
Scappoose Early Learning Center Family Handbook



Little Lilu Classroom

Preschool Ages 3-5

Warren Elementary

34555 Berg Road - Warren, Oregon 97053

971-200-8001

The Scappoose Early Learning Center understands that a child's learning process begins at birth, with parents and caregivers being their most important teachers. It is our mission and vision to promote early learning opportunities through outreach to parents of young children. We desire to provide quality preschool programs that prepare students for entry into kindergarten.

WELCOME

Dear Parents and Families,

Welcome to Scappoose Early Learning Center!

We are so excited to have you and your child join our preschool community this year. It's going to be a year full of discovery, learning, and fun, and we look forward to building strong partnerships with you as we nurture your child's growth and development. Our classroom name is "Little Lilu", which means "wolf" in Chinuk Wawa.

At Scappoose Early Learning Center, we believe that children learn best through play, exploration, and hands-on experiences. Our dedicated staff is committed to creating a warm, welcoming, and safe environment where each child feels valued, respected, and inspired to learn.

Throughout the year, we will focus on helping your child develop their social, emotional, cognitive, and physical skills. We will encourage curiosity, creativity, and self-expression, all while building the foundation for future success in school and life.

We understand that the first days of preschool can be an exciting, and sometimes emotional, time for both children and parents. Please know that we are here to support you and your child every step of the way. If you ever have any questions or concerns, feel free to reach out to us—we are always happy to help.

We can't wait to see the smiles, laughter, and learning that will unfold in the months ahead. Together, we'll make this a memorable and rewarding year for your child.

Thank you for choosing Scappoose Early Learning Center. We are honored to be a part of your child's early learning journey!

Warm regards,

Cindy Overstreet
Director of Early Learning
Scappoose Early Learning Center
971-200-8043

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Philosophy

Scappoose School District understands that a child's learning process begins at birth, with parents and caregivers being their most important teachers. It is our mission and vision to promote early learning opportunities through outreach to parents of young children. We desire to provide quality preschool programs that prepare students for entry into kindergarten.

Children are our focus at the Scappoose Early Learning Center. Enrollment is available without regard to race, color, national or ethnic origin, religion, sexual orientation or ability. The community we strive to create is one that honors our differences and recognizes them as strengths. We provide a safe, respectful and trusting environment where our experienced staff are responsive to gaining new knowledge that ensures culturally responsive programming. The staff see the importance of relationships and take the time to learn about each child and their family/caregivers. Scappoose Early Learning Center is dedicated to developing every child. We support the whole child and emphasize work that will help each child progress cognitively, social-emotionally, physically and linguistically.

Scappoose aims to provide a safe, healthy, and nurturing environment for the development of children. We believe early education provides a vital foundation for all future learning. We endeavor to instill a deep love of learning in children that will serve them throughout their lives while preparing them for their next educational experience.

- *We value children and the importance of their parent/caregiver in the learning process.* We plan to use a collaborative approach to teaching, which incorporates both children and parents. To foster close, responsive, and trusted connections between caregivers and the school, we center the natural development of each child in our philosophy and practice.
- *We value community.* We emphasize and encourage family and community engagement. Many opportunities will exist for families to connect and form friendships beyond the classroom. We strive to build community between children, among our preschool and kindergarten classes, families, and the larger community beyond our school.
- *We value differences.* Enrollment is available without regard to race, color, national or ethnic origin, religion, sexual orientation or ability. The community we strive to create is one that honors our differences and recognizes them as strengths. We aspire to teach our children to work together to construct positive solutions when conflict or challenges arise. The classroom environment will be one that prioritizes care, connection, collaboration, and community.
- *We value play.* Scappoose celebrates that children are naturally curious, therefore the core of our instructional plan is daily opportunities for children to learn important concepts while they play both in the classroom and in nature. We understand that when children play, they explore their own ideas and concepts, learning what no one else can teach them. In the preschool classroom and our outdoor environments, opportunities abound for each child to learn from hands-on experience in an environment that promotes a child's complete engagement.

Mission

Scappoose Early Learning aims to provide a safe, healthy, and nurturing environment for the development of children. We believe early education provides a vital foundation for all future learning. We endeavor to instill a deep love of learning in children that will serve them throughout their lives while preparing them for their next educational experience.

Certification

A program owned and operated by a school district is exempt from licensure through the Department of Early Learning. We do hold Agency Designation and all staff interacting with students have been approved through the Office of Child Care's "Central Background Registry" (CBR).

Questions, concerns or complaints should be made directly to your child's teacher or to Cindy Overstreet, Scappoose Early Learning Director. If any concern or issue is not resolved, please contact Jen Hickman, Director of Student Achievement, at 971-200-8000. If your concerns or questions are still not resolved by working with School Personnel, you may contact the District Superintendent at 971-200-8000.

Hours of Operation

Little Lilu families receive care from 8:10 AM to 3:00 PM on MTHF (2:00 PM Wednesdays). We follow the school district calendar. This means that the classroom is closed during the summer months, winter break, and spring break. We are also closed for the same non-instructional days, conferences and the same holidays as the school district.

