



# Family Handbook

**This document will be a living document and will be reissued with updates as needed.**

## Contact Information

Phone Number: 541-556-3674

Street Address: 999 Laurelhurst Drive, Eugene OR 97402

Email: [Sonya McNurlin ] - [Kidactivepd@outlook.com]

Website: [www.kidactiveschool.com](http://www.kidactiveschool.com)]

If you are going to arrive more than 5 minutes early or 10 minutes late of your scheduled slots please contact us to ensure that we are aware.

If your child has a scheduled doctor appointment please schedule it before 12:00 or after 2:30 to keep nap time uninterrupted for the other children present.

No drop offs unless prearranged after 9:00 am till 10:45 am due to our efforts to allow the children uninterrupted learning time.

STOP AND THINK - is my child exhibiting symptoms that I would be uncomfortable if other children were having around my child. If the answer is yes... please keep your child hom. We have to stop the spread one family at a time.

Pick Up and Drop Off - When dropping your child off, please try to create a healthy routine that is good for your family. We encourage discussion with your child before you walk to the

door about how amazing the day is going to be. Walk them up to the door, sign in, hug your child and leave on a positive note. If your child is crying I will send you updates letting you know how they are doing. Routine can often help children know what to expect and make them feel safe. They pick up on our feelings so please try to stay positive. Picking up your child can be a little chaotic but is often good. We encourage you to pick them up with a routine, this is a good time to ask how things went to Sonya McNurlin. If it is a different teacher, they may need to go back to the other children in their care.

## Mission Statement

KidActive Preschool & daycare provides a safe place to take your children with highly educated teachers. Our services include both daycare and preschool, no need to go to more than one location. All children start their education at their developmental and academic levels and are in control of how much they learn at KidActive.

Our Mission is to create a safe fun environment that encourages learning and friendship. We stand out from the competition by maintaining the highest standards of care for all children at KidActive. Our teachers are continuing to learn everyday and encourage their students to do so as well. This includes academic, social and emotional learning. Much of our students learning is through exploration and play, we add in Experience curriculum as well to ensure all areas of learning are met at KidActive.

We value all of our families and make a great effort to be an extension of each family's home. It is our goal at KidActive for each child to feel as at home in our care as they would be in their own home.

## Curriculum

KidActive teachers use a mix of several different types of curriculum, though experience curriculum is very present in each day. Experience curriculum works on all the most important areas of education needed to be successful in kindergarten. Experience focuses on three letters a month and we make those letters our focus but outside our experience lessons also discuss all previously learned letters and numbers. We also utilize a website called Education.com where we own the right to print worksheets and there is an online learning platform that is similar to abc mouse. We use it mostly in the classroom but each child will have access with tuition and this program can be used at home. Please contact Sonya if you are interested in this. It is a progressive learning program and is excellent for having fun while learning. We also weave a child led program to where if a child shows interest in an activity or lesson we try to expand on it and encourage interest. All of this is seamlessly woven throughout our day so the

children have fun while learning. Most of the learning happens in the morning and free play in the afternoon.

## Discipline Policy

Here at KidActive we work with each child individually and communicate closely with each family. We document concerning issues in Brightwheel to help us all understand what is going on. Before any discipline takes place we try to notice when a child is getting ready to have something happen and intervene to help the children navigate tricky social situations. However occasionally throughout the day children have things that happen that need redirection. That is our first step, if we notice a behavior that is not ok we try to redirect the behavior to a desired one and reward the desired behavior. If for some reason redirection is not working and the situation with the child escalates we will have the child sit by us on a designated thinking spot. When they are ready to listen we ask them if they know why they are there and if they do not then we make an attempt to help them understand. We do not want the situation to escalate but we encourage them to repeat why they are there. If it feels like they understand we allow them to go back to playing. If it feels like they need more time we give that to them. This time is treated as calm down thinking time. If a behavior escalates to where calming down and thinking does not work we may try resetting away from our friends in the corner. If this happens a parent will always be informed. If your child refuses to stay in the corner and are over the age of 3 and the behaviors continue to escalate we will ask that the child be picked up. As long as the behaviors are not endangering to other daycare children they will be admitted back the next day. KidActive and families are team members and it is expected that families will assist KidActive with behaviors happening at daycare. If KidActive determines that a family is not assisting in helping with behaviors and a doctor or EC Cares has not been involved it may be determined by KidActive that the contract may need to be canceled. This is a last resort and not what KidActive Preschool & Daycare wants.

