



Western Oregon University  
**CHILD DEVELOPMENT CENTER**



# Family Handbook

**2024-2025**



**Western Oregon University ~ CDC Building**

**345 N. Monmouth Ave, Monmouth, Oregon 97361**

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# WELCOME



**Welcome to the Western Oregon University Child Development Center (CDC)** and to the partnership we will share during these early school years. The need for quality childcare is great, and the CDC was established to help meet this need by providing a quality, convenient and nurturing care to the children of staff and students of Western Oregon University, and to the community.

During the school year, we hope you will desire to become actively involved at CDC. Whether your role is that of a family member, guardian, WOU student, WOU faculty/staff or community member, you will be helping children learn. We hope that you will enjoy your time with us, and that it will be a time for you, too, to learn. All members of CDC are invited to teach, learn, explore, and share.

The rest of this book will introduce and explain our "systems". Please read it carefully and keep it where you can refer to it during your stay with us. Thank you for choosing CDC. We look forward to providing your child with a caring and enriching environment.

Sincerely,

The CDC Staff



# Child Development Center Family Handbook

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# **PHILOSOPHY**

*We believe that children are active learners and unique individuals. They learn according to a developmental sequence, progressing at their own pace. We also believe all children are best served in inclusive settings where attitudes of understanding and acceptance can be fostered.*

*We see the teacher as a facilitator of the learning process who is sensitive to developmental and individual needs. The teacher is respectful and flexible in dealing with children. We believe that the appropriate curriculum will address the social, emotional, cognitive, and physical needs of the children.*

*We believe the environment should be aesthetically pleasing and stimulating. It should be planned in a manner to provide choices, quiet and active spaces and should respond to the developmental and individual needs of children.*

*We believe that classroom management/discipline incorporates proper organization of the environment, appropriate activities and clear expression of expectations with natural and logical consequences. Our classroom management employs a positive approach, combining consistency with empathy.*

*There should be an atmosphere of mutual support between families and staff in order to create an effective learning environment. We believe that families need to be informed and have opportunities for involvement in classroom activities.*

## **MAJOR GOALS**

- ❖ To provide a safe, nurturing and enriching environment for children and their families, WOU students, WOU faculty/staff and community members.
- ❖ To meet the individual developmental needs of children, families, staff and foster optimal growth.
- ❖ To foster and instill the joy of lifelong learning in the children we serve.
- ❖ To provide families and WOU students with educational information and guidance to assist them in improving the lives of children.
- ❖ To ensure the availability of nutritious snacks/meals for each child in the center that are prepared and served in a sanitary manner.

## **WHO IS SERVED**

Our program serves families with children ages 2 ½ to 5 from Western Oregon University and the surrounding community. This comprehensive program is designed to serve all children seeking preschool and/or child care services regardless of race, color, disability or health status. The Child Development Center collaborates with Willamette Educational Service District in providing educational experiences and care for children with special learning needs.

## **SCHOOL HOURS**

Our Center operates from 7:30 am - 5:15 pm, Monday through Friday. Options for attendance (Full Day or 3/4 Day) are listed on the enrollment form. There will be no deviations from these options, including hourly service. This is to ensure quality staffing and financial stability of the Center. Please see our current calendar for start dates, holidays, breaks and In-Service days throughout the year.

## **THE PEOPLE WHO CARE FOR YOUR CHILD**

The heart and soul of the Child Development Center has always been our teachers, staff, and volunteers, so we work hard to attract and keep the best people to care for your children. Each member of our staff is carefully screened and selected based on their skills, education, experience, and rapport with kids. Some of our teachers hold degrees in early childhood education and we are proud to say that some have been with us for years. Our low teacher-to-child ratios (1:9 but regularly 1:5) allow teachers to focus on the individual learning styles and needs of each child in their care. This extraordinary level of commitment can be seen in the warm and bonded relationships children develop with our staff members.

## **CODE OF ETHICS**

As individuals who work with young children, we commit ourselves to furthering the values of early childhood education as they are reflected in the ideals and principles of the National Association of the Education of Young Children Code of Ethical conduct to the best of our abilities.