Definition of Family

In this handbook we refer to a family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Admission & Enrollment

All admission and enrollment forms must be completed and enrollment fee paid prior to your child's first day of attendance.

An enrollment fee of \$75 is due at the time of enrollment. This fee is non-refundable but will however be applied as a credit to the annual materials fee.

Each year and upon first time enrollment a \$75 materials fee is required. If two or more siblings are enrolled at the same time the fee is reduced to \$50 per child. This fee applies to private pay (tuition-based) spots ONLY.

Our Preschool Classroom has 20 students with 3 full-time staff. Children must be 3-5 years of age to qualify for the Little Lilu classroom. Children must have immunizations according to the Oregon immunization schedule or follow the school district's policy regarding immunization exemptions. The Columbia County Health Department offers immunizations at no cost or for a minimal fee. Immunizations must be kept current or the Health Department will exclude children from care at the mid-school year exclusion date. Follow the steps on SchoolMint at the time of enrollment to submit immunization materials.

We offer free preschool through the state-funded program called Preschool Promise. Fifteen (15) of the 20 spots are reserved for families that qualify for Preschool Promise. If you do not qualify, you can consider enrolling in one of the five private pay (tuition-based) spots.

The [Northwest Early Learning Hub](#) will make contact to verify income eligibility & they will notify families if they qualify for a Preschool Promise slot or another program. Applications will be reviewed as they are received and families will be contacted via email. If you need a paper copy of the form or assistance completing the application please contact Melina Carranza Vargaz - mcarranzavargaz@nwresd.k12.or.us 503-601-2992. If you have questions specific to the program with the Scappoose School District please contact Cindy Overstreet at coverstreet@scappoose.k.12.or.us or 971-200-8043.

Five Private Pay (Tuition-based) Spots are available to families that complete the enrollment process. The tuition is \$910 monthly + the enrollment/materials fee listed above.

We want every child to feel welcomed. Each child is unique and will respond to change and new experiences in their own way. Some children are more resilient and open to change. Some children feel comfortable in a new setting right away and others may take significant time, even weeks, to adjust to a new classroom, routines, schedule and teachers. Teachers will take their cues from each child and respond to interests and needs. Parents are welcomed and encouraged to assist their child in this transition. If your family has had other changes that have precipitated the placement of the child into our program such as: relocation, new job, medical issues, new baby, etc. please communicate those with the teacher. When children are moving from one classroom to another, they are leaving the comfort of secure attachments to the current teachers and must form relationships with the new teachers. This takes time and patience; nurturing adults and predictable routines will help the children with transition.

We encourage all families to bring family photos that can be posted in the room or in the child's cubby. We also encourage each child to have one comfort object from home such as a blanket or small stuffed animal. This comfort object will be offered to the child if they become distressed and at rest time.

If your child has an identified special need, a copy of the IFSP must be provided to the Early Learning Director when the enrollment paperwork is submitted. The Director and family will meet to discuss the child's needs and make a plan for success.

Inclusion

The Scappoose School District is dedicated to inclusive practices for all children. Students in the district are honored and treated with respect and have equal access to all educational opportunities regardless of special education identification. All students have the opportunity to fully participate in a robust instructional program, activities that support their growth and development and social-emotional wellbeing. Students who are eligible for additional support through the Scappoose Special Education Program receive a free and appropriate education according to their individualized educational plan. Each student's individual needs are considered and taken into account so that they are able to fully participate in the general education curriculum to the greatest extent possible.

The Scappoose Early Learning Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in school. 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.

Non-Discrimination

The Scappoose School District is a community of learners that are collectively committed to educational equity. This commitment means that student success will not be predicted nor predetermined by race, nationality, ethnicity, family economics, mobility, language, marital status, gender, sexual orientation, gender identity, disability, educational background, religion, or any other marginalized groups/communities.

In this district, adults empower learners to be principled, leaders, communicators, thinkers, and caring individuals. The history and cultural heritage of each person are valued, a love of learning is fostered, voices and perspectives are elevated, and the social-emotional health and needs of our community are cared for.

The principle of equity goes beyond formal equality where all persons are treated the same. Instead, equity fosters an inclusive and barrier-free environment in which each person fully benefits. This principle maintains the dignity of students, prioritizes diverse levels of success, and honors them and their families. This is a collective responsibility and is applied to all policies, programs, operations, practices and resource allocations.

The Scappoose School District is committed to the following foundational beliefs:

- Each student can and will learn at their highest levels when all staff hold every student to high expectations, build motivation, and engage our youth by helping them to build beliefs in themselves and ensure equitable access to a high-quality education.
- All adults working, volunteering, and serving within the Scappoose School District have a substantial impact on each student's success. Ideally, these adults should have the will and skill, desire and capability, to eliminate disparities in academic and social outcomes for each student.
- We will only achieve our vision of "cultivating passionate lifelong learners for an ever-changing world" when all families are empowered as equal partners to influence, inform, and impact decisions throughout our school system.
- We will foster educational equity in our schools by creating a sense of belonging where individuals: are: personally appreciated, experience connectedness, and are treated fairly.
- Maximizing the educational achievement of every student requires that we collectively call upon our community to respond in a way that allocates attention and resources to the communities that are most vulnerable. Intentionality is necessary to close the opportunity and achievement gap.
- This is work for which there is no finish line.

