

# Cubby Preschool Parent Handbook

*Updated May 21, 2018*



## Contact Information

Call 541 265-9281 ext 263

322 NE Eads St.

Newport OR 97365

## Office Hours

7:30AM-4:30PM

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LINCOLN COUNTY SCHOOL DISTRICT  
**2018-19 DISTRICT-WIDE SCHOOL CALENDAR**

	SUN	MON	TUE	WED	THU	FRI	SAT	LCNSD	INSTRC DAYS	STDNT CONTACT	
								<b>AUGUST</b>	5	2	0
AUG	1 Administrators Report										
	Student Registration Days (Check school for dates and details.)										
	21-24 New Teacher Inservice Week										
	27 All Teachers Report										
								<b>SEPTEMBER</b>	20	19	19
SEP	3 Labor Day Holiday (No School)										
	4 First Day of School: ALL ELEM -1st-6th grades, NMS 6th, NHS 9th, Taft 7th, WHS 7th, 8th & 9th, ToJSHS All Students										
	4-7 Kindergarten Orientation (Check school for details)										
	5 First Day of School! All students Grades 1 - 12.										
								<b>OCTOBER</b>	23	23	19
OCT	12 Professional Development (No School)										
	15 Professional Development (No School)										
	24 Evening Conferences										
	25 Conferences Day/Evening (No School)										
	26 No School **										
								<b>NOVEMBER</b>	18	16	16
NOV	12 Veteran's Day Holiday Observed (No School)										
	19-23 Thanksgiving Break (No School)										
								<b>DECEMBER</b>	15	15	15
DEC	Dec 24-Jan 4 Winter Break (No School)										
								<b>JANUARY</b>	18	18	18
JAN	1 New Year's Day Holiday (No School)										
	7 All students back to school!										
	21 Martin Luther King Day (No School)										
	31 End of 1st Semester										
								<b>FEBRUARY</b>	20	17	17
FEB	1 Records Day (No School)										
	4 Professional Development (No School)										
	18 President's Day Holiday (No School)										
								<b>MARCH</b>	16	16	16
MAR	25-29 Spring Break (No School)										
								<b>APRIL</b>	22	22	20
APR	24 Evening Conferences										
	25 Conferences Day/Evening (No School)										
	26 No School**										
								<b>MAY</b>	23	21	21
MAY	24 Professional Development (No School)										
	27 Memorial Day Holiday (No School)										
								<b>JUNE</b>	10	9	9
JUN	7 Seniors last day										
	8 High School Graduation										
	13 All students last day (1/2 day, stay through Lunch)										
	14 Teachers last day										
								<b>Total Days this Calendar</b>	190	178	170
								<b>Total Days 2017-18</b>	190	178	170

- = Professional Development (No School)
- = Records Day (No School)
- = Wednesday Early Release (See your school for times)
- = No School (shaded days)
- = Conference Day (No School)
- = Evening Conference Trade Day (No School)
- = Days included in instructional time calculation, pursuant to Oregon Administrative Rule.

Board Approved 3.13.2018

**Dear Families,**

**Welcome to Cubby Preschool. We are about to embark on a wonderful journey of learning. The first school experience is exciting and full of opportunities. As we partner together we hope to provide the best learning environment possible for your child. Our goal is to help your child love to learn as he/she develops alongside his/her peers. We focus daily on PLAY. A child's work really is play as research indicates: [www.naeyc.org/play](http://www.naeyc.org/play). Children are curious and naturally inclined toward learning from birth. We offer many experiences to enrich their lives and move them to the path toward reaching their maximum potential.**

Newport and Lincoln County offer many resources to children and families. These are some of the ones we find to be helpful:

Newport Public Library  
Newport Recreation Center/Pool  
Toledo Public Library  
Toledo Swimming Pool  
Waldport Public Library  
Seashore Family Literacy Center  
Newport Performing Arts Center  
Dance Studios  
Newport 4-H  
Newport Nye Beach/Newport Bayfront  
Local friendly restaurants and businesses  
Parks and Recreation Departments  
Coastal Pediatrics  
Children's Advocacy Center  
Early Intervention  
Sam Case Elementary/ Yaquina View/Newport Middle School  
Newport Early Intervention

## **PHILOSOPHY STATEMENT**

We believe children of all ages and abilities deserve the opportunity to develop a strong sense of self-worth and to receive the education and support needed for positive life decisions. Our goal is to strengthen, support and facilitate the development of healthy individuals. We value respect, responsibility, kindness and watching young children grow academically, physically, emotionally and socially both as individuals and members of a group.

