



Daycare & Preschool LLC

239 NE Main St. Estacada Oregon 97023

Director/Owner Trena Kelley

503-630-3369

PARENT HANDBOOK

WELCOME

Dear Parents,

Welcome to Mama Bear Daycare and Preschool. Making the choice of where to send your child is one of the most consequential decisions you make as a parent; we are excited to be a trusted partner in that decision.

At Mama Bear we want parents to know that their kids are receiving exceptional childcare in a safe, Christian environment where their total needs are met – physical, emotional, academic, and spiritual. Our teachers will take loving care of your children. Experienced and warm teachers who model Christian values will adore your children, making sure their daily needs are met at each stage of their development, not only in academics, but in all foundations for successful learning. We will emphasize character and spiritual development as cornerstones of academic success, preparing our students to learn and explore in a structured and safe environment.

This handbook will cover the basic policies, expectations, and opportunities available to students at Mama Bear Daycare and Preschool. While comprehensive, this handbook will most likely not cover every issue we encounter. We are committed to transparency in our communication with you. If you need to discuss an issue or concern that is not addressed in this handbook, I encourage you to reach out to myself or your child's teacher. Our teachers are committed to your children and will do what they can to help resolve any issues or concerns you have. We feel blessed to be sharing this early childhood educational journey with you and your child. Thank you for joining us, and I look forward to a fantastic year as we partner together in teaching our children to love themselves, others and to be world changers in the community.

Sincerely,

Mama Bear Daycare and Preschool LLC

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Parent Handbook & Policies:

Hours of Operation

Office is open: Monday -Friday 9:00 am- 3:00 pm

Business Hours of Operation: Monday-Friday 6am -6pm

- Year-round program January- December
- Capacity for our center is 33 children
- We serve children 6 weeks – 12 years of age.

Preschool Program:

9am -2pm, Monday -Thursday (in compliance with Estacada school calendar)

Option for before and after school and Fridays for an additional fee.

After school Program: Monday-Thursday 2:30pm -6pm, Fridays 7am-6pm

Bright wheels App: Mama Bear Daycare and Preschool uses a comprehensive childcare management software to enhance safety, security, and the parent experience. Upon enrollment, you will be sent an invitation to join our school on the bright wheels app. The app will provide you with a "one-stop-shop" to pay tuition, message teachers, see daily routines, documents, upload immunizations and so much more. Each parent, grandparent, and authorized pick-up will be issued a unique PIN by scanning the QR code, they will use this to sign-in/sign-out their children. www.brightwheels.com

About Us

About the director

Though we are a new childcare center, rest assured that as the owner and director I take great pride and commitment in Early childhood, it has been my passion for years. I have my Bachelors degree in Early childhood education and I have had many different roles in the ECE field. My last journey was as an Teacher and assistant director at Head Start for 11 years. I have continued my education while working with young children. Making a difference in children's lives is a passion and blessing for me.

Philosophy

Children are beautiful, unique individuals, created by God for a purpose. Our teachers will take loving care of your children, they are experienced and warm teachers who model Christian values and will adore your children, making sure their daily needs are met at each stage of childhood.

At the earlier stages, this means being aware of individual napping times and feeding tendencies, while also providing plenty of opportunities for cuddles, laughs, and exploration. Babies will be exposed to a variety of beautiful languages and cultures through music and books. Parents, grandparents and family will be welcomed into the rooms to provide that

home/school life connection, as well as allow children to learn about other family cultures.

As your child grows, and social skills become more of a focus, our teachers will be there to model strong values, like caring and respect, to help your child reach the same end, resolving problems with other children in a Christ-like way. A play-based curriculum will be formulated with the children's current interests as a guide. Learning centers for independent exploration as well as teacher-led activities will delight your children and stretch their minds! Children will regularly interact with teachers and visitors from various backgrounds, broadening their understanding of the world and helping them appreciate the beautiful differences in each person.

At all ages, children can learn about the love of Jesus through the many beautiful stories in the Bible, songs, and other activities. Prayer during meals may also be incorporated.

