



Parent Handbook

Empowered Families. Successful Children. Stronger Community.

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Updated 6/2024

Introduction

This handbook is to introduce you to some important aspects about our facility. Retain this document as reference regarding policies and procedures. Feel free to visit the office to get clarification on any information in the handbook.

We encourage parents to be involved based on the foundation that parents are the primary educators of their children. We want parents to be involved to the degree that they feel comfortable. We have multiple groups and committees along with volunteer opportunities in the classroom.

We are honored to be able to serve you and your child. Your children are our priority and we take every precaution to care for your child in a safe and quality environment.

We want to hear from you. If you have questions, concerns, or comments please feel free to talk to any of the leadership team. We want this time to be enjoyable for you and your child.

The children at this center are our future and we are excited to participate in their education.

Leadership Team Members

Teresa Martin, Executive Director

Alba Canales, Executive Assistant

Amy Oland, Child Development Manager

Esmeralda Orozco, Family Service Manager

Megan Bailey, Education Supervisor

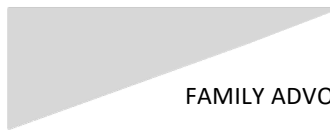
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FAMILY ADVOCATE

CELL PHONE NUMBER (541)280-0773

FEEL FREE TO TEXT US!

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Philosophy

TCLC believes families are the primary educators and advocates for their children. We encourage and support your active participation in all aspects of the program. We respect the strength and dignity of each family and strive to create an environment where differences are accepted and valued. We recognize that each child and family is unique and that an individualized approach can best meet a child's specific needs.

TCLC is an educational program that builds and enhances language skills, self-esteem, large and small muscles, creativity, respect for self and others, independent play, self-control, his/her own cultures at home or in the center—which all assist in school readiness.

Mission

Empowered Families. Successful Children. Stronger Community.

Vision

Collaborating with families to build a strong academic foundation for children to grow and thrive.

Values

- Safety** Creating a safe, welcoming environment for staff, children and their families.
- Equity** Valuing and including staff, children and families from all walks of life.
- Integrity** Maintaining honesty in all things we do.

Program Details

- TCLC is a 501(c)(3) Tax ID Number: 93-0881042
- USDA Food Program Participant
- Let's Move Childcare Facility
- Wellness Champion of Jefferson County (USDA)
- TCLC is licensed by the Department of Early Learning and Care
- License # TCLC Site: CC000669

Parents can access information about the program on the childcare safety portal. This portal is located on the DELC (Department of Early Learning & Care) Division website, www.oregonearlylearning.com or by calling 800-556-6616

TCLC will also post all serious valid and serious non-compliance letters so parents can view them, as well as notifying all parents of any closure of the active license. TCLC will ensure that parents of children enrolled have viewed the current license certificate and any updates to the license. TCLC's license certificate is located on the program information board. Contact the office if you need a copy of the Office of Child Care License.

Program Overview

Oregon Prekindergarten Head Start

State funded preschool program for child ages 3-5. Families qualify based on income and other family factors. We offer part-day or extended day classes.

Requirements

- Child must be 3 years of age before September 1st of current school year.
- Must meet income guidelines.

Services

- Dental & Medical Referrals
- Health & Nutrition Referrals
- Family Services Supports & Referrals
- Limited Transportation
- USDA Approved Meals

0-3 Early Learning Division

State funded program for children ages 6 weeks thru 3 years. Families qualify based on income and other family factors. This is an extended day, year-round program.

Requirements

- Child must be 6 weeks of age
- Must meet income guidelines.

Services

- USDA Approved Meals
- Dental & Medical Referrals
- Health & Nutrition Referrals
- Family Service Supports & Referrals

ALL SELF-PAY PROGRAMS REQUIRE A NON-REFUNDABLE \$35 REGISTRATION FEE TO BE PLACED ON THE WAITLIST.

Self-Pay Pre-School

For children ages 3-5 years. Must be age 3 by September 1st to attend. We offer part-day morning or afternoon classes.

Tuition: (September-May) *Prices subject to change; see current year rates

Self-Pay Child Care

For children ages 6 weeks -5 years.

Tuition Infant/Toddler Class

Tuition Preschool Class

*Prices subject to change; see current year rates

Self-Pay programs receive USDA approved meals, opportunity for developmental screenings, and other referrals as needed.

Office Hours

Monday-Friday 7:00 a.m. – 5:30 p.m.

Preschool/Head Start Classroom Hours

AM Class	Monday-Thursday 8:00 a.m. – 11:30 a.m.
PM Class	Monday-Thursday 1:00 p.m. – 4:30 p.m.
Extended Day Class	Monday – Thursday 8:00 a.m. – 3:30 p.m.