## **CURRICULUM AND ENVIRONMENT**

Research tells us that young children learn best through active interaction with the physical and social environment. Our curriculum offers opportunities and experiences that help build children's self-esteem and independence and are focused on developing an experientially rich, developmentally appropriate environment that responds to the creativity of children. The whole child is being nurtured by integrating language, social, emotional, cognitive, and physical development needs into all learning experiences. This is achieved by maintaining a positive atmosphere where children are free to explore and interact with other children, adults, and their environment.

The learning environment is primarily based on *The Creative Curriculum/Second Step*, developed by Teaching Strategies Inc., and is used in high-quality early education settings throughout the United States, Canada, and Australia. At the core of the *Creative Curriculum* lie well planned learning centers that allow for child choice and self-directed play, small groups, and supportive teaching designed to ensure future academic success. The classrooms and outdoor areas are divided into learning centers, which provides the opportunity for successful experiences for children. They promote appropriate use of materials and show how children learn new concepts and skills from their daily interaction in the learning center. Typical Centers include: Language/Library, Construction/Blocks, Dramatic Play, Art/Creative Expression, and Sensory: Sand and Water, Manipulatives, Language/Writing, and Cozy Corner. Changes to the learning environment, activities, and projects reflect emerging interests.





## **DAILY ACTIVITIES**

Children need a balance of active and quiet times; group circle time, small group learning center time as well as individual activity times; and both structured and unstructured times. Each classroom has a schedule of its own which will meet these needs. Check on your child's classroom information board to view their daily schedule. Each classroom's schedule varies, however, there are similar basic components and each will have:

### **Circle Times**

These include planned activities, reviewing schedules, discussions, stories, games, songs and creative movement.

### **Meals/Snacks**

Lunch and AM/PM Snacks are provided by the CDC . Children practice table manners and conversations are encouraged. AM Snack is served 8:30-9:30 am and PM snack is served at 2:45 pm for those staying the full day. Lunch is served at 11:30-12:00 and is supplied by Valsetz Campus Dining. The weekly menu will be available to your family throughout the year. We serve a **vegetarian** menu that our students love! Unfortunately, we are not able to accommodate a fully vegan menu. We do not allow outside snacks, foods/drinks.

### **Learning Centers**

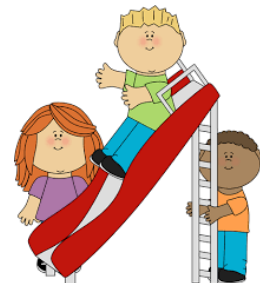
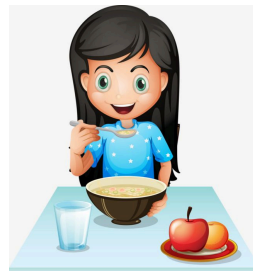
Children choose to take part in learning centers such as, art, dramatic play, table toys, sensory, science/discovery, writing, library or blocks. Adults are available to facilitate your child's individual development in the centers.

### **Gross Motor**

Is held in our outdoor environment. The children have an opportunity to run, jump, climb and build up all the large muscles in their bodies. Activities in our outdoor environment also increase a sense of wonder about the miracles that take place in nature. We also ride bikes out front with supervision.

### **Rest Time**

The children lay on a cot with their own blanket, small pillow, sheet/bed roll and soft comfort item. They are encouraged to rest for a short time while listening to relaxing music. They may fall asleep, quietly look at books, or cuddle with their quiet toy.



## **ENROLLMENT**

## TUITION/FEES

Costs for current enrollment options and payment guidelines are listed on the CDC website ([wou.edu/cdc](http://wou.edu/cdc)) and are billed to the parent/guardian (or responsible party). All tuition and fees are due the 1st of the month for the current month. Your account must be current to continue to receive childcare services. If unpaid tuition is past due more than 3 days, your services at CDC will cease until your account is brought current. We do accept DHS Employment Related Day Care (ERDC) Assistance.

Community families are required to establish a WOU revolving charge account (a form is completed at the time of registration).

