



Families First
Child Care
Director: Brenda Profitt
Manager: Debbie Radie
255 Olsen Road
Boardman Oregon
541-771-1554

A CLOSER LOOK

Families First Infant/Toddler Childcare, Preschool, and After- School Program Policies and Structure Mission

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.



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Thank you for joining Families First Childcare and entrusting us with your child. We are excited to offer a positive learning environment for infants, toddlers, preschool, and school-age children.

By choosing Families First Childcare Center to meet your childcare needs, you are getting highly trained and loving teachers to provide a safe, secure, and environmentally engaging program for your children. Our center has loving and warm-hearted teachers who thoughtfully develop play with the learning objectives. Teachers also build lessons to provide exposure and enrichment embedded in engaging lessons for the children to participate and practice social and academic skills. Teachers work to foster independence in children while also developing social and community relationships between children, adults, and the community.

A little bit more about our Families First Childcare Center and our core beliefs:

Children are viewed as competent and creative people. Central to our mission is the understanding that learning happens in relationship to others—other children, other adults, the child’s family, and his or her community. Our mission is to build these relationships lockstep with the educational process. Because holistic education is a complex and dynamic adventure built on respect and integrity, we are committed to providing an exciting place where children can explore the rich possibilities of childhood. Our program is and will continue to reflect the needs of our children, their families, and our community.

Families First Childcare offers a high-quality product with our health (nutritional and physical), social, and academic agendas. The teachers use engaging environments and dynamic lessons and activities to promote collaboration, inquiry, and reciprocity. Our dedication is to consistently provide irresistible play-based learning environments. We facilitate discovery learning as co-learners. We bring our inquisitive minds full of joy and

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new wonder into the child's learning space. Our program includes frequent monitoring, ongoing assessments, flexible and diverse activities with learning environments full of beauty. We have passionate beliefs regarding age-appropriate play, developing a growth mindset for intellectual health, and demonstrating strong character ethics for establishing good citizenship.

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Program Policies

AFFIRMATIVE ACTION STATEMENT

The Families First Childcare Center advertises for children in the public media in order to make openings known to all. Children are admitted regardless of race, creed, color, sex, national origin, religion, or handicapping condition.

NON-DISCRIMINATION POLICY

Families First Childcare Center admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. The daycare does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational policies.

ADMISSION

Children who are 6 weeks old up to age 12 are eligible to enroll in the Families First Childcare Center. Admission requirements and enrollment procedures are as follows:

- A. A child must be 6 weeks old to be admitted to the infant program but not older than 2 years.
- B. A child must be 2 years old to be admitted to the toddler program but not older than 3 years.
- C. On the child's third birthday, he or she will be admitted into the Families First Childcare Center Preschool. Children should be potty trained, unless on an IFSP.

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- D. A child must be 5 years old on Sept. 1 to be admitted into the school-age after school program or have a Morrow County School District Exemption.
- E. Classes are filled on a first come/first serve basis upon submitting a completed enrollment packet and adhering to the enrollment contract. A completed packet consists of enrollment forms, policies, allergies, and immunization records.
- F. Flyers and letters to the community are posted in the local paper or sent out by mail.

CALENDAR YEAR

The calendar year is posted at the Families First Childcare Center. The following holidays are observed:

Holidays

- *New Years Day
- *Martin Luther King Day
- *President's Day
- *Memorial Day
- *Juneteenth
- *Labor Day
- *Veteren's Day
- *Thanksgiving Day
- *Day after Thanksgiving Day
- *Christmas Eve
- *Christmas Day

Staff Vacation

- *The full week of July the 4th

The only exception is for a pandemic event, a full-staff teacher in-service and/or any unforeseeable events. Families First Childcare may be

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required to close temporarily but parents will be notified of any closures and kept in communication as updates are available.

INCLEMENT WEATHER - SCHOOL CLOSING

If Morrow County schools are delayed or closed, Families First Childcare Center may also be closed. School closing announcements will be sent via class dojo and posted on Facebook.

DAYS AND HOURS OF OPERATION

Daycare class time is Monday-Friday 6:30 am to 5:30 pm.

ARRIVAL AND DEPARTURE

No child is to be brought before 6:30am., nor picked up after 5:30 pm. As governed by our Oregon State License, children must **ALWAYS** be accompanied by an adult and the adult must sign in and out on the daily sheet. We can only release your child to parents or approved adults listed on the enrollment sheet. This is for the safety of your child, please include childcare staff and anyone who may pick your child up on your enrollment form. If there are other agencies or legal custody issues involved, by law we have to follow their directives.