Childcare Classroom Hours

Full time slot	Monday -Friday 7:00 a.m. – 5:30 p.m.
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0-3 Program (0 – 3 years Early Learning Division)

Full Day	Monday – Thursday 8:00 a.m. -3:30 p.m.
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Personal Belongings

What to bring

- Diapers & Wipes (If applicable)
- Extra set(s) of clothing, especially when toilet training
- Small Blanket & Pillow (optional for children 1 year and older)
- Lotions, sunscreens, diaper creams (labeled with child's name & signed administration form that are in the office.)

What you need to know

- We are not responsible for damaged or stained clothing.
- Be sure your child is dressed appropriately for the weather.
- Please label all of your child's belongings.
- Do not bring toys from home; TCLC is not responsible for lost, stolen, or broken items.
- Do not bring food from home unless arrangements have been made with management.

Visitations

TCLC has an open door policy and parents are welcome to visit the center and observe their children at any time. For your children's protection, all parents and friends must check in at the front office, obtain a visitor's pass and wear it during their visit. (Only exception is pick-up and drop-off) We encourage parents to have lunch in the classroom with their child. **The kitchen staff needs 2-day advance notice if you are planning to eat with your child.**

Drop off & Pick up

General procedure

- **Each child must arrive under the supervision of a parent or authorized adult, and be escorted and signed in to the classroom before the Center will assume responsibility for that child.** Likewise, once the parent or authorized person has signed out the child, the parent becomes responsible for that child. ONLY adults listed on the Emergency Contact List with pick-up authority are allowed to remove the child from TCLC. ***We will ask for identification before releasing the child.***
- No one under the age of 13 is authorized to pick up a child unless the person is the parent or is a sibling with parent authorization.

It is very important that we know how to reach you, please keep family information current by notifying the office!

Notification to families

We communicate multiple way with families. Each child is assigned a cubby box; this box will contain newsletters, menus, accident reports, craft projects, important school flyers, and other important information.

ChildPlus is our electronic communication system to email or text information about upcoming events, closures, schedule change, attendance, etc. Parents must opt-in for to receive these notifications. We also post information on our website (www.madrastclc.org) and our Facebook page (The Children's Learning Center). TCLC also uses school cell phones to text or talk with families as needed. The family advocate cell phone is 541-280-0773.

Child specific information will be a direct call to an authorized adult. If we call during the day that does not mean it is an emergency. We will state if there is an emergency or urgent need in voicemails.

Make sure to keep all information such as phone numbers, email and address current so we can contact you. This also applies to your emergency contacts.

Closures

TCLC remains open when possible, however, we may call a closure, late start, or no transportation in the event of adverse weather conditions or other emergencies. TCLC will notify parents in the event of a school closure, late start, or no transportation. Other closures may include scheduled in-service days, holidays, and conference days. **Refer to your calendar for specific dates.**

Attendance & Withdrawal

Absence (CHILDCARE/PRESCHOOL)

Any time your child will be gone please call the center to notify us of the reason for the absence. If we do not hear from you, we may call you to inquire. There are no changes in rates for the time that your child is gone from the center.

Vacation (CHILDCARE/PRESCHOOL)

The cost of services does not change if a child is absent. Please call the office with any absence so we can plan food and staffing for the classrooms.

Attendance (HEAD START/PRENATAL-THREE)

Children are expected to attend on a regular basis. This is necessary for three reasons:

1. There is a waiting list for children who want to attend the program.
2. Consistent attendance allows the child to reap larger benefits of the program
3. Full enrollment is required to ensure continued funding.

If your child will be absent:

1. Call the main office and leave a message before their scheduled class time. TLC staff will contact parent within one hour of class start time to ensure the child's well-being if not notified.
2. Parents must telephone the center in the event that their child will not be riding the bus. If a child misses the bus three (3) consecutive days and the driver is not notified, the bus will not stop to pick up the child. The parent will need to notify the center stating when the child will need to be picked up again.
3. Failure to notify the center will result in an unexcused absence. 4. Unexcused absence/chronic absenteeism for any reason may result in a plan of action. Discontinuing program services to the family may result if attendance does not improve. If a problem of any kind arises that interferes with your child's attendance, contact your family advocate.

Curriculum & Learning

Our program helps to prepare children for success in school and in life. Children receive a positive introduction to education, socializing with others, eating a variety of foods, and practice healthy habits. We want to help build confidence in children and parents. Parents become involved in their children's education, discover their own strengths, and continue to develop to their fullest potential.