WOU employees are required to use payroll deduction. A payroll deduction form is completed at the time of registration and for each term. Payroll deduction options are explained on the payroll deduction form. Payments should be made to the WOU Cashier's Office.

## PRIORITY

The CDC at Western Oregon University does have priority enrollment. During the month of May, when enrollment for the following year opens, WOU students have first priority of slots, then WOU Faculty/Staff and then to Community members. Preschool Promise slots are filled directly by the Marion-Polk Early Learning HUB. Please note that we reserve the right to move a student to a different classroom if there is a need and this will be communicated with families ahead of time.

## LATE FEE PICK UP FEES

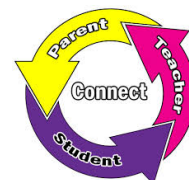
Late charges will apply if you or your child is present in the classroom after the attendance option he/she is signed up for. Late pick up is after, 2:30 p.m. or 5:15 p.m. Our doors open at 7:30 am. **Families will be charged \$5.00 per minute, per child, based upon the Center computer clock.** Your account will be billed for these charges. Multiple late pick up charges may affect your enrollment status.

## RE-ENROLLMENT

Once your child is accepted and attends the Child Development Center and you have indicated on the application form you want that slot for the whole year, he/she will automatically be re-admitted each term. Families needing to change their child's schedule during the school year are asked to contact the Director. Please note that we are unable to switch during the year from  $\frac{3}{4}$  time to full-time. We do not have the flexibility to add more students to the PM class.

## WITHDRAWAL FROM CENTER

If you find it necessary to withdraw your child from the Center after the beginning of a term, we require that you complete our **Parent Exit Form**. We require 30 days notice in writing. You will be billed for the days elapsed in the term, whether your child attended or not, plus a \$50 processing fee.





**COMMUNICATION:** It is a high priority for our teachers and staff to provide daily communication with families and seek to understand your unique needs. Good communication between parents and teachers is essential to the development of the child. Therefore, it is very important we keep communication open between parent and teacher by parent/teacher conversations, activity boards, Brightwheel, e-mail, and notes from home/school, newsletters, and weekly lesson plans. Please let your child's teacher know what form of communication is effective for your family. This will help ensure efficient communication. We ask that you use Brightwheel for almost all communication. If you need to communicate something confidential with your classroom teacher or myself, feel free to email. Each family will be required to use Brightwheel.

**CONFERENCES:** Families are invited to participate in conferences 3 times per year.(Preschool Promise families are required to attend all 3) These conferences will serve as a time for teachers and families to become familiar with each other, discuss your child's strengths, likes and dislikes and style 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. We encourage you to communicate any concerns. This year our conferences will be held in person or Zoom.

**FAMILY EVENTS:** This year, our family in-person events include our Open House, Family Fun Night and Graduation in person.

**CDC ADVISORY COMMITTEE:** The CDC Advisory Committee is an advisory body that includes parents of the Center, Center Director, members of the WOU faculty/staff and members of the Community. The purpose of the Advisory Committee is to provide oversight and support of the CDC activities. Parents are encouraged to participate as members or on a subcommittee. Please contact the CDC Director if you are interested in learning more about how you can become involved.

**FAMILY RESOURCES:** In our lobby, we have a collection of useful family resources. Here you can find a wide range of educational information and resources that can assist you in addressing the needs of your family. Our goal is to assist families in obtaining services needed and to provide educational information that positively impacts your family. Please contact Tammy if you are looking for a specific book. Community information will be posted on our Information Station in the lobby this year.



## **WALKING TRIPS & FIELD TRIPS**

Most field trips will be walking field trips that stay on WOU campus. Walking trips on campus are communicated by either a note placed in the students cubby or via Brightwheel.. This ensures that families know where we are. In the event a field trip is off WOU campus, families will be informed in advance and asked to sign a special permission slip authorizing child's participation. Emergency forms for each child and a first aid kit are brought on all trips.

