

**Parent Handbook**

**January 1st, 2024**

Our handbook outlines all policies and procedures. This handbook will help parents know what to expect from us as your child care provider, as well as understanding the support we need from you as their parents. We believe honest and consistent communication is a crucial foundation for families and their provider, our goal is that this handbook helps set that foundation.

**CONTACT INFORMATION**

Brooke Maycie Miranda

Owner

503.726.9972

wiseowlpreschoolandchildcare@gmail.com

[www.wiseowlpreschoolandchildcare.com](http://www.wiseowlpreschoolandchildcare.com)

1st Ave House - Location #1

880 South 1st Ave

Cornelius, Oregon 97113

Primary Phone: 503.726.9972

Secondary Phone: 503.718.8613

Additional Phone: 503.718.8508

Heather House - Location #2

700 South Heather St

Cornelius, Oregon 97113

Primary Phone: 503.726.9972

Secondary Phone: 503.718.8613

Additional Phone: 503.718.8508

Wrenfield House – Location #3

6686 Southeast Wrenfield St

Hillsboro, Oregon 97123

Primary Phone: 503.726.9972

Secondary Phone: 503.718.8613

Additional Phone: 503.718.8508

**Parking for Pick-ups and Drop-offs**

Cornelius Locations:

The driveway is always reserved for parents to utilize.

**DO NOT**

Park in the middle of the driveway **or** block another car in the driveway,

Please be courteous to other families who may arrive after you.

If there are already 2 cars in the driveway you may choose to park on the street or circle the block until a space is available.

**Hours of Operation**

Monday-Friday 6:30am-5:30pm

Our business day ends at 5:30pm but we try to have all children picked up by 5pm, or as close as possible, to give staff time for end day of cleaning and set up for next day

**Wise Owl Preschool & Child Care**

**(Owners, Employees, Volunteers)**

Are not available for night or weekend care. Please respect this policy as our staff love your children but this is their job, and at the end of the day, they also have families they are devoted to at home.

**Our Mission & Philosophy**

Wise Owl Preschool & Child Care encourages families to guide their children on a journey of learning and growing through life, molding your child’s future with a child care provider that gives you peace of mind while you’re away from them. We will inspire and motivate your children beyond compare, while providing a safe and caring atmosphere. We will always serve quality meals; we believe healthy and balanced meals are critical to the foundation for children to be engaged both physically and mentally through all activities in our day. Maintaining a clean and organized environment ready for your child to learn and grow through a curriculum system that uniquely weaves research-based skills into playful games and projects. As children participate, they naturally grow in all areas of development.

**Communication**

Communication is of the up most importance to us. Prior to joining the Wise Owl Family, we want to be sure that we share the same philosophy in caring and teaching your children. We are here to answer any questions you may have please don’t hesitate, your honesty and openness is extremely important to us.

As a means of always keeping communication open and available while your children are in care, we utilize Brightwheel.

**Brightwheel** is an amazing resource for parents! As a parent using the Brightwheel Parent app, you have access to real-time updates about your child’s day, a messaging center for easy communication with your child's teacher, and information about your child's daily schedule. For example, we will add to your child’s profile activities they have been involved in, diaper changes, each meal, nap, and any supplies they may need. We will always do our very best to get a photo in for an activity they were really enjoying or while they are outdoors playing with their peers. We welcome parents like the phots and feel free to send us messages at any time.

You’ll also use the Parent app to view and/or pay invoices and manage your child attendance in app by checking them in upon arrival and pick up. You can also mark your child absent if they are staying home for some bonding time, vacation, or even sick.

We will utilize Brightwheel to send out all communication to parents such as policy updates, field trips, or communicable diseases. Urgent information such as quarantine closures and inclement weather information (dangerous air quality/snow days) will also be sent out via Brightwheel, both as a message and text alert. We will always have someone at the door for drop-offs and pick-ups. We ask that parents utilize the Parent app to check their child in each morning by scanning our QR code with their device. Please “add info” in the app the last time the woke, ate, and was changed if they are under 12 months. For pick up we ask parents to use the app to let us know you’re on your way, send us a quick message in your app to alert us when you are 10-15 minutes away. We will do our best to have your little one ready for pick up each day.

Verbal communication at the door in the mornings and afternoons is also extremely important. This is a time for parents to let us know how your child’s night and morning went as well as for us to tell you about your child’s day. We prefer any negative information about your child, for example behavior or emotional concerns, remain private by utilizing Brightwheel message center and/or scheduling a conference away from other listening ears. Your family’s privacy is important to us as well.

All communication between parents and Wise Owl Preschool & Child Care staff must remain honest and respectful. If a parent is disrespectful to anyone employed by or associated with Wise Owl Preschool & Child Care, we will terminate care immediately.

If there is ever a concern that cannot be relayed to staff or input in Brightwheel feel free to call, text, or email Maycie Miranda.

**Supplies Parents Provide**

12 months & under

Diapers

Diaper Ointment/Cream & Sunscreen

(Maycie recommends Burt’s Bees ointment)

Breast Milk or Iron Enriched Formula

(at least a work week’s supply)

2-3 Bottles

(We strongly encourage glass bottles; they can be washed in a high-pressure dishwasher for proper sanitizing.

3 Sets of Extra Clothes

(Seasonally appropriate)

1 Wet Bag

(If your child has a blow out or accident, we will place soiled clothes in this bag)

1 Approved Safe Sleep Sack Bring on Monday Wash on Friday

13 months & up

Diapers or Pullups if needed

1 Wet Bag If still potty training

Tennis Shoes/Rain Boots

Swim Gear & Sunscreen/Sweater/Rain Jacket

1-2 sets of extra clothes for accidents

1 Helmet

1 Roll-up nap Blanket Bring on Monday Wash on Friday

(We recommend the following brands: JumpOff Jo, Wildkin, & Moonsea)

**1 Muddy Buddy Coverall for any child 8months+**

**Breastfeeding Promotion and Support & Breast/Bottle feeding Policy**

**Background Information:**

Breast milk is the ideal food for infants to both nourish them and protect them from illness.  Exclusive breastfeeding is ideal nutrition and sufficient to support optimal growth and development for the first 6 months of life. Gradual introduction of solid foods in the second half of the first year should complement the breast milk diet. Continued breastfeeding is recommended throughout the first year and thereafter as long as is mutually desired.

**Breastfed children have reduced risks for:**

* ear infections
* upper and lower respiratory infections
* diarrhea
* sudden infant death syndrome (SIDS)
* obesity
* juvenile diabetes
* allergies, asthma and eczema
* some types of childhood cancer
* Crohn’s disease and ulcerative colitis

**Breastfeeding is good for mothers because it:**

* helps them get their bodies back in shape after pregnancy
* helps them feel good about themselves
* takes less time than using infant formula
* saves money

**Breastfeeding is good for child care providers because they have:**

* babies with less colic and spitting up
* diapers that do not smell bad
* babies who are sick less often
* breast milk that does not stain clothes
* mothers who feel good about child care because they can continue to breastfeed their babies.

**Breastfeeding helps everyone because:**

* leads to healthier people
* lowers food costs for families because they do not need to buy infant formula
* makes less trash and pollution because there are fewer cans to throw away

Today, whether by choice or necessity, the majority of mothers of infants under 1 year of age are either employed or in school. Therefore, millions of infants spend part of most of each day in a variety of child care settings. With so many infants in child care, we play a vital role in supporting a mother’s continuation of breastfeeding.

**Intent of Policy**

This policy is designed to assist child care providers in supporting breastfeeding mothers and infants and in protecting the health of breastfed infants. The information in the policy meets minimum licensing requirements for Child Care Centers and Family Child Care Homes.

**Intent of Child Care Program**

We support and encourage the breastfeeding mother’s decision to continue to breastfeed her child. In keeping with this philosophy, our program will:

* Provide a welcoming atmosphere that encourages mothers to initiate and continue breastfeeding after returning to work or school.
* Train staff on the benefits of breastfeeding and on the practices that support a breastfeeding mother.
* Train staff to provide accurate basic breastfeeding information and referrals for breastfeeding support when necessary
* Train staff on how to store, handle and feed breast milk
* Provide a designated space for mothers to breastfeed their children on site (such as a rocking chair)
* Feed infants on demand and always hold them during feedings.

**Assisting the Breastfeeding Mother/Infant in the transition from home into the child care setting**

Work with parents to develop a process for familiarizing the infant with bottle feedings prior to starting child care.

Develop a feeding plan with the parents.

If the infant does not feed well from a bottle, consider the use of a cup or spoon for feeding during the transition period.

Ask the mother to bring in her expressed breast milk in an unbreakable container.

**Handling and Storage of Breast milk**

All breast milk will be labeled with the infant’s full name (first and last name) and the date it was brought to the program.

Breast milk will be stored in a designated space within the refrigerator and freezer.

Frozen breast milk will be stored for no more than 2 weeks.

Rotate storage containers so breast milk with the earliest date is used first.

Frozen breast milk will be thawed in the refrigerator, under running water or in a pan/bowl of warm water.

Frozen breast milk will be stored at 10 degrees Fahrenheit or less.

Do not refreeze breast milk.

Staff will wash their hands using proper hand washing technique before handling breast milk

Breast milk will be warmed under running water or placed in a container of water that is not warmer than 120 degrees fahrenheit.

**DO NOT microwave breast milk. Microwaving can destroy protective factors present in breast milk and can create hotspots in the milk that can burn the**

**baby’s mouth**.

The Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health  Administration (OSHA) both consider breast milk to be “food” and not a “body fluid”, so universal  precautions are not necessary (gloves do not need to be worn when handling breast milk) and  breast milk may be safely stored in the same refrigerator as other foods.

**Feeding Breast milk to Baby**

Pay attention to hunger signs and adhere to “cue feeding”, since crying is a late sign of hunger.

Always hold a breastfed infant during feeding **(never prop a bottle for any infant)**.

Avoid feeding a breastfed infant right before the mother arrives to pick the child up, since this is an ideal time for the mother to nurse and this will help mother keep a good milk supply. Discuss this issue with mother to learn her preference.

To limit the amount of breast milk that must be thrown away, initially fill bottles with less milk than you think will be necessary for the feeding. Have additional breast milk available to add to the bottle if needed.

Throw away the contents of any bottle not fully consumed in one hour. Leftover breast milk from a bottle fed to a baby cannot be refrigerated and used later.

Return any unused refrigerated breast milk to the family at the end of the day (unfrozen breast milk can only be kept at the child care program for 12 hours).

In the event that an infant has been fed another child’s bottle of breast milk, this shall be treated as an accidental exposure to a body fluid. We will inform the parents of the child who was given the wrong bottle and suggest that they notify the child’s health care provider of the exposure. We will also inform the mother whose milk was accidentally fed to the wrong infant and ask if she would be willing to share any information about her health status with the family of the exposed infant. If an incident such as this should occur when Maycie, The Primary Provider/Owner, is not present staff shall immediately inform Maycie of the occurrence via phone call and/or text, and an incident report should be completed.

**Breastfeeding Resources**

Within Reach, 1-800-322-2588 or https://withinreachwa.org/

A nonprofit organization with a statewide toll-free hotline for health information. Breastfeeding information includes answers to commonly asked questions, breast pump rental information and referrals to local lactation consultants. Services are free and interpreters are available for non-English-speaking callers.

La Leche League, 1-800-La-Leche or www.lalecheleague.org

An international, nonprofit, nonsectarian organization dedicated to providing education, information, support and encouragement to women who want to breastfeed.

WIC (Women, Infants and Children Supplemental Nutrition Program), 1-800-322-2588

The WIC program offers eligible families nutrition education, supplemental foods, breastfeeding counseling and encourages referrals to community health resources.

**Safe Handling of Infant Bottles in Child Care**

* Label all infant bottles with the baby’s name and date. We ask parents to label bottles before bringing them. We will have labels and a marker on hand in case they forget.
* Store prepared bottles in the refrigerator.
* Wash your hands carefully with soap and water before preparing any bottle.
* Do not warm bottles in the microwave. Uneven heating may cause hot spots, which can burn a baby’s mouth. Cover all bottles during storage.
* Prepare formula infant feedings according to instructions. Add the right amount of water to ensure that the infant gets adequate calories and nutrients.
* Throw away any breast milk or formula left in a bottle after feeding. If too much seems to be going to waste, record the amount usually used and prepare a smaller amount. We may ask parents to save breast milk in smaller bottles.
* Clean reusable bottles and nipples thoroughly after each use. Bottles and nipples provided by Wise Owl Preschool & Child Care will be washed in a high heat dishwasher.

**Appropriate Bottle-Feeding in Child Care**

* Feed infants whenever they seem hungry. Babies need to eat frequently, especially if they are breastfed. We expect to feed infants approximately every two to three hours.
* Meet individual infants’ needs.  We feed each infant on an individual schedule, we don’t expect all babies to be hungry at the same time. Babies grow rapidly and hunger needs change quickly.
* Hold babies when you are feeding them. Holding infants during feeding helps them feel more safe and secure. Holding babies also reduces the risk of their choking on breast milk or formula.
* NEVER give bottles to infants in their cribs. If an infant falls asleep while feeding and an adult is not present to remove the bottle, milk may remain in the mouth during sleep. The sugar naturally found in this milk can cause cavities in new or forming teeth. Teeth with cavities may hurt or break, making it difficult for a child to chew.
* Never let infants or toddlers carry bottles. They can easily fall and injure themselves. Children who carry bottles may share sips with other children, which increases their risk of sharing infections.

**Meals**

We provide a healthy whole Breakfast, Lunch, & Afternoon Snack daily.

**Breakfast Serves 8-8:30am Lunch Serves 11-11:30am Snack Serves after naps between 2-3pm**

We follow USDA Food Program guidelines for all meals served. If your family has any dietary restrictions, we do our best to accommodate those needs. While we strive to accommodate those needs, we ask parents to be prepared if we are unable to meet specific needs you may also choose to provide your child’s meals. If you choose to provide your child’s meal, it is required that you also follow the USDA Food Program guidelines when suppling their meals. Milk or Water are the only beverages we will provide unless for a field trip or special celebration.

**No Candy or Juice**

We try to keep sugars to an absolute minimum. Natural sugars in fruits and veggies are acceptable. Special celebrations such as birthdays or holidays we will plan and inform families via our Brightwheel calendar, so you’ll be aware if your children have had sweet treats.

**Warning foods served in our kitchens may contain the following**

**egg, dairy, nuts, seeds, fish, soy, & gluten**

please inform us if your child has any food allergies

**Curriculum**

We provide an infant, toddler, & preschool age program. We utilize Mother Goose Time curriculums, a variety of toys, learning materials, reading, games, outdoor activities, sensory activities, music and so much more.

We believe by encouraging a healthy independence of life skills builds a foundation for successful learning from birth through all ages. As educators walking hand in hand with children, we can learn and grow together. As children learn through everyday experiences, we utilize the mother goose time tools to help extend their learning as they explore the classroom, community, and everything in the world that surrounds them. Our program grows with your child from birth through age 5.

**Potty Training**

We are happy to help be a part of your child’s potty training journey, but we will not do it alone. When your child shows signs of readiness you may let us know, we will watch for the signs at care and let you know when we see interest as well. Once interest is established, we will work together to determine a good time to start. Once we begin, consistency and confidence is important, if we aren’t consistent and confident it could drag out or even cause the child to regress. Let’s make a plan, be ready, and hit this milestone!

**House Rules:**

No shoes past the foyer. The children will be taught by example here to have respect for themselves and each other. They will also be taught to respect the home (this includes NO RUNNING in the house walking feet only), property, and possessions. Lastly, have fun!

**Behavior Guidance & Discipline Policy**

A positive approach to discipline will be used here at Wise Owl Preschool & Child Care. It is important a child’s development is nurtured through caring, patience, and understanding. However, we may need to respond to your child’s misbehavior. Hitting, kicking, spitting, hostile verbal behavior, and any other behavior that could result in the injury of another child are not permitted.

In response to misbehavior, we will respect your child, establish clear rules and be consistent in enforcing these rules, use positive language to explain desired behavior. We will speak calmly while bent down to your child’s eye level, give clear choices, redirect your child to a new activity, ask your child to go to the calming corner (see below), place your child in a time out for no longer than one minute per year of your child’s age, if necessary.

Wise Owl Preschool & Child Care will not use Corporal punishment, it is strictly prohibited. We will not use threats or physical punishment of any kind even if requested by parents. We will not deprive your child of food or other basic needs, nor will humiliation or isolation techniques be used by any staff member, parent, or volunteer.

Failure to comply with this policy as a staff member or volunteer will result in immediate termination. Failure to comply with this policy as a parent on the premises or on any field trip or group outing could result in termination of the enrollment of your child with Wise Owl Preschool & Child Care.

If your child’s behavior is very disruptive or harmful to themselves or other children in our care, we will discuss those issues with you privately. If the issues can be resolved no further action will be required. If we are unable to resolve the issues you may be given notice and asked to make other arrangements.

As a parent you may have concerns or suggestions you wish to share or offer. Please, inform us immediately. We may modify this plan based upon an agreement as long as it does not negatively impact any other children in care.

**Biting**

Biting is unfortunately not an unexpected behavior for toddlers under 3 years old. Children over 3 years old may bite; however, it is less common. Some children and many toddlers communicate through behavior. Even though it can be normal, biting can be harmful to other children and to teachers. This biting policy has been developed with both ideas in mind. We understand that a child biting other children is one of the most difficult behaviors to deal with in a home preschool and childcare setting. It can occur without warning, can be difficult to defend against, and provokes strong emotional responses in the biter, the victim, the families, and the teachers involved. Wise Owl Preschool & Child Care also cares for mixed age-groups which also can present benefits and unique challenges in regards to children that bite.

**This policy also applies to other aggressive and disruptive behaviors**.

For many children, the biting stage is just a passing problem. Toddlers/children try it out as a way to get what they want from another child. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

In order to alleviate some of triggers for biting, Wise Owl Preschool & Child Care has the following practices in place that are known to help prevent incidences of biting in small children.

• Quality relationships: Teachers develop nurturing relationships with the children and gets to know each child individually. Staff is given many opportunities for professional development to help he/she learn ways to build quality relationships with the children.

• Environmental influences on child’s behaviors: Children are given opportunities to work in both small and large groups; there is a variety of work and children are taught how to share “work;” the environment in a classroom; and staff are very aware of and willing to help a child that is feeling overwhelmed.

• Targeted social-emotional supports: Children have a daily routine that they follow which consists of circle time, time to pursue own work, and snack time. Children learn early how to navigate classroom transitions in a way that helps them build confidence and alleviate stress. Teachers talks about emotions/feelings through books and other work and teaches strategies such as yoga to help children learn to calm themselves.

Every time there is a biting situation, the Director and Owner will evaluate all circumstances surrounding the bite to see if there is something more we can do to prevent a bite from occurring again.

Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur: We strongly disapprove of biting. Our job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.

2. Parents are notified.

3. An “Accident/Injury” report is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child “NO! DO NOT BITE!” We say this without emotion or judgement.

2. The child will be placed in time out following our behavior guidance policy above.

3. After the time-out is over, we will talk to the child about why the biting happened. If the child doesn’t have many words, we will give them the words to express their emotions. We will talk about what we can bite. For example, food, teething ring, etc.

4. The parents are notified. We will ask that the parent pick the child up from school after every biting incident

5. An “Accident/Injury” report is filled out documenting the incident.

The day the child that bit returns to school:

1. The child will be warmly greeted by their teacher.

2. We will talk about the previous day’s incident as a reminder that we do not bite our friends or teachers.

3. We will show the child what they are allowed to bite.

4. The child will be closely monitored by the teacher to give the extra support if needed.

When biting continues:

1. If a child inflicts 2 more bites in a 5 day period the parents will be asked to make other child care arrangements immediately. For example, if your child attends school on M/W/F, the 5 days would be M/W/F/M/W. 3 bites in a 5 day period means that the child cannot return to Wise Owl Preschool & Child Care. If a child attempts to bite and a teacher intercepts that bite, it will be considered a “biting incident.”

2. Each time a child bites, we will ask the parent to pick-up the child from the school. 3. We will also enter daily “behavior reports” into Brightwheel towards the end of the day, so that the parents are informed about the child’s behavior that day.

**I know that it is an extremely controversial policy to ask parents to pick-up a child after each biting incident. We have this policy in place because we value safety above all else. If children in our care are not safe, then nothing else that we are doing in program really matters.**

Positive Reinforcement for Children that bite: These are techniques that parents and teachers need to BOTH use to stop biting/aggressive behavior.

-Positive words: The child will be given positive attention and approval for positive behavior. We try to catch the child doing things right throughout the day- even the small things.

-Consistent Routines and Schedules: At school, we have the same schedule every day. This allows the child to know what to expect each day. When a child knows exactly what time they will have dinner, go to bed, be dropped off at school, etc. it can help lower the child’s anxiety. We highly encourage parents to have a consistent daily schedule for their children- regardless of age.

-Bedtime: Having a consistent bedtime routine is also very important. If children are over-tired, they are more likely to get frustrated more easily. A child should know when to expect their bedtime routine to start each night. It might also help to evaluate whether or not your child is getting enough sleep each night. Maybe your child needs to go to bed at 7pm each night instead of 8pm on school nights to ensure they are ready to learn the next day.

-Read Books about Biting and desired behavior. It is a good idea to replace bedtime books with books about biting and desired behavior. This also opens the conversation with your child about what the behavior expectation is.

-Choices: Whenever possible, we will give children choices. Would you like to paint inside or outside? Would you like to wear your tennis shoes today or rain boots? All of these choices result in the same outcome- the child completed today’s art activity or my child has shoes on their feet, but taking away the power struggle can lower frustration levels.

-Age appropriate expectations/boundaries: At school, we work on life skills all day long. One of the age appropriate expectations of our toddlers and preschoolers is that they clear their dishes after eating. We expect that each child do that before moving on to washing hands and then to their next activity. If the child leaves the table without doing what they were asked, we will gently remind them to do it. We will redirect them to the table until they have successfully cleared their spot. We do this all day, every day with activities like handwashing to participating in circle time. We highly encourage parents to do the same at home. If it is your expectation at home that your child complete a specific chore daily, then it is so important that you hold them accountable to that.

-Chew Necklace or teether: If the child needs something appropriate to bite, there are biting necklaces made of silicone that your child can wear around their neck. There are also bibs with silicone teethers at the end that can be worn as well. Parents are welcome to bring something for their child to use and/or keep at school.

Constructive Reinforcement for Children that bite:

In a preschool or childcare setting, we want to celebrate the positive things we find the children doing. When there is a serious incident like biting, we want the child to understand that the behavior is undesirable.

-Time-out: We reserve time-outs for serious behavior issues; biting is one of them. It important to us that all time-outs are lead the same way each time. Consistency is key.

**We will follow these steps in every biting, hitting, kicking, & spitting incident.**

**Time In/Out**

We utilize a Calming Corner: a quiet cozy space with sensory items, books, and activities to help your child calmly collect themselves as well as learn to identify their feelings and explain them to another person. A teacher always joins them or if the child would like alone time, a teacher will join them when the child says they are ready.

We believe in teaching children social and emotional skills just as we teach them their ABC’S & 123’S. We follow guidance on emotional regulation, resilience, and empathy. If we teach children how to connect with their feelings and share them with others before correcting their behavior, children will have healthy and resilient lifelong skills of connection and joy they need as they grow.

TAME TANTRUMS: Behavior is communication. The tools we utilize teach children about emotions in daily, playful ways.

CONNECT PLAYFULLY: Play is learning! Children who feel safe and connected have an easier time listening and cooperating.

BE THE CHANGE: Providers and parents learning to discipline without yelling, shame, or blame. We will encourage all families to utilize the same tools at home, ask us about parent resources we’d love for your family to be apart the same program from home.

***When children feel safe and connected, they are ready and able to learn!***

**Illness Policy:**

It is not always easy to decide if a child should remain at home due to an illness. Children who come to child care are expected, with few exceptions, to participate fully in child care activities. Our primary goal is to keep all children healthy while in care, we want to stop the spread of illness to any children as soon as possible. Children who are sick should not be brought to care nor should parents medicate their children to reduce symptoms while present. Children brought to care while sick will quickly get the other children sick. Please notify us if your child is too sick to come to care by using the Brightwheel parent app. If your child becomes sick while in care, we will notify you immediately.

Children who are exhibiting the following symptoms will be sent home or should remain home:

* **Fever of 100 degrees or higher**
* **Vomiting, Diarrhea or Severe Nausea**
* **Rashes:** rashes or patches of broken, itchy skin should be examined by a doctor if it appears to be spreading or not improving.
* **Sneezing/Runny Nose**
* **Coughing/Hoarseness**

A child who is too ill or is running a fever of 100 degrees or higher while in attendance will be isolated from the other children and be made as comfortable as possible. The parent will be notified of their child’s illness and will be required to pick up their child within 30 minutes.

**Covid Symptom Guidelines**

**The family must contact their doctor and get tested for COVID-19 AND remain home for the required quarantine period for negative or positive tests. If positive, the child may return when they have been fever & symptom free for 24 hours OR a minimum 5 day quarantine before they are accepted to return to child care and must provide a copy of the Covid results prior to returning to care.**

* **IF YOUR CHILD OR ANYONE IN YOUR HOUSEHOLD OR SOMEONE WHO YOUR FAMILY HAS BEEN IN CLOSE CONTACT WITH TESTS POSITIVE FOR COVID-19 YOU MUST PLEASE REPORT THIS BACK TO YOUR CHILD CARE PROVIDER SO THAT WE MAY NOTIFY ALL FAMILIES OF EXPOSURE AS SOON AS POSSIBLE.**
* Children with communicable diseases shall not attend childcare. Examples of communicable diseases include but are not limited to:
	+ Chicken Pox, Influenza/Cold, Pink Eye, Measles, Mumps, Strep Throat, Corona Virus (COVID-19), Lice, Whooping Cough, Scarlet Fever, and Hand-Foot-Mouth
* It is important that you notify the provider if any medication has been administered to your child within the last 24 hours. Should there be a medical emergency it is crucial to report whether or not the child is on medication.
* All prescriptive and non-prescriptive medications (including diaper rash creams and sunscreens) that need to be administered at child care by the provider requires that the parent complete an Authorization to Administer Medication Form (included in our electronic enrollment form).
* If your child is **prescribed antibiotics**, the child must be on them for a minimum of 24 hours before returning to care. This includes ear infections.
* If your child receives any **immunizations,** they must remain home for 24 hours so that parents can monitor their child for fevers and/reactions to that vaccine.

**Please Note**: A doctor’s note is required for parents to provide if your child has been asked to test or be diagnosed. Based on symptoms, your child’s return to care is at the sole discretion and caution of the primary provider on shift.

For example, but not limited to… your child still has a rash on their body that isn’t healed, your child has green snot running from their nose, your child is clearly displaying discomfort/excessive crankiness whining, crying, needs to be constantly held. Needs more care than we can provide without disrupting our activities, risking the health and safety of the other children in care, or isn’t willing to participate in any activities.

**Siblings & Illnesses:**

If there are multiple children in your family that do not all attend care with Wise Owl Preschool & Child Care, we require to have the contact information for their providers &/Or schools for contact tracing purposes.

If you have multiple children in our care and one of your children becomes ill, we require all children in your household to remain home to prevent any spread from home to care from occurring. This means, for example, if 1 child in your household has a cold, and the other 2 of your children are symptom free from a cold they must remain home until the ill child is symptom free. This is because usually if 1 family member gets sick it is highly likely that it will spread throughout their household, while they may be symptoms free, they could be carrying germs from home to care causing more children in care to be out sick.

We highly recommend that families have a backup plan if your child(ren) become ill and must stay home as we cannot care for sick children. We have had families utilize on-call nannies, grandparents, family members, babysitters, and family friends as backup childcare providers.

**Masking Illnesses**

dosing and dropping is knowingly masking a child’s excludable symptoms of illness with any over the counter medications. Please do not do this. A child can have an allergic reaction or side effect to a medication that they previously had no problems with it. As your provider, you need to know if your child has had any medications. This is for your child.

It is also for the safety of the other children care if a child has one symptom (i.e.: fever) and then comes to child care, all of the children and teachers have now been exposed. This create terrible situation if, what was initially thought to be an onset of a cold, turns out to be HFM (hand-foot-mouth) or RSV.

Please not use fever reducers before sending your child to care. If your child is teething you may use topical gels, tablets, or oils for pain. Maycie recommends Camila Liquid Doses Teething Relief & Wellements Organic Baby Tooth Oil. Both are available on amazon prime and in select local stores.

We cannot accept children into care that have be given fever reducers such as acetaminophen or ibuprofen.

A **Dose & Drop** is grounds for immediate termination of child care services. Please help keep all our children and teachers healthy.

**Medication**

We will not administer over the counter or prescription medications without a doctors note. The medication must be in its original container with the child’s name on the container. For prescriptions, the original medication container must list the name of the child, name of the medication, dosage, and name of the physician.

We must have a written Medication Authorization on file for each prescription.

**Immunizations:**

Wise Owl Preschool & Child Care will utilize the Alert IIS online Immunization System for the State of Oregon. All children enrolled must either have their immunization up-to-date or have an exemption on file for each vaccine they choose not to administer. We will pull records upon enrollment as well as every January per state requirements. Prior to requesting a medical or non-medical exemption we will notify parents of missing immunizations from state records. This gives parents the opportunity to update this information if it is not correct or take the classes required to receive your certificate(s) for exemption approval.

Link for exemption resources:

<https://www.oregon.gov/oha/ph/preventionwellness/vaccinesimmunization/gettingimmunized/pages/non-medical-exemption.aspx>

Please note all immunization/vaccine information is private and confidential. This goes for children, Parents, Employees, Volunteers, and Owners.

We will not disclose who does, does not, or partially vaccinates to anyone for any reason. We maintain records required by the state and nothing more.

**We Strongly Believe in Respecting Privacy and Freedom of Choice.**

There will be no requirement nor discrimination including incentivizing for any vaccines whatsoever.

**Each time your child receives any vaccine they must remain home for 24 hours so that parents can monitor their child for fevers and/reactions to that vaccine.**

**Health Checks & Injury Policy**

Each day your child will receive a daily health check. A teacher will evaluate your child by accepting your child at the door, being cautious of visible symptoms such as cough, runny nose, red eyes and/or cheeks, if necessary, will check your child’s temperature before accepting your child and wishing you a good day. If your child has a fever and/or any visual symptoms and does not have a medical explanation for those symptoms you will be asked to keep your child home. This policy ensures all children in care are 100% healthy before entering care.

Once your child has been accepted into care for that day, they will continue evaluating your child we train our staff to recognize if the child is healthy, sick, and/or injured. After they have completed their observation, they will log this in Brightwheel. (These logs are not visible to parents) we will record coughing, runny nose, diarrhea, fever, vomiting, abnormal breathing, skin rash, cuts/scratches, bruises, abnormal behavior, and any other information we feel should be recorded. If your child has had any accidents at home please inform us of what happened if not we will record and inquire but it is helpful to know before your child is dropped off.

If your child is injured while in our care we will comfort your child and assess the situation.

If needed, we will provide Basic first aid.

If there is a serious injury call 911, parents will be notified of the call & the reason for the call via Brightwheel and given the direct contact number of the staff member who transports with the child to the local hospital if that takes place.

If we are ever unsure in any situation of any injury, possible reaction to foods, or even your child isn’t acting themselves causing concern, we will reach out to parents for suggested guidance via Brightwheel.

we understand if your child is injured in our care, no matter how minor the bump, scrape, or bruise how concerning it can be when you find an injury on your child. We will always communicate with you regarding all of the little trips and falls your child has while in our care. Any injury that occurs will have a photo attached (if there’s a mark of any kind) with and explanation of what happened in Brightwheel.

**Enrollment Tuition & Payment Procedures**

All tuition and co-payments are due on or before the 1st of each month for that month’s care.

If tuition is not received by the end of day on the 1st business day of each month a $50 late fee will be assessed and will continue to accrue an additional $5 daily fee until the 10th day of the month. If tuition for that month is still outstanding on the 11th day, your child will not be accepted, and you will be asked to make other arrangements until tuition can be paid in full. If that full month ends without payment of tuition this will be considered termination of services.

DHS assisted payments will be discussed and documented in person, then added to your file. There will not be any exceptions for DHS assisted families, payment amounts that fall under parent responsibility will be due at the beginning of each month for that months care just as stated above.

Additionally:

Parents will be charged $25 for early drop off or late pick. If late pick up exceeds 15 minutes an additional fee of $1 per minute will be assessed until your arrival.

A service fee of $50 will be assessed for any returned checks. We reserve the right to request a cash or cashier’s check for any or all future payments.

Please be aware that although we specify hours of operation, we sign a contract for specific hours for your child and you may be charged additional fees if you pick up or drop off your child beyond our enrollment hours.

Inclement Weather & Closures

Wise Owl Preschool & Child Care will mirror the Forest Grove/Hillsboro School District calendars for holiday and inclement weather closures. Please note, we will not follow each and every closure date. In the event of inclement weather or a natural disaster we may close, alter hours to late start or early dismissal. When these closures happen, we are considering the safety of all families and staff. These closures will be communicated via our Brightwheel message center.

All Wise Owl Preschool & Child Care closure dates will be posted on our Brightwheel calendar not later than January 31st of each new year. Holidays where Wise Owl Preschool & Child Care does not provide care will not be discounted off monthly rates. Holidays parents choose not to bring their child to care and care is open will also not be discounted off of monthly rates unless previously discussed.

Families will receive one vacation discount per year, a 5 day maximum equal to 25% off tuition. This will require a minimum of a 45 day notice prior to the month of the discount for invoicing purposes in Brightwheel. There will be no discounts for single days out of care. We schedule staff based on the number of children enrolled; Thus, we cannot give credit for occasional absences.

Unforeseen Closures

If we close for any reason, parents are still required to pay their tuition. Parents pay for the spot, not necessarily the number of days attended.

Operating during a pandemic comes with increased costs. We will not be able to operate without receiving full tuition, even during a closure. With all of that stated, Wise Owl Preschool & Child Care will do everything in our power to ensure we can remain open! We want to care for your children! We have put this extensive plan in place to ensure we can continue to operate and to provide exceptional care for your child.

Tuition rates are subject to a 6%-10% increase January 1st of each year. If rates increase all families will be notified with a 30 days notice, on or before December 1st.

**Termination**

Termination of care for a child or children by the parent or the provider will be paid by the parent for the termination period.

Termination of care by the parent requires giving a 30 day written notice in advance of the ending date. Payment by parent will be REQUIRED with no refunds for the notice period, whether or not the child is brought to the provider for care.

Reasons for a provider termination may include but are not limited to: failure to pay, failure to complete required forms, lack of parent cooperation, inability of provider to meet the child’s needs, the inability of the child to adjust to childcare or the failure of parent to abide by contract/policies.

Communication between parents and the provider is very important. Termination due to any of these reasons would be a last resort of parents and provider being unable to resolve the issue together. In the event of immediate termination payment by parent will be REQUIRED with no refunds for the following 30days. Wise Owl Preschool & Child Care reserves the right to terminate the care for any reason at any time if deemed necessary. If termination is due to outstanding tuition the Provider also reserves the right to send a final invoice for collection after 60 days if the parent have not made any efforts in communicating or following through with a previous agreement.

**Liability:** ­

Wise Owl Preschool & Child Care is covered by liability insurance both for the premises and for the operations. We strongly advise all families to carry health insurance to cover your children if they become ill. Over the last few years, we have witnessed families experience illnesses and loss with no health coverage the financial strain of medical bills on top of the stresses illness and sadness of loss isn’t something anyone wants on your plate.

**Authorized Persons:**

Occasionally your child may need to be picked up from care by someone other than a parent or legal guardian. Unless the names are listed on your emergency forms, your child will not be released. In case of an emergency, please provide a reliable list of people to reach on your enrollment forms.

**Smoking:**

Smoking is NOT allowed in the home or on the property at any time. This includes all Parents, Legal Guardians, and others who may be authorized to pick up your children.

**Visitation:**

In addition to the Early Learning Division’s written rules and regulations for visitors on site with or without their CBR our policy is as follows…

In the event a visitor is present at Wise Owl Preschool & Child Care (in the home or outside on the premises) at any location all children will always be in sight and sound of an on-duty staff member with all the required training.

If the children need to use the restroom while the visitor is working/fixing/servicing in or on the restroom the visitor will be asked to wait outside unless there is an approved assistant available for supervision.

ALL VISITORS MUST SIGN IN AND OUT OF THE VISITORS LOG

WHEN THEY ENTER THE BUILDING AND/OR PROPERTY.

NO VISITOR SHOULD EVER BE LEFT UNSUPERVISED WITH ANY OF THE CHILDREN

ENROLLED/IN CARE OF/OR CHILDREN OF THE OWNER AND OR STAFF

OF WISE OWL PRESCHOOL & CHILD CARE

A copy of the Parent Handbook will be available to each family on our company website and in Brightwheel. Parents my request a printed copy annually.

By signing our contract, you agree to all the policies, procedures, and terms of the Contract and Handbook updated annually or any time there are changes or adjustments for example new locations or policy updates.

**Cornelius Locations Monthly Tuition Rates**

**Full Time 3-5 days per week**

**Part Time 2 days maximum per week**

Full Time Infant $1800

Full Time Toddler $1600

Full Time Preschool/Potty Trained $1400

Full Time School Age $1150

Part Time Infant $1300

Part Time Toddler $1200

Part Time Preschool/Potty Trained $1100

Part Time School Age $850

**Hillsboro Locations Monthly Tuition Rates**

**Full Time 3-5 days per week**

**Part Time 2 days maximum per week**

Full Time Infant $1800

Full Time Toddler $1600

Full Time Preschool/Potty Trained $1400

Full Time School Age $1150

Part Time Infant $1300

Part Time Toddler $1200

Part Time Preschool/Potty Trained $1100

Part Time School Age $850

**Spring & Summer Camp Rates**

Spring Break Program:

Monday-Thursday 8am-12pm $200

Summer Camp Program:

6 weeks (dates & times: to be determined)

2 days per week with 1 overnight campout $1100

1 Parent minimum must join for overnight campout

*Registration & Non-Refundable Deposit*

All Locations Registration is $35 for the 1st Child and $28 for each additional child.

Cornelius -1st Ave House Non-Refundable Deposit $325

Cornelius - Heather House Non-Refundable Deposit $390

Hillsboro – Wrenfield House Non-Refundable Deposit $390



**COVID-19 Effective March 12th**

All COVID protocols have dropped for the whole state.

This includes childcare and public schools as well.

We have decided to adopt some policies permanently as follows:

1) Masks will no longer be required by staff, children, or parents.

2) All drop offs and pick ups will continue to happen at the door. Parents may come inside! Parents may absolutely choose to continue to stay outdoors if they choose for health/safety concerns or reasons for them not to come inside. We will continue to take temperatures during our health screenings after drop off. If you have any doubts about if your child is healthy enough to attend care, please send a message in Brightwheel before arrival so we can discuss their symptoms.

3) If a child tests positive for COVID, they will need to stay home for 5 days to isolate before they will be allowed to return to care. The day their symptoms began counts as day 0, or if they're asymptomatic day 0 is when they test positive. They must remain home as long as it take for them to be 100% symptom free.

4) If a parent or anyone living inside the home with a child tests positive for COVID, your child will need to stay home for a minimum of 5 days. When the child can return will depend on individual circumstances, such as if the positive person is fully isolating away from the child so additional exposure doesn't occur. A negative test on day 5 will be required for the child to return to care. Please contact me so we can discuss your individual situation and make a plan.

5) We will require a copy or photo of all Covid test results for children, staff, and volunteers. We will accept home tests as long as the current date and child’s first and last name is written in ink on the test.

6) There will no longer be any program wide quarantine if a child or staff member tests positive. If we have a positive case, I will notify everyone so you can watch your child for symptoms. The only reason we would need to close would be if so many staff contract COVID that there are not enough of us healthy and able to work.

7) We will permanently adopt all cleaning and sanitation protocols issued by emergency Covid guidelines. In addition, since spring of 2020 we increased our semi-annual carpet and floor cleanings to every 3 months. As always, if there is a high need for a deep clean in between scheduled cleanings we will absolutely do so.

These are the policies we will adopt as permanent and add them to our Parent Handbook. The health and safety of the children and our teachers at Wise Owl Preschool & Child Care has and will always be my highest priority.