## General Safety Procedures for the School and Teachers

### Health Policy

The school health policy will be evaluated regularly to reflect new dangers to our children including but not all COVID-19 and RSV.

A temperature of 100.0° or above is considered a fever. A feverish student or teacher will not be admitted to the school. If a fever occurs while a student is at school, they will need to be picked up within one hour.

Do not send your child to school on days when any one of the following symptoms are present, or if they have had any of these symptoms **within a 24 hour period**:

If it is a new cough, if your child is not acting like they are feeling well we have to stop the spread at home. Keep them home to help keep it from other families. Children can be

contagious from a new cold for up to 4 days or more, please keep in mind how you want other families to behave and set the bar high for them to follow your lead.

- Fever (temperature 100.00 and above) or chills\*
- Congestion or runny nose\*
- Diarrhea\*
- Nausea or vomiting\*
- Sore throat\*
- Cough\*
- Shortness of breath or difficulty breathing\*
- Fatigue\*
- Muscle or body aches\*
- Headache\*
- New loss of taste or smell\*
- Rash
- Discharge of discolored or profuse mucus from the nose
- Any contagious disease

*\*Covid-19/RSV symptom*

All communicable diseases must be reported to the school. A student must have an unmedicated temperature of 100° or below for 48 hours before returning to school. If your child has a new cough with no fever they are still contagious. Coughs are going to happen at daycare due to how long they last. We need to try to keep them home when they are contagious. We will document when the symptoms first start and figure out when would be the best day that your child should come back to daycare. Generally but not always, four to five days from onset of the symptoms as long as no new symptoms appear.

If a child or adult in the household is home sick with any of the Covid-19/RSV symptoms, we require any siblings/children who also attend KidActive Preschool & Daycare to stay home as well (it is likely the illness can spread since siblings are in close quarters at home). In order to be readmitted to school, the student will need to present a doctor's note giving clearance, or an appropriate amount of time for the illness to no longer be contagious. We understand that it is difficult for some families to have their children but if we do not stop the spread it can go through a daycare multiple times causing even more time off.

We ALL need to be vigilant for symptoms and communicating when someone becomes sick.

A student must not have vomited for 48 hours before returning to school.

A student must be free of diarrhea for 48 hours before returning to school.

Weather permitting, outdoor play is a part of our daily schedule. A student too ill to participate in outdoor activities will not benefit from other learning activities and should remain at home until well.

The only medication that KidActive Preschool & Daycare will administer is prescription only and has to have their full name on it, be a current prescription that has been administered no more than one month previous and can not be treating ANY communicable illnesses.

## Policy for Staying Home & Return to School After Illness

Children must remain at home if they exhibit any of the symptoms listed in the health policy.

If a child's symptoms persist for 3+ days and/or if they are taken to a physician to evaluate their symptoms, the school will require written confirmation from a doctor affirming that the child is healthy enough to return to school.

In all cases of illness, children must be symptom-free for 48 hours without medication to be admitted back into the classroom. If a cough is still present after being home to wait to be no longer contagious contact KidActive Preschool & Daycare to further discuss what can be done.

## What KidActive is doing to help prevent the spread

- We sanitize all surfaces that children come into contact with.
- We wash hands many times of day as part of a routine
- We encourage children to cover their cough Batman style and not to touch their faces
- We keep the children's beds and bedding separate
- We encourage the children to keep their bodies separate and not to touch each others stuff.
- We sanitize all the toys on a regular basis

How you can help KidActive from home

- Encourage your child to not put their fingers in their mouths
- Wash hands at home with them to show it is important.
- When there are symptoms at home find out how we are managing them here and extend that to your home to help us encourage them to not share.
- Talk talk talk to your children about not touching their faces or rubbing their noses.