Newport High Cubby Preschool employs a philosophy that supports a teaching staff (both employees and high school student teachers) with the educational knowledge, qualifications and professional commitment necessary to promote children's development and learning and to acknowledge and support diverse family interests and needs. [Http://families.naeyc.org/accredited-artlice/10-naeycprogram-standards#6](http://families.naeyc.org/accredited-artlice/10-naeycprogram-standards#6).

## **PURPOSE OF THE LAB SCHOOL**

Cubby Preschool opened at Newport High School in the fall of 1992 with a dual purpose: to provide preschool services to the community and to serve as a teaching lab for high school student learners. A lab school serves as a window into a child's learning and developmental process. It allows both students and teachers opportunities to research, explore and reflect on the learning process in a respectful and professional manner that benefits children and families. Observations take place in a number of settings within the school. The importance of confidentiality is taught and maintained. Students and staff complete Safeschools training each year prior to working with children. A portion of the Safeschools online training covers confidentiality. Students and staff receive training updates and practices with scenarios related to confidentiality. Training is provided by various professionals including staff counselors and teachers.

### **PRESCHOOL PROGRAM:**

Children ages 3-5 who enrolled in Cubby Preschool experience activities designed for physical, mental, emotional, and social development. Children have time for individual learning, 1:1, small group and full class activities. The ratio of adult to child is very small allowing for individual goals and needs to be met.

### **CURRICULUM/ASSESSMENT:**

We use theme based activities and the Creative Curriculum to guide our classes. Our schedule of our day is posted in the classroom along with a list of daily snacks. We use Ages and Stages Questionnaire to coincide with the curriculum-based assessments. We monitor each child's

progress and achievement of developmental milestones as a manner to guide instruction. We work collaboratively with parents and guardians to develop program goals for each child. Observations, screenings and evaluations are shared with parents along with resource information. We work closely with our local early intervention staff to provide necessary services. Developmental screenings and observation data are also used as teaching tools for our high school students who are participating in the program. Any information regarding your child's developmental screening will be shared with you and kept confidential.

### **SCREEN TIME:**

Cubby Preschool follows the guidelines and recommendations of the American Pediatric Association on the use of media and screen time for children ages 3-5 years of age. The current recommendation is one hour per day of high quality programming. Cubby Preschool reserves screen time for special learning occasions and does not allow any advertisements in our programming.

We view media with children to help them understand what they are viewing and to make learning connections.

Our Cubby Preschool environment is learning- filled where children acquire skills that will carry them into a successful year of kindergarten and beyond. They are creating new friendships and having fun in a safe, secure classroom environment, surrounded by people who care about their well-being and learning.

### **HIGH SCHOOL PROGRAM:**

Under the supervision of a licensed teacher and trained teaching assistants, the high school students who are enrolled in Child Psychology classes gain valuable work experience for careers related to children, plan learning activities and learn more about human development. They receive high school credit and optional college credit through Chemeketa Community College Dual Credit and the College Credit Now Program. The courses offered are: HDF 222 Family Relations, HDF 225 Prenatal, Infant and Toddler Development and HDF 247 Preschool Child Development.

*“Cubby Preschool has afforded me the unique opportunity to have a hands-on learning experience. Through this class I have been able to influence and interact with the children the next generation. I’m truly grateful for this class, as it has reinforced my career decision.” Janie Kiyokawa 2015 NHS graduate and Pacific University student studying to become a pediatrician.*

### **ENROLLMENT:**

Children shall be admitted to Cubby Preschool in accordance with the conditions of the certificate; including but not limited to, capacity, hours of operation, age range, and special conditions. In order to enroll your child in the program please complete all of the required enrollment paperwork and return it to the preschool.

The first month's tuition will be combined with the last month and is **due** prior to your child's first day of attendance.

**The Enrollment Process includes:**

- Completed Application
- Completed signature page of parent handbook
- Completed attendance form
- Copy of your child's immunization records
- Payment of first month's tuition, copy of verification letter for ERDC payment
- Enrollment orientation with director to review policies and completed enrollment agreement

**INCLUSION OF ALL CHILDREN:**

We are an inclusive program and strive to serve all children represented in our community through collaboration with families, staff and community partners. As required by state and federal civil laws and the American with Disabilities Act (ADA), the preschool shall not discriminate against any child based on race, religion, national origin, gender, marital status or because of a need for special care.

The decision to enroll/not enroll a child shall be made on an individual basis after the child's care needs have been assessed using information provided by the family and professionals who are knowledgeable about the child and /or a specific disability. Refusal by the preschool to care for a child with a need for special care because of lack of related skills, and degree of competence, or because of structural barriers in the center, shall not in itself establish a prima facie case of discrimination.