TCLC believes families are the prime educators and advocates for their children. We encourage and support your active participation in all aspects of the program. We respect the strength and dignity of each family and strive to create an environment where differences are accepted and valued. We recognize that each child and family is unique and that an individualized approach can best meet their specific needs.

TCLC utilizes Creative Curriculum to guide our educational practice. Creative Curriculum is based on five fundamental principles of learning. These principles are:

1. Positive interactions and relationships with adults provide a critical foundation for successful learning.
2. Social-emotional competence is a significant factor in school success.
3. Constructive, purposeful play supports essential learning.
4. The physical environment affects the type and quality of learning interaction.
5. Teacher-family partnerships promote development and learning.

TCLC incorporates health and nutrition education through the CATCH (Coordinated Approach to Child Health) curriculum and USDA family style meal service. Your child also has the opportunity to learn about health through role-play, classroom information and everyday classroom activities such as tooth brushing, hand washing, and personal hygiene.

Daily routine

Children thrive in a predictable environment, where mealtimes, nap times, separating from a parent and toileting are consistent. TCLC creates a nurturing, flexible, and positive environment where your children's needs are met through their daily routines. Daily routines provide wonderful opportunities for your child to learn more about themselves, the world, and other people. Daily routines offer children a sense of stability and a feeling of caring from their parents. Each room is required to post their routine to help guide your child through the day.

Outings & Field trips

Field trips will support the classroom educational experience, current curriculum, and the level and cultural backgrounds of children. Field trips provide enjoyable educational experiences for children that cannot be duplicated in the classroom environment. The purpose for taking a trip should be to enrich, expand and reinforce the goals being pursued in the classroom. You will always receive notice before your child goes on a field trip. ***When a parent receives the field trip notice, it is the parent's responsibility to notify TCLC if they DO NOT want their child participate in the planned field trip.**

Outdoors

TCLC believes that it is important for children to participate in outdoor activities. Keeping children inside does not allow for the release of excess energy or large muscle development. **Our policy is that children who are well enough to be at school are also well enough to go outside.** Please, do not request that your child stay indoors if he/she is well enough to be at the Center. **Consider the weather when dressing your child.** If the weather is severe, we may keep them inside to play but please dress them for outdoor conditions.

Television/Electronic media

The Children's Learning Center recognizes and supports the health and developmental benefits of limiting screen time for children. In support of this, the center will limit screen time to special occasion movies. These occasions will be limited and must be approved by the Child Development Manager.

- Movie times will be limited to classroom time, will not supersede scheduled meal or outdoor motor times, and cannot be in excess of one and a half hours.
- Infant/Toddler classrooms will not participate due to adverse developmental consequences.

The Center does use tablets for student tracking and may use tablets for specific educational applications to work with a child on a targeted individual goal. Tablets are also used in the classroom for recording attendance, meals, observations, playing music and limited stories.

Celebrations

Our program focuses on education and developmentally appropriate practices. We encourage families to recognize special events, remembrances and celebrations at home, as most will not be recognized in the classroom setting. There are two major problems with concentrating our time and energies on holiday celebrations:

1. It is extremely difficult to give holidays meaning that are developmentally appropriate for very young children.
2. It is difficult to be inclusive of all holidays and cultures of our families.

Not all families celebrate the same way; therefore, it is the Head Start / Early Head Start Policy not to celebrate.

Birthday Celebrations

The center does not allow for specific birthday celebrations of a child. Each teacher may choose to acknowledge each child but we do not take class time away for a celebration. Please direct specific questions to the office.

If you are having a party for your child and want to invite other students, please give the invites to the teachers who will then put them in a child's cubby. Due to confidentiality, we are unable to provide you with specific child information such as addresses and names.

Toileting/Diapering

Successfully learning to use the toilet is a major accomplishment for young children. We believe that toilet learning should be a positive experience in the child's life and that both parents and teachers should have good communication, appropriate expectations and a consistent plan to support toilet learning. Patience and praise from the adults taking care of young children is an important component in this process.

Parents and teachers will have good communication to let each other know when the child starts showing signs of toilet learning and deciding the appropriate time to start the learning process.

Parents and teachers will create a plan to develop as much consistency between home and childcare. There may be times during the learning process when children accidentally go in their diapers or training pants; this can be upsetting and may cause children to feel sad. This is an opportunity to encourage children that they are doing well and will get better with practice. TCLC staff will change soiled clothing without reprimand. Don't forget to send extra clothes!

Rest time

Each infant and toddler will be allowed to form and follow his or her own pattern of sleeping and waking periods. Preschool classrooms are provided with a nap/rest time only during full-day models. All children will be provided an individual cot to rest on. Children that do not sleep after 30 minutes are given a quiet activity for the remainder of rest time.

