



CORVALLIS COMMUNITY
CHILDREN'S
CENTERS

BUILDING A STRONG FOUNDATION FOR CHILDREN AND THEIR FAMILIES

www.corvallischildcare.org

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Parent Handbook

General Information

Purpose

This Parent Handbook is meant to help you become acquainted with Corvallis Community Children's Centers and its policies. It includes answers to some of the most frequently asked questions our parents typically have about our program and operations. More detailed information is available from each center's Site Director.

History

Corvallis Community Day Care, Inc. was established as a nonprofit organization in 1968. Over the years the organization grew to operate three centers: Growing Oaks, Monroe and Lancaster, and is now known as Corvallis Community Children's Centers, Inc. (CCCC). In February of 2013 CCCC closed the Monroe Center consolidating into the Lancaster and Growing Oaks Centers.

Non-Profit Status

CCCC is a private, non-profit organization with 503(c)3 status.

Board of Directors

Parents who have children enrolled at Corvallis Community Children's Centers are voting members of the non-profit corporation and are eligible to serve on the board of directors.

Elected each May, the Board is made up of parents and community members who volunteer their time to oversee the financial health and direction of CCCC. The board entrusts the operation of our centers to the Executive Director, who works closely with parents and staff to ensure that children receive quality, nurturing care.

Mission

Building a strong foundation for children and their families

Philosophy

CCCC provides a safe, nurturing atmosphere that fosters development of the whole child, with an emphasis on social skills, independence, non-violence, problem solving, and creativity, so that children can grow to their fullest potential. CCCC offers a positive workplace environment in which early childhood educators can learn, grow and contribute as professionals. CCCC promotes family involvement as an integral component of each child's care and education.

Non-Discrimination Policy

CCCC respects individual and cultural differences and is committed to providing unbiased services to families and staff, regardless of race, ethnicity, nationality, religion, gender, socio-economic status, physical or mental ability, and family composition.

A detailed description of our non-discrimination and affirmative action policies and practices is available from each center's Site Director.

Confidentiality

Maintaining confidentiality is important to the success of our mission, our reputation in the community, and the privacy of children, families and staff. Family files, personnel records, financial information, and any information about children and their families are considered confidential, filed in a locked file cabinet, which is only accessible to the site/executive director. Staff discusses children's behavior or family issues only with those who have a legitimate need to know. This may include their immediate supervisor, other staff members who work with the child, and parents of the child. Any exchange of information with or by outside resources will require written permission from the child's parent or guardian and/or a Release of Information Form. CCCC staff cannot answer questions about staff members, personnel issues, or other children and families in our care. Please avoid commenting on children, staff or families where children may overhear. At the request of a parent/legal guardian and or Child Care Division authority a child's file will be made available by the Site Director and or person in charge.

Reporting Suspected Child Abuse

The only exceptions to the confidentiality policy occur when a staff member is (1) concerned about possible abuse and neglect, or (2) receives information about a person harming or threatening to harm him or herself or another person. As a childcare provider licensed by the State of Oregon, all CCCC's employees are mandated to report any suspicion of child abuse or neglect.

Parent Visits & Conferences

Custodial parents have the right to access the center at any time their child is in care. CCCC welcomes parents to visit any of our centers during open hours. We encourage you to visit your child's classroom, participate in activities, or share a meal. Please let staff know when you arrive in the building so you can get a visitor's pass. Conferences with parents to discuss your child's development and classroom experience are held at least once each year; additional meetings can be scheduled as requested by parents or teachers.

Center Hours

Our centers are open year-round, Monday through Friday, except for designated holidays and in-service days, during the following hours:

Growing Oaks: 7:00 am to 6:00 pm

Lancaster Center: 7:00 am to 6:00 pm

The terms of our licenses require that staff are out of the building by the closing time. In order to comply with these regulations, **parents are asked to pick up their children no later than 10 minutes before the center closing time (5:50 pm)**. Consistent lateness may be cause for termination of the childcare contract.