Holidays and Closures

We are closed for certain holidays, **Closure Dates:**

- New Years Day Jan 1st
- Memorial Day May 23rd and 26th
- Independence Day July 4th
- Labor Day Sept 1st
- Thanksgiving Day and Black Friday. 27th and 28th
- Christmas week 23rd thru 26th
- Christmas Eve/Christmas
- New Years Eve Dec 31st
- New Years Jan 1st
- Plus 4 teacher in-service days throughout the year (TBD)

There is no rate reduction for these days, rates have been calculated to accommodate these closings.

Staff ratio:

Infant room: 6 weeks-1year, ratio1:4, 2 staff (8 children)

Toddler room: 1-2 years, ratio1:5, 1staff (5 children)

Preschool room 3-5 years, ratio 1:10, 2 staff, (20 children)

Afterschool program kindergarten-6th grade ratio 1:15, 1 staff (15 children)

Mission, Vision, and Values

Mission statement

Here at Mama Bear, our mission is to impact the community by providing children with exceptional care in a secure environment rooted in God's teachings. We provide a wide range of age-appropriate learning opportunities for children 6weeks to 12 years of age developing the whole child, academically, spiritually, socially, emotionally and physically. By providing a Christ centered learning environment where children can grow and lean through play and enriched curriculum.

We accomplish this by:

Providing well rounded curriculum that focuses on all areas of development. Providing first class education and care by hiring trustworthy, devoted and highly qualified teachers as well as collaborating a relationship with you as your child first teacher to help foster children's development. Our staff and volunteers have Criminal history back checks and actively participate in continuing education. Everyday children will have a wide range of activities and play experiences to choose from, all carefully planned with their specific age group in mind.

Vision Through our leadership and passion we will:

Provide a secure, caring, and enriched environment that promotes learning and development of the whole child, including spiritual, and emotional development. According to Galatians 5:22 the few strive to cultivate the fruits of the spirits including love joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

Values:

Honesty, trust, passion for excellence, love of learning and innovation. All members of our team must share in our vision to provide high quality early childhood education in a Christian based environment that fosters a lifelong love of learning about God's world through the development of the whole child.

Inclusion

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

Non-Discrimination

At Mama Bear Daycare and Preschool LLC, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released, apart from that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our staff are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications can be found on pages 25-30 in the Rules for Certified Child Care Centers, published by the Oregon Department of Education: Early Learning Division. This

can be found at <https://www.oregon.gov/delc/providers/Pages/child-care-rules.aspx>, or is available in our center library and may be copied upon request.

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We generally discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Mama Bear Daycare and Preschool LLC.

Communication & Family Partnership

Daily Communication: Messages and updates on your child's activities throughout the day can be sent through the brightwheel app. Staff may also communicate verbally during drop off and/or pick up times.

Bulletin Boards: Bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Contact Information: Families must provide an email address that you use regularly so that we may send you announcements, event invitations, and general updates. You must also keep your address, phone number, and contacts up to date in the brightwheel system so that we can reach you in case of urgent or emergency situations.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Family Visits: Family participation is encouraged. Visit our classrooms, volunteer, or eat a meal with your child.

Conferences: Family & teacher conferences occur once a year for our preschool program. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. Families of any classroom may request conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse and feed their infants. Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked

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

Communication Policies, Procedure and Practices

- So we may ensure that we have up-to-date contact information, each family will supply the program with up-to-date emergency contact information for their family and child(ren). Families are required to add emergency contact information in each child's profile in brightwheel. We recommend that there be at least 3 emergency contacts listed there.
- It is important for families and staff to communicate often and to be transparent with one another. Please voice concerns or questions you have with staff as soon as possible.
- Staff will use multiple methods to communicate updates with families. Methods may include the brightwheel app, email, text, website, telephone or social media. It is the family's responsibility to actively engage and follow up on communication.
- If the current situation changes and it becomes necessary to update our policies and procedures, families will be notified within 2 days of the change using the methods mentioned above.
- If it becomes necessary to close our program temporarily, we will notify key family contacts no later than 1 hour prior to opening but will always strive to let families know about closures as soon as we know.
- Families may follow our social media page for late-breaking program updates.

ATTENDANCE AND WITHDRAWAL / SIGN IN/OUT

Absence

We ask parents to please communicate verbally or over the phone with staff if your child will have a planned late day, early pick up or will be absent on any of their scheduled days of attendance. If your child is sick we ask that you please follow the health and safety policy and call your child's center to communicate with staff. If staff are not available to answer the phone, you may leave a voicemail or send a message through brightwheel.