Educational equity fosters a barrier-free environment in our preschool settings in which all students have the opportunity to benefit equally. Scappoose promotes equality of educational outcomes for each student and between diverse groups of students. The preschool program will commit to building culturally responsive, nurturing environments that are inclusive of all children, particularly children with developmental delays or disabilities, who speak languages other than English, children of color, and children living in poverty.

Family Partnerships

Each family is a child's first teacher. The Scappoose School District values families as partners in the growth and development of children in our program.

Like most practices and programs in the district, we center equity in our approach to family engagement. Equitable family engagement focuses on meaningful engagement activities and systems between schools and families. As a principle, these practices do not characterize specific parent groups as deficient due to their diverse approaches or methods. For our Little Lilu classroom teachers and leaders, equitable family engagement begins with acknowledging and navigating cultural differences through communication and sensitivity, as well as overcoming other structural challenges or barriers. This includes specific practices or approaches that reflect the values of a general group of families, as well as systems that foster tailored support, flexible engagement options, and coordination between families and schools. We begin the year by asking our families to complete a *CULTURAL SURVEY* that allows us to get to know preferences, habits, traditions, and the level of cultural exposure families desire.

We aim to develop stronger partnerships with families and community partners in order to increase their involvement and engagement in the school system, develop trust, reduce isolation, and collectively improve student achievement. SSD encourages parents and other family members to be involved in the education of their children, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Family members can fill many roles in our schools, based on interests, skills, and needs. Families are viewed as part of the teaching team, so each participant may determine what level of involvement they would like to have within the school experience. Family members may decide to volunteer in the classroom, to provide guidance through a parent advisory committee that we desire to establish, to assist in fundraising efforts that support enrichment opportunities and field trips, and/or many other options. Every contribution, on any level, is greatly appreciated. On-site volunteers will be expected to obtain clearance through the Scappoose School District prior to beginning their participation.

Confidentiality

Being entrusted with the privilege and responsibility of working with young children and families is very serious and complex. All persons working or volunteering within the classroom are asked to sign a confidentiality agreement. The intent is to raise awareness and commitment to the importance of privacy. Enrolled children and their families are counting on each of us to be professional, discreet, and responsible with what we see and/or hear during our time in the classroom. The Scappoose Early Learning Center staff will keep families current on issues that affect their child or the classroom. If you have a concern that you believe needs to be addressed, please direct it privately to the Early Learning Director.

Information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications & Child:Staff Ratio

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. All staff participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. They are required to obtain a minimum of 20 hours of professional development each year.

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
3 to 5 year olds	9 to 1	20

Open Door Policy & Communication

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours, but must complete a Scappoose School District Volunteer form and Department of Early Learning Central Background Registry process to be able to spend time in the classroom with the children.

Our staff will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

- **Daily Communications.** Daily notes from the classroom staff will keep you informed about your child's activities and experiences. These notes will come home in the Communication Folders. Parents are encouraged to provide documentation each morning about their child that may aid the teacher in that day's care. The communication of accidents or incidents will also be provided to parents upon pick-up.
- **Newsletters.** Monthly newsletters provide preschool families with classroom news, events, announcements, faculty changes, holiday closing dates, etc. These newsletters will be sent home via email and in the Communication Folder by the Early Learning Director and the classroom teacher.
- **Email.** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.
- **Family Visits.** Family participation is encouraged. Volunteer, come along on a field trip, or schedule to eat a meal with your child. Remember, in order to volunteer or chaperone a field trip, you must go through the school district's background check. Signing in at the main office at Warren Elementary School is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.
- **Family Engagement Events.** Family Engagement events are scheduled on a regular basis. These events include snacks, drinks and fun filled age-appropriate activities for families. Family Engagement events allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with others in the school community.

- **Conferences.** Family & teacher conferences occur at least twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time.
- **End of Year Celebration.** At the end of each school year a celebration will be held and all families are encouraged to attend.
- **Parent Advisory.** Parents are afforded the opportunity to provide feedback through parent surveys and ongoing communication.

Publicity

A media release form is provided to all families at time of enrollment. We will follow the family choices made on this form regarding all forms of publicity and media use of photos.

Curricula & Learning

The educational programming and curriculum we aspire to use is developmentally appropriate and evidence-based with the goal of creating life-long learners who will engage in future challenges with confidence and determination. We believe in using current research about learning and the child's brain development, our experience as educators, and what we know about the experiences of our children and their families, as we plan our preschool program.

Scappoose School District plans to follow an educational approach that is consistent with the National Association for the Education of Young Children's Developmentally Appropriate Practices. Their research has shown that young children learn best through active play and exploration of their environment; appropriate examples and support from caregivers; and nurturing, responsive, and respectful relationships with others. Teachers and support staff will structure the classroom and curriculum to allow for individual differences in children's abilities and interests. Children's curiosity and problem solving skills will guide learning through exploration and discovery. In our classroom, children will direct their own learning. They will learn through touching, moving, listening, seeing, and hearing. They will form relationships with one another and materials in the classroom. Teaching staff will provide support, coaching, and encouragement as children grow and progress at their own pace. Development will be continually assessed to help teachers individualize the program to suit each child's needs and to effectively partner with parents and caregivers.