Ages Served

Lancaster and Growing Oaks Centers provide care for children 6 weeks through 5 years (start of kindergarten).

Scheduled Closures

CCCC does not provide care on the following federal holidays, which are observed as designated by common business practice:

- New Year's Eve Day
- New Year's Day
- Martin Luther King, Jr. Day

- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the following Friday (Early closure on the Wednesday before Thanksgiving)
- Christmas Eve Day and Christmas Day

Staff Training Closures

Centers will also close five days every year for staff training. Please see our most current calendar for specific dates.

Emergency and Inclement Weather Closures

In the case of inclement weather, the CCCC Executive and Site Directors will determine if conditions warrant closure or delayed opening. A delayed opening means that CCCC will open at 9:30am and breakfast will not be served. The decision will be based on the severity of the weather, safety concerns, and staffing issues, will take into account the decisions of other local organizations (Corvallis School District and Oregon State University) and be made no later than 8am.

Notification will also be given via HiMama. *Please play it safe on inclement weather days - do not leave your house to drop off your child unless you are certain the center is operating.*

If weather or other conditions warrant early closure, as determined by the Executive or Site Director, staff will notify parents to pick up their children.

Low Enrollment Closures

At least one CCCC center will remain open for a maximum of two days when only a small portion of the regularly attending children need care. In order to plan for staffing and potential closures, parents are required to give at least 30 days' notice detailing holiday care needs. Parents, who will need care during periods of low enrollment, such as the winter holiday season, will be accommodated at an open center if their center is closed. Parents will be billed for all days of contracted care.

Licensing

All centers are licensed by the State of Oregon Child Care Division (CCD) and reviewed annually for compliance with all health, safety and program standards. The following reports are available for review: CCD rules, CCD inspection certificate, fire safety inspection, and sanitation inspection.

Program

Daily Schedules and Activities

Our centers offer a wide variety of developmentally appropriate activities. Examples of activities designed to enhance the growth and learning of each child include:

- Small-group activity times (art, science, math, literacy)
- Free choice time (dress-up, puzzles, manipulatives, blocks, art, drawing)
- Music (singing, music awareness, movement)
- Sensory projects (tactile table, play dough, painting)
- Outside play (group games and ball skills)
- Story time (literacy, circle time)
- STEM (science, technology, engineering, math)

The daily schedule also includes nap or rest time, breakfast, lunch, and snack, occasional field trips, and other special events such as Bookmobile. Lesson plans describing each week's activities are posted in each classroom. Activities are planned for infants, but it is expected that they will follow their own feeding and sleeping schedules.

Field Trips

Parents will be informed in advance of the date, time the group will leave and return to the center, destination, and any special instructions for all field trips. Parents must sign and return a permission slip for each field trip before their child will be permitted to go. Appropriate meals and snacks are taken if trips will include any regular meal times. Teachers will bring their first aid kit and children's emergency forms on all field trips. Parents are welcome to join all field trips.

Child and Adult Food Program

CCCC provides a USDA meal approved program for all children. All parents, regardless of income level, are asked to complete a confidential income statement annually that is for the food program. CCCC receives funds from USDA through the Oregon Department of Education to subsidize the program. Three USDA approved meals are provided at no extra charge. Breakfast is at 8:30 a.m., lunch at 11:30 am, and snack at 2:45 p.m. Children will be served foods from the major food groups each day. A current menu is posted in the classrooms and on the kitchen bulletin board.

Serving Styles

At least one teacher always eats with each group of children. The younger age group uses "restaurant style", meaning that the food is pre-plated and served to them by teachers. Older children eat "family style", meaning that they serve themselves at least some components of each meal. Children are expected to clear their dishes from the table. Serving, trying new foods, and clean-up are important skills for children and CCCC encourages you to help them practice them at home as well.