TCLC will provide a small blanket for each child. Bedding is washed weekly. If parents choose to provide their own blanket, it must be a small blanket and pillow. **Blankets are not allowed for infants under 1 year**, but you may provide a sleep sack if you wish. Blankets that are brought from home must be taken home at the end of the week, washed, and be brought back.

Social Emotional Curriculum

TCLC utilizes Slumberkins to guide our educational practice. Slumberkins is emotional learning curriculum that helps to empower children to be caring, confident, and resilient. The curriculum uses a "Connect-to-Grow" approach that strengthens children's relationships with the important individuals in their lives. The founders of Slumberkins believe that emotional learning is a lifelong journey that begins with connection. This connection builds community, community fosters resilience, and a resilient community does not let you struggle alone. The curriculum also has teachers and families working together to support the student's emotional learning as a team.

The Curriculum helps students to:

1. Identify, embrace, and learn from all feelings, big and small
2. Deepen healthy relationships through meaningful moments in everyday life
3. Step into their most authentic selves and honor the diverse world in which we live
4. Lay the foundation for a lifetime of confidence, empathy, and resiliency

Challenging behaviors

We recognize that children will occasionally display challenging behaviors. Staff will attempt to mitigate these instances through re-direction and use of educational techniques. A parent will be notified if a child's behavior becomes harmful to themselves or others, or if behavior is persistent and not responding to redirection. A parent conference may be scheduled if a child's behavior continues to disrupt class at which time a Behavioral Intervention Plan may be drafted. In extreme cases, behavior may be grounds for a modification of service delivery in order to best support the child and family.

Mental Health Consultant

We are fortunate to have the services of a Mental Health Consultant who visits classrooms to observe and consult with teachers and staff. Individual consultation may be available. The family advocate can help facilitate the meeting arrangements.

Nutrition Meals

TCLC has a health and nutrition program. Your child will be learning about health and nutrition as part of their daily routine. USDA approved breakfast, lunch and snacks are served. Only food prepared in our kitchen may be served to the children with the exception of children who have special dietary requirements. Meals are served family style to help children develop coordination and learn social skills like taking turns, sharing, and conversing during meals.

Meal Times

	Breakfast	Lunch 0-3	Lunch Pre-k	Snack
Full Day Programs	8:30	10:45	11:00	2:30
AM Preschool Rooms	8:30		10:45	n/a
PM Preschool Rooms	n/a		1:30	3:45
Children under the age of 1 and having formula or breast milk are fed on demand along with children that are transitioning to a regular food menu.				

Food allergies

TCLC will attempt to accommodate all food allergies. If your child is allergic to any food, please inform the Child Development Manager. Food allergies or intolerances may require physician signatures or additional documentation required by USDA guidelines.

Breastfeeding

Breastfeeding is encouraged and welcomed at TCLC. A private room will be made available upon request. If you wish to have your child receive breast milk from home then it must be labeled with your child's name, date, time of preparation and must be transported in a refrigerated container to the center.

Health

We want all children to be healthy so that they can learn! Your child has the opportunity to learn about health through role play, classroom information and everyday classroom activities such as tooth brushing, hand washing, and personal hygiene.

Daily Child Health Checks

The center will provide a daily health check of each child to determine whether a child is healthy enough to attend class, to prevent the spread of contagious conditions, and document signs of possible accident or injury. The health check also provides communication between parents and staff on significant events occurring at home that may affect the child's health during the day.

Health Screenings

Children will receive the following screenings/exams each year that they are enrolled at The Children's Learning Center. These are required by the Head Start Performance Standards, but most importantly, they help determine your child's health status.

Tuberculosis and Lead Screening Questionnaire (At enrollment)

If concerns arise at the time of questionnaire, you will be referred to Jefferson County Health Department, to see the Communicable Disease Nurse or your child's primary care physician for further consultation.

Vision screening: within 45 days of enrollment.

This test will give us an indication if your child has a vision problem. We screen children using a Spot Vision Screener. This tool requires no response from your child and is able to accurately detect many common potential vision problems. If your child does not pass the vision screening, we will refer them to receive an eye exam by an optometrist.

Hearing Screening: within 45 days of enrollment.

The Child Development Manager or Family Advocate will complete a screening on each child using an Eroskan instrument. The results will show how well your child can hear or if they need to be referred to an audiologist.

Height & Weight: within 45 days.

Measurements are taken twice per school year on all children to check their growth pattern by our Child Development Manager or Family Advocate. All information will be placed on a growth grid that compares your child's growth to other children the same age. This can help determine if your child should be referred to a nutritionist or a doctor.