Beyond play-based learning we are focused on developing Pre-K through 2nd grade alignment practices related to early literacy skills, social-emotional learning, school routines, and life skills.

We are committed to this mission and vision because young children inspire us with their curiosity, playfulness, and sense of wonder about the world around them. We see the core of our work as celebrating and understanding the strengths and great capacity of young children; working to sculpt their minds so they become powerful thinkers for an ever-changing world.

Learning Environment

In terms of early learning, careful consideration has been made to ensure that the learning environment is developmentally appropriate. The curriculum we plan to implement will be aligned with Oregon's Early Learning and Kindergarten Guidelines and made available to staff and parents. Our philosophy is firmly based on individualized, child-led discovery. We do not plan to drive instruction with a reliance on formal worksheets or assigned desks. Our open classroom will allow children to move between learning centers, where they may develop and practice different skills. Play will be done with intention, and teachers will be there to scaffold the child. S.T.E.A.M. will be integrated throughout our day. Building with blocks is the physical application of physics and mathematics. Painting is conceptualizing the imagination and bringing form into art. Sculpting clay and exploring mud are **Science, Technology, Engineering, Art, and Mathematics** at their core. The children will be taught to learn to express their needs, emotions, and insights with the acquisition and use of language in all forms. These skills become the cornerstone allowing even our youngest members to confidently relate to their peers, environment, and ideas. Our preschoolers will be encouraged to engage with their environment and peers at their pace. We will strive to create a safe and respectful space for all children. In doing so, we know that they will build confidence and a love of learning. This confidence will become the foundation for a successful academic career in the future.

Curriculum

The Scappoose Early Learning Center uses the Three Cheers for Pre-K Preschool Curriculum. This curriculum helps us get our 3-5 year olds ready for Grade K! Skills-based experiences and purposeful play initiate learning around quality children's literature. It also includes thoughtfully planned activities that support each child's social and emotional well-being, physical growth, and academic readiness. It's fun and effective with multisensory activities and amazing interactive digital content. A Family Engagement web portal includes learning games and helpful tools for parents and caregivers. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom. This allows us to deliver the best individualized instruction for each child. All evaluation and progress is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lesson plans posted in each classroom.

Assessment and Referrals

In order to ensure that the needs of each child can be met through our learning program, parents are asked to fill out a developmental screening (Ages and Stages Questionnaire) of their child, to be completed within 30 days of entry and the start of each school year. Research shows that observation and documentation about development increases the detection of developmental delays or learning difficulties. Initial screening of children will give us a baseline and allow us to individualize instruction to support each child, to identify possible special needs or learning difficulties, and to meet program accountability requirements in our state.

1. If needed, referrals to community resources will be given to the family for any identified, needed services. The Early Learning Director will document any referrals to outside services. The director will follow up with family to ensure that they have been able to access community resources.
2. Teachers will continue to monitor any child identified with potential special needs or learning difficulties. If warranted, additional updates on the child's progress will be scheduled with the family. Otherwise, the child's progress will be shared at the next regularly scheduled family conference meeting.

Outings & Field Trips

Weather permitting; we conduct supervised walking trips around the campus/neighborhood. Children are accounted for at all times. If we leave campus on a walking field trip, we will supply families with a permission form.

From time to time, there will be supervised off-site field trips, and we encourage you to join your child on the trip. To accompany your child on the field trip an approved Volunteer Form must be on file with the Scappoose School District Office. *Permission Slips* for each trip must be signed by the child's family.

Please dress your child appropriately for the season as we spend time outside daily in all types of weather. Walking shoes are a must; flip-flops and open-toed shoes are not appropriate for walking and playgrounds.

Television Time

Our normal daily routine does not include television watching, but from time-to-time, we may play a program or movie as a teaching aid or class reward. Television consumption will not be longer than one hour and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. We will not have media on during meals or snack time, or other non-viewing times. We often take advantage of media to expand the children's knowledge on a particular educational subject, where a visual is appropriate. We also use it for music and movement activities. All children are encouraged to participate. An alternate activity will be provided to students while television time is in session. Our focus is to provide your child a positive experience with increased understanding of the world. All material will be rated G.

Electronic Media

Electronic Media is limited to 20 minutes or less per day per child. Internet sites and software are pre-screened to contain non-violence and high-quality educational content that is linked to curriculum.. Electronic media will be used only to supplement learning through educational games or content such as videos or images. NO electronic media will be used during non-viewing times and/or meal/snack times.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations and Birthdays

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

A family survey is sent out electronically each year as a way for each family to share about their culture and any important celebrations for their family. If families would like to share with their child's class about their culture, the classroom teacher would be happy to arrange that.

Yearly celebrations that the center participates in are as follows; Halloween, December Holidays Around the World, Valentine's exchange, Egg Hunts, and the end-of-year celebration. If a family has concerns or questions about these celebrations please talk with the classroom teacher or Early Learning Director.