If a child with special needs is enrolled who needs a specific plan for care, such a plan will be developed in writing between LCSD staff, parents, and if necessary, outside specialists. The plan will be in place and all staff made aware and/or trained in regards to the plan prior to the child attending the program.

**SAVING SPOTS AND WAIT LIST:**

In order to provide an open and accessible service to all children and families admissions are accepted on a first come first serve basis when possible. We are not able to "reserve spots" for children without payment for the care. When preschool fills up we put the next applicant on the waiting list. We accept registration fees in the spring and will reserve a spot in the fall. If you decide to not attend, the registration fee is non-refundable and your spot will be given to the next person on the waiting list.

**ATTENDANCE SCHEDULING:**

We prefer that all families complete an annual attendance calendar upfront; however, we understand that everyone’s work schedules are different. If you are unable to complete an annual calendar, you must complete a monthly attendance calendar and turn it into the preschool by the 25th for the next month’s care. If your preschool needs vary from month to month requests for care will be honored on a first come first served basis each month. We encourage families to schedule routine preschool days and times that are consistent throughout the school year. This will help staff to provide a quality and well supervised program, and also provide stability and structure for your child.

**TUITION AND FEES:**

Tuition is DUE at the beginning of the month. The following preschool options are offered:

**Tues-Fri.**

<b>A.M.</b> 8:15-11:30		<b>P.M.</b> 11:45-3:15 pm
	2 days	\$140.00
	3 days	\$210.00
	4 days	\$280.00

<b>Full Day Tues-Fri.</b>	2 days	\$240.00
8:30 am-3:15 pm	3 days	\$360.00
	4 days	\$480.00

Extended hours: 7:30-8:30 and 3:15-4:30

Extended hours available upon request. We provide a sibling discount of 10% paid at the beginning of the month.

10% discount for accounts paid in full at the beginning of the school year.

**Daily Drop in fee:** Full day (over 4 hours) \$35.00  
½ day (under 4 hours) \$25.00

All paperwork must be filled out at least 24 hours in advance for a “drop in.” Payment is due at the time of drop in or prior. Drop in is only allowed if space is available.

**Tuition is due in advance of care.** You will be expected to make payments at the beginning of the month unless prior arrangements have been made. Your first month’s payment must be paid in full before your child is enrolled in the program. A

**\$35 fee will be charged** for any non-sufficient funds checks (NSF) or dishonored checks returned to the district.



Payments are due in advance with no deduction for absences. You will be billed for all days your child is *scheduled* to attend. **If your child is absent due to illness, you will still be responsible for tuition on that day.** If you have a pre-planned family vacation, you must give the preschool one-month prior notice in order to have your tuition credited for the absence. We are happy to work with families on a case by case basis should an unforeseen need for long-term absence arise. **Please submit all payments made out to Cubby Preschool on the first of the month.** You will be given a receipt of payment each time you pay.

\*LCSD employees have the convenience of enrollment in monthly payroll deductions.

#### **LATE FEES:**

**Late fees have a big impact on the program.**

Tuition is DUE by the 10th of each month and is late by the 15th.

\$15.00 will be charged on the first time tuition is late.

\$30.00 will be charged on the second time tuition is late.

If payment is not received by the 20th of each month, the child will be discharged from the program and placed on a waitlist, and the account will be sent to a third party collection agency. Any payments made will be applied to the oldest charges first and late fees may still apply if the account is not paid in full by the next tuition due date.

#### **TUITION REIMBURSEMENT:**

If you choose to withdraw your child from the program, please give staff at least one week of notice, so they can help your child and other children in the program prepare for the change. If at least one-week notice is given and your account is paid in full to date, you may receive reimbursement upon the withdrawal of your child from care.

#### **CHILD DROP OFF AND PICK UP:**

When: Our program opens daily at 7:45 am, staff are not able to care for children prior to that time.

**Children are not allowed to be dropped off if a staff member is not present in the classroom.,** parents may not leave their child unattended or in the care of a high school student.

The program closes daily at 4:00PM. Please be mindful that you need to arrive with enough time to greet your child and their teacher, gather their things and sign them out before 4PM. Arriving at or after 4PM requires staff to stay past their scheduled work time and affects their ability to be on time for other responsibilities. Chronic late pick-up will result in a fee of \$5 per five minutes after closing time. Our staff have families and responsibilities of their own and are not able to stay past closing time, please be respectful of their time, by picking up your child on time.

