

Health & Safety

Meals & Nutrition

Condon ELC participates in the Child and Adult Care Food Program ("CACFP") which supplies free or reduced cost meals to eligible children. All enrolled children over the age of 12 months old will be served nutritious, kid-friendly snacks and meals prepared in our school kitchen.

- All foods prepared on site for children attending Condon ELC will be received, prepared, and stored in accordance to OAR Chapter 333 Food Sanitation Rule, as administered by the Oregon Health Service. The USDA Child and Adult Care Food Program is the primary source of reimbursement for meals and Condon ELC will abide by all rules and regulations that govern the CACFP.
- Condon ELC serves breakfast, lunch and snack meeting $^{1}/_{2}$ to $^{2}/_{3}$ of each child's daily nutritional needs
- No liquids other than milk, formula, water and 100% fruit juice will be served to children at Condon ELC.
- Children will be encouraged to try a bite of all food items prepared by our kitchen staff, called a 'thank you bite'.
- Mealtimes are posted on the classroom schedule. Meal counts are taken at the point of service, which is just as children sit down to eat. Children who arrive early or stay late may be given an additional snack (such as crackers and milk) if they are hungry. This additional snack does not qualify for USDA reimbursement.
- Menus are posted in each classroom and on the parent bulletin board.
- Parents are welcome to eat with their children at the center. Parents are encouraged to notify center staff at least 24 hours in advance if they plan to join their child at mealtime so the cook can ensure there is enough food for everyone. If parents do not give advance notice, they must wait to serve themselves until after all the children have gotten at least the minimum required portion of each component. Parents are required to follow the guidelines set in the Head Start Mealtime Policy. This is available upon request.
- Food service personnel and all center education staff will obtain a Food Handlers Card from the Oregon Health Division within 45 days of hire. This will provide our staff with the training necessary to be knowledgeable of safe food preparation and handling. These cards must be kept current and may not lapse.
- The center's Director and USDA Manager will monitor to ensure that appropriate food safety and sanitation practices for food preparation are being practiced. Food service personnel will ensure appropriate food safety/sanitation practices at the center daily.

Special Diets

If a child has special dietary needs that require substitutions to the normal center menu, a *Medical Statement for Food Substitutions* must be completed and signed by a medical provider. The completed *Medical Statement for Food Substitutions* will be stored in the child's file and the center's Cook will be given a copy. The food restriction/substitution will be posted in the kitchen as well.

We will work with families whose children have allergies or special food restrictions to accommodate your child's needs as best we can, while remaining in compliance with

CACFP guidelines. A child requiring a special diet due to medical reasons will be provided with meals and snacks according to the written instructions of the child's medical provider and the child's family, to the fullest extent possible. Food allergies must be documented by a MD, PA, GP or LPN.

Infant Feedings

All infants will be fed according to their own schedules.

Bottles

Condon ELC provides iron fortified formula to all infants enrolled in our center and Condon ELC staff make new formula daily. If families want to provide an alternate formula, you are welcome to do so. In such cases, please be sure to check on a regular basis to ensure that we have enough for at least 3 days.

Condon ELC also provides bottles for each infant. If a family wishes to provide a specific type of bottle, the family must give us at least 4 bottles, and any specialized cleaning tools needed, to keep at the center. All bottles will be individually labeled, stored to avoid contact with another infant's bottles, and cleaned and sanitized daily.

Condon ELC will not add cereal to bottles, however we will spoon-feed cereal mixed with formula to infants over 6 months of age, as needed.

Support for Breastfeeding Mothers

Breastfeeding is a natural way to feed a baby and provides many health benefits to both infant and mother when it is a viable option for both. The decision and ability to breastfeed is a very personal one, and at Condon ELC we respect and support families who choose to feed their infants with formula as well as families who choose to breastfeed their infants. Families are always welcome to come feed their infants, and we will do our best to meet both your scheduling needs, and the feeding needs of your baby.

While breastfeeding is welcome throughout our facility, we do provide a private, comfortable space for breastfeeding mothers, both enrolled parents and employees, to express milk or breastfeed their babies.

Breastfeeding mothers may store their expressed breastmilk in our school refrigerator. All expressed milk must be stored in a container provided by the family, which is clearly labeled with the child's name and the date the milk was expressed. Families who only want their infants to consume breastmilk are asked to always keep a 3-day supply of frozen breastmilk at the center to be used in the event that we do not have enough fresh breastmilk for any given day.

Solid Foods

Solid foods will be introduced only after a consultation with the infant's family. Upon feeding, baby food will be placed in a bowl to feed the infant. Food that is left uneaten in the bowl will be discarded.

Condon ELC provides baby food to all enrolled children who are 6 – 12 months old. If a family wants to provide specialized baby food, either homemade or a specific brand, you

are welcome to do so. In such cases, families are asked to send in new, unopened jars of food daily, and to always keep at least a 3-day supply of baby food at the center.

Condon ELC will not serve solid food to infants under the age of 6 months.

Food Safety

Condon ELC follows appropriate food safety, handling and storage guidelines as outlined by the USDA and local Health Department. Condon ELC will not serve foods that are identified as choking hazards to children under the age of 4. This includes but is not limited to nuts, whole hot dogs, hot dogs sliced into rounds, raw carrots, raw peas, marshmallows, spoonsful of peanut butter, popcorn, chips, pretzel nuggets, whole grapes, seeds, hard candy, cheese cubes/sticks, chunks of meat larger than what can be swallowed whole and any food that is of similar shape and size of the trachea/windpipe. Food for toddlers must be cut into pieces ½ inch or smaller to prevent choking. This applies to all food, even food provided by families.

Birthday Celebrations

We welcome families to join us in the classroom to celebrate your child's birthday. Families are welcome to bring a story and a special treat to share. Any food that is brought into Condon ELC to be shared among children must be commercially prepared and in its original, unopened packaging.

Families are asked to schedule birthday visits in advance with your child's teacher, and to be mindful of any allergies in your child's class.

Supervision of Children

Children must be always supervised while they are at Condon ELC, from the time they are dropped off until they are picked up by an authorized adult. Staff and volunteers must be able to always see and hear the children.

Staff members must coordinate to ensure that they always remain within the legal ratios for their class as specified by state licensing requirements:

Child's Age	Teacher: Child Ratio	Max Group Size
6 weeks – 23 months	1:4	8
24 months – 35 months	1:5	10
36 months – attending Kindergarten	1:10	20

Staff members must be aware of where their colleagues and children are, and must strategically space themselves amongst the children, both while inside and when outside, so that they can, as a team, both safely supervise all children and productively interact with them.

Condon ELC requires at least 3 adults to always be present on site when children are present.

It is the responsibility of all teachers to not only supervise the children to ensure their safety, but also to be active participants in the play, wonder and discovery that occur throughout the day, including on the playground. Staff should help children figure out how to utilize playground equipment, rather than placing children on or removing children from the equipment and should closely monitor them while on any climbing equipment.

Children are under the legal custody of the family until they are signed in at drop off and as soon as they are signed out at pick-up. Families are required to always supervise children in their custody while on Condon ELC property. Children must be dropped off and picked up by an adult each day.

Rest Time

All toddlers and preschool aged children are given time to nap/rest each day. Per licensing, infants and toddlers must be allowed to follow their own pattern of sleeping and waking periods. Preschool aged children must be given one or more scheduled rest periods. Children who do not sleep will need to rest on their cot for a minimum of 30 minutes, after which they may engage in quiet play on their mat. Condon ELC will provide an individual cot for each toddler and preschool aged child, over the age of 12 months, and a crib for each infant aged 6 weeks – 12 months. Condon ELC will also provide crib or cot sheets for all children. Cots and sheets are all labeled with a child's name and are not shared amongst the children.

Condon ELC will sanitize all cots and cribs regularly and will launder all sheets at least once a week.

If families choose to leave a blanket or comfort toy with their child for nap time, CELC will also wash these items once a week.

Safe Sleep

Infants and toddlers sleep according to their own schedule and infants are put to sleep in accordance with safe sleep practices outlined by the American Academy of Pediatrics and Oregon Child Care Licensing Regulations.

- Infants are monitored constantly to ensure they are breathing, not overheated, not in distress or in need of assistance.
- Infants are always put to sleep on their backs unless we have a written note from the infant's pediatrician stating that the infant needs to sleep in an alternate position due to medical reasons. In such cases, the specific position must be specified, and a written notice shall be posted on or near the child's crib.
- Infants who can turn themselves over will be allowed to assume a sleeping position that is comfortable for them.
- Infants are always put to sleep on a firm surface that meets the standards of the Consumer Product Safety Commission.
- We will not put anything in the crib with the infant except a pacifier. Blankets, top sheets, bibs, pillows, comforters, bumper pads, toys, etc., may not be placed in an infant's crib.
- Infants may use wearable blankets/sleep sacks.

Child Illness / Wellness

Communicable Diseases

Families may not send a child to Condon ELC and must notify the school at once if a child has a communicable disease. If your child is absent due to illness, please notify the office via email or phone so the teachers can be notified.

Children and adults who contract a contagious illness cannot return to school until the contagious period has ended. In some cases, a note from the doctor will be required before the child or adult can return. Communicable diseases include but are not limited to:

- Strep throat: the individual can return once he or she has been on antibiotics for a minimum of 48 hours
- Conjunctivitis/Pink Eye; the individual can return once the eyes are clear of drainage and redness
- Impetigo: the individual can return once the skin is clear and free of lesions and scabs
- Staph skin infections: the individual can return once the skin is free of open lesions
- Head lice: the individual can return once he or she has been treated and the hair is free of lice and nits
- Ear infections: the individual can return once treated with antibiotics for 24 hours, once he or she has been fever-free without the use of medication for at least 24 hours, and once any and all fluid has stopped draining from the ear(s)
- Influenza: the individual can return once he or she has been without fever for 24 hours, without the use of fever reducing medication
- Chicken Pox: the individual can return once the pox has scabbed over and dried
- Pneumonia or Bronchitis: the individual can return once he or she has been treated with antibiotics for 48 hours & fever free for 24 hours without the use of medication
- Pertussis: the individual can return 5 days after the onset of treatment
- Vomiting/Diarrhea: the individual can return once he or she has been 48 hours free of an episode before returning
- Cold Sores: the individual can return once all external sores are healed

The following communicable diseases require a doctor's note stating that the individual is no longer contagious before he or she can return to Condon ELC.

- Mumps
- COVID-19
- Hepatitis
- Diphtheria
- Rubella
- Measles
- Scabies
- Impetigo
- Tuberculosis
- Meningitis

The school will notify the families of children who may have been exposed to a communicable disease, without identifying the individual who is ill.

In addition to these named illnesses, our certified center may not accept a child into care who has one or more of the following symptoms of illness, except with the written approval of the public health administrator or licensed health care provider:

- Fever over 100.4 degrees. A child with a fever of 100.4 degrees may return if fever free for 24 hours without the aid of medication.
- "Diarrhea", (three of more water stools, bloody, or loose stools in 24 hours, the sudden onset of loose stools, or if a child is unable to control bowel function when previously able. A child with diarrhea may return 48 hours after diarrhea is resolved or with written clearance from a licensed healthcare provider.
- Vomiting at least one time, where there is no explanation for the vomiting. A child who vomited without explanation may return 48 hours after the last episode of vomiting or with written clearance from a licensed healthcare provider.
- Severe or persistent coughing. A child with severe or persistent coughing may return after symptoms are improving for 24 hours or with a written clearance from a licensed health care provider.
- Unusual yellow color to skin or eyes. A child with unusual yellow color to skin or eyes may return to care with a written clearance from a licensed health care provider.
- Open sores or wounds discharging bodily fluids. A child with open sores or wounds discharging bodily fluids may return to care after rash is resolved, when sores and wounds are dry or can be completely covered with a bandage, or with written clearance from a licensed health care provider.
- Stiff neck or headache with one or more of the symptoms listed above.
- Uncharacteristic lethargy, decreased alertness, increased irritability, increased confusion, or a behavior change that prevents active participation in usual school activities. A child with any of these symptoms may return to care when symptoms are resolved, or with written clearance from a licensed health care provider.
- Difficult breathing or abnormal wheezing. A child with difficulty breathing or abnormal wheezing may return to care after symptoms are improving for 24 hours.
- Complaints of severe pain. A child with complaints of severe pain may return to care after symptoms are improving.
- Eye lesions that are severe, weeping, or pus filled. A child with eye lesions that are severe, weeping, or pus filled may return to care after symptoms resolve or with written clearance from a licensed health care provider.

If a family suspects a child might be coming down with a communicable disease, the child should not be brought to school that day.

All staff members are responsible for monitoring children for signs and symptoms of illness during the school day. If a teaching staff member believes a child might be coming down with a communicable disease or might be suffering from a non-communicable disease which is interfering with the child's ability to have a successful day, the child shall be removed from the classroom and cared for while

awaiting pick-up. The school will contact the family who must come pick up their child within 1 hour of being notified by the office. If a family will not be able to pick up a sick child within a reasonable amount of time, families are asked to arrange for a backup authorized pick-up person to come instead. If needed, Condon ELC will contact the emergency contacts listed on the child's registration forms. A sick child will be kept isolated from the other children in a comfortable setting with a familiar adult. It is always our goal to keep all the children safe, healthy and comfortable.

If there is a question as to whether a sick child may attend Condon ELC, the Director has the sole authority to make the final decision.

Administration of Medication

Whenever possible, treatment schedules that allow medicine to be given by families outside of school hours are requested and encouraged. Family members and caregivers are welcome to come in to administer medication if needed during school hours. Condon ELC will administer prescription medication if timing requires that it be administered during school hours.

- When medication Families must complete our Medication Administration Form for each medication and provide a daily written statement indicating when the last dose of medication was administered prior to the child's arrival at Condon ELC.
- Families must provide the following information for each medication given:
  - The name and birth date of the child
  - Medication allergies
  - Doctor name and phone number
  - Pharmacy name and phone number
  - Name and strength of medication
  - Date/s on which medication is to be administered
  - Dosage (amount to be given) and frequency of required administration
  - Route of administration (such as oral, eye, nose, mouth, topical, inhalation, injection)
  - Medication expiration date
  - End date (when to stop giving the medication)
  - Reason for medication
  - Any special directions (refrigeration or room temperature, take with food, etc.)
  - Signature of parent or legal guardian, and date of signature

is to be administered, the following requirements apply:

- All prescription medications must be:
  - Stored securely and out of children's reach
  - Refrigerated, if applicable, in a closed container, separate from food
  - In its original container and labeled with directions on how to give or use the medication. The medication must remain in the container in which it was received.
  - Current and not expired
  - In child-resistant containers

- Medication shall be administered to only the child whose name appears on the container.
- Prior to administering any dose of medication, Condon ELC staff will first verify that they are administering:
  - The right dose of
  - The right medication at
  - The right time
  - To the right child
  - Using the right route of administration
- Condon ELC will establish and maintain a Medication Administration Record whenever prescription medication is administered. The log will include the following minimum information:
  - The name of the medication
  - The name of the child receiving the medication
  - A requirement for refrigeration
  - The amount of medication administered
  - The date of administration
  - The time of administration
  - The signature of the staff member who administered the medication or who witnessed a school aged child self-administer medication
  - Special notes related to problems of administration
  - Symptoms that indicated the need for medication (in the case of emergency medication administration)

Condon ELC will not administer the initial dose of any medication except an EpiPen®. After administering medication, Condon ELC staff will monitor the child and will notify families should we observe any signs of symptoms or adverse reactions to the medications.

If a medication error occurs, Condon ELC will contact the family and the regional Poison Control Center immediately. The incident will be documented in the child's record.

Condon ELC requests that any children who take life-supporting medication (ex: insulin) keep a 3-day supply in the school office. In the unlikely event that we had to stay in the school with the children for multiple days, we want to make sure we have the supplies to keep everyone as healthy as possible.

Sunscreen

Sunscreen is considered a non-prescription medication, and we must have written permission to apply it to your child.

Families who wish to send sunscreen must provide a container clearly marked with your child's name. This needs to be handed to the classroom teacher and not placed in the child's backpack or bag.

Allergies

Families of children with diagnosed allergies are required to provide Condon ELC with a written care plan prepared by the family or a licensed health care practitioner, which should include:

- Instructions regarding the allergen to which the child is allergic and steps that need to be taken to avoid those allergens
- A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction. The plan should include specific symptoms that indicate the need to administer one or more medications. This plan must be updated as changes occur at least every 6 months.
- A list of appropriate food substitutions in the case of food allergies

Posting of Medical Conditions / Allergies

At Condon ELC, the safety of our students is our top priority. Condon ELC requests permission to post information about allergies and specific medical conditions which may require treatment during the school day – including specifying the allergy/medical condition, listing symptoms, and describing appropriate treatment/response plan. This information is posted, visibly, in the classrooms so that any adults in the classroom or immediate vicinity of your child can see it and utilize it if needed.

While it is our preference to take this precaution, it is a family's prerogative to keep medical information private if so desired. In such cases, the information will be stored in a confidential binder in the school kitchen and in a confidential location in the classroom.

Hand Washing

Hand washing is the best defense against disease. Teaching staff teach children to wash their hands by modeling, washing all surfaces of the hands for a period of at least 20 seconds (long enough to sing ABC's twice).

Children and staff must wash their hands at the following times:

- Upon arrival at Condon ELC
- Before and after:
  - eating or handling food
  - giving medications
  - Caring for a child or adult who may be sick
  - engaging in water play or other sensory materials with other children
  - using shared play dough or clay
- After:
  - using the toilet or assisting a child with toileting
  - dealing with bodily fluids
  - handling animals or their equipment
  - playing in a sandbox
  - playing with water used by more than one person
  - outdoor play
  - entering the building
  - sneezing or coughing into their hands
  - using tissue or assisting a child with wiping his or her nose
  - handling trash

and at other appropriate times.

At Condon ELC we adhere to the following procedure for handwashing:

1- Turn on the water
2- Get soap
3- Wash your palms
4- Wash the backs of your hands
5- Wash your wrists
6- Wash between your fingers
7- Wash under your nails
8- Turn the water off using a paper towel

Teachers may use hand sanitizer when soap and water are not available, but it may not take the place of hand washing. Hand sanitizer may not be used on children. Hand sanitizer must be stored in a container with a child-proof lock and kept out of the reach of children. When hand washing is not possible, teachers may utilize moist towelettes on children's hands as a temporary measure.

Diapering

All activities during the day provide opportunities for meaningful communication between adults and children. This includes changing diapers. While changing a child's diaper, teachers should interact with the child in a positive manner. Teachers may discuss the diapering process but should be mindful to never make statements which might embarrass the child.

All diapers must be changed in the bathroom using the following procedure:

1. Get clean diaper, enough wipes for child's bottom, child's hands, and teacher's hands, change of clothing, diaper cream, bag for soiled clothing and diapers
2. Cover the changing table with a new, clean table liner
3. Remove clothing and soiled diaper. Soiled clothes are to be treated as bio-hazardous material and must be wrapped in plastic bags to be sent home for families to launder
4. Clean the child thoroughly with wipes
5. Place diaper in a plastic bag and place it in a hands-free trash can
6. Clean child's hands with a clean wipe
7. Put a clean diaper and clothes on
8. Child and adult wash their hands in accordance with our Hand Washing Policy
9. Allow child to return to play
10. If any bodily fluids penetrate the table liner, wash the diapering surface with soap/water solution and dry with a paper towel before proceeding to step 11
11. Spray surface with a sanitizing solution of bleach and water and allow to air dry if possible. You can dry after 2 minutes with a clean paper towel.
12. Wash your hands again in accordance with our Hand Washing Policy

Teaching staff must change a child's diaper as soon as possible upon determining that the diaper has been soiled. In addition to having a general awareness throughout the day, teachers will check all children in diapers at least every hour, and before and after feedings and naps, to determine if a new diaper is needed. Teachers will note all diaper checks and all diaper changes in the Toilet Log.

Families are responsible for providing disposable diapers, creams, lotions and powders. Families must note on the Infant Care Log which products they would like us to use.

Teachers will notify families if we are running low on diapering supplies. Families are asked to replenish their child's supply promptly.

Toilet Training

Toilet training is a very individualized experience for each child and each family. Condon ELC will collaborate with families to support their children through this process and set them up for success! This is one area in which the children have much more control than their adults. If a child is not ready, it is not the right time to toilet train, even if the family is ready. Condon ELC respects the individual needs of our students and will never force a child who is unwilling to use the toilet to do so.

Here are a few signs to look for that may indicate that a child is ready to begin toilet training:

- Staying dry for long periods of time
- Wake from nap dry
- Able to communicate the need to use the toilet
- Not afraid to sit on toilet
- Using the toilet when placed on it
- Verbalizing that he or she has soiled his or her diaper

While a child is toilet training, please dress him or her in "user-friendly" clothing to facilitate the child's independence and ability to get undressed in a hurry. Families should send additional underwear, bottoms, socks and shoes just in case. Accidents happen, and it's ok.

If you feel your child is ready to begin toilet training, we ask that you begin training at home during a weekend or vacation. Please Note: We will only begin to assist your child in toilet training if you have successfully begun toilet training at home at least a week prior. Please ask your teacher for the full Condon ELC Toilet Training Policy when you are ready to begin.

Emergency Preparedness and Procedures

Condon ELC has a full Emergency and Evacuation Plan which is available for families to review upon request.

Each classroom has emergency exit posters showing a primary and a secondary emergency route. It is important that families follow the directions given by Condon ELC staff should you find yourselves on site during an emergency drill or an actual emergency. Please make sure to calmly evacuate the building or to shelter in place with staff and children. You may re-enter the building or leave the classroom when all clear is given.

Emergency Drills

Condon ELC employees practice monthly fire drills throughout the year, and other emergency drills - including shelter in place, lockdown and earthquake – on a rotating basis every other month, with the children. These drills are explained to the children in a developmentally appropriate way and are never described by staff as scary. Rather, we tell children that we practice different ways of staying safe in an emergency – sometimes we leave the building to stay safe, and sometimes we stay inside the building to stay safe - so that if there were an emergency, and we do not think there will be, we would be safe.

Families, teachers and children will not be notified in advance of emergency drill dates or times, as this is the most effective way to assess the success of our drills. However, we will notify families once the drill is complete, so that you are able to talk to your child about the experience.

During an emergency drill, families may not sign children into or out of the center but must wait until the drill is complete and the children and teachers have reentered the building and are fully accounted for.

Notification of Families in the Event of a School-Wide Emergency

In the event of an emergency, Condon ELC will first take all possible steps to ensure the safety of the children and the adults in the school, including evacuating to a pre-determined location if necessary. Once Condon ELC leadership determines that all possible steps have been taken to protect members of the community in attendance that day, families will be notified via text, email, social media and/or phone calls depending upon the availability of communication devices.

Accidents or Injuries

Our staff members are required to have a current certificate in Basic Life Support for Children and an American Red Cross First Aid Card.

For all injuries or incidents, employees will complete an Accident and Incident Report, to be provided to families at pick-up, that details what happened and how Condon ELC staff responded.

Condon ELC will also immediately notify families verbally in case of any of the following circumstances:

- Any injuries sustained above the neck
- Injury causing bleeding that cannot be contained by an adhesive strip
- Human bite that breaks the skin
- Animal bite
- Impaled object
- Broken or dislodged teeth
- Allergic reaction skin changes (e.g., rash, spots, swelling, etc.)
- Unusual breathing
- Symptoms of dehydration
- Temperature reading over 100.4
- Injury or illness which we feel might require professional medical attention

If one child injures another, the families of both children will be notified of the incident. At no time will a Condon ELC employee inform a family of the other child's identity, as doing so would be a violation of that child's confidentiality rights.

Medical Emergencies

All parents are required to complete a medical release form upon enrollment. This gives Condon ELC permission to seek medical attention for your child in case of an emergency.

If a child experiences a medical emergency, either illness or injury, which we believe requires emergency medical treatment, we will first contact 911, and then we will contact the child's family or designated emergency contact. If we are unable to reach the family or designated emergency contacts, we will call the child's physician and/or arrange for immediate emergency treatment. If medical transport arrives before the family, and Condon ELC is advised that the child must be transported for emergency treatment, a staff member familiar with the child will accompany the child and remain with him or her until an authorized family member arrives to assume responsibility for the child. By enrolling a child in Condon ELC, families authorize the

school to obtain medical care for their child in the event of a medical emergency, including transportation for medical care and any medical care determined appropriate by medical personnel.

On our enrollment form we ask for a family's insurance carrier and the policy number. It is important families report any information changes immediately. Families are responsible for payment of all medical services rendered.

Inclement Weather / Unanticipated Closings

If the Condon School District determines that inclement weather makes it unsafe for schools to open for the day, or indicates that a delayed opening would be safer, we will follow suit. Condon EC also reserves the right to make an independent decision to close the center due to weather or other unforeseen circumstances if the Director, in consultation with 2 Board Members, determines doing so is in the best interests of our community.

The Director, in consultation with 2 Board Members, may choose to close the center mid- day in the event of hazardous weather or a loss of power, heat or water. If Condon ELC opens on an inclement weather day and you do not feel it is safe to bring your child to the center because of the conditions in your area, please notify us by 9:00 am that you will be keeping your child home and safe. Safety is always our shared top priority.

In the event of inclement weather or other unanticipated closure, families will be notified via email and our parent Facebook page.

Limited Entry

The safety of your child is Condon ELC's priority; therefore, only authorized individuals with a need to be in the building will be granted entry. Each adult must enter using his or her assigned code. Families are not allowed to share their code with anyone. Any individual who does not have a code will need to ring the bell and wait for a staff member. Condon ELC staff members will ask for a picture ID from anyone they do not recognize. We will refuse entry to anyone who does not have a documented reason to be in our building. Condon ELC community members may not hold the door open for anyone you do not recognize as a fellow family member or staff member of the preschool.

Abuse and Neglect

The center and its staff are mandated by the State of Oregon to report any suspected signs of child abuse and/or neglect. All Staff are trained Mandatory Reporters by law. To fulfill our goal of encouraging the family's well-being, all suspected cases of abuse/neglect must be reported to the Office of Services to Children and Families or law enforcement.

Smoking, Drugs, Alcohol & Weapons Prohibition

To protect the health and safety of all employees, families and students,

- smoking and vaping
- narcotics, alcohol and other impairing drugs/paraphernalia
- firearms, knives and other weapons

are all strictly prohibited within the confines of Condon ELC, including the playground, the parking lot, and personal automobiles in our parking lots. Adults may bring pepper spray so long as it is kept in a locked cabinet or container, so that it is inaccessible to the children, and is not used on Condon ELC property.

Regulations

No Discrimination

Condon ELC does not discriminate based on race, color, creed, sex, religion, national or ethnic origin, handicap, ancestry or whether a child is being breastfed.

Inclusion & ADA Compliance

We believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

All children who have documented special physical, developmental or behavioral needs must have an individualized plan for specialized care from a professionally qualified source.

Condon ELC always complies with the requirements of the Americans with Disabilities Act ("ADA"). This means that we will not discriminate against people with disabilities on the basis of disability and will provide children and families with disabilities with an equal opportunity to participate in our program and services.

Specifically:

- We will not exclude children with disabilities from our program unless their presence poses a *direct threat* to the health or safety of others or require a *fundamental alteration* of the program.
- We will make *reasonable modifications* to our policies and practices to integrate children and families with disabilities into our program unless doing so would constitute a *fundamental alteration*.
- We will provide appropriate auxiliary aids and services needed for *effective communication* with children or adults with disabilities, when doing so would not constitute an *undue burden*.
- We will generally make our facilities accessible to people with disabilities. Our building is *fully accessible* in compliance with ADA standards.

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies

and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Activity Permission, Assumption of Risk and Release

By enrolling a child in Condon ELC, families actively give permission for that child to attend and participate in all aspects of Condon ELC activities, including staff supervised walks in the neighborhoods surrounding Condon ELC. This includes, but is not limited to, utilizing the playground equipment, both indoor and outdoor materials.

Families release Condon ELC, its Board, staff, owner and agents from all claims, liability and damages that the family or the child may have for personal injuries or property damage resulting from the child's participation in Condon ELC. This release includes personal injury or property damages caused by negligence, active or passive, of Condon ELC, its Board, staff, owner and agents; however, the release does not apply to liability for gross negligence, willful injury or fraud, and is not intended to release Condon ELC insurers, if any, or non-agent third parties of any responsibility for any claims that may otherwise be asserted.

Licensing Standards for Child Care Centers

As a licensed childcare center, Condon ELC complies with all licensing regulations for childcare centers as detailed by the Oregon Department of Education. A copy of these regulations can be found HERE. A copy of our current license is always posted in the Condon ELC office. At any time, a family may request a copy of the State Licensing Compliance Inspection Report which is kept in the Condon ELC office.

Acknowledgment

I have read the Condon Early Learning Center Family Handbook. I understand the policies and requirements for receiving services from the Condon Early Learning Center and agree to abide by them as a condition of my child's continued enrollment.

Parent / Legal Guardian Signature	Date
Director of Condon Early Learning Center	Date