## **GUIDANCE TECHNIQUES**

CDC staff uses positive guidance techniques to reduce behavior issues and potential problems within the classroom. Prevention is the first step; here are a few of the practices we use:

- Creating an appealing and stimulating classroom environment.
- Respecting the individual needs of each individual child.
- Using all opportunities to develop children's positive self-esteem.
- Positive reinforcement; verbally express specific praise and encouragement when children are demonstrating positive behaviors.
- Planning developmentally appropriate activities which encourage children's learning.



- Establishing clear expectations with natural and logical consequences. Children often help create their classroom “rules” to follow. By doing this, the child has ownership and an understanding of his/her expected behavior.
- Teaching social skills including empathy, self-regulation and problem solving.
- Using redirection, by channeling a child's demonstrated activity toward a similar positive activity.
- When inappropriate behaviors do occur, our teaching staff implements CDC's Universal Behavior Intervention Guidelines (B.I.G.'s). B.I.G.'s establishes a consistent response that uses natural and logical consequences. A copy of B.I.G.'s is attached to the handbook
- We view discipline NOT as punishment but as a teaching opportunity that will encourage growth and responsibility in the child. Physical punishment is not used at the WOU CDC.

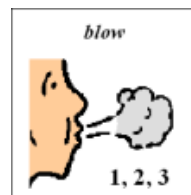
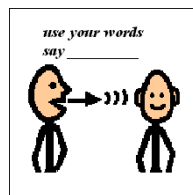
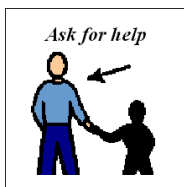
## **SUSPENSION AND EXPULSION**

All families in Oregon should have access to child care environments that support their child's growth and development. The Western Oregon University Child Development Center supports very limited suspension and expulsion, only as a last resort. We provide access to supports that meet the individual needs of children and families. Social-emotional development, the cornerstone of a child's health and wellbeing, is nurtured through positive experience.

If a student's behavior escalates to the point of physical actions towards a teacher or another student or continually disrupts the operation of the class, a conference will be scheduled with the teacher, family and Director. We will work with families to obtain additional resources from WESD (including evaluation for an IFSP) and the HUB for ongoing support. We will set short and long term goals for improvement.

It is our goal to seek training, technical assistance and support to determine a positive approach that allows a child with challenging behavior to remain in care, or if necessary, move on to a more appropriate setting, as a last resort.

Data will be collected annually regarding any challenging behaviors, transitions, suspensions or temporary removal.



## **SPECIAL CLASSROOM EVENTS**

Families/children from time to time have special days they would like to celebrate at school, such as a birthday, special interest, job, hobby, or a family tradition. If you wish to have a special event, please make arrangements ahead of time with your child's teacher. This way we can assure that allergies (food/other items) and religious preferences are honored. The Oregon Health Department requires that food be store bought. **Homemade treats are not allowed.** All treats must be produced by a commercial business.



## **PICTURES AND VIDEO**

The Child Development Center (CDC) takes many pictures and videos of the children enrolled in the program throughout the year. The CDC, in conjunction with the Western Oregon University, Willamette Education Service District (WESD) and Preschool Promise participate in direct observation of the children. Observations, pictures and videotapes are taken of the children and used for family viewing, instructional educational, research or promotional purposes. These pictures and videotapes may be printed or appear in newspaper articles or advertisements such as brochures, websites, scrapbooks, bulletin boards, journal articles. The photographs and videotapes may also be used in workshop material presented to CDC families, and other childcare professionals. Children's and adult names will not be used publicly without specific written permission from the parents or legal guardian.

## **SCREENING AND ASSESSMENTS**

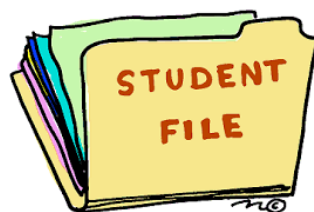
**Screening for children 2 ½ – 5 years of age:** Screening young children is an effective and efficient way for professionals to gauge developmental progress and determine meaningful next steps at a time when action can have its greatest impact: during a child's first years of life.