You are welcome to send a small item for your child to share with the other children on their birthday. We do have a District Wellness Policy that encourages all school food items to be healthy and nutritious.

If you decide to bring food or drink there must be enough items for all of the children to have an equal amount. In addition, food items must be store bought and brought to school in their original sealed package. The food allergies of the other children in the room should be taken into consideration. The classroom teacher will be able to provide suggestions or possibly a substituted item for the child with the allergy.

Rest Time

The center provides and launders sheets for cots and a rest time blanket for each child. If your child brings his/her own blanket from home, we ask that it be laundered each week.

The schedule allows for a quiet resting time after lunch, though they may nap at any time that they are ready. Children may lie on their cots and look at books. The lights are dimmed and soothing music plays. Children may bring a comfort object from home to be used at nap time.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

During the toilet training process please dress your child in clothes that will help your child grow in their independence while they learn the skills needed for independent toileting. Clothes that are free of snaps or fasteners, that slide on and off easily with elastic waists will aid your child in the process. Please avoid sending a toilet training child in one-piece outfits, onesies, pants with buttons or snaps, belts, or overalls. Children will be encouraged to use the potty every 30 minutes. Parents are required to supply the diaper/pull-up or vinyl training pants and extra clothing (including socks) daily.

If your child is NOT daytime potty trained, they will need to come to class wearing a pull up or diaper.

Diapering

Families provide diapers, Pull-ups, and disposable wipes for diapering your child.

Children spend many hours receiving diapering care. This is an ideal time to talk or sing with children. To help the children develop trust/predictability in daily program routines, and to maintain health and sanitation, all persons diapering children or helping them use the toilet will follow the same procedures.

- Wash hands at sink with soap and running water;
- Place gloves on hands;
- Gather diaper, Pull-up, and any other necessities;
- Tell child that you will physically support them to change their diaper;
- Remove diaper or Pull-up;
- Wipe child front to back with diaper wipes;
- Place clean diaper under child;
Place ointment on skin as needed;
- Remove used gloves;
- Finish diapering and dress child;
- Wash the child's hands at sink with soap and running water;

- Place soiled items in a bag then place then in the garbage (soiled clothing will be sent home daily);
- Wash hands again.

Guidance and Discipline

As the word discipline means to teach, the Scappoose Early Learning Center follows positive behavior intervention and supports (PBIS) guidance practices to support learning. Our students will be taught to be safe, respectful, responsible, and kind. They are encouraged to develop their social skills (self-management, self-expression, communication with others, and experience building relationships with persons outside their immediate family) under the guidance and support of caregivers. Teachers will encourage positive, responsible actions, modeling good choices, and redirection or distracting children from negative actions. Each individual's development, temperament, needs, and abilities are always to be considered when structuring guidance.

Challenging Behavior

Children are guided to treat each other and adults with self control and kindness.

Each student has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a classroom where kindness is the expectation and it is publicly celebrated. The classroom culture intentionally works to prevent bullying, but if it were to occur, it would be addressed through collaboration between home and school. If you have any concerns about this at any time, please report it to the Early Learning Director..

Physical Restraint and Room Clear

Physical restraint is not used or permitted for discipline. In order to support the safety all children and the dignity of the child in escalation, it is more likely that staff will do a "room clear" and remove the students that are not in escalation, so that the child experience a difficult moment has a quiet setting with less eyes on him/her to return to safe and calm.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need for additional support of the parent or caregiver pushing into the classroom to provide behavioral support. In order to do so, it is essential that caregivers have an approved District background check.

Examples of such instances include:

- A child appears to be a danger to others.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Tuition, Fees, & Payments

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Financial Agreement*.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Late fees of \$1 per minute will be assessed beginning at 2:15 PM on Wednesdays and 3:15 PM on Mondays/Tuesdays/Thursdays/Fridays, and will be added to their tuition the following month. This will occur for each incident of late pick-up. We understand that emergencies arise, so it is important for families to contact Scappoose Early Learning Center immediately if they are not able to arrive prior to the underlined times above, so that teachers can make special arrangements.

Special Activity Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip. Families may also contribute additional donations to these types of activities or events to support access for all children in the program. No child will be eliminated from participation as a result of financial barriers.

Late Payment Charges

Late payments can pose serious problems for our program. Therefore we have put procedures in place to reduce their impact.

Monthly tuition is due on the **first** of each month. An additional late fee of \$20.00 will be applied if payment is not received by the 10th of each month.

If payment is more than 10 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Any fees or charges incurred due to a delinquent account, accounts over \$200.00 or an outstanding balance after withdrawal from the center, will be turned over to a collection agency. There will be an added fee of \$125 on any account turned over to a collection agency to cover the cost of the collection, attorney fees, etc. A fee of \$35 will be collected for all returned checks. All NSF balances must be repaid in the form of cash or money order. If we receive two (2) NSF payments, all payments must be made via money order thereafter.

Additional Fees: Credits/Non Credit

- **Withdrawals** - if a child is suddenly withdrawn from the program without a 2 week written notice of withdrawal, a 2 week tuition fee may be applied. Families who withdraw and later re-enroll will be charged a re-enrollment fee.
- **Credit will not be given for Sick Days** – there are no credits for sick days. Sick days are considered in determining tuition and are not refundable.