Determine Medical/Dental Home: within 90 days of enrollment.

Children must have ongoing health care. Referrals will be made if your children do not have an assigned doctor and dentist.

Immunizations

Children are required to have up-to-date immunizations, have approved vaccine education certificates, or valid medical exemption for missing vaccinations. February is exclusion month for all children that are not up to date on their immunizations or do not have approved paperwork on file.

TCLC is bound by Oregon Law to exclude from school any child that is not adequately immunized. Each child must have supplied the Center with a complete immunization record or a signed authorization to access the ALERT system.

If your child has been out of the United States for more than four weeks in the past six months, your child may be required to obtain a Tuberculosis test before attending TCLC. Any cost associated with the test is the responsibility of the parent. If you have any questions, please talk to the Child Development Manager.

Illnesses/Communicable Diseases

The center is dedicated to lowering the risk of spreading communicable diseases to ensure the safety and well-being of students and staff. A child who is not feeling well may cause other children and adults to get sick. If all parents keep their sick children at home, everybody's family will stay healthier.

If your child becomes sick while in our care, center staff will contact you to pick up the child. **It is very important that we always know where you can be reached**, so please make sure we have your current information along with emergency contacts.

When a child becomes sick at school, the Health Manager or other trained staff, on a case-by-case basis, will determine when a child needs to be excluded from the center or seen by a health care professional. Children should not attend school if they are experiencing the following list that is not all-inclusive:

- Fever over 100.4°F. A child with a fever over 100.4°F may return if fever free for 24 hours without the aid of medication.
- "Diarrhea", 3 loose or watery stools OR not able to control bowels (causing accidents or not contained in diaper). A child with diarrhea may return 48 hours after diarrhea resolves or with written clearance from a licensed healthcare provider.
- Vomiting at least one time, where there is no explanation for the vomiting. A child who vomits without explanation may return 48 hours after the last episode of vomiting or with written clearance from a licensed healthcare provider.
- Severe or persistent coughing. A child with severe or persistent coughing may return after symptoms are improving for 24 hours or with written clearance from a licensed healthcare provider.
- Open sores or wounds discharging bodily fluids. A child with open sores or wounds discharging bodily fluids may return to care after rash is resolved, when sores and wounds are dry or can be completely covered with a bandage, or with written clearance from a licensed health care provider.
- Difficulty breathing or abnormal wheezing. A child with difficulty breathing or abnormal wheezing may return to care after symptoms are improving for 24 hours.
- Eye lesions that are severe, weeping, or pus filled. A child with eye lesions that are severe, weeping, or pus filled may return to care after symptoms resolve or with written clearance from a licensed healthcare provider.
- Children will be excluded from class if live head lice are found. Children may return to the center once they have been treated with a lice/nit killing product. When returning to the center, an adult must accompany children and child's hair must be checked by an office staff member before child will be able to attend class.

If we cannot reach you, then we will begin contacting the first person listed on your Emergency Contact Form. We will continue down that list until we are able to reach someone. Your child will then be released to that person's care for the day. We will continue to try and contact you until closing to let you know where your child is.

When a child becomes sick at school, the Health Manager or trained office staff, on a case-by-case basis will determine when a child needs to be excluded from the center or seen by a health care professional.

Children should not attend school if they are experiencing the following list that is not all-inclusive:



Fever over 100.4°F. A child with a fever over 100.4°F may return if fever free for **24 hours** without the aid of medication.



"Diarrhea", 3 loose or watery stools **OR** not able to control bowels (causing accidents or not contained in diaper). A child with diarrhea may return **48 hours** after diarrhea resolves or with written clearance from a licensed healthcare provider.



Vomiting at least one time, where there is no explanation for the vomiting. A child who vomits without explanation may return **48 hours** after the last episode of vomiting or with written clearance from a licensed healthcare provider.



Severe or persistent coughing. A child with severe or persistent coughing may return after symptoms are improving for **24 hours** or with written clearance from a licensed healthcare provider.

Note to Remember: If a child is well enough to be at school, a child is well enough to play outside and participate in all school activities.

New rules updated in accordance with 414-305-1010 Illness-Certified Child Care Center Rules | CCLD-0084 as of January 1, 2024
This list is school instruction, not medical advice. Please contact your health care provider with health concerns.

Medications

If it is at all possible, we prefer that you set up your child's medication schedule so that you can give it at home. If it is necessary for Center staff to give medication, please set up your child's schedule so that we only need to give the medication one time during the day. Parents shall be informed daily of medication administered to their child.