The CDC uses the screening tool entitled Ages and Stages Questionnaire (ASQ-3 and ASQ-SE)) within 45 days of a child's start date. Families and their child's teacher will use ASQ together in order to answer a few questions. This is a way to check for your child's general development. The results help determine if a child's development is on schedule and the next learning opportunity needed to help ensure your child is ready for kindergarten. You will receive this at Open House and needs to be returned on the first day of school.

**Assessments:** Assessment goes further in depth of a child's development and is used throughout the year. CDC uses Teaching Strategies GOLD for assessing children from 2 ½ years old through age 5.. Creative Curriculum is aligned with state early learning standards.

Through the assessment process of your child, teachers obtain useful information about your child's knowledge, skills, and progress by observing, documenting, analyzing, and reviewing your child's work over time. The assessment tools are developmentally appropriate and they will vary according to each child's needs. Results help the teaching staff monitor child progress and will be shared with parents during scheduled conferences 2-3 times a year.

*Teaching Strategies GOLD®*  
*Birth Through Kindergarten*



## **CONFIDENTIALITY - CHILDREN'S RECORDS**

All children's records and information shall be kept in strict confidentiality. Medical, written observations, and assessment information will be available to others only with families' written permission. We will not verify your child's enrollment to anyone via the telephone and without your consent. Children's files are available to State Licensing personnel, Polk County Health and Preschool Promise who will monitor our records once a year.

## **CLOTHING GUIDELINES**

Children may wear any clothing that is comfortable and meets their needs. Keep in mind that children are active hands-on learners who work with a variety of materials that could possibly leave stains or ruin their clothes. We encourage you to send your child in clothing that may become messy or stained.

**Shoes should be durable, comfortable, and secure.** Shoes that fall off during activities can be dangerous. Shoes that are easily taken on and off by Preschool age and above are preferred. We strongly suggest leaving a pair of rain boots at the center for the year. Our backyard can be muddy during the rainy season.

**It is important that children have appropriate outerwear for outdoor play.** We go outside, rain or shine (within reason). This may include fairly cold temperatures. We do not require children to wear their coats outside. We encourage them to bring their coats outside but respect the children if they do not want to wear a coat. We want to encourage children to listen to their bodies and use problem solving techniques to find their own solutions. We ask that all outer clothing be labeled with your child's name. If your child is still toilet-training, it is VERY IMPORTANT that they wear loose, easy to pull down pants and underwear. We suggest sweatpants or easy, stretchy pants. Jeans are very hard and should not be worn at this stage.

Please send 2 **extra sets of clothes (4 sets if they are potty-training)**, (pants, shirt, underwear, and socks) for your child. Label clothing and put in a clear plastic bag labeled clearly with their name. This will be kept in their cubby. Please take soiled clothing home daily.

**Preschoolers are preferred to be day-time toilet trained before entering Preschool. We do offer toileting support for younger preschoolers in our Preschool 3 classroom.** We realize accidents may happen and we are always willing to provide any assistance they need while in the bathroom. If your child is in Preschool 3 and still in pull-ups, there will be an additional fee of \$415/per term. This fee will be removed after your child has been day-time potty-trained for at least 90 days. If your child is in Preschool 1 or Preschool 2 and is having accidents on a regular basis, we will need to schedule a meeting with the Director to determine a plan to provide additional assistance. All PS3 families will work with the classroom Teacher to develop a toilet-training partnership agreement to ensure consistency with efforts between home and preschool.

## HELP YOUR CHILD WITH TOILETING



What does your

child need at

CDC?

- ❖ Each day, please send a reusable water bottle, labeled with the students' name. Staff will check daily to make sure you have their water bottle. If forgotten, we will ask you to return home and bring one.
- ❖ 2-4 complete changes of clothes in a plastic bag with your child's name on it. Soiled clothing will be placed in a plastic bag in their cubby which will indicate if we need replacement clothing.
- ❖ Disposable pull-ups **and** wipes for all Preschool 3 students who are in the process of toilet training. Look for an email from your teacher to indicate that we are out of/ or running low of supplies. We also ask for 2 additional changes of clothing if your child is currently toilet training.
- ❖ Pull-ups for Preschoolers who are not night-time trained and require a pull-up for rest time. (Preschoolers should be day-time toilet trained before entering Preschool 1 and 2)

