

**2024-2025
Parent Handbook/
Policy & Procedures Manual for**



CHILD CARE & EARLY LEARNING CENTER

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Visit us online at www.kidcentralccc.com and on



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Welcome to Kid Central!

ABOUT US

Kid Central opened in 2018 with one classroom, two staff, and a desire to meet the childcare needs of our community. Over the first two years, we grew to four classrooms and 20 staff. By 2022, we had outgrown our initial space we shared with a church's children's ministry and began renovations on a facility that would be our own space and permanent home. In June of 2022, Kid Central moved into our current facility and expanded to five classrooms and around 25 staff. We currently are licensed to care for 48 children ages 6 weeks to 6 years old.

MISSION STATEMENT

Our mission is to provide quality and safe child care for the families in our community and provide our youngest learners with a positive start to their educational journey.

OUR VISION

Our vision is to be a place where parents feel at ease while away from their children and still be a part of their children's day through updates and communication. At Kid Central, we believe in growing a child through a combination of hands-on learning, self-directed play, creative thinking, teacher-guided activities, and building social/emotional skills, all the while being cared for in a safe and nurturing environment.

OUR VALUES

At Kid Central, we strive to provide a community where all students feel respected, loved, and encouraged to become the best person they can be. Our values are the backbone of our business, supporting children to develop into their fullest and greatest potential.

Our values consist of the following but are not limited to:

- Quality – We believe every child deserves excellence in early learning programs and services to make a difference in their lives and our community.
- Inclusion – All students will be included in our learning environment, regardless of race, gender, or learning level. Kid Central welcomes all children with open arms and with love in our hearts.
- Respect – Respect is essential in building long-lasting relationships with our students and their families. This key component helps us to optimize and highlight the talents and diversity we bring into the facility as partners in the children's growth and development.
- Accountability – We strive to provide open communication with all partners in our business. This allows us to be transparent, open, and honest with one another, and in turn, provides the best environment for our students at home and at the facility.
- Teamwork – The combined action of the educators and the families working together provides an effective and efficient working relationship. By acting together as a team, we are able to provide the best care for our little ones.

OUR GOALS

Kid Central's goals provide us a path to desirable outcomes for our students. These goals provide direction and motivation for the quality of care and education we provide.

- To provide a wide variety of developmentally appropriate practices, that children not only learn and develop from but also enjoy.
- To provide a flexible, calm, and nurturing environment where affection is given freely and from the heart.
- To set clear expectations for all students and encourage their independence.
- To meet the physical, emotional, and social needs of our students.
- To provide an atmosphere of respect for self and one another.
- To provide opportunities for cooperative play.
- To create a happy, warm, and exciting environment that is inviting, comfortable, and manageable for the children.
- To support a caring staff who show genuine respect, love, and encouragement for the children.
- To offer individual guidance to children based upon careful observation of each child's needs and in keeping with parent/guardian direction.
- To ensure the safety and welfare of all children.

BOARD OF DIRECTORS

As a nonprofit, Kid Central is run by a Board of Directors. Kid Central's Board may be made up of current and past parents, community members, and the Executive Director of the center. All voting positions are unpaid positions. Current positions held are:

President: Heather Mercer (*parent*) mercerc.heather@gmail.com

Past President: Jenni Kistler (*former parent*) kistler.jenni@gmail.com

Vice President: Michaela McCrea (*parent*) michaela.mccrea@gmail.com

Secretary: Jillian Coleman (*parent*) jilliancoleman0711@gmail.com

Treasurer: Andrea Goicochea (*parent*) andreamgoicochea@gmail.com

Executive Director (non-voting): Brie Dunn dunn.brie@kidcentralccc.com

A LOOK INTO OUR PROGRAM

OPERATING INFORMATION

Kid Central offers care for children ages 6 weeks to 6 years old.

We operate Monday - Friday 7:30am to 5:30pm. We are a year-round program.

We offer five classrooms with our curriculum and environment tailored to the group's age and developmental level.