If your child has been sick and prescribed medication by your physician, then the following guidelines must be followed:

1. The parent/guardian must bring the prescribed medication to the center and sign a Medication Administration Form.
2. The prescribed medication must be in its original container, with the name of the child, date, physician, and original prescription label or a note from the prescribing physician authorizing usage of the medication.
3. All administered medications will be recorded in a Medication Administration Log that is available for parent's review upon request.

Note: All over the counter and prescribed products are considered medications and must meet the previous guidelines. The only allowed exceptions will be sunscreen and diaper cream, which do not require a doctor's note.

Sunscreens/Lotions

Sunscreen is considered a non-prescription medication and may be used under the following conditions:

1. Providers must obtain written parental authorization prior to using sunscreen.
2. One container of sunscreen may be used for all children unless a parent supplies an individual container for their child. The sunscreen shall be applied in a manner that prevents contaminating the container. a) Parents must be informed of the type of product and the sun protective factor b) Parents must be given the opportunity to inspect the product and active ingredients
3. If sunscreen is supplied for an individual child, the sunscreen must be labeled with the child's first and last name and must be used only for that child.
4. Providers must reapply sunscreen every two hours while the children are exposed to the sun.
5. Providers shall use a sunscreen with an SPF of 15 or higher and broad spectrum
6. Aerosol sunscreens are not allowed
7. Sunscreen shall not be used on children younger than six months. Sunscreen administration form is completed by the parent and sunscreen will be applied based on parent request and best practice. Medication Administration forms will be valid for 1 year.

Safety Injuries

Staff will ensure that all accidents are managed using proper first aid and reporting procedures. An Accident Report will be sent home with the child at the end of the day if an accident or injury occurs while in attendance. If intervention from emergency medical services is necessary parents will be notified immediately.

Pets/Animals

The center believes that children need to explore the world of animals through observation, care and feeding of classroom pets.

- All animals and animal areas will be maintained in a healthy and sanitary condition that is safe for the animal, children, parents, volunteers and staff.
- Animals allowed in the center for more than one day at a time will be limited to guinea pigs, gerbils, hamsters, fish, hermit crabs, butterflies and insects.
- Any animal, other than cats and dogs, shall be properly caged and must be vaccinated according to a licensed veterinarian's recommendations.
- Parents will be informed in writing of any animal in the center.
- No animals, except fish, are allowed in infant/toddler classrooms.

Tobacco Free Zone

We want to create a healthy environment for your children. We believe it is important to provide children with positive role models. TLC is a Tobacco Free Workplace. The use of tobacco or marijuana products are not allowed in any building or vehicle, or within view of the children. Tobacco use is not allowed at any program activity such as field trips or parent meetings.

In order to assure the safety and welfare of children and staff, the use of alcohol and drugs are not permitted on the building premises. Adults suspected of being under the influence of drugs or alcohol will be asked to leave the building.

Child Abuse & Neglect

The well-being of all children in our program is of primary importance. Reporting suspected abuse or neglect can protect a child—it can even save a child's life. Additionally, such reports can result in families benefiting from needed social services. All employees (including substitutes and volunteers) are required to report incidents where there is a reasonable suspicion that abuse or neglect has occurred or there is a substantial risk that abuse or neglect may occur, either in the care of a Head Start agency or outside of the program. TCLC will preserve confidentiality of all records pertaining to child abuse in accordance with state law.

Confidentiality

Confidential information may be defined as specific information, written or verbal, dealing with specific individuals, where there is a real or implied entrustment of secrecy. There is, of course, no absolute way to judge when there is an implied entrustment of secrecy. Confidential information will be placed in children's, families, or staff's files and be kept locked, and out of general accessibility. Information in these files will only be released with the written consent of the individual, or the individual's legal guardian. We cannot share any information without your written permission. However, our records may be subpoenaed by a legal court order. All staff/parents/volunteers will be responsible for seeing that confidentiality is insured in the classroom, the offices, and at meetings.

TCLC is an educational agency that receives funds under Department of Education and therefore is subject to the confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Improvement Act (IDEA).

Emergency Evacuation Drills

TCLC practices various evacuation drills which includes but not limited to earthquake, fire, lockdown, and bus evacuation drills. To help children with this process we will practice monthly fire drills, and lockdown and earthquake drills twice a year. In addition, those that get transportation services also practice bus evacuation drills at least 3 times a year

Medical Emergency

In the event of a medical emergency we will call the primary number that you have listed on your account. If we are unable to reach you, we will then call other numbers listed under your profile. If we are unable to reach you or another primary contact, we will then contact people on your emergency list. It is very important that you keep us informed of any changes in contact information. If necessary, TCLC will call an ambulance or transport a child to a medical facility.