If you are running late, you can send us a message through your brightwheels app, ring the doorbell or reach the center via our phone at (503) 630- 3369. We will be concerned about your child if we do not hear from you.

Withdrawal

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn.

Sign In/out:

You are required to sign your child in and out of class. We will be using the bright wheels app for our sign in and out, please scan the QR code to sign your child in and out upon arrival and departure. You can use your phone with the bright wheels app to scan a QR code or the kiosk to streamline the process, If you have an authorization change, please go into the app and add the person authorized for pick up. Also call the center to give staff a heads up.

Arrival Procedures:

Doors will open at 6am. Please sign in and bring your child to the classroom. Every parent and authorized pick-up will need to scan the QR code to sign-in/sign-out for class. Once students have arrived, doors will be locked to protect your children inside the building

Parents must always enter through our office entry/the main door and check in and out at the office. After you have checked in/out preschool and after school care may go around the building to their classroom door.

Dismissal Procedures:

Parents/guardians must pick up their children from the classroom and scan the QR code to sign-out a student. **NO PERSON WHO IS NOT LISTED AS AN AUTHORIZED PICK-UP IN THE bright wheels APP WILL BE ALLOWED TO REMOVE A STUDENT FROM THE BUILDING WITHOUT THE CONSENT OF A PARENT LISTED IN THE REGISTRATION.** Anyone picking up children must be in the bright wheels app and show identification if not known by staff.

It is important you pick-up your child promptly. Pick up time for all classes is 6:00pm. We understand that unexpected delays can happen, for this reason, we offer a 5-minute grace period after pick up time. After 6:05pm you will be charged a \$1.00/min late pick-up fee. If you are going to be later than the grace period, please let us know via the phone and bright wheels app to the extent possible.

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

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Permission will be obtained through our brightwheel app on the 'Acknowledgements' document prior to use of photographs for publicity purposes.

Right to Refuse Child Release

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

Curriculum and Learning Environment

Curriculum and Assessment

Mama Bear Daycare and Preschool uses a play-based learning curriculum as well as structured activities. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classrooms to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

We provide a rich learning environment with curriculums that are developmentally appropriate to the specific ages in each classroom. Through play and structured activities, children will learn about the world around them, including basic things like colors, shapes, and letters, but will also learn how to respect and care for their fellow classmates and teachers. Teachers will learn about students' interests and will tailor lesson plans to meet the needs and interests of the students. Some of this curriculum may take on a Christian base in the forms of Bible stories, songs and other Christian literature.

We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

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

Developmental Screening

Mama Bear Daycare uses the Ages and Stages Questionnaires (ASQ) through the Oregon Early Screening Program. The ASQ assessment tool was created and is operated by the Early Intervention Program at the University of Oregon with support from University Center for Excellence in Developmental Disabilities and the Oregon Department of Education.

To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and can be done in conjunction with the child's primary care provider and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

Outings & Field Trips

Weather permitting; we conduct at least 30 minutes of supervised outdoor play 2 times a day for all children as appropriate. Children are accounted for at all times. On occasion there may be opportunities for walking field trips in town. A permission statement for participation in walking trips is included as part of the enrollment process. Please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking/play and make it difficult for your child.

Transitions

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability.

Special Occasions

On occasion, the center may have special events (such as pajama days or Christmas celebrations) where students may be allowed to watch a movie. All movies will be pre-screened and pre-approval will be requested from the parents before showing any movie.

Multiculturalism

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

Celebrations

As a Christian based daycare we will celebrate several holidays specific to our faith such as Christmas and Easter. We will have other celebrations as well such as Thanksgiving, Independence Day, children's and/or staff birthdays. As an educational center, we will be looking to include diverse celebrations that are important to our families, however, because we are first and foremost a *Christian* establishment, each will be considered on a case by case basis. An environment of respect for families and their cultures will be maintained and encouraged at all times.

TUITION AND FEES

Important Notice

All payment and fee processing will be completed by our business office. The Director will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact Trena Kelley. You may also use the admin feature on the brightwheel app messaging.