- ❖ All Preschoolers - one blanket (not too large please), one crib sheet or bed roll, one **small** sized pillow, and one smaller soft stuffed toy. Each week on your child's last day of care, please take home all of your child's bedding and soft toy to be washed weekly and returned on Monday. This year, we will supply the same rest time bags for all students. We encourage the students to set up and pack up their rest time supplies and they need a large bag with an easy opening. **PLEASE DO NOT CHANGE OUT YOUR CHILD'S STUFFED ANIMAL DURING THE WEEK.**
- ❖ We will supply sunscreen. We will be using NO-AD sunscreen which is designed for sensitive skin. If your child has a special need in terms of specialized sunscreen lotion, please indicate that on your child's medical form and please send it to school.



**Please do NOT send your child to school with gum, toys, candy, snacks, electronics or money from home. No backpacks allowed, just a water bottle and jacket. If they are still finishing their breakfast or drink, you are welcome to sit in the lobby and let them finish. These items can not go down to the classroom since we are a USDA program.**

## **TECHNOLOGY**

Technology is all around us in our homes, offices, and classrooms. When used wisely, technology and interactive media can support learning and relationships. Technology and interactive media are tools used intentionally at CDC when they can promote effective learning and development while supporting learning goals established for individual children. Example: When children are investigating tigers, a short (5 min.) video may be used, and/or an eBook/iPad. Appropriate technology and media are balanced and enhance the use of essential materials, activities, and interactions in our learning environment. Children's screen time will not exceed more than 30 minutes per day. We may provide opportunities for physical activities in the form of Just Dance, Cosmic Kids Yoga, Zoo Cams, etc. To celebrate certain holidays, a video/movie may be shown in conjunction with a party or special occasion.

## **CELL PHONE USAGE**

The time you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you **NOT** use your cell phone at any time while visiting the center. Please step out in front of our building if you must use your phone at our center. We need you to focus on your child during drop off and pick up times.



## **PERSONS AUTHORIZED FOR PICK-UP**

Children will only be released to parents or people authorized for pick-up/emergencies listed in Brightwheel and have a code assigned.. To ensure your child's safety, please bring your photo ID every day at pick up. If a person who is unfamiliar to the teachers or staff arrives to pick up your child, a photo ID will be required before a child will be released to them. We can not add persons to your pick up list over the phone or via email. It must be done in person or on Brightwheel. **PLEASE DO NOT SHARE YOUR BRIGHTWHEEL CODE.** They are specific to each person in your family/friends that you have authorized for pick up. *If a non-custodial parent is not allowed to pick up their child, we must have a copy of the court order on file.*

## **PARKING**

Western Oregon University and CDC will issue parking permits per your enrollment contract. Permits are only valid in Parking Lot K (behind Campus Safety) and for 15 minute drop-off and pick-up only. No more than two permits will be issued per family. Because of limited parking, we ask that you only use this lot for drop-off and pick-up. Please do not park there all day. This lot is shared by Campus Safety and they regularly patrol the spaces. If you are spending extended time with your child, please use the metered parking in Lot K. For non-metered spaces, parking permits are available through Campus Public Safety.

## **MEALS AND SNACKS**

The Center serves AM Snack, Lunch and PM snack. All meals follow the guidelines set by the USDA Child Adult Care Food Program (CACFP). Snacks include 2 different components served. AM Snack is at 8:30-9:30 am and PM is served 2:30-3:00 pm. Lunch is provided by the CDC. We follow the USDA CACFP requirements and serve milk plus 4 components. It is served at 11:30 am and is prepared by Valsetz Campus Dining. The weekly menu will be posted and available to your family throughout the year. We offer a great **vegetarian** menu that is very kid-friendly!

The Child Development Center recognizes that there are food accommodations needed for students in certain situations. If your child requires an accommodation to the daily meal menu based on medical reasons, please contact the Director. We have a form for you to fill out and take to your medical provider.