Infant feeding

CCCC will provide USDA approved iron fortified formula for infants up to 12 months of age. Parents may provide breast milk or a different formula if they choose. The infant feeding form completed at enrollment tells staff which options parents have chosen, and provides information about the infant's abilities and dietary

needs. CCCC also provides center-prepared solid baby foods as appropriate. Infants are fed on their own schedules, not the meal schedules posted for older children.

Special Diets

Except for special dietary needs or prearranged treats, please do not bring food from home. Parents must indicate any special needs on their child's enrollment forms. A comparable food will be substituted for children on special diets due to medical needs or family preferences. **A medical substitution form must be completed for milk substitutions and food substitutions.**

Food Program Discrimination Complaints

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov" Oregon Department of Education Child Nutrition Programs 255 Capitol St. NE Salem, OR 97310, 503-947-5902 Website: ODE CNP Main Page: <http://www.ode.state.or.us/go/nutrition> CACFP: <http://www.ode.state.or.us/go/cacfp>

Holiday Celebrations

CCCC recognizes holidays in a manner that fosters inclusiveness of all cultures and families and enhances the developmental experience of each child. CCCC considers what holiday-based activities are developmentally appropriate or meaningful to very young children and works to link them to their daily lives. Parents who are interested in sharing important events and traditions in their family's life, including holidays, are welcome to talk with their child's teachers about how to accomplish this.

Behavior Guidance and Discipline

The goals of CCCC guidance procedures are to help children to develop safe and appropriate ways of interacting with others in the environment, and to facilitate the development of children's self-control and self-regulation.

To accomplish these goals, teachers will:

- Structure the environment and daily schedule to diminish potential problems.
- Set clear and consistent limits for classroom behavior.
- Develop and post rules for the classroom and outside, with children's participation.

- Encourage children's problem-solving skills, by modeling appropriate behaviors and positive communication.

Teachers will follow these guidelines to respond to inappropriate behaviors:

- Redirect the child to a different activity.
- Model the desired behavior or words.
- Demonstrate problem solving skills.
- Remove the child to a quiet area within the classroom if necessary.
- Remove the child to the Site Directors office to provide a calm environment separate from the group. Parents will be informed if this occurs.
- Intervene immediately in any action that is potentially harmful, and then follow appropriate problem-solving procedures.

CCCC does not use negative or harmful punishments such as:

- Lecturing, nagging or yelling.
- Corporal punishment.
- Withholding food or beverage.
- Teasing or sarcasm.

Your child's teacher will document any aggressive or other concerning behaviors on an incident/accident report form and provide a copy to you. Parent conferences are conducted when needed to address disruptive and dangerous behaviors.

Operations

Enrollment and Trial Period

The State Child Care Division (CCD) requires that a child and parent are provided an opportunity for a pre-placement visit, with the parent present, to the center. When enrolling your child please talk with your site director about spending time in the classroom with your child. It is often best for you and your child to have fun in the classroom and meet a new friend and their teacher before they are enrolled at the center. This time spent together will help your child make a smoother transition.

Contracts

At the time of enrollment, parents' contract for full days, or two to five days per week, depending on availability. Parents are responsible for all contracted days. No credit or replacement day is given for days missed due to illness or vacation.

Changing your contracted days

Please provide your Site Director with a completed Information Update Form two weeks in advance to request a change in your child's regularly contracted days. **Telling your child's teacher does not provide sufficient notice of changes.** Changes will be approved as space and staffing allow. Payment of the original contract is required if a reduction in hours is requested less than two weeks before the change is effective.

Random Add Days

Days not included on your regular contract (Random Add Days) may be requested when needed and will be accommodated as space and staffing allow, by using the Request for Change form and paying the appropriate fee. This fee must be paid on or before the requested day in order for the child to attend. Cancellation must be made at least 24 hours in advance to receive a credit on your account.

Updating Information

Please fill out an Information Update Form and give it to the Site Director if there are any changes to the information you have provided. **Telling your child's teacher does not provide sufficient notice of change.** Please be sure to keep your emergency contacts up to date.