For current rates, please contact the office at 503-630-3369. Families contract for a specific schedule as indicated on the *Tuition Agreement* Form. Payment for this contracted schedule is required whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

Enrollment

Our enrollment is based on availability and openings, Your child can always be added to our waitlist for future enrollment.

Enrollment Fees: A non-refundable \$200 enrollment fee/deposit is required. Enrollment fees cover registration to secure your child's spot in the program. All admission and enrollment forms must be completed and paid for prior to your child's first day of attendance.

Supply and material fees: A \$100 supplies and materials fee for Preschool Students will be applied, your pre-K student will not need their own supplies, other than a backpack, as all supplies are provided by the school. The materials fee covers the cost of basic school and craft supplies your child will use throughout the school year.

Tuition Rates

Tuition: Tuition is based upon monthly installments; you pay for your child's spot in the program and not by an hourly rate except for drop-in days. No discounts or refunds are considered for absences, or for months with fewer days. The following policies will govern tuition payments: Each family will be set up with an online account through brightwheels. An invoice for your tuition will be sent out on the 15th of the month for the following month's tuition. (Example: Invoice goes out on August 15 for September Tuition) Tuition is due on the 1st day of each month. Tuition will be considered late if not paid by the 10th of each month. Please talk to us if you are having trouble paying your tuition; we will work with you to the best of our ability. If we do not hear from you and tuition is late, a \$25.00 late fee may be assessed to your account. There is no prorating of tuition for any reason including, but not limited to sick days, snow days, holidays, breaks, vacations, or withdrawal of student mid-month. In rare cases we may have to use third party services to assist us in collecting any outstanding tuition and fees. Any fees associated with the collection of past due/delinquent accounts may be assessed to the delinquent account.

Adding Extra Days (applies to part time care)

Additional days may be added as needed if space is available. Additional days may be added only by prior authorization from the director. Rates for additional days will be applied.

Overtime

If you need to extend the hours specified in your enrollment contract, added hours must be communicated as soon as possible to the director. Hours outside of schedule are subject to availability and may incur a fee as stated in your tuition agreement. If we cannot accommodate your child, we may request that your child be picked up by your emergency contact.

Payment

Payment is always due as indicated on your invoice or statement with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control.

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by cash, check, or electronic payment through the brightwheel app.

Late Payment Charges

Late payments can pose serious problems for our program and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week. **Late payments may result in late payment fees. Payment that is more than 10 business days past due may result in childcare services being terminated.**

If payment is not received on the day that it is due, a late fee of \$25 may be added to your next tuition payment. **Repeated late payments may result in childcare services being terminated.**

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$30. This charge will be added to the tuition amount. Two or more returned checks or rejected transactions will result in your account being placed on "cash or money order only" status.

Late Pick-up Fees

Late fees may be charged if you pick up your child after your scheduled tuition agreement time. Our staffing is based on the number of children in our care, and this kind of lateness cannot be supported or sustained. Therefore you may be charged \$1.00 per minute. **Repeated late pick up may result in childcare services being terminated.**

Credits & No Credits

- **Families contract for a specific schedule** as completed on the *Tuition Agreement* contract. Payment for this contracted schedule is required whether or not your child

attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below) or public health emergencies such as a pandemic, or environmental emergencies.

- **In the event of any of the above circumstances** if we are prevented from operating, families shall continue to pay per their enrollment contract. Payment of your tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.
- **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor's note is required to receive a credit.

Personal Belongings

What to Bring

- **Infants and Toddlers:** enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day. Parents are encouraged to leave a pack at the center.
- **Toddlers:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day or more if toilet training, a blanket for nap time (to go home at the end of the week, or as needed, for laundering).
- **Preschoolers:** at least one change of clothes, socks and shoes, a blanket for nap time (to go home at the end of the week, or as needed, for laundering).

Please label all items brought from home with your child's name (i.e., clothes, bottles, diaper packages, pacifiers, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Blankets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located by the table at the entrance. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. Toys accidentally brought to the center may be stored in the child's cubby or bag or backpack until the end of the day.

GUIDANCE/BEHAVIOR

General Procedure

Mama Bear Daycare and Preschool is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving to help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

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

Each student has a right to:

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

When a child becomes verbally or physically aggressive, we intervene immediately to protect all the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

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

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by medical, psychological, or social service personnel.

- Undue burden on our resources and finances for the child's accommodations for success and participation.