- **Credit will not be given for Inclement Weather. If the district closes for weather, the Little Lulu Classroom is also closed.**
- **Families contract for a specific weekly schedule** as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required monthly whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below) or public health emergency such as a pandemic, or weather-related or environmental emergencies.
- **In the event of any of the above circumstances** if we are prevented from operating, families shall pay for the next payment of your tuition, allowing us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.
- **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor's note is required to receive a credit. Please see the Early Learning Director to discuss this more.

Attendance & Withdrawal

If your child is going to be absent or arrive after their regular drop-off time, please call the Little Lulu Classroom to let them know. We will be concerned about your child if we do not hear from you. Attendance calls will begin by 8:45am if we have not heard from families/caregivers.

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in additional fees.

All families are encouraged to maintain consistent attendance in the Preschool Promise Program. Consistent attendance is defined as being present or participating for 85% of expected Preschool Promise Program instructional hours, or more. We will help families in identifying barriers to consistent attendance and staff will initiate support as appropriate. If participation or attendance ceases, staff will make efforts to reach out to families to resume attendance.

Closing Due to Extreme Weather

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure or selected schools or grade levels, delayed openings of schools and early dismissal of students. Please tune in the following media stations for information: Radio – KEX, KGON, KISN, KOHI and Television Channels – 2, 6, 8, and 12. A message will be sent out via BLACKBOARD and it is likely that our Emergency Phone System (Robocall) will alert you as well.

The Scappoose Early Learning Center Little Lulu Classroom follows the Scappoose School District closure and delays.

Drop-off and Pick-up

Routine	Schedule
Arrival	8:10 AM
Breakfast	8:10 - 8:30 AM
Recess	11:10 - 11:30 AM
Lunch	11:30 - 11:50 AM
Rest time	12:30 PM - 2:30PM MTHF, 1:30 PM Wednesday
Departure	3:00 PM MTHF, 2:00 PM Wednesday

Each classroom will follow the early dismissal of the building they are located in. Families will be notified of delayed starts or early dismissal.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Authorized Pick-up Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. **The person picking up your child will be required to show a picture ID as verification.** Please notify your pick-up person of our policy.

If you need to pick up your child early, please check in at the main office and they will alert the preschool. Otherwise, afternoon parent pick up is at the rear classroom door, under cover. Please be patient with the car pick-up line and safely park in a designated area. **Do not go around the line as students are navigating the parking lot with the support of an adult.**

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Authorized Pick-up Contacts. Provisions will be made for someone to stay with your child for as long as possible, but if after one hour we have not been able to reach you or a person listed as an Emergency and Authorized Pick-up Contact, we will call the local police station.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Recurring situations may result in the termination of care of your child from the program.

Personal Belongings

What to Bring: ***1-2 complete change of clothes, blanket, coat, pull ups and wipes if needed.***

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, diaper rash ointment etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Upon enrollment each child will be provided a backpack and they will be assigned a personal cubby box. Cubbies are labeled with your child's name. We will ensure that the Communication Folder and all items needing to go home are placed in the backpack. Please check your child's backpack on a daily basis for items that need to be reviewed or cleaned. Diaper rash ointment and any medications cannot be stored in your child's backpack. Please notify your teacher of these items if they have been included in the backpack. Please ensure that these items are clearly labeled with your child's name. All medications will be turned into the office. We will store diaper rash ointment in a location safe from the children.

Toys from Home

We request that you do not allow your child to bring toys from home into the classroom unless they are part of a show-and-tell activity. A comfort object such as a stuffed animal may be stored in their backpack and brought during rest time or if the child needs consoling.

The preschool program follows the Scappoose School District policy JFCJ. Students shall not bring, possess, conceal or use a weapon on or at any property under the jurisdiction of the district. Replicas of weapons are also prohibited by Board policy. Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture. Parents will be notified of all conduct if their student violates this policy.

Nutrition

Three mealtimes are scheduled into the day. Please see the meal times posted in your child's classroom on their daily schedule. Breakfast and lunch are offered by the school district food service program. We highly encourage our families to apply for the free and reduced meal services. If families do not qualify, students may still purchase these meals unless dietary restrictions prohibit you to do so. A lunch, with labeled food/containers, may be sent from home for the child. Each meal served must meet the nutritional requirements defined by the USDA. If a child is missing a component from their meal the center will supplement the meal. A note will go home in the child's lunchbox notifying the parent that a component was missing.

Afternoon snacks are provided for all students. Families wishing to donate classroom snacks may do so in collaboration with the Early Learning Director. Suggested items include: Goldfish crackers, Ritz crackers, fruit snacks, Gogurt, Cheez-It crackers, applesauce pouches, cheese sticks, Wheat Thin crackers, etc....

Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children, is store bought and arrives in its original sealed package.

Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service. All staff and volunteers that assist at meal times must have a current Food Handler's Card.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions when needed and take precautions to keep your child safe. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. Forms are available from the Director.