## Water

In order to help prevent the spread of illness we ask that every family provides a water bottle from home. It can stay at daycare or be sent home each day. It is important that your child recognizes it as their own.

## Meals

We serve breakfast from 7:00 am till 8:15 am. We ask that if you would like your child to have breakfast that they arrive in that window. If it is not possible to feed your child breakfast and it is outside of that window it is not a worry just communicate that to their teacher and they will still be given breakfast. We always feed every child if they are hungry. Lunch is served at 11:00 and goes until 11:40, during this time drop off and pick ups are discouraged. Meal times are bonding times. Afternoon snack time is at 2:45 until 3:15. If your child is at KidActive after 5:00 pm they may receive a small snack if they seem to need it to help them maintain until their parents arrive.

## Naptime

Naptime is from 12:00 to 2:30, your child will be encouraged to sleep but if they do not want to sleep they will be expected to rest on their nap mats quietly and allow their body's and minds to rejuvenate so that they will have a good afternoon. We have a lot of activity at KidActive and each individual takes that time as a guaranteed time for quiet and rest. We have nap mats that can be sanitized and pillows for each child. We also can provide blankets if your child does not require one from home to feel safe. Nap time blankets can not be overly large, they must be able to fit in the nap time containers if they come from home.

## Possessions from home

Backpacks should contain all the things a child needs to play at daycare. A change of clothing as long as they are not potty training, two changes of clothing if they are potty training. Weather appropriate clothing, long pants, shirt and a jacket for winter. Shorts, shirt and a light jacket for mornings in the spring and summer. Use your best judgment but please make sure you are considering that your child will be outside for no less than 70% of their day and will need the right clothes for fun and learning. Put their names on everything you can since many families shop in the same places and your children may have difficulty identifying their things.

Toys from home are discouraged, if your child needs a snuggle toy for nap that is ok as long as they understand that they can not play with them. We reserve the right to have them go back in their backpacks if they distract them from nap time. No other toys are needed from home. We have many toys and we are also having social time and learning.

## Playtime

At KidActive we have two different types of play, when your child arrives they will have free play where they will get to choose games and activities and play with them in whatever way they would like as long as it is not destructive or harmful. Free play encourages the imagination and creativity of young children, we do not interfere with that play unless there is harmful behavior. Free play happens often outside but they also get opportunities to have free play inside both the classroom and house when opportunities arise. Free play is great for creating bonds between peers. The other type of play is directed play, where the teachers set up activities and help direct the children on how to play with them. The teachers are working directly with each child

on their developmental level helping them learn how to play the activity with their peers in a way that encourages learning a specific lesson. Directed play is great for sparking child interest and showing them different and new ways to play.

## School Closure

At KidActive there is always outside the door a list of closures posted. If it is posted that is the current list. It includes all major holidays, it also includes several days in the year that are designated for ensuring your child's daycare/preschool is at its best. We work on cleaning, curriculum and other important things concerning our facility to keep it at its best. Any days posted on the board are days that are included in your tuition and no discounts will be offered.

If we are forced to close to prevent the spread of illness including RSV, COVID-19 and head lice to name a few but not all of them, there will be no discounts in tuition. We understand that we need to be open and that is our ultimate goal. We will remain open unless it is in the best interest of the children in our daycare that we close to clean and sanitize. If this happens we will keep in close communication with our parents and open as soon as it is safe to do so.

If we have a power outage at KidActive we may remain open as long as the weather does not cause a hazard. It will be on a case by case basis. As long as the power outage is out of the control of KidActive there will be no discounts given if school ends early.

Weather - If the Bethel school district is closed due to weather, we will be as well. At KidActive we care about our students and our employees. We have to maintain a ratio of adults to children and that would require our employees to come in. If the weather forces the closure of school in Bethel then it would be dangerous for our employees to get here as well. We can not be out of ratio and will have to be closed until our employees can safely travel to our school.

If our facility has to close or your child will not be able to attend due to not having enough teachers due to adult to child ratios we will discount your next month's tuition the cost of that day as long as you are private pay. If your child can not attend due to our poor planning, or closing due to family issues your family will not be charged for those days and it will be discounted on your next month's invoice.

