

# Parent Handbook



## Mission Statement

It is the goal of Faerieland Childcare & Preschool to provide a safe educational environment while creating nurturing and responsive relationships with children, allowing them to discover and explore the world around them. Our supportive and structured environment help children develop and grow intellectually, socially and emotionally through play.

## Philosophy Statement

At Faerieland Childcare & Preschool we encourage children to use critical thinking and problem-solving skills in their daily experiences. We use a creative child centered curriculum with a major focus on teaching conflict resolution and social emotional competency. We design our environment around the children's interests and to help support a positive self image and independence. It is our belief that children learn best through play so we strive to give them a variety of options to practice those skills learned everyday.

## About Me

My background training after high school was as a dental assistant and I worked in orthodontics for 8 years. Then in 2005, I was an expectant mother searching for the right childcare option for our family and came up empty. After a lot of research and preparation, I made the decision to open a Registered Family Childcare in August 2005 so I could care for my child and others in a safe and educational environment. Over the years I have cared for many children and have had the opportunity to work with a variety of special circumstances.

In 2017 I took a medical leave of absence in order to take care of an injury that was a big life changer and needed a lot of time to heal.

When 2021 came around I was ready to reopen again and serve families in our community. It is my main focus to help children become ready to navigate traditional school by supporting their social emotional development and educational needs. I believe that children thrive in a structured environment helping them regulate a sometimes crazy world and giving them stability. I love to provide a variety of learning opportunity's to engage children in many ways allowing them opportunities to learn in the way that is best for them. I currently take over 15 hours of continuing education, focusing on early child education and development, each year striving to increase my knowledge allowing me to better serve the children and families in my care.

## Daily Rhythm

Our daily rhythm will consist of several elements. This will challenge children intellectually while having fun. Circle time will consist of books, learning about our calendar, songs, stories, and focusing on a variety of topics. Learning activities will include art, practicing fine motor skills as well as traditional learning of letters and numbers. We will always go outside each day for fresh air and allow children to apply gross motor skills.

7:00 am - 8:30 am	Arrivals begin
8:30 am - 9:15 am	Breakfast Served, Clean up
9:15 am - 11:45 am	Learning Activities, Outside Play/Walk, Independent Play, Clean Up
11:45 am - 12:30 pm	Lunch, Ready for Rest Time
12:30 pm - 2:45 pm	Rest Time
3:00 pm - 3:30 pm	Snack
3:30 pm - 5:30 pm	Free play and Departure

## School Rules

1. Be Safe
2. Be Kind
3. Be Responsible

Students who do not comply with these rules will be given three chances to comply, unless they are being immediately harmful (in which case they will be removed from the area of the problem). Upon the third warning, without compliance, children will be removed from the area.

It is the goal of Faerieland Childcare & Preschool to instill a sense of respect for self, others and belongings. The three chances exist in order to give children a chance to solve their own problems and make positive choices. Having the opportunity to resolve situations on their own will aid in giving children a sense of empowerment and pride.

## Health & Fitness Policy

Physical fitness and activity are a very important part of our daily routine at Faerieland Childcare & Preschool. We go outside every single day, unless it's pouring down rain, and even then we try to get out during a break in the rain for at least a walk. We play in the back yard and go for walks around the neighborhood regularly. We use these opportunities to talk with the children about how exercising our bodies is important and talk about how we feel after doing physical activity.

## Arrival and Departure

Please bring your child clean and dressed for the day in clothes and shoes they can get dirty and run in. We will get dirty, play in the rain and mud, paint, use glue etc., therefore nice clothes should be left at home. Out of respect for your children, please do not park in front of the house and talk on your cell phone. Children can see when you arrive and are excited to see you and tell you about their day.

No-one other than the parents or designated persons on the enrollment paperwork will be allowed to pick up your child without prior arrangement. I must be notified in advance and have

a written note or text with the person's name and relationship to the child. ID will be required and checked of any person picking up other than the parents.

Late pick up and early drop off outside of your contract is not allowed. It is your responsibility to check traffic and make sure you arrive to pick your child up on time. I follow my iPhones time as the check in and out time. It is \$5 per minute per child for late pick up. If this happens twice your contract can be terminated immediately. **It is vital that you have a backup person to pick up your child if you cannot make it on time.**

### **Supplies needed**

Parents are responsible for supplying diapers & wipes or pull-ups, 2 sets of weather appropriate change of clothes including underwear, socks, shirts, pants, rain coat and boots everyday in the fall-spring. If soiled clothes are sent home replacements must be brought to childcare the next day or care cannot be provided.

NOTE: Please provide enough diapers, and wipes to last at least two weeks.

### **Nap/Rest Time**

All children age 5 and under in my care are REQUIRED (by law) to have a rest period. No child is force to sleep; however they must remain quiet and respectful for the others that do sleep. Due to it being highly disruptive, children will not be checked out of care during this time. Children can be checked in or out up to 12:30 pm and checked out after 2:45 pm. For parents dropping off during lunch 11:45 - 12:30, make sure your child has been fed lunch as I plan lunches in advance and will not prepare food for your child if they are not here. No outside food or beverages are allowed inside Faerieland Childcare & Preschool per USDA.

### **Meals**

Breakfast, lunch and pm snack are served according to USDA standards. Please notify April Kuther of any food allergies. A doctors note will be required for food substitutions based on rules from the Nutrition First Program. Please do not send any food, gum, candy or soda with your child to childcare, as it is discouraged. As a rule I do not serve sugar treats at Faerieland Childcare & Preschool with the exception of special occasions (birthdays, graduation days and holiday parties). If a treat is served it will be small in the form of a cookie, cupcake or popsicle for example.

### **Potty Training**

Parents are to initiate the training at home when the child is ready (on vacation for at least 5 days) before starting at childcare. It is extremely important that the child be mostly successful at home before training at care will begin in order to set them up for success. Once training is initiated, parents are to supply pull-ups and additional changes of clothes in case of accidents. Children training will be required to wear pull ups until the child has shown they can remain dry for 2 weeks at childcare. After, 5 ply training underwear are required to be worn for at least 4 weeks to ensure any accident is minimal. I do not give candy treats for potty training. In my experience, children respond well to sticker charts and a treasure box of small non food prizes.

## **Health & Hygiene Policy**

At Faerieland Childcare & Preschool we use age appropriate instruction for each individual child to help teach them a variety of skills about preventing germ transmission, such as: proper hand washing, using tissues to wipe their nose, coughing/sneezing into your elbow and not sharing drinks/food during meal time. We talk about these things on a daily basis and provide reminders as needed. We also do the same with toileting by helping them practice pulling their pants up/down, getting up onto a stool and sitting on the toilet using the small child's seat that folds down from the regular seat. We give children many reminders and opportunities to use the toilet as well. When accidents happen, children are never shamed. We get cleaned up, go on with our day and remind them to remember to get to the potty sooner next time.

## **Transportation and Field Trips**

We may go on outings to local places in the general area. Generally all trips are scheduled; however, there will be times that quick local trips are unplanned. It is not mandatory that your children attend these trips, but you will be required to provide back-up childcare if you choose for your child not to attend. All children will be restrained in seat belts and approved car seats according to the age and weight requirements set forth by the federal government.

## **Toys**

**No toys should be brought from home without talking to April Kuther first.** We will provide your child a special stuffy for nap time that is theirs only for nap time use.

Should a child deliberately destroy toys or other property through misuse or willfulness, the parent will be required to replace it.

## **Medical Emergencies**

In case of a serious accident or sudden illness requiring medical attention, the following procedures are followed:

- 1) CPR and First Aid will be administered.
- 2) A phone call is made to 911.
- 3) Child's parents (or emergency contacts) are called.
- 4) Child and health records are taken to emergency room at Willamette Falls Hospital.
- 5) In all cases, an emergency report is completed and a copy given to parents and sent to the State of Oregon Child Services Division.

\* For minor injuries like scrapes, bumps and bruises, I will provide home first aid. Parents will be responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

## **Medication**

I do not dispense medication aside from sunscreen. If your child needs daily life preserving medication (epipen), please discuss it with April Kuther and fill out the appropriate forms. Allergy, cold and Ibuprofen/Tylenol will not be administered at childcare.

## Health Matters

Please be advised that our sickness policy is set to protect all children and families. **DO NOT bring your sick child to childcare.** IF your child needs cold medicine (other than seasonal allergy), they should not be at childcare.

If a child becomes ill during childcare hours - parents will be contacted immediately to remove their child within 30 minutes of being notified. If parents are not available and responsive within 10 minutes of being contacted, your emergency contact person will then be notified. Once the child is removed from childcare due to illness, they may not return for a full 48-hour period and must be free of symptoms. This is for the safety of all children in care and for us as providers. If I must shut down due to getting sick it will affect several families. Be smart, Be safe! I monitor all children for symptoms.

Per the health department and required by the state of Oregon, children will not be allowed to attend childcare and will be sent home if they exhibit any of the following symptoms:

**Rash of any kind**

**Fever (100 F. and higher)**

**Excessive cold and/or wet cough**

**Vomiting**

**Diarrhea**

**Lice or nits**

**Discharge from eyes or ears**

**Unusual drowsiness**

**Persistent or excessive crying**

**Communicable diseases (chicken pox, Rosella, conjunctivitis, mumps, measles, and influenza ETC.) or Viruses (COVID, RSV, Hand Foot Mouth ETC.)**

**Do not bring your child if they is sick;** I can only care for children with mild cold/allergy like symptoms like:

**clear runny nose**

**slight dry cough**

**no fever, vomiting or diarrhea for 48 hours**

**April Kuther reserves the right to evaluate all children prior to check in to maintain a healthy environment.**

Covid Information: Information regarding Covid is always evolving. A binder of the most up to date information is kept at the sign in desk and is updated as new information is released. I stock covid tests and will test a child if symptoms warrant.

## Evacuation Plan

In the event of an emergency, I will notify families by calling or texting each family regarding the situation from my cell phone. The information will also be placed on our private Facebook group. Out of area number in case of a major disaster to call: 503-504-8350. This is only if all phones and lines are down in this area and not to be used for any other reason.

If we need to evacuate, here is the location we will evacuate to and this is how we will get there:

- If we must evacuate just the home, we will go to the neighbors house at 450 High Court, Gladstone, Oregon 97027 and we will walk.
- If we must leave the neighborhood, we will go to Gladstone Center for Children and Families at 18905 Portland Ave. Gladstone, Oregon 97027 and we will walk.
- I will stay with children until they are reunited with their families in the event of an emergency.
- In the event of an evacuation, I will bring the following supplies with me to ensure children are cared for: Cell phone, coats (if there is time to obtain), a first aid kit, diapers and wipes. Our attendance records and emergency forms are located in an easy to find location, and will be brought with us during emergencies. The records are located in the front entry on the sign in buffet.

If we have to lockdown our facility, the following steps will be taken:

- Call 911 as necessary.
- Gather all children in the hall bathroom.
- Lock all doors and windows.
- Keep children quiet and reassure them.

In the event of an earthquake:

- I will direct all children to "DROP, COVER, HOLD" under the preschool tables and remain that way until the earth stops moving.
- We will stay away from windows, bookcases, and other tall furniture that may tip over.
- After I will address any injuries and make sure they are cared for. I will have all supplies on hand that we may need for evacuation.

### **Behavior Management**

First and foremost, I do not use corporal punishment of any kind. My philosophy is that communication is the way to teach a child. I achieve this through love, consistency, and firmness. Children are explained the expectations and rules of Faerieland Childcare & Preschool frequently so that they know the guidelines. Positive Reinforcement is used with all children everyday to reinforce their knowledge of positive choices and helping them build self confidence. Once a child understands the rules and disobeys them, hurts others or property, the following developmentally appropriate guidance techniques are used:

1. Redirection: The child is redirected to another activity and given an opportunity to try again at another time. Used multiple times as necessary.
2. Break time: The child is separated from the group. When the child shows that he/she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group and try again.
3. Last resort: When a child's behavior is continually upsetting or dangerous to others or myself a conference will be called with the parents. If the problems can't be resolved, arrangements will be made for the child to go elsewhere for care.

## Vacation and Absences

Faerieland Childcare & Preschool will be closed 4 weeks per year for vacation and professional training days (tuition is not assessed for April Kuther's vacation and professional training closures). Please refer to the yearly calendar for these closures.

Out of respect for April Kuther, parents will give a full weeks notice of any known absences. If your child is ill and will not make it to care, please notify April Kuther ASAP.

**Parents are responsible for finding back-up care during provider's absences and emergency closures.**

There are a limited number of spaces available therefore; monthly tuition is not based on child's attendance. **No refunds are given for late arrivals/early departures, parental vacations or exclusion due to illness and/or weather related closures.**

## Holidays

Faerieland Childcare & Preschool will be closed for the following days and standard daily rates will still be assessed:

New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

## Unexpected Closures

In the case of closure due to weather, loss of power and sickness/pandemic related instances you will be notified as soon as possible. **Standard daily rates will still apply for these days.**

**We will follow the Gladstone School District for any closures, if they close we will close due to safety. You will find the announcement on the private Facebook group as soon as we know.**

## Trail Period and Termination

A period of 30 days trial is given for adjustment. The first 30 days of enrollment are considered probationary for everyone. Care may be terminated any time during that period. All fees and pre-paid tuition are non-refundable.

After the trial period, care can be terminated with 30 days written (not text) and paid notice. All final payments are to be paid at the time of notice. In cases of non-payment, legal actions may be taken and the parents will pay all legal fees incurred. Any abuse or violation of the rules/policies of the contract and handbook may be just cause for immediate termination. In addition, Immediate termination can occur for behavior problems, dangerous parental situations, delinquent fees and non-compliance of rules.

## Admission Policy

To secure enrollment, you will need to pay the \$125 enrollment fee per child and complete all necessary forms in the enrollment package before your child's first day. Children arriving on their first day will not be permitted to stay without the fee or completed forms being provided. If any information changes, you will need to submit those changes in writing.

The following forms are required to be completed in order to guarantee your child's spot is reserved and care to begin:

1. Enrollment form completely filled out and signed by parent or guardian.
2. If there are legal custody papers, a copy must be kept in your child's file.
3. Copy of complete up to date record of immunizations provided. Children not up to date on immunizations or without a doctor's exemption will not be permitted into childcare. If exempt, a doctor's letter and a copy of your certificates must be kept in your child's file.
4. Signed Contract
5. Registration Fee paid.
6. USDA food program registration form.
7. Photo Permission signed.
8. Sunscreen Permission Signed.
9. Emergency Consent form completely filled out and signed.
10. All About My Child form completely filled out and signed.

### **Changes and Withdrawal**

Faerieland Childcare & Preschool requires a 30 written notice to change number of days enrolled, hours of enrollment or withdrawal. Please discuss this directly with April Kuther. If your child should stop attending Faerieland Childcare & Preschool before the 30 days is up no refunds on tuition will be given.

### **Tuition, Hours and Discounts**

Faerieland Childcare & Preschool is open 7:00 am to 5:30 pm. **Your individual hours are outlined in your contract, anytime outside of your hours outlined in your contract will be considered overtime and charged accordingly.** Tuition options are outlined in your contract.

Tuition is due last day of the previous month by 5:30 pm to receive the discounted rate. If the first falls on a Saturday or Sunday, tuition is due by 5:30 pm the Friday before. All tuition must be paid in advance or care will not be provided.

ERDC payments will be accepted and applied to your tuition. You are responsible for your co-payment.

All checks must be made payable to April Kuther.

All tuition will be reviewed and may be increased on January 1 of each year. A new contract will be signed in December for the following year.

Faerieland Childcare & Preschool offers the following discounts: \$50.00 off per family per month for current military parents in service, union members or multiple children in care. Only one \$50.00 discount may be applied for each family.



## Fees

**Overtime Fee** (anytime outside of the contracted hours): \$5.00 per minute per child paid in cash at the time of pick up. Care outside your contracted hours is cause for immediate termination.

**Returned Check Fee:** \$35.00 If two checks bounce in a year's time, cash will then be required for all payments.

**Registration Fee:** A registration Fee of \$125.00 for each child and is due at the time of enrollment.

All fees are non-refundable. All fees will be forfeited if enrollment is canceled, or care is terminated.

## Child Abuse

I am required by law to report any suspected physical, emotional or sexual abuse and/or neglect.

## Communication

To provide the best possible care, please feel free to communicate any needs, wants, and/or concerns regarding your child. It is only through parent/provider interaction that a goal of quality nurturing care can be achieved. If a long conversations needs to happen, we can schedule a time outside of care hours to speak.

Faerieland Childcare & Preschool will be using our private Facebook group for all announcements on current daily activities and any closures for important announcements. **Please make sure you check our page each morning. I will make posts no later than 6:45 am if there is a closure.**

I will be available between 5:30 pm and 6:00 pm to return text messages or phone calls. If you need an extended conference outside of those hours we can schedule a time to meet.

## A Final Note

I am always open to suggestions and feel communication a very important part of this business. If there are any problems or concerns, I encourage you to talk to me about it. If a lengthy conference is needed, a time that is convenient to both of us will be scheduled outside of childcare hours. Thank you for the opportunity to work with you and your child. I look forward to the future. I retain the right to enforce these policies at will.