Meal Time

Everyone joining for meals or assisting must wash their hands at the sink prior to the meal. Adults sit at children's eye level during meals. Adults engage with children in conversation during meals. Conversations between peers are encouraged by staff. Good table manners are modeled and encouraged. Weekly snack/lunch menus are posted on the district website and in the preschool for viewing by parents/caregivers and also sent home with child(ren) each month.

A caregiver who is trained in first-aid for choking is present at all meals.

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every November, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department. The Oregon Immunization Alert System will be used to verify a child's immunizations are up-to-date.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms (this is not an all-inclusive list):

- Fever over 100 degrees F.(99 degree F, taken under the arm)
- Diarrhea (more than one abnormally loose, runny, watery, or bloody stool)
- Vomiting
- Nausea
- Severe cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe, weeping, or pus-filled
- Pink eye (conjunctivitis) until free of discharge and on medication for 24 hours
- Chicken Pox, until all sores have dried and crusted (usually 6 days)
- Stiff neck and headache with one or more of the symptoms listed above
- Difficult breathing or abnormal wheezing

- Complaints of severe pain
- Unexplained rash
- A child is unable to function in their daily activities (i.e. excessive tiredness)
- Scabies or other contagious skin rashes
- The Scappoose Early Learning Center has a no live lice policy, where children can be treated and then come right back to school regardless of whether there are a few residual nits remaining. (this is best practice)

The Early Learning Director will have final determination on the classroom's ability to accept mildly ill children (who are not otherwise excluded) into care based on the well being of all enrolled students, children, and staff and individualization of center policies. Scappoose Early Learning Center must follow state health policies regarding exclusions, but may have more strict policies regarding the health of children in our care.

We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive. We expect parents or authorized pick-up contact to be on-site within the hour to pick up the child. To protect all children, symptoms requiring children to be removed from care may need a doctor's written release indicating the child is free from contagion and able to return to licensed child care. In the event that the doctor states that a child can return to school before the 24 hour timeline, our 24 hours policy still stands as an added precaution.

- Children will be excluded from care until they are symptom-free for 24 hours and the illness is over.
- Children must be able to function in their typical manner without substantial impairment, participating in the daily routine and activities of the center, in order to remain in care.
- Parents/guardians are responsible for all medical expenses related to the care of their child.
- If a child has been prescribed antibiotics, they may need to be administered for 24 hours prior to returning to care.

The Scappoose Early Learning Center staff will do their best to meet the needs and expectations related to health care within the limits of program policies and state regulations. These health policies are in effect for children, staff, family members, and all other visitors/volunteers to the center. If someone is ill and should be excluded, based on the policies, they may not be admitted to the center. Families may need to make alternative arrangements for drop off and pick up for child care and for other activities that would normally occur within the classroom. This will help us minimize potential exposure to the children in care.

General Allergy Prevention & Breathing Considerations

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the child's classroom. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Because some individuals may have asthma, allergies, or other respiratory conditions, fragrances such as colognes, perfumes or scented lotions, and cigarette smoke or other strong odors cannot be brought into the center. The Scappoose Early Learning Center is a tobacco-free zone.

Medications

The Scappoose Early Learning Center staff will be responsible for administering medication. All staff has received training to administer medication by our District Nurse. If your child requires that level of support, please coordinate documentation of needs with the Early Learning Director. The Early Learning Director will use the Scappoose School District health forms to document needs. Medications will be in a locked medication box in the classroom.

If you feel your child may need medication for minor discomforts, such as ear aches without a fever, you are welcome to stop by the classroom to give medication to your child rather than having our staff administer meds. Parents/guardians may administer medications to their own children and must record the name of the child, type of medication, the signature of the person administering the medication, date, time, and dosage given on a log sheet that will remain in the classroom. **Non-prescription topical ointments** (e.g Diaper cream) require a note signed by the parent/guardian, specifying frequency and dosage to be administered.

If your child has a medical condition or allergy that may require the use of an emergency medication such as epi-pens, nebulizer or inhaler a medical protocol will need to be developed by your child's medical provider, followed with staff training on the procedures before any on-site treatments can begin. This will require coordination with the Early Learning Director and the Scappoose School District Nurse.

If you observe an accident or a child seems sick, please notify the teacher right away. Teachers are certified in First Aid and CPR. Anyone on site can notify staff of a problem or emergency. Any one on site can dial 911 in the event of an emergency. The center address and phone number is listed on all classroom phones.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) concerning disease we will take care to notify families about exposure so children can receive preventive treatments. It is important that parents report these illnesses to the Early Learning Director. Included among the illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenzae (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Lice or Scabies
- Hand, Foot, and Mouth
- COVID-19

Safety Precautions

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water, and other sensory activities. Our playground is used as an extension of the classroom and daily programs are conducted outside whenever the weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Closed-toed shoes must be worn at all times. Flip-flops are not appropriate for center play and make it difficult for your child to participate safely in some activities.

Staff members conduct a daily visual review of the outdoor play area for any potential safety hazards. Any hazards will be addressed immediately, before children enter the play area.