Payment for Child Care

Childcare is billed by the 25th of each month with payment due on or before the first day of the following month. **CCCC offers auto payments for tuition.** The tuition is processed through Tuition Express and is a safe, reliable, convenient method of paying childcare expenses. Applications for Tuition Express are offered upon enrollment. The application will be submitted and CCCC will process your monthly payment on the 1st of the month. If you wish to divide your tuition, please talk to your Site Director to make specific arrangements to have your Tuition Express ran twice per month. Children will not be allowed into care on or after the first of the month unless payment has been received, or a written and signed payment plan is in place. CCCC may terminate a contract if payment is not made by the 3rd of the month. Payments not received by the 3rd of the month will be charged a \$50 late fee and \$10/day until paid in full.

Fees and Payment Policies

Our fees are dependent on the care provided. Please ask your Site Director for the specific amount for your child.

Annual Rate Increase

CCCC Parents should anticipate a minimum of a 3% rate increase annually on July 1. These rate increases will assist CCCC in covering minimum wage increases and the rise in costs to operate the center.

Staff Discount

All children of CCCC staff receive a discount on childcare fees.

Financial Assistance

CCCC works with various community and state agencies including the Department of Human Services (DHS) that provide assistance in paying childcare bills. Please discuss your situation with your Site Director.

Penalty Fees

Parents who do not pay their fees on time, pay fees with insufficient funds check, or who do not pick up their child(ren) on time will be assessed penalty fees as described below. No discounts or subsidies are applied to these fees. All fees are due immediately.

Late Pickup Fee

A late fee of \$25.00 will be charged (for any portion of the first ten minutes) if you and/or your child are not out of the center by official closing time as posted at each center. For any minutes

late after the first 10 minutes; you will be charged an additional \$5.00 per minute. The late fee is due at the time you pick-up. If payment is not received within 24 hours your contract could be terminated immediately.

Insufficient Funds Check Fee

If payment is made with a check that is returned with insufficient funds, there will be a \$25.00 charge (and the child will be denied care until the insufficient funds and the \$25.00 charge are paid). If this happens more than once, CCCC will require that further payments be made with a certified check or cashier's check.

Termination of Contract by CCCC

CCCC may choose to terminate the contract for care. Reasons include, but are not limited to:

- A child demonstrates continued negative behavior that threatens the proper functioning of the center as dictated by our licensing agencies and that does not improve through our usual guidance and discipline methods.
- A child physically injures other children and/or staff, or destroys facilities (e.g., breaking windows, furnishings, toys).
- The child is not attending as expected on contracted days, the parent has not informed the center of an illness, vacation or emergency, and the parent does not return calls requesting such information. The parent will be billed for two weeks of care from the last date the child was in care.
- A parent demonstrates violent and/or threatening behavior on CCCC's premises. The child's care may be terminated if family members are not respectful. Parents and other family members are expected to be courteous and respectful towards all staff. They should not yell, berate, humiliate, or be rude to any staff.
- A parent is consistently late (past 5:50 pm) at pickup time.

Termination of Contract by Parent

A 30-day notice of intent to withdraw your child from the center is required. Please give a completed Notice of Leaving Care form to the Site Director. **Telling your child's teacher does not** provide sufficient notice.

Complaints or other comments:

Any complaints or concerns regarding the certification of our centers may be made to the Site Director or Executive Director, or directly to the Child Care Division. Contact information is posted at each center. Please see the Site Director for a copy of the formal grievance procedures.

Annual Supply Fee:

An annual fee for supplies will be collected with tuition every October.

Parent Responsibilities

Family members are expected to conduct themselves in a respectful manner in the child care centers. No verbal or physical abuse or any type of sexual harassment will be tolerated in any center. If, at any time, a family member engages in conduct seen as abusive, he or she will be asked to leave at once, and will not be allowed to enter the center again. The childcare contract may be terminated if family members are not respectful.

Parents are expected to follow the same confidentiality guidelines as staff. CCCC staff cannot answer questions about staff members, personnel issues, or other children and families in our care. Please avoid commenting on children, staff or families where children may overhear.

Parent Involvement

We believe that regular parent involvement in the organization is essential to maintaining the health and quality of the overall organization, and enhancing parents' understanding of how our classrooms work.

Opportunities for involvement include participating in the classroom, helping with field trips, joining a work party, becoming a member of the Board or committee, or organizing/attending an outreach or fundraising event.

Arrival and Departure Procedures

Upon arriving, and prior to departure each day, please sign your child in/out using the electronic fingerprint scanner located at the front entrance. CCCC and CCD require that a child be escorted into the child care program, and the child be accepted directly by a caregiver before the parent leaves the building. *Children should arrive no later than 9:30 am daily but we would prefer them to arrive by 8:30 am. This helps them to better integrate into the classroom activities and does not disrupt the meal period.* It is best for children to arrive prior to 9:30 am so they have the opportunity to make friends for the day and are able to engage in activities. Children often feel left out when they arrive late and teachers have to stop their lesson plan to greet children, causing disruption to the other children in the classroom. Arriving prior to 9:30 am allows children and staff the opportunity to stay on schedule and complete lesson plans for the day. ***Children who repeatedly arrive after 9:30am may not be allowed to enter the center.*** *If your child has a doctor's appointment and will arrive after 9:30 am, please call us and let us know.*

Children will be released only to the parent or an adult whom the parent has authorized by a written statement (enrollment form). Identification will be requested if person is not familiar to staff. If you are late picking up your child there will be a late fee billed to cover the staff overtime. If you do not arrive, your emergency contacts will be called to pick up your child. **Please make sure your child is under the supervision of a staff member before leaving the premises.**

Transitions

To help your child's transitions go smoothly, please consider classroom routines and activities when planning your arrival and departure times. Meals and snacks are served at 8:30 a.m., 11:30 a.m., and 2:45 p.m. Please check your child's classroom schedule and talk to the teacher if you have any questions about allowing sufficient time for your child to transition into and out of the child care day.

Hand Washing

Please help your child wash his or her hands immediately upon arriving in the classroom.

Alternative Pick-Up Person

If a new person will be picking up your child, please add that person to your child's authorization form in advance. Staff will check picture identification when the person arrives. In an emergency you may call the Site Director and your child's teacher to notify the center that someone else will be picking up your child. Picture identification will be checked; please add the person to your child's authorization form as soon as possible.

Check Cubby

Each child has a cubby for personal clothes, belongings, and projects. Please check the cubbies and art box daily for items to take home.

Diapers

Parents may choose to provide either cloth or disposable diapers for their child. CCCC will follow Childcare Division and Health Department rules in storing soiled cloth diapers on site. Parents must take soiled cloth diapers home daily for laundry. Parents who choose the cloth diaper option must provide an appropriate container for dirty diaper storage (check with your Site Director for details). Use a laundry or permanent marker to put your last name on all diapers and diaper covers.

If you do not bring diapers as requested you will be charged \$3.00/diaper the center provides. Children may be refused care if diapers are not provided. Parents will be given multiple notices as their child's diaper supply diminish. Please take initiative and check your child's supplies each week.

Diaper Creams

Over the counter creams will be administered only if parents have provided written permission on the Information and Authorization Form completed at enrollment (and subsequently updated). No prescription medication including diaper cream will be given unless you have completed a current Medication Authorization Form available in the sign-in area. Also check expiration dates to make sure any prescription or other medication you provide is not expired.

What to Wear

Please bring your child in sturdy, washable play clothes appropriate for the season and changing weather. Provide sweaters and jackets even in warm weather. Bring hats that cover the ears, mittens, warm coats, and rain boots during our wet, cold winter days. Bring sandals for water play in the summer. **Please label your child's clothing.**

Extra Clothing

Please provide several changes of clothing for your child (of any age). Use a laundry or permanent marker to label your child's clothing. Teachers will indicate a need for more clothes or diapers on your child's HiMama report.

Bedding

Your Site Director will let you know if you need to provide bedding (sheet or blanket) for rest time. Please let your Site Director know if your child has any allergies or sensitivity to certain laundry products. **Blankets should be crib size.**

Toys from home

Except for toys that may be needed during your child's first days to help ease transition, or official "sharing days" in the classroom, please leave your child's toys at home or in the car. We cannot be responsible for lost or broken toys. Books, tapes, or other theme-related items are welcome. Please check with your child's teacher about bringing these items to school. NO toy guns or weapons (including action figures whose accessories include weapons) are allowed in the centers.

Birthdays and Special Days

Birthdays are special days to be shared. You may wish to bring refreshments for that day. Please check with the childcare staff, so they can let you know how many treats to provide! This is true for special occasion days as well. Please be aware that regulations prohibit home cooked foods. Food brought for treats must be commercially prepared, and any beverages must be milk or 100% juice. Be aware that we may have children with allergies in your child's classroom; please check with the teacher to make sure that all children can enjoy the birthday celebration.

Communicating with Staff

The quality of your child's experience will be enhanced by sharing information between home and center. If there are any significant changes or events in your child's life that may be exciting or stressful, please let the Site Director and teachers know so that we can respond appropriately (divorce, death, parent gone for extended period of time, illness, moving, etc.).

Notification of Changes

It is also essential to let staff know when you plan any changes that affect your child's schedule or needs such as vacations, change in contract days, people authorized to pick up your child, or leaving care. Please indicate any changes using the Information Update Form or Leaving Care Form located in the sign in/out area of your center.

Attendance

If your child will not be attending on a scheduled day, please call the Center as soon as possible so staffing and planning can be adjusted.

Time Clock Fee

According to licensing regulation we are required to keep track of children in care in case of an emergency. We require parents to check in and check out their child every day they attend care. If you continually do not check your child in and out you will be charged a \$2.00 Clock Fee for every time your child enters or leaves the center without being checked in or checked out.

HiMama

What is HiMama? HiMama are digital daily sheets, pictures, videos and educational information that our staff uses to document your child's daily activities. Our early childhood educators record observations and activities quickly and easily on a tablet that shares the information with parents. You will know about the lesson plan for the week, if your child is out of something, how your child engaged in activities throughout the day, what they ate and when they last used the bathroom. The exciting part is you will receive an email with the updates and you can even share it with grandparents or family. No more lost paper reports!

Health and Safety

Liability Coverage

Corvallis Community Children's Center maintains commercial liability insurance as required by Licensing.

Immunization

CCCC is required to maintain updated immunization records for all children in care. Please be sure to provide any updates throughout the year to the Site Director; children are not allowed into care without current immunizations on file.

Sunscreen

Please provide sunscreen for your child throughout the year. Let your child's teacher know if your child has any sensitivities or allergies to any particular sunscreen. Regulations does not allow us to use spray on sunscreen. *Spray sunscreen is prohibited.* Please bring a sunhat for your child during the summer.

Medications

CCCC staff will administer "over-the-counter" and prescription medication to children only upon parent's or guardian's written instructions, as provided on a Medication Authorization Form.

Each medication requires a completed medication authorization form signed by the parent, with complete instructions for the staff before they can be administered. The medication must be in the original container and not past the expiration date. The dose stated by parent cannot exceed that on the container.

All medications must be labeled with the child's name, and given directly to staff. Medications are kept in a locked area away from children. No medications are to be sent in diaper bags or backpacks!

All medicine must not have expired, be in the original container, and labeled as follows:

- Child's name.
- Content and purpose of medication.
- Exact amount to administer and how often.
- Dates of use.
- Provider's Name (RX medications)

Dispensing Medication

Staff will administer medication, and then list date, time, dosage given and initial the record.

Accidents, Injuries, and Emergency Care:

If an accident occurs, children will be checked for injuries and necessary first aid will be given. Staff have first aid and CPR cards. Parents will be notified if needed or if injuries may require further medical attention. If a parent cannot be reached, emergency numbers will be called. If it is deemed a medical emergency, we will call 911, and contact the parent simultaneously. Please keep your emergency and doctor information up to date on your enrollment form so an EMT or emergency room doctor can quickly obtain any necessary

information. Children will be transported to Good Samaritan Hospital in Corvallis and will be seen by the doctor on call.

In the event of a dental emergency or an injury that causes a tooth to become dislodged, we will immediately contact the parent.

Accident reports are filed for all incidents, and require parent signature. An electronic copy is always available at your request.

Illnesses

As required by CCD regulations, CCCC cannot admit or retain in care a child with one or more of the following symptoms:

- Fever of 100°F or more
- Diarrhea (more than one abnormally loose stool per day)
- Vomiting
- Nausea
- Severe cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions that are severe, weeping, or pus-filled
- Stiff neck or headache with one or more of the above symptoms
- Difficulty breathing, or wheezing
- Complaints of severe pain
- Head Lice

Removal of Sick Children from the Centers

A child who shows signs of illness as defined above, shall be isolated and the family notified to remove the child from the center as soon as possible. The child must be removed from the center within 45 minutes.

Returning to Care

The teacher will complete an illness report to send home with the parent of the symptomatic child. The teacher or Site Director will post a Health Alert to notify parents of contagious illnesses in the center.

A child may not return to the center until the symptoms have subsided without the help of medication for 24 hours. A child who receives a prescription for antibiotics may not return to care until 24 hours after the first dosage is given. A child who is on antibiotics and continues to show signs of the above symptoms may not return to care until symptoms have subsided without help of medication, other than antibiotics, for 24 hours.

Notifying Center of Illness

If your child will not be attending care on a scheduled day, please call the center as soon as you can. If the absence is due to a contagious illness, please inform the Site Director so he/she can post a notice informing other parents of the illness and symptoms to watch for.

Emergency Evacuation Procedures

We practice regular fire drills and emergency procedures as per Child Care Division rules. If for any reason we evacuate and cannot return to the building, the person in charge at the time will collect the emergency

documents located in the office/classrooms. Attendance will be taken outside at the meeting point, and staff and children will proceed to a safe area where parents or emergency contacts listed in the child's file will be called. Staff carry cell phones for emergencies. Children may be picked up at the emergency site.

Child abuse prevention

Hiring and supervision practices, volunteer placement, and supervision of children are designed to ensure the safety of all children in the care of CCCC. All staff are State-mandated reporters of suspected child abuse and/or neglect. Staff and volunteers are required to maintain enrollment in the State Child Care Division Criminal History Registry.

The physical environment is organized to allow good supervision at all times in all areas: entrances and exits, enclosed areas, private spaces, and bathroom facilities. Open spaces are gated with barriers approved by the Child Care Division. Teachers are positioned to monitor all children at all times. At least two teachers are on duty at all times, including opening and closing times and when taking field trips.

Teachers do not go into the bathroom to assist children; the children come to the door if they need help. Changing tables are located in the classrooms.

All inspection reports concerning this facility are available for review by custodial parents. These include fire, sanitation, and Child Care Division inspection reports. Also available are current rules governing child care facilities.

This program is open to any custodial parents during all hours of operation.

Oregon Child Care Division (CCD)

Compliance history of the program is available from the State Certification Specialist. Parents are encouraged to discuss concerns with their child's teacher and the center director. If you feel your concerns are not being addressed, or if you feel uncomfortable discussing the issue with center staff, please call the Child Care Division.

CCD Certification Specialist: 800-556-6616

The Child Care Division does not intervene in money matters.

The CCCC Administration, Staff and Board of Directors would like to thank you for choosing CCCC.

*We hope that you will always feel welcome and know that your child's well-being,
safety and positive experiences are our top priorities.*

*If at any time you have questions, concerns or would like to share a positive moment with us about
your child or child's teacher please feel free to contact us:*

Email: lancastersd@gmail.com or call 541-753-0191