Biting

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

When biting happens, our response will be to care for and help the child who was bitten and to help the biter to learn a more appropriate behavior. The biter will be immediately removed from the situation to restore a safe space. Staff will help guide the biter in understanding that the behavior is inappropriate and attempt to address the specific reason for biting.

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

Health

Immunizations

Oregon State Law and Administrative Rules regulate the immunization requirements for preschools and daycare providers. Children attending Mama Bear Daycare and Preschool must be up to date with their vaccines. Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Proof of immunizations must be furnished to the office within 2 weeks of immunization and enrollment. Status will be reviewed on a regular basis. Oregon allows two kinds of exemptions, medical and nonmedical. A medical exemption is signed by a physician or the county health department. A nonmedical exemption is signed by a parent or guardian with an attached Vaccine Education Certificate verifying completion of education about immunizations, either from a health care practitioner or the online vaccine education module. For more information about nonmedical exemptions, go to www.healthoregon.org/vaccineexemption. Children who are not up to date or do not have an exemption may be excluded from care. This is a State guideline for providers. We understand that vaccination and immunization is a personal decision for every family. We do not make any judgments for/against your decision to immunize your child, or not. Therefore, as long as the required paperwork is filed with the school (Certification of Immunization Status), no student will be discriminated against or barred from attending based on their immunization status.

Daily Health Check We conduct a health check, as soon as possible, when each child enters the center each day. We look for skin rashes, elevated temperatures, itchy scalps, lethargy and changes from usual behavior. These are quick checks to protect the well-being of all children in the program. Please understand these are not physicals and do not substitute for proper routine pediatric care.

Illness

Health & Illness: Your child's health, and the overall health of all students is a matter of great importance to us. Please send us a message in the brightwheels app, or call/text the school phone (503) 630-3369 if your child will not be coming to school due to illness. If your child

becomes ill while at school, you (or your emergency contact) will be contacted to take your child home. Your child will be comforted by a staff member but kept separated from the other children in a designated quiet time area in a classroom or in the office.

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

The following are reasons your child will be excluded from activities:

- Excessive fatigue or unusual or emotional behavior that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100.3°F) or higher.
- Diarrhea – more than one abnormally loose stool or stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 1 times during the previous 24 hours.
- Abscesses, Boils, Draining lesions: May return when drainage can be fully contained within a bandage.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- A physician or other health professional has provided a written order that the child should be separated from other children.
- Complaints of severe pain.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours without use of fever-reducing medication.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.

If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

For the following conditions, your child will not be able to return to the center until:

- Pink or red conjunctiva with white or yellow eye discharge, child has been on antibiotics for 24 hours and has written consent from a physician to return.
- Impetigo, 24 hours after treatment.
- Strep throat, 24 hours after treatment with antibiotics, have no fever, and have written consent from a physician to return.
- Head lice, they have been treated and no further head lice or nits are detected during a health check.
- Scabies, 24 hours after treatment.

- Chickenpox, 5 days after the rash began **AND** until all scabs/pox have crusted and dried.
- Pertussis (Whooping Cough), 5 days of antibiotics.
- Hepatitis A virus clearance is given by the local health department.
- Tuberculosis, a health professional indicates the child is not infectious.
- Measles, Mumps, Rubella, clearance is given by the local health department.

Medications

All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a form signed by the family, form to be provided by the center. The label on the medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require a form signed by the family, form to be provided by the center. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream, sunscreen, insect repellent etc.) should be indicated on the "Non-prescription topicals" form during enrollment, and to be updated as necessary. Please include specific brand and special instructions indicating frequency if needed. Parents must supply sunscreen labeled with their child(s) first and last name. We ask that parents apply sunscreen to their child in the morning before coming to school, as staff will only apply sunscreen in the afternoon. Sunscreen may be applied to the exposed skin, including but not limited to the face, tops of the ears, nose, neck, bare shoulders, arms, and legs. Aerosol topical products are not allowed in the center, unless there is not a suitable alternative.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following, this is not an all inclusive list:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- H1N1 Virus
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)

- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- Any cluster/outbreak of illness

Handwashing

Proper hand washing as specified in OAR 413-300-0180(6) set by the Office of Childcare is practiced before and after each meal, after using the restroom, after diapering, and after wiping a child's nose.