If a child has not been picked up after closing time and we have not heard from you, attempts will be made to contact you, and the contacts listed on the Emergency and Release contacts. Provisions will be made for someone to stay with your child for as long as possible, but if after one hour we

have not been able to reach you or a person listed as an emergency contact, we will call local authorities to help assist with the situation.

**CLASS SIGN-IN/SIGN-OUT:**

We require that children be signed in and out by an adult. After signing in your child please be sure to either hand them off to a staff member or notify a staff member that you have brought your child and are now leaving. Children will only be released to people with photo identification that have been authorized by you in writing. **(Parents, please bring and be prepared to show picture ID the first few days of school until staff get to know you.)**

**CHANGE OF ADDRESS AND EMERGENCY INFORMATION:**

If you have a change of address, phone number or medical or emergency information, please let your teacher know immediately. During the registration process, an Emergency Contacts/Release of Child form will be completed with the names of those persons authorized to be contacted in the case of an emergency and those authorized to pick up your child.

Without court documentation, both parents/guardians have equal rights to custody. We are legally bound to represent the wishes of the parent/guardian with legal custody based on a copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept responsibility of deciding which parent/guardian had legal custody where there is no court documentation. If there is a person or person(s) who is not to be in contact with your child as established by court order, please let our program director know ASAP, so we can ensure the safety of your child and others in the program.

It is the parent's responsibility to assure that all Emergency Contact Information is current and updated in the case of any changes. The notification of any changes must be in writing, and a new Emergency Contact form must be signed by the parents/guardians.

Children will not be released to **anyone** other than the custodial parent(s)/guardian(s) or those persons listed on the Emergency Release form.

**RIGHT TO REFUSE CHILD RELEASE:**

Staff members will not release a child to the care of any person suspected of being under the influence of drugs or alcohol. To protect your child we may request another adult listed as an Emergency Contact to pick-up the child or we may call law enforcement to prevent potential harm to your child.

## **PROGRAM CALENDAR:**

The program follows the Lincoln County School District's calendar. We will send out a monthly calendar with special dates and activities along with reminders of No School days. Please notify school staff by 8:15AM each day if your child is going to be absent by calling 541 265-9281 ext. 263. Your cooperation will help us to plan for each day as well as keep us informed about current illnesses.

## **SCHEDULE:**

The following is the general schedule that we follow. We do take into account when students may be restless and need to change up activities. We are flexible and put the needs of the children at the forefront of each day.

8:15 AM Welcome kids!

Centers, art, science, math inquiry

9:00 Clean Up

9:17 CIRCLE TIME-carpet time, calendar, counting, songs, stories, sharing,

9:40 Wash Hands

9:45 SNACK TIME-cooking, new skills, pouring, cutting, new foods, cleaning

9:55 Craft and free time

10:10 Clean up and Bathroom Break

10:15 PE in the gym or outside for large motor activities

11:05 Transition back to classroom

11:10 Story Time/songs, closing at carpet

11:40 Prep for home or wash hands for lunch

11:45am Morning Preschool ends

11:45 LUNCH

12:05 Lunch ends/use bathroom

12:10 REST TIME

12:15 Afternoon Preschool starts Welcome Kids!

12:30 Reading/Puzzles/ Inquiry Centers

12:50 Art, Math, Science activities

1:20 Bathroom break

1:25 Outside recess/ GYM for large motor activities

2:00 Wash hands

2:05 SNACK

2: 20 Free time/choices in the room

2:35 Crafts/Sharing

2:50 Clean Up

2:55 Circle time/ Closing at carpet  
3:15 Afternoon and full day preschool end

(Extended hours care until 4:30 with special arrangement)

## **HEALTH POLICY:**

As a state certified program, we are mandated to exclude children who are ill or have symptoms of illness. We are not allowed to provide care for children when they are ill. A center shall not permit or retain in care, except with a written approval of the local health office, a child who:

- A. Is diagnosed as having or being a carrier of a child care-restrict able disease, as defined in Health Division administrative rules, OAR 333-019-02000**
- B. Has one of the following symptoms, or combination of symptoms:**
  - Fever over 100.5 F degrees (taken orally) or 100 degrees F taken under the arm
  - Diarrhea (more than one abnormal loose, runny, watery, or bloody stool)
  - Vomiting
  - Nausea
  - Severe Cough
  - Unusual yellow color to skin or eyes
  - Sore throat, earache, swollen glands
  - Skin or eye lesions/infections or rashes that are severe, weeping or pus-filled
  - Stiff neck and headache with one or more of the symptoms listed above
  - Difficulty breathing or abnormal wheezing
  - Complaints of severe pain
  - Head lice
  - Any communicable diseases including but not limited to chicken pox, strep, scabies, measles, etc.,
  - **Please notify the CDC ( Center for Disease Control) if your child has contracted a communicable disease and follow up with a doctor visit.**