Family Engagement

To support you in your role as a parent, TCLC with the collaboration of community partners are able to offer information on numerous topics, referrals, and provide information such as parenting classes, stress management, family activities, budgeting, support groups, health & nutrition, etc.

7 Super Things Parents and Caregivers Can Do

There are a number of things that parents and caregivers can do to help motivate young children to learn. These activities offer parents and caregivers tips on getting children involved in reading and learning.



The following is an excerpt from **Teaching Our Youngest**.

- Talk often with your children from the day they are born.
- Hug them, hold them, and respond to their needs and interests.
- Listen carefully as your children communicate with you.
- Read aloud to your children every day, even when they are babies.
- Play and sing with them often.
- Say "yes" and "I love you" as much as you say "no" and "don't."
- Ensure a safe, orderly, and predictable environment, wherever they are.
- Set limits on their behavior and discipline them calmly, not harshly.

Father/Father Figures

Head Start has a strong history of prioritizing the engagement of fathers and male family members. Programs, children, and families benefit when fathers are considered partners in their child's learning and development. Research shows that fathers tend to have a strong motivation to participate fully in their children's lives.

Fathers who are deeply involved in their children's lives:

- Are competent caregivers of infants
- Interact differently with their children than mothers do
- Contribute to their child's development, including school readiness
- Support the positive parenting of mothers
- Contribute to the well-being of the family
- Show positive gains in their own development and life decisions

Home visits/Conferences

Home visits and conferences are an enjoyable way of participating in your child's education. You know your child better than anyone does, and it is your ideas and suggestions that help our staff provide the best activities and services for your child's needs.

Family home visits will be with your Family Advocate. Activities can include planning developmental goals and activities for your child, helping families identify and reach goals around employment, training, parenting, and learning about community resources.

Education home visits and conferences will be with teachers; there are two home visits and two conferences that you will schedule with your child's teacher. Parent and teacher have the opportunity to share observations of child's progress and create an individualized goal.

Family Nights

Parent meetings, that occur once a month, provide an opportunity to be acquainted with other families and to make new friends. They include school business, speakers, and family activities. We provide childcare for most family nights when needed. Parent meetings are as creative as you make them. Your ideas and input are important. Our goal is to make them a fun and informal learning experience.

Parent Committees Policy Council

The Policy Council will guide and oversee all policies, which are set for the program in accordance with Head Start Performance Standards. It oversees the administration of the corporation in conjunction with the Board of Directors in specific areas that are defined in the Head Start Performance Standards. The Policy Council is composed of Head Start parents and community representatives. They also assist in the development of the annual grant budget and make changes to the budget as needed. Policy Council members are voted for as early in the year as possible, usually September. An orientation takes place and the first meeting is held end of September and once a month thereafter. **Policy Council provides you with opportunities to learn new skills in leadership, decision-making, finance and communication. You can also join other committees and give feedback for the parents in the program. Opportunities to attend exciting trainings are also provided with most expenses covered.**

Events Committee

The purpose of this committee is to organize and supervise volunteers for special events happening throughout the year. Members shall stay apprised of current events in and out of the program and report to the Policy Council. Some examples of events are Winter Festival, Book Fairs, Graduation, Fundraising, etc. Meetings for these events are as needed depending on the event.

Safety Committee

The purpose of this committee is to evaluate, assess, and provide recommendations to address issues regarding the safety and welfare of the children and staff at the center. This committee meets every month and conducts quarterly safety inspections. First meeting for this committee is usually in October.

Enrollment Agreement- Self Pay Programs Only (Financial Terms and Conditions)

This agreement has been designed to assure that parents have a clear understanding of the enrollment and payment policy. The parent/guardian must sign this agreement prior to the child's first day of attendance at TCLC.

Fees are based on a slot system as follows and can be flexed within designated times:

Business Days are Monday – Friday

Childcare hours 7:00 a.m.-5:30 p.m.

There is not a pro-rated amount if the child is absent for any reason, including sick or vacation time.

There may be a pro-rated amount depending on first date of enrollment.

We ask that you set a tentative schedule for the ability to plan meals (very important if your child has special dietary needs) and staffing of personnel properly. If you need to change your hours we do ask that we have 24-48 hours' notice.

TCLC will be closed for the following federal holidays and scheduled closures:

New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the day after, Christmas, and Staff In-service Days.

TCLC Closes at 12:00 p.m. on the day before Thanksgiving and Christmas Eve. TCLC Closes in August for staff in services days. *Refer to your yearly calendar for specific closure dates.

TCLC will remain open if at all possible. You will be notified in the event of a closure due to extreme weather conditions and/or any unexpected occurrences.