PROGRAM

It is the philosophy of Families First Childcare Center that early childhood should be a time of fun, warmth, security, exploring and

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discovery. Preschool children are creative and receptive; our program strives to nurture and encourage these qualities in its students.

The Families First Childcare Center's purpose is to provide an atmosphere that encourages social, emotional, physical and intellectual growth and development of the child as a whole.

Daily activities are planned within the framework of self-esteem and purpose (i.e. songs, finger plays; creative art activities, crafts, games, large muscle activities; field trips throughout the community; science and nature activities; exposure to shapes, colors, numbers and letters; and celebration of birthdays and holidays).

TUITION

Tuition is the monthly fee of: 0-24 months is \$850.00 a month
24-35 months \$750.00 a month
36-60 months \$500.00 a month
School Age is \$350.00 a month.

Tuition is to be paid in advance each month, by the 1st of the month. Because tuition is a monthly fee, no refunds are given for illness, vacations, or snow days. The first tuition payment is due on the first day of daycare.

Families First Childcare Center does accept Employment Related Child Care through the Direct Pay Unit of the Department of Human Services.

If tuition payments are late, parents will be given notice of a \$10.00 late fee. If payment has not been made, further action will be taken against the parents that may result in the child being unenrolled until the

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account has been brought up to date. A return check fee of \$35.00 will be charged. If your account becomes 15 days delinquent, we will discontinue childcare until your account is brought current.

ENROLLMENT POLICY

If your child is absent for 10 consecutive class days, and there is no contact between you and the teachers, your child(ren) will be considered unenrolled. Their spot(s) may be given to a child on the waiting list.

CONFIDENTIALITY OF STUDENT RECORDS

Student's records are open to the child's teachers, the center Director, an authorized employee of the licensing agency, and the child's parents or legal guardians.

SOCIAL MEDIA POLICY

Families First Childcare Center respects the desire of parents to photograph their child(ren) engaging in activities, in particular the first/last day and special events, and to share these photos on social media. However, in order to protect the privacy of the other students, we ask parents to not post any pictures of your child's classmates to social media sites unless you have asked their parents' permission. Families First Childcare Center also asks that parents please refrain from using personal cameras during class time as it can be distracting to the children; please limit photography within the classroom whenever possible. For special group events (graduation, holidays, parties, etc...) and activities outside the classroom, we understand there could be

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incidental pictures that include other children; please use discretion when making these pictures public on social media.

STUDENT RECORDS POLICY

According to the Family Privacy Act of 1984 parents or legal guardians may see their child's student's records maintained by the daycare. Parents or guardians desiring to review their child's file should notify the school in advance to arrange for such a review. At the time of review, a release will need to be signed by the parents. Parents or legal guardians can receive student files upon graduation or formal withdrawal from the program. All files will be kept on site for two years, at which time said files will be destroyed.

DRESS

Children are encouraged to wear play clothes and tennis shoes. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child's names should be placed on all outdoor clothing and other belongings to help ensure the return of all the possessions.

Under no circumstances will the center have liability for lost or stolen items you or your child bring to the daycare.

Children should not bring personal possessions to school. This includes toys, jewelry, technological devices, or anything that cannot be lost, broken, or otherwise rendered unusable. For their personal safety, children should not wear anything around their neck.

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FOODS

Parents will provide breakfast if arriving at the center before 8:30 am as well as a lunch for each child. Nutritious items will be available as well as snacks. Meals brought in must be nutritional and be kept cold or warm in appropriate containers and/or with ice packs if needed.

COMMUNICATION WITH PARENTS

It is very important you do not send or allow items from home to come to the school except for meals, extra clothes and a backpack. Personal items need to be clearly marked with your child's name to prevent loss. Please put your child's name on the outside of the backpack, lunchbox, and reusable lunch items to be seen at a glance by a teacher.

Parents are informed of the activities of the Families First Childcare Center through newsletters, class dojo posts, and postings at the entry doors and at the classrooms. We also try to share information with parents verbally as we greet parents for arrival and departure.

Parents are invited to speak with the teachers before or after class if they have any questions or concerns regarding their child for a brief (3 minutes or less) conference. If the conversation will take more than 3 minutes, please schedule an appointment to discuss the concern in greater detail. Parents are also welcome to reach the teachers in class dojo. The daycare phone number is 541-771-1554 if you want to reach the director. Your child is our priority, and we are always available to you. However, we ask you to please be mindful of your surroundings and others when addressing concerns or questions with the teacher and to

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limit the conversation to fewer than 3 minutes. It is also respectful to not interrupt large portions of class time.