**Your child must be symptom free for 24 hours or provide a release from a medical professional before returning to class.**

Staff and children are given training and instruction on proper hand-washing, proper covering of their mouths when sneezing and/or coughing techniques. They are encouraged to use tissues and wash hands after sneezing, coughing or other activities requiring them to clean their hands and to ward off the sharing of germs. We teach these techniques in the natural environment. Students

wash hands before snack and mealtimes and after playing outside, with animals or when using the bathroom.

### **IMMUNIZATIONS:**

The Oregon immunization law requires all children entering school for the first time to have at least one dose of the following vaccines: polio, measles, mumps, rubella, diphtheria/tetanus, hepatitis B, hepatitis A, HIB, Varicella or notation that your child has had the Chickenpox. If the parent does not present evidence of these immunizations, or a medical exemption signed by a physician or by the county health department, or a religious exemption signed by the parent, the child will not be allowed in school.

If children are not in compliance with the law, parents will be notified regarding the immunizations they need and the date after which they will not be allowed to attend school (without evidence of having received the immunizations).

You will receive the immunization form to be filled out prior to your child's first day of school in the registration packet. The information will be kept on file at the school.

### **MEDICATIONS AND ALLERGIES:**

Parents/guardians must provide written instructions signed by the parent/guardian and physician. The Classroom Teacher will have the parent fill out a Parent Permission Form. They will work together to transfer information from the prescription bottle onto the Medication Administration Flowsheet. **ALL** medication (whether prescription or over-the counter) should be in the original container, which must be child resistant. Prescription medication must be properly labeled by the pharmacist. The label information must include: the child's name, frequency and amount of dosage, name of drug, and duration of administration, method of administration expiration date, storage instructions, date filled, and name of the prescribing physician. Medication will be kept in a locked container in the First Aid Backpack or be stored in a locked drawer or cupboard. Medication that requires refrigeration will be kept in a locked container in the site refrigerator.

If the child refuses to take the medication, has an adverse reaction, or has any problems related to medication administration, the parent will be notified immediately.

Parents may administer medication to their child without documentation. Please let your child's teacher know if you have given your child any medication prior to them arriving at school. **ALL** medication must come in its original packaging. In cases in which medications are to be used for emergencies (rescue inhalers and epinephrine) the Health Consultant and staff will develop a procedure to assure that medication is out of reach of children but easily accessible to staff for

emergencies. Unused medications will be returned to the parent/guardian when treatment is complete.

### **ALLERGIES:**

If your child has allergies (bee stings, food, plants, etc.,) a medic alert, asthma, or medical information of which the center should be aware, please include this information on the emergency file form and discuss this with your child's teacher during the preschool visitation or Open House.

### **CLASSROOM INFORMATION:**

Newport High School and Cubby Preschool value the partnership between parents and teachers in providing the optimal learning for children. Relationships need to be based on mutual respect and trust. In order for children to grow and meet their maximum potential is vital for open communication to occur. We want parents to feel they are welcome to participate in the planning and implementation of educational activities within our classroom. Cubby Preschool invites parent participation and volunteers when needed. We employ three paid staff members to ensure that our children have a consistent caregiver each day. We guarantee a ratio of at least one adult to ten children. We have a much higher ratio of adult to children than this with our high school teachers, but the consistent staff members are provided throughout the school day.

### **VOLUNTEER INFORMATION:**

In order for parents to volunteer within the school and participate on field trips please complete the Volunteer Applicant Approval Packet.

### **COMMUNICATION BETWEEN PARENTS AND CHILD PSYCHOLOGY STUDENTS:**

We value the opportunity for our students to practice professional development skills. It is our goal to have our student teachers participate and contribute to conversations with children and families. Please understand that it is a learning process and some of our students might be shy, English Second Language Learners or in the beginning stages of learning. We will have students greet parents and children, share observations and when possible participate in parent/teacher conferences. We do ask that if you have a concern over a student that you share it with our lead teachers or the director.

### **FAMILY PARTICIPATION:**

Cubby Preschool teachers and staff care about providing opportunities for children and families to share in the educational experience. We value the parent as "first teacher" and encourage your ideas and input. We want your active involvement as your schedule allows to share your occupation, culture or other interest areas. We have special activities designed for families to participate in throughout the year and we are open to suggestions. You are welcome to visit or observe your child at any time during the school day and to attend field trips. If your schedule does not allow you time during school hours, there are other ways to contribute to the preschool. See the teachers for more information.

## **WAYS TO BE INVOLVED:**

**\*Use arrival/departure times for daily updates and contacts with teachers. Write a note if necessary and a teacher will contact you.**

**\*Read Parent Bulletin boards and newsletters**

**\*Let us know your special interests, skills, cultural experiences, occupations or other things you'd be willing to share with the class**

**\*Attend family social events, parent meetings, Open Houses and conferences**

**\*Cooking projects or donations**

**\* Sewing, Art, carpentry skills and the like**

**\*Volunteer to work in the school garden**

## **CAMPUS EXCURSIONS AND FIELD TRIPS:**

We love to explore our campus and community. We are fortunate to have a beautiful high school campus and neighborhood to explore. We use our classrooms, outside playground and west campus gym on a regular basis. Occasionally, we will venture further over to the east campus track, library or gym. We will leave information on the classroom door when we have left the classroom for another area. Students are supervised at all times by classroom staff while outside of the classroom, including safety and security when using public restrooms.

Field trips are an extension of the classroom. When possible, we encourage parents to accompany their child on special outings. These have included such places as: Newport Fire Station, public library, dental offices, Hatfield Marine Science Center and Oregon Coast Aquarium, Coast Guard Station Newport and Depoe Bay, local farms, pumpkin patches, post offices, restaurants, Newport Performing Arts Center, horse stables, and others. If you have an idea for a field trip please let us know. We love exploring.

## **HOLIDAYS AND CELEBRATIONS:**

We find many ways throughout the school year to celebrate together in the classroom. There is joy in anticipating and planning special events and building our community through shared experiences and celebrations. (It is not unusual to see "the happy dance when a new sibling arrives"). We encourage families to share with their children and others their family traditions and experiences. It allows children to learn self-awareness and encourages their awareness of others. We focus on seasonal holidays and on creating fun shared memories throughout the school year giving us a sense of tradition. Some of our annual events include: Fall Thanksgiving and Stone Soup Party, Mother's Teas and Dad's BBQ's, St. Jude's Trike A Thon fundraiser and Cubby Preschool Graduation.

## **BIRTHDAYS:**

If you wish to have a special celebration of your child's birthday at school, please arrange ahead of time so we can inform you of school policies and any food allergies.

Snacks for parties need to be commercially prepared to meet health regulations. We encourage healthy birthday snacks/treats such as frozen yogurt, frozen juice bars, muffins, mini cupcakes, fruits/veggies. We

welcome you to join us for lunch or snack on the day of your child's birthday. You might also want to share a favorite hobby or activity as an alternative to the birthday treats.

### **CHILD CARE NUTRITION:**

Snacks will be provided at Cubby Preschool with the following guidelines:

- **All staff and students must wash their hands before preparing food and before each meal, for at least 20 seconds ( sing ABC song or Twinkle, Twinkle)**
- **All staff members shall provide or ensure the availability of adequate and nutritious snacks appropriate for the ages and needs of the children served. USDA guidelines will be used to determine if meals and snacks are adequate and nutritious. Foods of minimal value (e.g. Jello, popcorn, desserts, potato chips) shall only be served occasionally and will not replace nutritious foods.**
- **Snacks mid-morning and mid-afternoon snack shall consist of food or beverage from at least two of the following food groups: fruits, vegetables, meat, fish, poultry or protein alternatives (dried beans, peanut butter and other nut butters), as LONG as we do NOT have any allergies, cheese and yogurt, grains, and breads.**
- **No liquids other than water, milk or 100% fruit juices shall be served to children in care. Water is readily available and offered to children periodically throughout the day.**

### **LUNCH:**

Children bring lunches from home. If needed, we ask that lunches are kept cold using ice packs or insulated bags. Two nutritious snacks are provided by the preschool daily (parents may provide an alternative snack from home for the special dietary needs of their child). The Child Care Rules and Regulations require the following for lunches from home:

- Food shall be brought on a daily basis and be ready to eat.
- All food and beverage containers shall be labeled with the child's name.
- The center shall provide at least one serving of milk or milk product to each child at meals and shall provide morning and afternoon snacks.
- Each child's food shall be monitored daily to ensure that the food meets nutritional requirements as defined in OAR 4 4300-0270.
- If parents bring food for all the children as snacks or for celebrations, the food shall be commercially prepared and served in the center in an approved manner.
- A refrigerator is on site to store foods needing refrigeration.
- Staff will sit with children while they are eating to assist as needed, support healthy eating habits, model how to eat safely and encourage trying new foods while promoting healthy socialization. **IF A CHILD HAS ANY FOOD ALLERGIES THE INFORMATION WILL BE POSTED IN THE CLASSROOM KITCHEN SO ALL CENTER STAFF IS AWARE.**



**REST TIME:**

Children who are in attendance for four hours or more are required to have a rest time. Some children may need sleep and others will not. Our day is active, long and stimulating and we find that all children benefit from a quiet, restful break in the day. Please bring a blanket (with name on it) and if desired a small pillow or soft toy for rest time. A mat will be provided as well as a separate resting place for each child. It will be disinfected weekly or as needed.

**TOYS FROM HOME:**

We have a wide variety of materials available for the children at school. Toys from home often are difficult for children to share and or get broken or lost at school so please do NOT bring toys from home. Your child is welcome to bring family photos, books to share and one soft toy for rest time. We encourage bringing non-toy items for sharing. If a special new toy is brought for sharing it will need to remain in their backpack immediately after sharing time. Children can tell about an object or bring a picture to share. If you have any questions, please talk with the teacher about sharing items from home.

**PHOTOS AND VIDEOS:**

LCSD policy and The Family Educational Rights and Privacy Act (FERPA) provides public school parents/guardians the right to prevent photographs from being taken of their individual children at school. School staff and volunteers are obligated to abide by the Federal Law. Before taking photos of students, school staff and high school students must check the child's enrollment form to see if a student's parents have denied permission to photograph. Even if a parent has not denied permission, volunteers and staff should still gain parent permission before taking photos and before sharing them through social media or printed material. If permission is granted, students will be identified in such items as our NHS Harbor Light (school newspaper), The News Times, The Anchor (school yearbook). Parents will be given notification any time their child's photo will be used once permission has been granted.

**INCLEMENT WEATHER:**

If Lincoln County School District is closed due to inclement weather, child care programs will also be closed. When schools are delayed one hour, preschool will be delayed one hour as well. For school closure information tune in to the radio or call the 24 hour LCSD information number at 541 265-4437. The LCSD website is updated by 6 am each day in case of a closure or delay.  
[www.lincoln.k12.or.us](http://www.lincoln.k12.or.us)

**MANDATORY REPORTING:**

LCSD child care staff will comply with state law (ORS 419.B-419B.045) requiring them to report any cases of suspected or identified child abuse. These reports are made to the Department of Human Services-Child Welfare Program (DHS-CWP). LCSD child care programs will cooperate

fully with DHS-CWP and will not undertake on its own to intervene in cases of suspected abuse. Staff will preserve confidentiality of all records pertaining to child abuse in accordance with state law.

### **EMERGENCIES:**

Cubby Preschool follows all LCSD emergency plans, procedures, and closures. Information can be found on LCSD's website: [http://lincoln.k12.or.us/dept\\_programs/safety.php](http://lincoln.k12.or.us/dept_programs/safety.php)

### **FIRE SAFETY:**

Our center is fully equipped with fire safety alarms, extinguishers, and sprinkler systems. In conjunction with the high school building emergency exit drills are practiced monthly.

### **EMERGENCY TRANSPORTATION:**

In the event that 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.

### **CODE RED/CODE YELLOW/and LOCK DOWN**

As part of the high school building, the center will follow all code red and code yellow lockdown procedures. During a lockdown drill or emergency staff, children, and parents may not be able to enter or exit the program. This is to ensure the safety of everyone in the building. Staff also may not be able to answer phones during these procedures. In the event of a lock down we ask that you check the following resources for emergency information and updates:

- **LCSD Website:** Check our website at [www.lincoln.k12.or.us](http://www.lincoln.k12.or.us) to get current information about school emergencies, school closures or delays. The emergency information will be the first thing you see when you log on to our website.-it will be in bright red.
- **24-Hour Information Line:** Call our 24-hour information line at 541 265-4437 to get a current recorded information about school closures or delays.
- **School Social Media Sites:** Many of our schools post emergency notifications on their school website, Facebook or other social media sites.

# Family Handbook Acknowledgement

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

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

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

I have received the Cubby Preschool Family Handbook, and I have reviewed the Family Handbook with a member of the Cubby Preschool staff. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the Cubby Preschool Family Handbook that I do not understand.

\_\_\_\_\_  
**Recipient Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Center Staff Signature**

\_\_\_\_\_  
**Date**

## **GUIDANCE:**

“Discipline is changing random impulse acting out behavior into controlled purposeful behavior.”  
The ultimate goal is self-control.” Katherine Reed Baker

“Discipline is not something you do to children; it is something you develop within them.” Becky Bailey PhD

Discipline and guidance are essential elements in working with children. At Cubby Preschool we work to establish a climate that promotes respect for self, respect for others and respect for the environment. One of our goals is to promote the development of self-control. We use constructive guidance and Conscious Discipline in our approach to support children and the groups as a whole with discipline. Discipline is helping children to learn personal responsibility for their behaviors and to be conscious of others. Our goal is to “guide” children in a positive, patient nurturing and compassionate manner. Trust is a key component to creating a secure and safe environment. At times it may be necessary for a child to take a “break” in the safe area of the room in order to gain self-control and to keep the autonomy in the environment for all children. The goal is for children to learn “self-discipline” where intrinsic (internal) motivation is more important than extrinsic (external) motivators. In other words, we encourage teaching children to gain their composure after a disappointing or upsetting activity in which they might need a “break”.

Children are validated in a positive manner as they express autonomy and independence. We celebrate our diverse personalities and stages of development. (Summarized from Read, Garner, Mahler, *Early Childhood Programs: Human Relationships and Learning* 9th Ed., Holt, Rinehart & Winston, NY 1992).

The Guides to Speech and Action are tools that help teachers, student teachers and parents guide and discipline children in a positive, developmentally appropriate manner. We encourage you to try them, ask questions and give us feedback as we partner together to support the healthy growth and development of all children.

On the next page you will find a chart (also posted in the Cubby Preschool) that will help to understand and implement the Guides to Speech and Action in your home and in our school:  
Adapted from: Read, K., P. & Mahler, B., *Early Childhood Program*. (1993) Harcourt.

Positive Directions	Tell child what he/she CAN do. Avoid “Would you like to?” “Okay?” or “Don’t” this helps us see children positively and give them a model for their own social interactions.
Give Appropriate Choices	Give choices suitable to age and maturity. Give choice only when you can accept the response. Be clear on your goals and expectations for the child.
Voice Tone as Teaching Tool	Quiet, firm, slow, clear. Move closer rather than talk louder. Be emotionally honest in tone. This is a model for children’s voices.
Support Self-Respect and Confidence	Avoid labels and ridicule. Verbalize children’s feelings. Give constructive encouragement and feedback.
Self-Set Standards	Avoid comparison and competition. Emphasize process, not product. Use self-correcting materials and activities.
Redirect Behavior	Provide an alternate that is acceptable and still meets child’s goals and needs.
Effective Timing	Make suggestions when they will do the most good, give child a chance to rely on his/her own resources, prevent trouble, connect words with child’s actions.
Avoid Making Models	Explore and enjoy materials without making objects. Use materials as a child might-not on an adult level.
Give Minimal Help	Avoid unasked for help. Respond when asked. Help child to help him/herself. Break task into manageable steps.
Reinforce Directions	Suggest a follow through. Make your body match your words. Make use of peer influence. Minimize words.
Foresee and Forestall	Prevent serious problems. Structure a safe, cooperative environment. Provide ways to resolve conflict. Think about the impact of your own behavior.
Set Clear Limits	Keep them few and consistent. Make sure they are understood. Follow through. Watch for three red flags: (“A child may not hurt SELF, OTHERS, or EQUIPMENT.”)
Strategic Body Placement	Alert a total situation. At children’s level. Move as needed. Avoid grouping with adults.
Health and Safety First	Be constantly watchful and evaluate an environment. Avoid helping children beyond their own skill level. Have procedures to handle sickness and injury.
Observe-Observe	Teaching is based on the ability to see and interpret behavior accurately. Take SPECIFIC notes. Know age-level expectations. Be aware of individual differences.

# *Nothing!*

## *A Poem About a Child's Day at School*

*When the children come home at the end of the day,  
The question they're asked as they scurry to play  
Is "Tell me what you did today?"  
And the answer they give makes you sigh with dismay.  
"Nothing, I did nothing today!"  
Perhaps nothing means that I played with blocks,  
Or counted to ten, or sorted some rocks.  
Maybe I painted a picture of red and blue  
Or heard a story of a mouse that flew.  
Maybe I wrote a story today,  
Or went outside on the swings to play.  
Maybe today was the very first time  
That my scissors followed a very straight line  
Maybe I read a book from beginning to end,  
Or played with a brand new special friend.  
When you're in Cubby Preschool,  
And your heart has wings...  
"Nothing" can mean so many things!*