Parent/Guardian agrees to and understands that:

- Pay the monthly fee prior to the first day of enrollment. Pay monthly tuition before the 10th of the month of service.
- If payment is received after that day a late fee of \$15 will be charged. If payment is not received by the 15th of the month the child will not be allowed to attend until payment is made in full. Slot will be held until the 30th of the month and then spot may be filled with another child unless arrangements have been made with the Executive Director.
- Returned checks are charged \$25 which is due with your next payment and if there are multiple occurrences your account may be placed on a "cash only" basis.
- You are responsible for any amount owed, which is not covered by ERDC benefits received.
- Children must be signed out by 5:30 p.m. Children not picked up by this time will be signed into the office and late pick up fee of \$25 will accrue for every 10 minutes late. (Ex. if pick up time is at 5:43 p.m. a late fee of \$50 will be accrued)
- Give at least a one week notice to TCLC prior to withdrawal.

Fee Schedule

Wait list Fee	\$35	Late Payment (After 10th)	\$15
Late Pick-Up (10 min)	\$25	Returned Check	\$25

Children 3-5 years

Children 2-36 months

*Prices subject to change; see current year rates

*Prices subject to change; see current year rates

***Tuition may vary depending on student's enrollment (Ex. Head Start or ERDC Programs)**

Pre-School: Cost is \$330/month for services September thru May.

5% Discount for multiple children (off total bill if paying full tuition)

Due to age requirements, enrollment for children whom turn 5 years before September 1, and enrolling in kindergarten, will end the month of August. ***Refer to your yearly calendar for specific dates.**

This agreement is subject to change in whole or in part by The Children's Learning Center. We reserve the right to modify the fee, when and if it should become necessary in order to continue to provide a high standard of professional services.

Transportation Policy (HEAD START Part-Day Only)

Transportation is not offered for children using the Private Preschool, Childcare, or Full Day Programs. We are able to transport your child for things such as field trips and specific outings that you are notified about with anticipation. Transportation may be used for emergencies.

The goal of the transportation component is to transport children in the safest manner possible, and to assure that the time the children spend on the bus is as short and positive as possible.

1. The Bus Driver will follow approximately the same route each day. The parents will be given an approximate time when their child will be picked up and delivered from school. The time may vary due to variations of the route. Have your child ready and **waiting at least 10 minutes before and after** expected pick up time. The bus driver will not wait for you to come out of your home.
2. When a child is being picked up for school it is the responsibility of the family to be waiting for the bus. If you are not there, you are responsible to see that your child gets to school.
3. When a child is being delivered from school only an authorized person, who is at least 13 years of age, will be allowed to get the child off the bus. If the authorized person is unavailable, the driver will not release the child and continue on the route. At the end of the route, the driver will return the child to the Center. If the staff at the Center has not been contacted by the parent at the end of the working day, the child may be turned over to DHS Child Welfare. It is the parent's responsibility to pick up the child from the Center.
4. If you move to a different address, transportation may no longer be available. Unlike the public school, transportation is not a requirement of Head Start. Bus transportation cannot be guaranteed and is based upon availability and route schedules.
5. Families will be notified if bus transportation is cancelled due to road conditions. On most occasions, if the public school transportation is cancelled The Children's Learning Center bus transportation will be cancelled as well.
6. No Medications are allowed on the bus. If your child needs to take medication, an adult will need to bring prescribed medication to the center and fill out a medication form for the center to administer medication. Non-prescription medications are not allowed. (See medication policy)
7. Absolutely **NO FOOD, GUM, OR BACKPACKS** are allowed on the bus. Please do not allow children to bring backpacks, toys, or other items from home on the bus. The Center is not **responsible for lost or broken toys**.

For the safety of the children and the bus driver:

- **Children need to remain seated at all times.**
- **Children need to use inside voices.**
- **Children need to be safe by keeping all objects in their laps.**

Suspension from the Bus

Suspension can occur if a parent or child fails to comply with any of the above or if the child is being disruptive on the bus. Family Service Manager, along with transportation staff, will communicate bus incidents/concerns to parents. If applicable, a behavior plan may be initiated with the parents to come up with a resolution to the concern/behavior. If disruptive or unsafe behaviors continues, permanent removal from transportation is possible.

Integrated Pest Management (IPM)

Oregon schools must abide by ORS 634.700-634.750. These rules require us to notify staff, students, and parents anytime there is a scheduled application of a pesticide at any of our school campuses. In that notification you will find expected application date, name of the pesticide being applied, the EPA registration number of the pesticide, and other information. You will find our plan on our website along with a notification of any planned pesticide applications.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

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