Nutrition

Foods Brought from Home

Food brought from home must comply with the following conditions:

- Foods brought from home should be fully cooked and not require warming. These may only be eaten by a child only when supplied by the child's parents.
- Foods should be labeled with the child's name and date.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children for a special occasion.
- On these special occasions, food must be commercially made with an ingredients list available. (Staff operate outside this rule, and love when you make them food!)

Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.	
½ turkey sandwich Celery sticks Raisins Milk/water	Chicken strips Roll Orange wedges Broccoli Milk/water
Peanut butter on graham Crackers Apple slices Carrot sticks Milk/water	Yogurt Crackers Sugar snap peas

Mealtime

- All meals will be provided by their parents/caregivers. *(There will be emergency snacks available if needed but it is the parent's responsibility to provide food for their child daily).*
- All food will be stored properly, if refrigeration is needed, please let your teacher know.
- Plates and utensils will be provided by the center if necessary for consumption.
- Everyone sits at the same table. Good table manners are modeled and encouraged.
- A teacher who is trained in first-aid for choking is present at all meals.

Toddler and Preschool and After school- Breakfast, Lunch, and Snacks

Children will be served meals at the following times:

- Breakfast at 9:00am
- lunch at 12:00pm.
- Snack at 3:30pm.

Infant Feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed "on cue" to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and prepared formula shall be returned to the child's home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed.
- Breast milk and formula brought from home must be dated and labeled with the child's name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling and will be sent home daily.
- Solid foods will only be introduced after a consultation with the child's family. It must be provided.

Toddler Feedings

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children are not permitted. These foods include whole hot dogs, whole grapes, peanuts, popcorn, thickly spread nut butters and hard candy.

Food Allergies and Prevention

- Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments and care. If your child has an

allergy, please make sure this is noted on your enrollment form as well as your child's brightwheel profile. You should also tell your child's teacher directly, so that we can take necessary precautions. A list of the children's allergies will be posted in the kitchen.

- Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. Please request this form from admin staff.
- All staff who come in contact with that child will be made aware of the specific plan. Children who require emergency medication such as an Epi-Pen or rescue inhaler can only attend if the medicine is on hand with proper documentation. All staff are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Safety

Accidents & Emergency

Accidents & Emergencies: Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. Minor bumps, cuts, and bruises may occur during the normal course of play and learning. We maintain a first aid kit on-site and will treat minor injuries without immediate notification. There will always be a staff member on site who holds a First Aid and CPR certification. You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. In the unlikely event of an emergency, the staff will make every effort to reach you or an emergency contact listed during the enrollment process. If 911 needs to be called, we cannot guarantee a specific hospital or doctor your child will be sent to but will make every effort to use (locally) for treatment. We will make every effort to contact you simultaneously to any emergency call being placed. We will relay medical information you have provided to any paramedics or first responders. Parents will be financially liable for all emergency services.

Injuries

First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately.

Inclement Weather and closing

Weather Related Closures: If Estacada School District calls a two-hour late start, we will also open 2 hours later than regular start time but end at normal time. We ask that you never put your safety, or the safety of your loved ones at risk in order to attend school. If you feel the conditions are not suitable for coming to school, please do not attempt to do so.

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced through the bright wheel app at least an hour prior

to opening. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible and will have a posted update on bright wheels as well. We expect your child to be picked up within one hour of initial contact. If you are having extreme difficulty in picking up your child, contact the center so that arrangements can be made.

We base our decision to have late starts or closures on several factors. Depending on our school district Estacada, the ODOT weather information and on staff availability. We do our best to remain open and to close only when it is a safety concern for our staff and families.

Vacation and Center Closures

Since our enrollment plan works on a monthly basis, each month we ensure that there is a place for your child that we would not be able to fill. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather. This enables us to pay teachers a stable salary every month all year.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 95°F or less than 25°F degrees. Additionally, outdoor play will be canceled if the air quality rating is 150 (unhealthy for sensitive groups) or above and will be limited when air quality is rated above 100 (moderate).

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Clothing

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

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities. Your child's shoes should be comfortable with good traction for outside or indoor recess play. In addition, it is very important to provide a seasonal jacket for outside play.