Toys and center equipment are sanitized with a mild bleach solution on a daily basis. This practice kills germs and helps protect children's health. If a child places a toy in their mouth, it is then placed in a tub located in each classroom to be sanitized. On a weekly basis all toys, equipment and surfaces will be sanitized thoroughly with a mild bleach solution. Sheets are washed weekly.

Injuries

Daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained staff member in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident/accident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

No Pets in the Classroom

To ensure the safety, comfort, and well-being of all children and staff, pets are not permitted in the classroom or on the premises during school hours. While we understand that pets are beloved members of the family, we have established this policy for the following reasons:

- **Health and Safety:** Some children may have allergies, fear of animals, or a medical condition that could be triggered by exposure to pets.
- **Distractions:** Animals can become a distraction and disrupt the learning environment, which may hinder focus and productivity.
- **Unpredictability:** Even well-trained pets can behave unpredictably in a group setting, and we want to ensure a safe and controlled environment for all students.

We kindly ask parents to refrain from bringing pets to the school, whether for drop-off, pick-up, or special events, unless previously arranged for a specific activity with approval from the administration. Thank you for your understanding and cooperation.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

All District employees are mandatory reporters.

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. When a report is made, documentation is sent to the building administrator and to the District office.

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

Fire Safety & Safety Plans

Our classroom and the elementary school are fully equipped with smoke detectors and alarms. All staff and students will be trained on fire evacuation procedures. The classroom will participate in fire drills along with the rest of the Warren school community. Fire drills are scheduled monthly.

Secure – when the threat/issue is outside the building

1. Secure doors
2. If outside head inside the building and return to classrooms
3. Business continues as usual in the classroom

Lock Down – when the threat/issue is inside the building

1. Secure doors
2. Turn off the lights
3. Move out of sight
4. Keep children quiet, still, and out of sight

Evacuate – Preschool will follow an evacuation route determined by school personnel based on classroom location, to an outdoor location safely away from the building.

Evacuation Off-site – If the school grounds need to be evacuated, the Preschool will evacuate with the Kindergarten students to their set location to keep all Elementary students together and cause less of a confusion for pick up.

Communication – in the event of an emergency, communication with families will occur through Blackboard from the staff as they are able. Messages will include the status of the children and our location if we evacuate. Details of the situation will be sent out as the authorization is given by the emergency support people, the Early Learning Director, and/or administration.

Reunification - Parents, Guardians or Emergency Contacts will be able to pick up from the off-site location through the normal process of signing the child out but will ALL need to bring photo ID and communicate to child care staff who will be picking up.

Drills

Fire drills will be practiced monthly at each location. All other drills will be practiced according to the Warren Elementary drill schedule.

Transportation & Bussing

In addition to the regular school bus driver initial training, the driver will be at least 18 years of age, have a safe driving record, pass the Central Background check from the Child Care Division, and be first aid/CPR certified. Substitute drivers will also meet these requirements. In addition to their regular duties, the drivers will be responsible for the following: a. General knowledge about the development of young children; b. Age-appropriate physical handling, communication, and behavior management of young children; c. Appropriate use of all the equipment (e.g., child restraint systems, safety vests, occupant restraints and safety belts); d. Evacuation and evacuation drills under the supervision of the authorized district official; e. Child protection laws (e.g., abuse and neglect); f. Communication with school staff, students, parents, law enforcement officials, and the motoring public, g. Buckling children into harnesses on the route home, h. Ensuring proper installation of the safety harnesses on the bus prior to children boarding, i. Ensuring preschool children are given priority seating in the first two rows so the driver can supervise them.

The parent or legal guardian will be responsible for escorting preschoolers to the bus and buckling them into the safety harness when going to school and receiving the child upon his/her return home. If the parent is not present to receive the child upon their return home the child will remain on the bus and return to the school. The parent will be notified and will be responsible for picking up the child from the school and will be charged late pick up fees. If the parent is unable to be reached then the emergency contacts will be notified. In the event that the staff is unable to reach a parent or emergency contact within a reasonable amount of time Scappoose Police will be notified.

Changes to the child's drop-off or pick-up location must be communicated in writing by the parent to the staff and by phone to the bus company with as much notice as possible. First Student Bus Services 971-290-4020.

All other bus policies can be found in the Scappoose School District Student Transportation Handbook.

Miscellaneous

In fairness to children and others, please save all sugar foods & beverages including gum, pop, coffee, candy, and other goodies outside of the center. Children can get distressed when they see others consume things that look tasty to them.

Evening Open House/Family Engagement Gatherings are occasionally scheduled during the school year. Notice will be given in advance. You are welcome to invite extended family members and special friends to attend with you.

Early Childhood age-appropriate Scholastic books are available to order during the school year. This activity serves as an opportunity for the Scappoose Early Learning Center to earn classroom books. Please ask the teachers for an order form.

The Scappoose Early Learning Center is happy to accept donations of toys, snacks, clothing or other children's items that can be shared with families or used by the program.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Scappoose Early Learning Center Family Handbook**, and I have reviewed any questions or concerns I have about the content of the family handbook with a member of the **Scappoose Early Learning Center** staff. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Scappoose Early Learning Center Family Handbook** that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date

*You can also review the handbook on our website: