

**Early Learning Programs**  
**Parent Handbook**  
**Baby Boomers & Wee Irish**



**Contact Information**

**Baby Boomers (Toledo)- 54I-346-2117**

**Wee Irish (Waldport)- 54I-563-8863**

**LBL ESD Early Childhood Special Education- 54I-574-2240**

**Lauren Sigman, Program Coordinator- 54I-270-2456**

# Welcome to the Early Learning Center!

## **Program Philosophy:**

Lincoln County School District early learning programs provide a safe and nurturing environment to promote physical, intellectual, emotional, and social development in an inquiry based setting.

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily 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.

The staff and students working in the center provide a safe, warm, and accepting atmosphere for all children. The high school interns are an extension of the staff to provide support for the program, to gain knowledge of child growth and development, which provides each child with considerable individual attention. High School students are never left unsupervised with children in the program, even during emergency situations proper supervision of children is always met by qualified adult staff.

The program serves children with identified special education needs as well as typically developing children. The program will follow the guidelines for inclusion as described by the National Association for the Education of Young Children (NAEYC)

- Access: providing a wide range of activities and environments for every preschool child by removing physical barriers and offering multiple ways to promote learning and development through universal design and universal design for learning.
- Participation: using a range of instructional approaches to promote engagement in play and learning activities, and a sense of belonging for every child.
- Supports: ensuring an infrastructure of system level supports to assure high quality inclusion e.g., professional development, integrating specialized services with general early care and education, and opportunities for communication and collaboration among families and professionals (DEC/NAEYC, 2009).

## **Program Calendar:**

The program follows the Lincoln County School District's calendar. If you have any questions about whether or not the program will be open please talk with your child's teacher.

Please notify the staff by 8:00 a.m. each day if your child is going to be absent. Your cooperation will help us plan better for our daily program as well as keep us informed about current illnesses.

## 2019-20 DISTRICT-WIDE SCHOOL CALENDAR

	SUN	MON	TUE	WED	THU	FRI	SAT	SEPTMBER	20
S	1	2	3	4	5	6	7	9 First Day of School	
E	8	9	10	11	12	13	14		
P	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
	29	30							
O			1	2	3	4	5	OCTOBER	21
C	6	7	8	9	10	11	12	24 Conferences Day/Evening (No School)	
T	13	14	15	16	17	18	19	25 No School **	
	20	21	22	23	*24	**25	26		
	27	28	29	30	31				
						1	2	NOVEMBER	17
N	3	4	5	6	7	8	9	11 Veteran's Day Holiday Observed (No School)	
O	10	11	12	13	14	15	16	27-29 Thanks giving Break (No School)	
V	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
	1	2	3	4	5	6	7	DECEMBER	15
D	8	9	10	11	12	13	14	Dec 23-Jan 3 Winter Break (No School)	
E	15	16	17	18	19	20	21		
C	22	23	24	25	26	27	28		
	29	30	31						
	SUN	MON	TUE	WED	THU	FRI	SAT	JANUARY	18
				1	2	3	4	1 New Year's Day Holiday (No School)	
J	5	6	7	8	9	10	11	6 All Students back to School!	
A	12	13	14	15	16	17	18	20 Martin Luther King Day (No School)	
N	19	20	21	22	23	24	25	31 Records Day (No School)	
	26	27	28	29	30	31			
							1	FEBRUARY	19
F	2	3	4	5	6	7	8		
E	9	10	11	12	13	14	15		
B	16	17	18	19	20	21	22	17 President's Day Holiday (No School)	
	23	24	25	26	27	28	29		
M	1	2	3	4	5	6	7	MARCH	16
A	8	*9	10	11	12	13	14	9 LCSD Professional Development (No School)	
R	15	16	17	18	19	20	21	23-27 Spring Break (No School)	
	22	23	24	25	26	27	28		
	29	30	31						
A				1	2	3	4	APRIL	20
P	5	6	7	8	9	10	11	23 Conferences Day/Evening (No School)	
R	12	13	14	15	16	17	18	24 No School**	
	19	20	21	22	*23	**24	25		
	26	27	28	29	30				
						1	2	MAY	19
M	3	4	5	6	7	8	9	22 LCSD Professional Development (No School)	
A	10	11	12	13	14	15	16	25 Memorial Day Holiday (No School)	
Y	17	18	19	20	21	*22	23		
	24	25	26	27	28	29	30		
	31								
		1	2	3	4	5	6	JUNE	5
J	7	8	9	10	11	12	13	5 Last Day of School	
U	14	15	16	17	18	19	20		
N	21	22	23	24	25	26	27		
	28	29	30						
								Total Days this Calendar	170

# Schedule

(Ages 3-5)

The below schedule is an estimate only, we know that children's needs change often and we will be flexible to make sure we are meeting each child's needs daily.

## **Baby Boomers:**

**8:30: Arrival, wash-hands, backpacks, sign-in, puzzles/books**

**8:50: Circle: Social emotional, calendar, daily schedule, music**

**9:20: Snack**

**9:40: Rotations: small group**

**10:20: Centers: social play, sensory, dramatic play, blocks/manipulatives**

**10:40: Gross motor/outdoor**

**11:10: Closing circle/activity**

## **Wee Irish:**

**12:30: Arrival, wash-hands, backpacks, sign-in, puzzles/books**

**12:50: Circle: Social emotional, calendar, daily schedule, music**

**1:20: Snack**

**1:40: Rotations: small group**

**2:20: Centers: social play, sensory, dramatic play, blocks/manipulatives**

**2:40: Gross motor/outdoor**

**3:10: Closing circle/activity**

# Enrollment

Children shall be admitted 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 child-care center. The first month's tuition will be calculated at a pro-rated rate and is due prior to your child's first day of attendance. The child-care staff will then review your application and contact you as soon as possible to complete the enrollment process; this includes a meeting with the director to review program policies and procedures. The program director will contact families to schedule an enrollment orientation. We also highly recommend that you and your child visit the program prior to enrollment in order to see if it will be a good fit for your family. We are not able to enroll children in the program on the same day paperwork is submitted.

## **The Enrollment process includes:**

- Completed application
- Completed the signature page of parent handbook
- Copy of your child's up to date immunization records
- Payment of first month's tuition, enrollment in payroll deduction (for LCSD staff)
- Enrollment orientation with director to review policies and procedures, 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 the state and federal civil rights laws and the American with Disabilities Act (ADA), the center 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 center 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 for 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. Families are encouraged to submit an enrollment packet for care that will be needed at a later date, and you will be added to a waitlist based on the date your packet is received. Submission of an enrollment packet does not guarantee enrollment. When the date of your needed enrollment approaches, the director will contact you to let you know if there is room on days and times you have requested, and if your child will be enrolled in the program. We will do our best to help meet the schedule needs of your family including starting with fewer days than you requested until more space is available.

### **Attendance Scheduling:**

If your childcare 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 child-care 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:**

Attendance Session A- Monday & Tuesday: \$140/month (September-June)

Attendance Session B- Wednesday & Thursday: \$150/month (September-June)

**Tuition is due in advance of care.** You will be billed by the 15th monthly and payment is due by the **25th of each month**, August through May. 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 center staff 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 a long-term absence arise.

**Payment Schedule:**

<b>Month of Care</b>	<b>Payment Due</b>
September	August 25th
October	September 25th
November	October 25th
December	November 26th
January	December 21st

<b>Month of Care</b>	<b>Payment Due</b>
February	January 25th
March	February 25th
April	March 22nd
May	April 25th
June	May 25th

**Please submit all payments to the Site Director or pay with a debit or credit card online at [www.lincoln.k12.or.us](http://www.lincoln.k12.or.us) – click the “\$” in the top right hand corner, Online Payments, Early Learning Center Fees.** Checks, money orders or debit/credit cards are the preferred method of payment. You will be given a receipt every time you pay in person at the Early Learning Center. If you do not receive a receipt, please ask for one. Online payments will produce a receipt that you may print or email to yourself. You must retain this receipt as proof of timely payment in case of an account dispute.

\*LCSD staff have the convenience of enrollment in monthly payroll deduction; if you do not want to be enrolled in payroll deduction please contact Lauren Sigman:  
lauren.sigman@lincoln.k12.or.us, 541-270-2456.

**Late Fees:**

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

Tuition is due on the 25th and late by the 30th of each month.  
\$15.00 will be charged the first time tuition is late.  
\$30.00 will be charged the second time tuition is late.

If payment is not received by the 10<sup>th</sup> of the 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 the 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 8:30 (Toledo) and 12:30 (Waldport), 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 ends daily at 11:30 (Toledo) and 3:30 (Waldport). Please be mindful that you arrive with enough time to greet your child and their teacher, gather their things, and sign them out. Arriving at or after the ending time requires staff to stay past their scheduled work time and affects their ability to be on time for other responsibilities. Chronic late pick-ups 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 and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release contacts. Provisions will be made for someone to stay with your child 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.

### **Where:**

**Toledo:** Please follow the traffic flow patterns designated by the Toledo High school building, enter up the driveway and continue around the school, following the arrows. Park in the parking lot located on the side of the building and enter directly through the preschool door. In the mornings there will be heavy traffic, please be mindful of the buses and student drivers when walking to the door with your child.

**Waldport:** Please park in the smaller parking lot (closest to the playground), and enter directly into the classroom from the sidewalk, room 22. If you arrive late or early and there is no one in the classroom, please enter through the front and check-in at the office before coming to the classroom.

### 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 are released only to persons with picture identification that have been authorized by you in writing. *(Parents, please bring and be prepared show picture ID the first few days of school until staff get to know you)*

### What to Bring

At least one change of clothes, socks and shoes.

Please label all items brought from home with your child's name (i.e., clothes, diapers, comfort items, etc.) to prevent items from becoming misplaced or lost. We believe that children's play is their most important work while at school, and sometimes this play can become messy, we do not limit a child's interaction with messy materials. We will provide aprons and smocks when needed, however your child's clothes will at some point become messy during their play. Please do not send your child in clothing that is not suitable for play and/or that you are concerned about getting stained. We are not responsible for lost or damaged items. Soiled clothing will be sent home on an as-needed basis for laundering.

### Change of Address & Emergency Info

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 Contact/Release of Child form will be completed with the names of those persons authorized persons to be contacted in case of emergency and those authorized to pick up the child.

Without 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 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 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 staff know ASAP, so that 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 completed and signed by the parent(s) /guardians.

Children will not be released to **anyone** other than the custodial parent(s) /guardians 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 that another adult listed as an Emergency Contact pick-up the child or we may call the police to prevent potential harm to your child.

### **Inclement Weather/School Closure**

If Lincoln County School District is closed due to inclement weather, early learning programs will also be closed. When schools are delayed one hour, the center will be delayed one hour etc...

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 6:00 a.m. each day in case of a closure or delay.

### **Illness and Child Health**

Please keep your child home if she or he has been ill during the night or in the morning and has active symptoms listed below. To help prevent the spread of illness, your child will be sent home if exhibiting any of the following symptoms

- Fever- a temperature 100F° or over taken under the arm or 101F taken orally
- Vomiting- one or more episodes in the last 24 hours that is unexplained
- Diarrhea– three or more watery or loose bowel movements in the past 24 hours
- Severe pain such as ear, throat, or stomach
- Severe cough- A cough that is persistent and/or productive and limits the child’s ability to participate in normal daily activity.
- Unusual yellow color to the skin or eyes
- Skin or eye lesions that are weeping or pus filled- a doctor’s note is required to return to school.
- An unexplained rash
- Cuts or openings on the skin that are pus-filled or oozing (bring a note from doctor and keep sores covered)
- Head lice
- Strep Throat or other streptococcal infection until 24 hours after initial antibiotic treatment and reduced fever
- Chickenpox
- Illness that results in greater need for care than we can provide

- A communicable disease. If you know or suspect your child has a contagious disease, please call your child's teacher (see your doctor to confirm the disease and receive medication/s if needed)

**If your child had been ill, their temperatures should be normal for 24 hours (without the use of medication) prior to returning to school. If your child is taking an antibiotic treatment, they may return 24 hours after the initial treatment. Children who are sent home from the center or have been exhibiting vomiting, fever, or diarrhea must stay home for 24 hours before returning to school.**

The center has the right to refuse admittance to a child that appears ill. Oregon's Early Division Children who are displaying the symptoms listed above will be isolated from other children until an authorized person can pick them up. Parents or emergency contacts are requested to pick-up their ill child within one hour of being notified by staff. 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. We encourage you to have a back-up plan for picking up your child should they become ill and you are unable to pick them up yourself.

### **Immunizations**

Immunizations must be current and up to date according to Oregon law. All children in the center are subject to the Oregon exclusion date in mid-February. If you receive an exclusion notice, care cannot be provided by law until your child receives the necessary vaccines and documentation is provided. Infants under 2 months of age are exempt from the enrollment immunization requirement, however, it is expected that infants will begin their immunizations at 2 months of age, according to Oregon's immunization schedule. **A list of required immunizations for children 0-6 can be found at the end of this packet.**

### **Administration of Medication**

The Classroom Teacher will have the parent fill out the Parent Permission Form. They will work together to transfer information from the prescription bottle onto the Medication Administration Flow Sheet.

**ALL** medication (whether prescription or over the counter) must 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 the 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.

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

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 & epinephrine) the District's nursing staff will develop a procedure and training for administration of the medication in an emergency to all staff who may be in contact with the child.

### **Snacks:**

Daily snacks will be offered to your child as part of the preschool program.

- There is water available all day for the children to access as they wish.
- Food will never be used as a bribe, reward or punishment.
- Staff will sit with the children while they are eating to assist as needed, support healthy eating habits, and promote socialization.
- IF A CHILD HAS ANY FOOD ALLERGIES This information will be posted in the classroom kitchen, on the refrigerator, so all Early Learning Center staff are aware of the allergy. Please be sure to inform the center staff of any food allergies your child has.

### **Celebrations:**

Birthdays and other days of celebration are a special time for some children. In order to be respectful of all of our families different cultures and beliefs please be sure to notify us if you would like to have a special celebration or treat for your child and also if you would not like your child to participate in these celebrations. If you would like to bring a special treat in for the class you must notify your child's teacher and receive approval to ensure it will be a safe item for all the children in the program to consume.

### **Toileting & Toilet Training**

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning

is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's wishes.

Bathrooms will be kept sanitized and visibly clean throughout the day and accommodations will be made for each child's individual toileting and hand washing needs. Teaching staff will support children with toileting needs and encourage self-help and independence.

Children will not be denied access to the program due to the need for toilet training. However we do expect that children and families are actively participating in toilet training, encouraging toileting, and making gains towards becoming toilet trained (if developmentally appropriate)

### **Diapering:**

If your child does require diapering , the following process will be implemented. All diapers and wipes must be provided by the parent. Please provide enough diapers and wipes to last your child through the day. Parents are encouraged to bring enough diapers to last for the week. Your child's teacher will notify you when you are running low on diapers or wipes. Parents must label each with the child's name and any special instructions. If you would like our staff to apply a diaper cream of any sort please complete a medication administration form. All diaper creams must be labeled with he child's name, and will be kept in a locked area out of the reach of children. If a child is observed to have a rash or broken skin in the diapered area, your child's teacher will notify you and discuss the best way to remedy the problem.

Diapering will be implemented in a manner that prevents the spread of communicable disease and maintains the integrity of the diapered child's skin.

The following diapering procedures will always be followed:

- All children will be changed either on the changing table, or on a changing pad on the floor.
- Lay child on the changing pad, making sure to always have physical control over the child's body.
- Remove the child's shoes, pants/leggings, and diaper, cleaning the soiled area of the child's body as you go.
- Place soiled diaper in Diaper Caddy and close immediately.
- Make sure the child is completely clean, using wipes provided for that child.
- Slide diaper under child, and secure the taped tabs on the front of the diaper.
- Assist child in getting dressed.
- Hand child to another staff member, and then wash and sterilize the changing pad with bleach solution
- Wash hands with soap and warm water.

### **Curricula and Assessment**

The program serves as a teaching lab for high school students the following early learning

curriculum will be utilized in order to develop daily learning activities:

- Creative Curriculum
- Positive Behavior Intervention Support
- Conscious Discipline
- Collaborative Problem Solving

As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

### **Developmental Screening**

The center uses the Ages & Stages Questionnaire 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 program staff. Developmental screenings are also used as a teaching tool for the high school students who participate in the program. Any information regarding your child's developmental screening will be shared with you and kept confidential.

### **Behavior Expectations**

Developmentally appropriate classroom behavior is expected of all children. Redirection and modeling are used as tools to encourage appropriate behavior. Positive reinforcement is practiced and making good choices is encouraged. Children will be expected to practice safe behaviors. They will be expected to be respectful of other children, adults, and materials in the classroom.

A child is never subjected to cruel or severe punishment, humiliation, or verbal abuse. We encourage children to develop their own self-control, autonomy, management of feelings, problem solving, and to work towards cooperative social behavior. The underlying goal of all correction is to foster independence and to help children develop inner self-regulation and to replace adult-maintained external controls. We facilitate children coming up with their own solutions when conflicts arise. Teachers set clear, consistent limits and strive to develop close, nurturing relationships with all children. We limit the use of "No" and "Don't". Teachers avoid ultimatums that force power struggles by giving reasonable choices, allowing the child to make decisions towards a desired outcome. If a child continues having a difficult time controlling their emotions or actions they will be assisted to a safe, solitary place within the classroom where they can calm themselves. They may be offered a book, a flannel board activity, playdough, etc. to help them calm down.

We work together with parents for a consistent approach to a child's behavior. If the teachers feel that the child would benefit from additional services parents will be notified of the situation and of all ongoing observations by the teacher. A parent conference will be scheduled as soon as

possible to discuss the concerns. Parents will be given, in writing, the reason for recommending additional services, a brief summary of the observations related to the referral and any efforts the school has made to accommodate the children's needs. It is the parent's responsibility to share pertinent information with teachers, to follow through on referral recommendations and to request additional conferences with the teacher if they feel they are needed. We will work collaboratively with support services.

Parents are encouraged to discuss any questions regarding classroom and behavior management with the teachers.

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 a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

### **Safety**

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent 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. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

### **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 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. If permission is granted, students still must will be identified by full name on any media source, posted picture, or publication.

### **Open Door and Volunteers**

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.

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.

Parents or guardians interested in volunteering in the classroom must participate in the district volunteer approval process, which includes a volunteer background check. Children are most successful when parents participate in school. If you have questions about volunteering please talk with the classroom teachers.

### **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**

LCSD Early Learning Programs 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 **[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 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 center prior to enrollment.

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

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

---

Recipient Signature

---

Date

---

Center Staff Signature

---

Date