Spare clothing:

Accidents happen with small children. We encourage parents to help us in minimizing the potential embarrassment of an at-school accident by keeping a change of clothes for your child on-site. You can use a gallon size Zip-loc style bag to label and seal a change of clothes to keep in your child's backpack. In the event of an accident, we will give your child their spare change of clothes to change into. Depending on the nature of the accident, this may allow your child to remain at school.

Rest Time

Safe Sleep Practices

All staff are trained in safe sleep procedures. We use portable cribs with firm mattresses approved by manufacturers. Per state regulations, infants are provided cribs with sheets. Sheets are changed, and the crib is sanitized between each child. Infants will follow their own sleep patterns and waking periods. Infants will be placed on their backs to sleep at all times. Infants who roll over on their own are allowed to stay on their side/stomach. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants. Infants are not allowed to have blankets or stuffies until they are 12 months old. Infants may wear an approved sleep sack that allows their arms to move freely. Infants are not allowed to sleep in car seats or baby swings, they will be transferred over to cribs.

Nap Time

After lunch, all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. All children will sleep in well-lit rooms so staff may monitor their breathing. Toddlers and Preschool students will each have private cots with sheets provided by the school, sheets will be washed weekly and cots will be sanitized after each use. Children who sleep on cots will be placed 3 feet apart. Toddlers and Preschoolers are allowed one stuffie or one small pillow along with their blankets provided by the parent. Student bedding will be kept in the child cubbies and sent home each Friday for the family to launder and needs to be returned on Monday.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior. Repeated issues may result in the expulsion of your child from the center.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the use of tobacco in any form is prohibited on the center's premises during hours of operation. This includes smoking, vaping, or smokeless tobacco.

Prohibited Substances

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

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

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

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

Suspected Child Abuse

Oregon law and administrative rules mandate each employee to report any suspected neglect, physical, sexual, or emotional abuse to the Department of Human Services. Our staff is trained in child abuse detection and awareness. If we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Classroom Expectations

Preschool is a time when children start to learn the behavioral skills parents have taught them and apply them to a social setting. The classroom expectations are in place to help your child know what behavior is acceptable in the classroom environment. Students coming through our program will be well equipped to understand the expectations of classroom learning prior to beginning elementary education. We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. Children are not allowed to hit, spit, or act aggressively towards other students or teachers at any time. Rarely do our teachers and staff encounter a situation that cannot be corrected with minor coaching techniques, however if an unacceptable behavior does not correct itself with direction from a teacher, we will reach out to a parent to support the school with reinforcing classroom expectations.

Corrective action may include meeting with parents to discuss a plan to resolve the behavior setting a deadline as to when the behavior must be corrected or rarely it may become necessary to remove a child from the program if the behavior is egregious or cannot be corrected. Our teachers and staff will try to help correct behavior issues by: Patiently reminding your child of the classroom rules and using positive reinforcement for positive behavior. Guide your child by setting clear, reasonable, consistent, and fair limits for behavior. Redirect your child to more acceptable behavior or activity. Listen if your child talks about feelings or frustrations. Guide your child to resolve conflicts with others independently. If further action is required, your child will be directed to sit quietly in a designated reflection area in the classroom until they are able to rejoin activities in a positive manner. During this time the child is under continuous supervision by staff. When the reflection time is over, the teacher will use the approaches above to re-establish appropriate behavior and integration the child back into the

classroom activity. If a problem is beyond the scope of these methods, a parent will be contacted to determine other courses of action to give your child the necessary skills to function successfully in our program. Our staff will NEVER: Hit, shake, spank, pinch or inflict any form of physical punishment. Inflict mental or emotional punishment such as humiliating, shaming, or threatening a child. Deprive a child of snacks or necessary toilet use.

Diapering procedures, pullups and Restrooms

Diaper Changing:

- Diapers must be changed as needed with a min of every 2 hours.
- Changing tables must be sanitized after each use.
- Diaper pail must be cleaned, disinfected and changed daily.
- Staff must wash hands before and after Changing diapers.
- Children's Hands must be washed after diaper changing.

Proper hand washing as specified in OAR 413-300-0180(6) set by the Office of Childcare is practiced before and after each meal, before assisting with feeding, after using the restroom, after diapering, and after wiping a child's nose.

Pull-up Policy: We recognize that our first-year preschoolers are 3 years old and may be learning to use the restroom independently requiring the use of a pull-up at times. If a student is actively potty training and mostly independent in their use of the potty, a pull-up may be used to protect them from accidents. This leniency should be extended through the first couple of months of school. As a parent, you know your child best. If you do not believe your child will be able to independently use the restroom within the first couple of months of school, it may be best to hold off on the preschool program.

Restrooms: Preschool children will be provided a step stool, hand soap, hand towels, and guidance in order for them to independently use the restroom. In the event an child needs assistance in the restroom, teachers and staff will verbally guide the child from outside of the restroom, if possible. If it becomes necessary to enter a restroom while a child is occupying the restroom a second adult/staff member will be present.

EMERGENCY

Security

Parents may enter our school and classrooms with authorization. All other visitors must check in with the Director and sign in to the visitor log upon arrival. Visitors will only be allowed into areas of the facility necessary to complete their work and will be monitored. Children will never be left alone or unattended by an adult. Children will always be supervised by a background-cleared and trained staff member.

Our facility is equipped with video cameras, and we use continuous monitoring. These recordings are used for the sole purpose of securing the safety of children and staff. Video is not available to be viewed by anyone except management due to the protection and privacy of parents, children, and staff members. If you have any questions or concerns, please let us know.

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 20 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with smoke detectors, fire/carbon alarms, and rolling cribs to transport non-walkers. Our fire evacuation plan is reviewed with the staff on a quarterly basis and as needed. Fire drills are practiced once per month and other types of safety drills are practiced every other month. Smoke alarms, carbon monoxide alarms, and fire extinguishers are checked every month and during state inspections.

Emergency Transportation

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

Emergency plan

There shall always be at least one person in the center who has a current certification in first aid and CPR. The evacuation plan will be located on the bulletin board at the entrance.

Emergency Evacuation

If a fire or gas leak occurs, we will evacuate the buildings and gather in our designated Emergency Evacuation area. Our priorities are the safety and care of the children, staff and cooperation with the first responders/safety personnel. We will leave a message on our phone, forward calls, and then return to the school as soon as possible.

In case of an emergency where evacuation is needed families will be able to come get their children at our safe designated pick-up spot. Families will be able to pick up their children in the parking lot next to Granny's. (156 NW 6th Ave, Estacada Oregon 97023)

Recorded Program:

Recorded Program/financial agreement

Mama Bear Daycare and Preschool LLC is a recorded daycare and Preschool with the State of Oregon. Your children's Safety is paramount to our mission. As such Mama Bear Daycare and Preschool LLC, has and will background check all staff members and volunteers as part of the hiring process. Background checks will be administered through the Oregon Department of Education Early learning Division Central Background Check Registry. Our recorded license number is *** Mama Bear Daycare and Preschool LLC is an independent domestic limited liability company registered with the state of Oregon for the purpose of conducting business in the field of early childhood education.**

2025/2026 School Year Financials:

Enrollment Fees: \$200.00 non-refundable

Preschool supply Fees: \$100.00

PLEASE KEEP THIS AGREEMENT FOR YOUR RECORDS. YOUR SIGNATURE ON THE FORM INDICATES YOUR UNDERSTANDING AND ACCEPTANCE OF THIS FINANCIAL, ADMISSION AND WITHDRAWAL POLICY. BASED ON YOUR ENROLLMENT, YOU AGREE TO FINANCIALLY TAKE RESPONSIBILITY FOR THE PROGRAM YOU ARE ENROLLING IN.

MY SIGNATURE ALSO INDICATES I HAVE READ AND UNDERSTAND THE PARENT HANDBOOK CONTAINING THE POLICIES AND PROCEDURES FOR **Mama Bear Daycare and Preschool LLC**. I HAVE HAD AN OPPORTUNITY TO ASK QUESTIONS AND CLARIFY ANY UNDERSTANDING OF THE POLICIES AND PROCEDURES PRIOR TO AFFIXING MY SIGNATURE TO THIS DOCUMENT. I AGREE TO ABIDE BY AND SUPPORT THE ENFORCEMENT OF THE POLICIES AND PROCEDURES SET FORTH IN THIS HANDBOOK.

Signed,

Mama Bear Daycare and Preschool LLC

Parent Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____