We realize some families have preferences for food based on other factors (religious, vegetarian, etc.) Please contact the CDC Director to set up an appointment to discuss this issue and how it affects your family. Please note we can not guarantee any accommodation that is not medically required. We do not offer a Vegan menu and do not allow any outside food to be brought.



## **ILLNESS**

In order to maintain a healthy environment for all children and staff, we ask that children who are ill be kept at home until they are fully recovered. Children need to be able to participate in the daily activities of the classroom (including outdoor play). Staff discretion according to the following guidelines is used to determine whether children are able to attend. Listed below are the specific guidelines as mandated by the Oregon Office of Child Care. Please contact us if your child contracts a communicable disease or is exposed. When we are informed that another child has a communicable disease all parents will be notified. This same procedure will be followed if a situation such as head lice occurs. A child infested with head lice may return after treatment. All the nits must be out of the hair and a note stating that treatment has been completed needs to be sent. Information regarding other childhood diseases/illnesses that may require exclusion from the Center is available upon request.

### **“WHEN IS MY CHILD TOO SICK?”**

#### **We cannot admit children who have been:**

- A. Diagnosed as having or being a carrier of a child-care restrictable disease; or
- B. Has one of the following or combination of symptoms or illnesses:

- Fever over 100 F. taken under the arm
- Diarrhea (more than one abnormally loose stool per day)
- Vomiting
- Nausea
- Severe cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions
- Rashes that are severe, weeping, or pus-filled





## **IMMUNIZATIONS**

A record of immunizations must be provided for each child **prior** to admission into the program. Be sure to notify the Director if your child receives new immunizations during the year so they can be added to the form. Parents must initial all additions to immunization records. Children who are not "current" on immunizations may be excluded from the program on the date set by the State Department of Health (usually February). Ask about the Non-medical exemption course if you are choosing to not immunize your child.

## **ALLERGIES**

It is critical that all allergy information be communicated to staff. If your child has a food allergy, please give the Director a written doctor's statement listing the foods causing the allergy and symptoms related to an allergic reaction.

## **MEDICATIONS**

In order for us to administer medication to your child the Center **MUST** have the following:

- ❖ Medical release form
- ❖ Medication in original container (most pharmacies will give you two containers)

If medication is a prescription, a pharmacy "fact sheet" would be appreciated but it is not required.

## **SUNSCREEN POLICY**

Our outdoor classroom is an important part of our curriculum. CDC encourages the use of UVA ray and UVB ray sunscreen protection with an SPF of 15 or higher. We are able to apply sunscreen with your permission. CDC asks families to apply sunscreen prior to arrival at the Center. We will apply once again in the afternoon as needed.

## **INJURIES/ACCIDENTS**

Scratches and scrapes, which are inevitable when children play, will be treated using basic first aid and TLC. All injuries are documented on incident report forms, which parents sign and are offered a copy. In the case of a more serious accident, we will follow these steps in the order that they are listed;

- ❖ Request emergency help, 911. If necessary, the child will be transported to the nearest medical facility for emergency treatment.
- ❖ Contact Family (Listed on enrollment forms);
- ❖ Contact an emergency backup person if a family member cannot be reached (listed on enrollment for

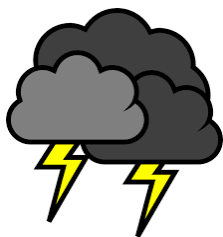
- ❖ While we are diligent in supervising our preschoolers, there are times when students have an injury/incident when a staff member is not directly looking at them. We will do our best to talk to all staff in the area in order to write a full report.

## **EMERGENCY DRILLS**

Children's safety is of utmost importance to us. The center staff is trained in a variety of emergency procedures to ensure the safety of your child while they are at the Center. Emergency drills are practiced, and all the children, family members, volunteers, and staff participate. Some of these emergency drills include and are not limited to; Fire, Earthquake, Lock Down, Intruder and Chemical Spill. Emergency drill procedures are posted in each classroom. The center staff walks/talks through each of the emergency drills with the children at the beginning of the year. They let the children know what to expect in an emergency situation and the need to practice for the drill and their responsibilities (i.e. possibly leaving shoes or jacket behind). We do our best to alternate the times of these drills so that all children will have an opportunity to participate in the drills. In the event where children are performing a drill or we are experiencing an emergency, it is very important that we have current emergency contact information on file, your child is signed either in or out, and that we have your understanding, patience, and cooperation if you are present.