If Bethel school district is on a delayed schedule we will open at 10:00 am as long as we agree that the weather is not an issue. If we do not agree, we reserve the right to decide to close for the day on days that are delayed.

## Parent/Teacher Conferences

We often chat with you about how your child is doing when you drop off and pick up. We also post often in Brightwheel about their progress in the day. There may be times where we need to speak on a topic that may take some time. If you want to make an appointment with us just ask. We may just ask if you have a few minutes to chat at pick up. If you do not we can make a time

to talk when it is better. Phone calls and texting are excellent ways to communicate but when discussing important parts of your child's care in person is our preferred way to do this. Feel free any time to reach out to talk with Sonya McNurlin about your care.

## Brightwheel

We use Brightwheel to:

- Manage enrollment and invoicing
- Send alerts, reminders, and messages to parents
- We communicate your child's progress with our curriculum

You may access Brightwheel from the web, and there is also, conveniently, an app that you can download to your iOS or Android device.

You will be invited to join Brightwheel via text or email. Once you receive the invitation, follow these easy steps:

- Create a free Brightwheel account. Use either the web or mobile app. Make sure to use the same email address or cell phone number to which the invitation was sent. [Here is a quick video overview](#).
- Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up.
- Set your account preferences. You can adjust your notification preferences within your profile settings on the app or website.
- Add your payment information. Brightwheel offers a secure, automated online payment system that saves you time. Here is an [online Payments Setup Guide with more info](#).

## Visiting & Observing

### Observing Your Child

If you come early and would like to observe your child, playing, you are more than welcome. If you are arriving more than 10 minutes early to do that please contact me to arrange it. If you want to observe our class during the day we do not encourage adults coming on a regular basis due to the disruption in learning that can cause. Breaking from our routine happens when new people are around. We do have holiday parties and you are always welcome to bring something for your child and stay if you would like for birthday parties.

All students are asked to please leave their toys at home.

### Biting, hitting, bad language



At KidActive we understand that there are behaviors that are developmental and we have no issue working with them as a team with you. We expect every family to respond when we ask for help with their children. Behaviors such as biting and hitting while they can be developmental and go away with a bit of work. Some are behaviors and are happening for a variety of reasons. Upsets where your child is screaming non-stop, yelling at other students in an unkind way that will not be redirected, hitting other children or biting are not acceptable. If they are over 27 months and hitting and biting that is past the developmentally appropriate age. There may be underlying issues such as communication issues or any number of other reasons. As a team KidActive will assist as long as it is safe for the other students. If the behavior continues and KidActive determines that the other children are not safe we may require your family to keep your child at home until the behavior has been resolved. To keep the slot if it is determined that is what is the correct thing to do, payment will be required as usual. It is the intention of KidActive to help every child and family overcome obstacles in learning but will not put other students in danger of injury physically or mentally.

KidActive Preschool & Daycare reserves the right to cancel immediately any daycare contract where a child or adult becomes violent. This includes verbal and physical violence. This is not what KidActive wants to do but will do so if it is determined the best course of action for the daycare as a whole.

## Learning at home

In class we are encouraging the children to recognize letters, numbers, shapes and colors all the time in casual conversation. When you have time during your day it is good to do so at home as well. We also ask families to encourage their children to hold pencils and crayons correctly from the beginning. Scissoring is also something that can be practiced when possible both at home and school.

## Birthdays

We encourage families to bring something for their children's birthday that their child can share with their friends. We prefer store bought foods for this activity due to the possibility of allergies. It is ok for parents to participate but is not required. We have a small celebration after nap for each birthday on or close to their birthday. We try to make it special and help the children to understand it is a special day.

## Parties

We have several parties throughout the year, though several may be surrounding holidays they are in good fun. No religious teachings of any type will happen. These parties are intended to help with our daycare social emotional well being. We have fun and try to show kindness and community. Families will always know about the parties and are always welcome to reach out to add something to the party. We always have little snacks but welcome different things from different families to help children better understand their friends and what their families like. If

you enjoy participating in Halloween parties and Thanksgiving celebrations please reach out to let us know.