Parents are encouraged and welcome to visit the Families First Child Care at any time. We do ask that you speak with the teacher first to plan the best time to visit or volunteer. Either the parents or teachers may request a conference at any time if there is a special concern.

DISCIPLINE

Families First Child Care works with parents/guardians of children in care to determine the cause of any misbehavior and deal with those behaviors positively.

Teachers use strategies that allow the child to take responsibility for his/her actions. In addition, they focus on teaching children appropriate behavior. We do not use threats or bribes; however, we do use a calming spot (like a time out) when it is determined the child needs a break away from the group. Teachers focus on teaching children how to interact socially and continually reinforce the limits in the center. Physical punishment will not be used, even if requested by the parent.

For a child not cooperating in a group listening situation, the child will be seated by a teacher and reminded of acceptable behavior.

Children are taught to respect others, respect the environment and respect themselves. Hitting, kicking, spitting, biting, hostile verbal

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behavior and other behaviors which will hurt another child, are not permitted. Teachers will provide modeling, practice opportunities, and direct teaching to children developing their negotiating skills. It is critical children have and learn to use cooperative and socially acceptable communication skills to get their wants and needs met. They also need to develop the skills for saying, "No, thank you." or "Maybe later." in place of hitting or other forms of aggression.

Removal from the group for a short period of time to use the "Calm Down Station" is the next tactic used for a child who continually demonstrates unacceptable behavior. This time is not a punishment; rather, it is a time when the child may calm down, remember what behavior the teacher is asking for, and decide for himself/herself when he/she is ready to rejoin the group with appropriate behavior. This station is designed to foster independent deescalation with a variety of visual resources for the children to look at and reflect upon.

Behaviors will be addressed on an individual basis. Consequences will occur immediately after the behavior. We ask you not to punish your child at home for misbehavior shown while in daycare. Please trust we will handle the matter at the center. Furthermore, we will not discipline any child for an incident which happened anywhere other than the daycare.

If a child continually misbehaves, we will call the parents and discuss the difficulty by phone or make an appointment to discuss the difficulty. Teachers will not discuss problems in front of children or other parents.

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Teachers will report any behavioral events occurring in the center as soon as possible. If needed, we can create a behavior management plan designed with teachers and parents and specialists to improve behavioral outcomes. By design, it is our desire the undesirable behaviors will decrease, and cooperative behavior will rise to safe and acceptable standards. (see the Discipline and the Aggression and Unsafe Behavior Policies for greater detail)

In those instances when a behavior is very disruptive or harmful to the child or other children, the issue will be discussed with you. If an intervention can be made and will warrant success, the child can remain enrolled. If we cannot effectively meet the needs of your child, you will be asked to make other childcare arrangements. The program will assist you to the best of our ability to help find the most appropriate and successful arrangement. Thank you in advance for your assistance!

TRANSPORTATION POLICY

Families First Childcare is not currently offering families transportation for their child(ren).

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RESPONSIBILITIES OF THE SCHOOL

1. To provide qualified and competent teachers.
2. To provide a school environment that is optimal for early childhood and school-age education.
3. To keep parents informed on the performance of their child at least two times per year.
4. To assess each child a minimum of three times a year against developmentally appropriate milestones.
5. To hold a quarterly parent night event with strategies, guest speakers, or skill development for children by developmental ages.
6. To provide every safeguard of protection for the health, safety and welfare of the students.
7. To provide fair standards of conduct and to enforce those standards through age-appropriate discipline.
8. Our first responsibility is to the physical and emotional safety of your child, according to the Child Abuse Reporting Law used to meet Services for Children and Families standards. If we have reason to be concerned about abuse, we are mandated by law to report suspected incidents of abuse and neglect to DHS (Dept. of Human Resources for Children and Families).

RESPONSIBILITIES OF THE STUDENTS

1. To be considerate of the rights/property of other students, staff and school.
2. To follow the regulations of the school and respect the authority of teachers and other staff members.

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3. Leave personal items such as toys, technology devices, jewelry, or other precious items at home for safe keeping.

RESPONSIBILITIES OF THE PARENTS

1. Provide necessary information on registration forms.
2. Ensure that the child's immunizations are kept up-to-date and provide the immunization information and physician's signatures required by state regulations.
3. Maintain and bring current daycare records of any contact information changes.
4. Adhere to the hours of operation.
5. Supply meals in proper containers and ready for serving - see notes above.
6. Abide by the health and safety policies. Do not come into the classroom without approval by the teacher.
7. Provide teachers with information that would be helpful to ensuring educational and care needs.
8. Keep personal items at home as the center will not be responsible for lost or stolen items.
9. Maintain accurate and up-to-date information on emergency contact information, authorized individuals to pick-up your child, and any changes to your personal information.
10. Never send an unknown individual to pick up your child. We will not release him or her to a stranger.

EMERGENCY CONTACT INFORMATION

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Please update your home address, home, work and cell numbers and emergency contact information each time there is a change. This is very important in case of an emergency!

VOLUNTEERS

The Families First Childcare Center very much appreciates and encourages parents volunteering or visiting the classroom. We are required to complete safety training and fingerprint checks for all individuals over the age of 18. We require all parents/volunteers to enroll in the Central Background Registry. This is a state registry that is required by the state department of education. The center adheres to the childcare laws. All adults are required to enroll in the registry before they can work or volunteer in a supervisory role. Events such as parties and celebrations do not require a background check but if you would like to volunteer keep in mind, *it takes about 8 weeks to complete the process.* We encourage all parents to enroll ASAP in the Central Background Registry if they want to or think they may want to volunteer. Please see the handout for more information to enroll online.

TUITION:

1. Pay tuition in full at the beginning of the month.
2. Unless arrangements have been made previously, payments made after the 5th of the month will be assessed a \$5.00 late fee.
3. Tuition is:

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0-24 months is \$850.00 a month
24-35 months \$750.00 a month
36-60 months \$500.00 a month
School Age is \$350.00 a month.

PROGRAM RULES:

1. Deliver and pick-up your child within specified time (See arrival and departure policy).
2. For preschool age children: children need to be present by 8:30 and stay until 11:30 Monday through Thursday to receive their academics.
3. At drop-off, always leave the child with an adult and fully engage in visual and verbal contact between teacher and the adult before dropping off for the day.
4. Keep your child at home when he or she is displaying signs of illness (See Illness policy for more details).
5. Arrange to get your child promptly if he/she becomes ill during the school day.
6. Notify the school if the child has a communicable disease (See Prescription and non-prescription Medication release for anything given at the school).
7. Notify the school promptly of any changes in attendance.
8. Comply with conferences as scheduled to discuss a child's progress.
9. Take any questions and concerns to the teacher first. If not resolved, contact the Director.
10. Provide the means for your child/children to be prepared for school each day with weather appropriate clothing, Diapers/wipes, formula, well-fitting shoes, ample supply of food, and a well-rested child.

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11. Be involved in school activities.
12. No personal items are allowed at FFCC.

Families First Childcare Center Potty Training Policy

For children in the infant or toddler classroom, we will work with the parents to assist in potty training your child. However, we will require multiple clothing changes and the child will continue to need disposable training pull-up style diapers.

Once a child moves into the 3-year-old classroom, if they experience multiple toilet-training accidents at school, the child will have staff working closely with parents to develop a plan to help the child avoid future accidents.

Urine and feces are considered biohazardous materials and must be dealt with accordingly. We do not have the necessary staff to have one teacher cleaning up the child and the flooring (according to the biohazardous material handling process). while maintaining correct ratios in the classroom with the other students. Additionally, educational expectations cannot be met when teachers are actively engaged a large portion of the day in toileting activities. Please understand that our Families First Child Care staff are not equipped to handle such accidents in the preschool classroom. (see the complete Potty-Training Policy for more details)

Illnesses/Sick Students

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(See also the Illness Policy and the Exclusion Policy)

This policy has been designed to protect your child from contagious illness. We ask that you respect it if your child is ill so that his/her classmates will also be protected from contagious illness. Your child may return to class when all signs of the contagion have passed, or your doctor releases your child to attend Families First Childcare Center. A written note from your physician may be required. Please call the school and let us know if your child will not be attending due to illness.

Contagious illnesses include but are not limited to, colds involving excessive sneezing or coughing, runny nose, strep throat, head lice, conjunctivitis (pink eye), fever, vomiting, diarrhea, chicken pox and the flu.

If your child begins to run a fever, vomit or have diarrhea, we will contact you to take your child home as soon as possible both for his/her comfort and the protection of his/her classmates. We will make your child as comfortable as we can while keeping him/her as separate as possible from the other children.

Please do NOT return your child to school until he/she has been symptom free for 24 hours. If your child is on antibiotics, please wait a full 24 hours before the child returns to school.

If your child is lethargic and unwilling to participate stating that he/she doesn't feel well, though not showing any of the above-mentioned

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symptoms, the teacher may choose to call you to help assess your child's wellness for the day.

MEDICATION

All medications, both prescription and non-prescription must be in the original container with the pharmacy label.

A completed MEDICATION AUTHORIZATION MUST ACCOMPANY ALL MEDICATION.

If your child has an allergy that requires an epi-pen or other crucial life saving devices on site it is your responsibility to provide the medicine, and you must complete the medical forms before your child may start school.

Head Lice Information and Treatment

Head lice are found on scalp hairs, especially on the back of the neck and around the ears. Their nits are glued to individual hairs, close to the scalp. Head lice are not found, nor do they survive on animals, such as cats or dogs.

CHECK EVERY MEMBER OF THE FAMILY!

What are the indications of head louse infestation?

Acute itching and very tiny red bite marks behind the ears and on the scalp, particularly at the back of the neck, are indications of head louse infestation. The surest and easiest way to determine an infestation is to look for nits attached to hairs. Flecks of dandruff, shampoo residues, hairspray or other extraneous material may be mistaken for nits unless closely examined.

What do nits look like?

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Nits are yellowish, oval and about 0.8mm (1/32 of an inch) long. One end is slightly flattened and bears an operculum, or cap, much like a cork in a bottle. The egg is permanently attached to a hair with a glue-like substance secreted by the louse. The cap of the egg points away from the hair at about a 30-degree angle. Freshly deposited eggs are usually close to the scalp.

What is the life cycle of the head louse?

Seven to nine days after attachment of a nit, a nymphal louse hatches from the egg. Due to hair growth then it is about one-fourth inch from the hair base at this stage. When nits are found beyond this point either the nymph has emerged or the egg is no longer viable. Over a period of 2 - 2 ½ weeks, the nymph grows and emerges as an adult. Adult lice can live for 20 to 30 days during which time the female can deposit between 250 and 300 eggs.

What disease can head lice transmit?

None. Unlike the body louse, the head louse has not been implicated in the transmission of louse-borne typhus, trench fever or relapsing fever. However, an untreated infestation may lead to infections from scratching the irritated scalp.

How do head lice spread?

Head lice spread by direct person-to-person contact, or indirectly by inanimate objects. Indirect transmission may be by exchange of combs, headwear or bath towels, placing hats and coats together, or by any other exchange or close contact of personal items.

Can lice jump from one person to another?

Lice cannot jump. They are capable only of reaching out and grasping a hair or piece of fiber and pulling themselves to it. If they are accidentally dislodged, and fall onto a smooth surface, they can crawl.

How is a head louse infestation be eliminated?

Once one person in a household is found to have head lice, everyone living in the house should be checked for lice. A physician or pharmacist can recommend over-the-counter preparations that are available for treatment. Such products include "Nix" or "Rid".

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Success of the treatment will depend upon faithfully following directions and disinfecting inanimate objects such as headwear, combs, brushes, and bedding. Before treatment, shampoo with a shampoo that contains no conditioners to remove all oil from the hair. After treatment, remove all nits with a specially made fine-toothed comb, tweezers or your fingernails. An animal flea comb works very well. Reapply medicine in 7-10 days. To be sure that all lice are destroyed.

ALL PERSONS LIVING IN THE SAME HOUSEHOLD MUST USE THE PEDICULOCIDE THE SAME DAY!

WASH CLOTHES, BED LINEN AND TOWELS. Use hot soapy water and dry on a hot cycle for at least 20 minutes. Items that are not machine washable must be dry cleaned or stored at room temperature in a tightly sealed plastic bag for at least two weeks. Items such as headphones and helmets should be similarly bagged and stored. You may also vacuum non-washable items.

SOAK COMBS, BRUSHES, ETC., IN HOT WATER. Soak all items in hot water (at least 130°f) or rubbing alcohol for 10 minutes.

VACUUM EVERYWHERE

To make sure the rest of your home is louse free, you should vacuum carpets, pillows, mattresses, upholstered furniture, and even the car seats. Discard the vacuum bag promptly.

Head lice cannot survive without a human host. They cannot survive on family pets. Choose an effective treatment, use as directed, and perform the steps listed above to eliminate head lice from your home and to help prevent their spread in the community.

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