## **WOU CAMPUS EMERGENCY COMMUNICATION PLAN**

Western Oregon University has a campus emergency notification system, which will notify the campus community and all parents of the CDC children in the event of an emergency. Specifically, campus related potential life-threatening situations or activation of emergency response teams. It is your responsibility to keep all emergency contact information up to date with the WOU alert system.



## **PRIMARY & SECONDARY EVACUATION AND REUNIFICATION SITES**

As required by the State of Oregon, Office of Child Care, we have a primary and secondary/reunification site. During our drills where we evacuate, we go directly west of the CDC and meet in the Sequoia Commons (west of our building), Campus Public Safety and Student Media buildings (right off our parking lot)

In the event of an evacuation of the WOU campus, we will take all students to Monmouth Christian Church, located at 959 Church St. W in Monmouth. (continue west on Church Street, past Stadium Drive) Please drive around to the back of the building and enter the building across from the Office. We have a partnership with MCC and they are prepared in the event of an emergency to host our students and staff.

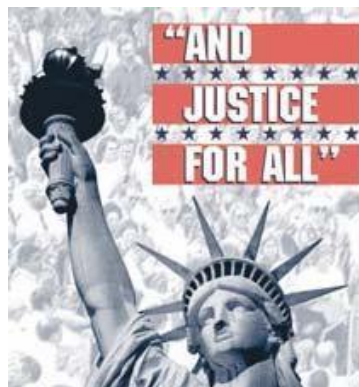
## **EMERGENCY WEATHER SITUATIONS**

The Center runs on the same schedule as the University. If WOU cancels classes, the center closes. If your child rides a bus, you will need to listen for Central School District closures to know if buses are running or not. If in doubt, the Campus Closure Hotline at (503)838-8026 or the Director's number (503)838-8238, will have a message if we close.

## **ANTI-BIAS STATEMENT**

This is an inclusive anti-bias program committed to promoting the acceptance and appreciation of human diversity. Our program welcomes children and families of all racial, ethnic, cultural, and religious backgrounds and family compositions. We strive to reflect this respect for diversity in our educational programs and services, our policies and practices, and our interactions with families and the community.





## **NON-DISCRIMINATION STATEMENT**

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*
  - (2) fax: (202) 690-7442; or*
  - (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*
- This institution is an equal opportunity provider.*

## **CONCERNS/ SUGGESTIONS/ COMPLAINTS**

If you have a concern, the following procedure should be adhered to:

- 1. Discuss concerns with your child's teacher outside of the teacher's class hours.** They are more than happy to schedule a time that meets your needs. Phone numbers are listed below. Please remember that while our Teachers are in the classroom, they are counted in our ratios and not able to have lengthy impromptu discussion regarding your student. They are happy to make an appointment
- 2.** If there is still a problem with your child or a staff member, you may talk to the Director by calling (503) 838-8238(message) or (503) 838-8769 (lobby) or email [gardnert@wou.edu](mailto:gardnert@wou.edu).
- 3.** Because we are a State Licensed facility, if you are still not satisfied or feel you need further assistance you can contact the Department of Early Learning Care at **1 (800) 556-6616** (DELIC does not deal with money matters or fee concerns) or call our Licensing Specialist at 503-947-1359. You can access additional provider information at <https://www.oregon.gov/delc/families/pages/child-care-safety>

### **IMPORTANT PHONE NUMBERS**

Emailing the teacher during class hours is preferred.

CDC Director (503) 838-8238

Child Abuse & Neglect Hotline (855) 503-SAFE

This booklet represents a condensed version of Center policies. The complete set of Center policies is available for parents to review upon request as well as the DELC rules and regulations and the most current CCD

sanitation and fire safety inspection reports. We look forward to getting to know your family. Please let us know how we can best serve you and your child.