## Tuition

Brightwheel will generate invoice statements on the 20th of the month. Payments are due one the first of each month. There will be a \$15 fee for late payments. A late payment will be assessed if payment has not been received at end of day on the fourth day of the month. After the 15th of the month with no payment, we will invite waitlisted students to fill any open spots, unless arrangements have been made to pay it. KidActive Preschool and Daycare reserves the right to end any contract that is consistently late. Payments are non-refundable.

### EDRC

Families that use EDRC are still responsible to pay their child's tuition. KidActive will bill EDRC for your child's tuition but in the event that we receive a denial letter or a letter indicating a loss of benefits your family will be informed as soon as we are aware. You will be given 5 business days to work out any issues with EDRC. We at KidActive will stay in communication with both EDRC and your family to help facilitate payment. If it is determined that payment is not available through EDRC you will need to present payment or a plan on how to pay for tuition (that is acceptable to KidActive) to continue to keep the slot. KidActive Preschool & Daycare reserves the right to decline any payment option that does not match the original contract. On the 6th business day after receiving the letter and no payment has been made, if a plan has not been presented on how to pay for the slot it may be offered to other families on the waitlist.

This is the last thing we want to do and will want to work with you if possible.

The rates will not be prorated in order to accommodate for situations such as vacation, or a school closure. In the event of a school closure,

### Making Tuition Payments

KidActive Preschool & Daycare] uses Brightwheel to easily and securely collect tuition payments. Tuition payments will be quick and easy. ACH transfers (transfers from bank-to-bank) and payments with a credit or debit card have a [processing fee].

Please note that the ACH Authorization form does not bind you to automatic recurring payment. The ACH Authorization form is meant to permit our processor to pull funds from your bank account when you actively click "Pay by Bank".

You may of course also continue to pay by check if you choose, and you may use brightwheel to access your tuition invoices, receipts and statements.

If you need technical help, please send a message to brightwheel support, or email KidActivepd@outlook.com].

## Late Arrival Fees

It is imperative that parents gather their child(ren) at the time that was chosen at enrollment.

Each contract that is full time is for 45 hours a week, part time is for 30 or less hours per week. Each child is supposed to be picked up as per the agreed upon contract at the beginning of care. If you need to adjust your child's hours of care contact Sonya to start working on that. Otherwise your drop off and pick up should follow the schedule given at the start of care. If you drop off before your scheduled time and did not indicate before that you are going to be early please keep in mind you need to communicate that. Do not try to drop off before 7 am unless you have pre arranged to do so. If you are dropping off later than you expected please see the drop off and pick ups section. Late pick ups are not ok unless pre-arranged. If you communicate that you are running late and it is not a consistent thing there is no worries and a late fee will most likely not be assessed unless one of the teachers has to stay to watch your child. If you are consistently late we will discuss it with you but will most likely assess a late pick up fee after the second late pick up in a row. If late pick ups continue to happen we may determine that we are not a good fit and cancel your contract. This would happen if communication also was not happening.

Pick ups after 6:00 pm are not ok our teachers leave at 6. Please plan to pick up your child before 6:00.

## Diversity & Inclusivity

KidActive Preschool & Daycare embraces a community of all cultures, races, ethnicities, religions, family structures, sexes and sexual orientations, gender identities and expressions, learning styles, and world views, among others. Our student community is admitted to all privileges, programs and activities available at the school and does not discriminate in the administration of its educational and admissions policies.

We oppose discrimination and consciously recognize the value of diversity throughout our hiring practices, admission process, classroom composition, and professional development.

KidActive Preschool & Daycares calendar observes traditional American holidays. We discuss and present all holidays and customs in a non-religious manner.

## Dismissal from the School

We reserve the right to dismiss your child from our school enrollment if their behavior, or that of the parents, becomes unacceptable or disruptive. This includes non-compliance with the policies and procedures outlined in this document.

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**These policies are subject to change at the discretion of KidActive Preschool & Daycare. This document will be regularly reviewed and updated in order to ensure that all policies and procedures are functioning as intended, and to ensure the health and safety of all staff and students.**