CLASSROOMS

Classroom	Age Range	Max Class Size
Infant	6 weeks to 12-15 mos	7
Wobbler	12-15 mos to 2 yrs	8
Toddler	2 yrs to 3 yrs	8
Preschool	3 yrs to 4 yrs	11
Pre K	4 yrs to 6 yrs	11

RATIOS

At Kid Central, we maintain the following staff-to-child ratios listed in the table below:

Age	Ratio
6 weeks to 24 mos	1:4
24 mos to 36 mos	1:5
36 mos to 6 yrs	1:10

WHERE TO FIND INFORMATION

Parent Information Board: This bulletin board is located on the right side wall in the entryway of the center. There you will find our contact info, our licensing info, our current calendar, our snack menu, our guidance and disciplinary policy, information on how to file a complaint, Employment-Related Day Care (ERDC) information, and any non-compliances issued to us within the last year.

Classroom Parent Communication Boards: Each classroom has a bulletin board in the classroom that has their daily schedule and lesson plans posted, as well as emergency contact information.

Website: Our website can be found at www.kidcentralccc.com. There you will find information on our center, classes, and tuition rates. You will also find links to our calendar, ERDC information, and this handbook.

Parent Handbook: This handbook that you are reading contains all our center's policies, procedures, and important information.

KID CENTRAL EMPLOYEES

Having competent, caring, and qualified staff is important to us at Kid Central. Each classroom has a Lead Teacher and one or more classroom aides. All our staff are required to complete the following when employed at Kid Central:

- Active (approved) in the Central Background Registry
- Enrolled in the Oregon Childcare Registry (ORO)
- Recognizing and Reporting Child Abuse and Neglect
- Infant Safe Sleep
- Introduction to Child Care Health and Safety
- Foundations for Learning
- Prevention is Better Than Treatment
- Adult, Child, Infant First Aid/CPR
- Food Handlers
- Obtain 15 continuing training hours annually

COMMUNICATION PLATFORM

Kid Central believes in keeping parents connected with how their kids are doing throughout the day and in open communication between parents and staff. We use the Brightwheel platform for the following purposes:

- Signing your child in and out each day
- Logging of child activities (meals, diapers, naps, incidents, medication administration, supplies needed, etc.)
- Communication with parents
- Communication with Admin
- Parent communication with staff
- Parent contact information
- Listing authorized pick-up people
- Billing and payments for tuition

If you have a question regarding tuition, days of care for your child, or anything office-related, please message the Director by clicking the “Admins only” option in the messaging section. Messages sent through the Admin option are not seen by the rest of the staff. The Director may not see a message sent to the regular classroom staff.

Classroom staff’s main priority is the supervision and instruction of the child in care. They may not get activities logged or respond to a message right away. Teachers are not required to respond to messages sent outside of business hours, so please know that they may not be seen until the next business day.

OUR CURRICULUM

Curriculum at Kid Central includes child-initiated and teacher-directed activities and experiences offered to children that support and enrich their development physically, emotionally, socially, and cognitively. All programs base their curriculum on the month’s theme. Songs, books, sensory activities, fine/gross motor activities, and centers will focus on the theme or lesson plan goal.

Each classroom has their monthly lesson plans posted in the classroom on the Parent Information Board. These plans contain a number of activities designed to foster each child’s development and the development of the group as a whole.

Each classroom is set up in centers, which include blocks, dramatic play, books, gross motor, fine motor, and art. Gross Motor (recess) is important to a child’s physical development and is included in the morning and afternoon schedule. Self-selection or “free-play” is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

LANGUAGE DEVELOPMENT

Our developmentally appropriate experiences and activities, such as book reading, singing, art activities, and games, represent meaningful learning opportunities that incorporate early literacy concepts. Language development skills are developed through exposure to letter-sound connections, combining those sounds into meaningful words, and putting words together into sentences to communicate our thoughts, feelings, and ideas. Our language activities foster the child's phonological awareness, vocabulary, alphabet letters knowledge, and narrative skills.

COGNITIVE DEVELOPMENT: STEAM

STEAM education is an integrative approach to learning that combines Science, Technology, Engineering, Art, and Mathematics. It aims to stimulate curiosity, creativity, and critical thinking in young children. At Kid Central, we incorporate STEAM through hands-on activities and play-based learning.

SOCIAL EMOTIONAL

Children's emotional well-being during their early years has a powerful impact on their social relationships. Children who are emotionally healthy are better able to establish and maintain positive relationships with adults and their friends. Children are learning to talk about their feelings and the feelings of others. Social-emotional development involves more than just expressing emotions. It involves taking turns, becoming independent, following routines, interacting more with peers than just verbal communication, engaging in meaningful relationships, controlling and managing emotions, and developing a positive and loving self-image. These skills are crucial for children's successful participation in all aspects of life, in the facility and home experiences, and for their overall positive self-growth.

PHYSICAL DEVELOPMENT: FINE AND GROSS MOTOR

Fine Motor:

Fine motor skills involve movement of the smaller muscle groups in the child's hands, fingers, and wrists. While hand-eye coordination comes far more naturally to some, this is not true of all. Children learn how to control the muscle movement in their hands to obtain hand-eye coordination and more. There are specific ways we do this in the classroom such as having the child use scissors, color, play with Legos, draw pictures, through sensory play, and more. These skills can turn into more advanced ones later, for instance when the child decides he/she wants to knit, play the guitar, or type on the computer!

Gross Motor:

Gross motor skills involve movements of the large muscles of the arms, legs, and torso. Kids rely on gross motor skills for everyday activities at the facility, at home, and in the community. It's these larger muscle groups that allow babies to sit up, turn over, crawl, and walk. By playing actively indoors and outdoors, each child develops muscle strength, endurance, agility, coordination, balance, and flexibility, as well as builds confidence and social skills.

SENSORY EXPLORATION

Sensory exploration is a child's way of examining, discovering, categorizing, and making sense of the world. At Kid Central, the students participate in activities that allow them to explore different types of materials and enhance their senses through music, dance games, and sensory bin exploration. They learn about a variety of materials that smell, feel, and taste very differently!

FREE PLAY

“Free-play” (also called child-initiated activities, free choice, or self-selection) must be incorporated into the morning and afternoon schedule. Teachers are expected to actively participate with the children during free-play activities by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free-play should be in addition to or include teacher-planned activities.

DAILY SCHEDULE AND ACTIVITIES

The Lead Teacher and Assistant Teacher work cooperatively to create a daily schedule and plan activities that meet each child’s developmental abilities and needs. The lesson plans will be posted on the Parent Communication Board in the classroom. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines should be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

ADMISSIONS

When your child is enrolled at Kid Central, you are paying for your child’s spot, not for the hours of care. When an opening for care at Kid Central becomes available, currently enrolled children needing to move up, part-time currently enrolled children wanting full-time, and siblings of currently enrolled children will get priority, in that order. Rotating schedules are not allowed at this time unless you pay for a full-time spot.

REGISTRATION FEE

A \$50.00 non-refundable registration fee is required upon enrollment or being put on our waitlist. The waitlist fee is good for one year from submission of application.

SECOND CHILD/MULTIPLE CHILD DISCOUNT

A discount is given to families with more than one child enrolled in the program. The discount is 10% off of the lowest fees applicable to the family.

REQUIRED ENROLLMENT FORMS

The following forms are required for enrollment of your child:

- Child Enrollment Forms
- Emergency Contact Card
- Tuition Agreement
- Nonprescription Medication Authorization Form
- Immunizations Record
- Completion of the ASQ and ASQ-SE evaluations. Results emailed to the office.

If needed:

- Allergy or Medical Action Plan
- Prescription Medication Authorization Form (for inhalers, epi-pens, and other required medications)

It is the responsibility of the legal guardian of the child to make sure paperwork and contact information is up to date.

ATTENDANCE

Please let your child's classroom staff know if your child will be absent for any reason as it helps us plan our day and know what our numbers will be for staffing. You can message them in the Brightwheel App.

TUITION POLICIES & FEES

TUITION PAYMENTS

Invoices are sent to parents via Brightwheel. Invoices are for the upcoming month. Invoices will be sent on the 15th of the month prior and payment is due by the 1st of the month (unless special arrangements are made). You can pay any amount and make multiple payments between the 15th and the 1st, as long as payment is received in full by the 1st. There is a 3-day grace period before a late fee will be charged.

Tuition can be paid electronically through Brightwheel or by cash or check.

Cash should be placed in a sealed envelope with your child's name and month of tuition written on it. Checks made payable to *Kid Central*. Please write the month of tuition on the memo line. Cash or checks can be placed in the white mailbox outside the Director's office door.

TUITION AND CLOSURES

There are no deductions made for absences due to illness, weather, school closure days, or vacations.

In the event of a forced temporary closure, due to unforeseen circumstances (ie. natural disaster, pandemic, etc.) tuition will be reduced by 50% for the time the center is closed and your child's spot will be held.

LATE TUITION PAYMENT

A \$10.00 late fee will be charged if tuition is not paid in full by the **third** of the month. An additional \$10 will be charged each week the payment is late. This fee will be added to your tuition due and invoiced to you via the app. Please arrange special payment schedules with the director before tuition is due.

- If tuition is 30 days overdue, the child may not receive care until tuition is paid in full.
- If tuition is 60 days overdue, the child will be unenrolled from Kid Central.

RETURNED CHECK FEE

A \$39 returned check fee issued by our bank will be invoiced to the parents, in addition to the original check amount.

TUITION CHANGES

Changes to tuition will be decided upon by the Kid Central Board of Directors. The Board of Directors will review tuition rates annually or as needed in the event of increases in operating costs. Families will be given at least two months' notice of tuition changes.

LATE PICK UP FEE

When children are not picked up on time, it goes into staff's personal time and may cost Kid Central extra in overtime pay for staff. We ask our families to respect this and pick up their children by 5:30pm. We understand that unforeseen circumstances may occur causing you to be late, but if your child is picked up past 5:30pm more than once in a 30-day period, you will be charged a late fee of:

\$ 5.00	1-5 minutes late
\$15.00	6-10 minutes late
\$25.00	11-15 minutes late
\$35.00	16-20 minutes late
\$45.00	21-25 minutes late
\$55.00	26-30 minutes late

The person picking up will be required to sign a form and late fees will be invoiced to the parents via the app.

EARLY DROP OFF FEE

Occasional early drop-offs may be allowed, but must be arranged and approved in advance by the Director. The same fee scale as Late Pick Up will apply.

WITHDRAWAL AND DISCHARGE POLICY

PARENT WITHDRAWAL

If a parent finds it necessary to withdraw their child, they must notify the Director. Thirty days notice is preferred. There will be no refund in tuition for leaving the center mid-way through a month.

TERMINATION OF ENROLLMENT

We strive to meet the educational, social, physical, and emotional goals of not only the child but also that of the entire class. Kid Central reserves the right to terminate the enrollment of any child whose behavior threatens the safety of the staff or other students or whose needs are greater than what the center is capable of meeting. Kid Central will follow a process of: behavior documentation, parent/teacher conferences, evaluations, behavior plans, and seeking outside resources for help when there is a concern. If all attempts are unsuccessful, then termination may occur.

Kid Central reserves the right to terminate care of a child based on parent/guardian behaviors. Kid Central will not tolerate rudeness to staff, unsafe behavior on center premises, being under the influence of drugs or alcohol, slander, or not following center policies and procedures.

ARRIVAL AND DEPARTURE POLICIES

DROP OFF/ARRIVAL

Please adhere to the following procedure to help make drop-off as smooth as possible for all involved and to give your child a positive start to their day:

1. **Drop off is strongly encouraged between 7:30am and 9:30am***. This will ensure your child has morning recess time and a chance to settle in for the day before lunch and naptime. This will also help us know what our enrollment numbers will be like for the day so we can plan accordingly. Exceptions to this will be allowed for appointments, but we strongly encourage you to schedule appointments towards the end of the day. Since drop offs during transition times are disruptive to the classroom and your child, a child **may NOT be dropped off between 10:45am - 2:15pm** as we are transitioning to lunch and then nap.
**Since the Infant Room is on their own sleep schedule, they may be dropped off and picked up at any time.*
2. **Sign your child in via the Brightwheel App**. Scan the QR Code on the front door and answer the health check questions. If you forget or the person dropping off does not have access to Brightwheel, a Kid Central staff member can check your child in.
3. **Walk your child to their classroom**. It is our policy that you escort your child to a teacher. Do not leave your child at the entrance of the Center. This is in accordance with the Oregon Department of Early Learning and Care Rules and Regulations for Licensing and Certification of Child Care Centers. Children are to be physically received by a teacher. Children may not walk through the parking lot or walk unaccompanied to the classroom without parental supervision. The adult dropping off must remain with the child until the child is accepted by a qualified staff person.
4. **Communicate with the classroom staff**. Share how your child's night and morning went. When they ate last and any other important information the staff might need. This helps staff know how to best meet your child's needs for the day and anticipate any mood changes.
5. **Help your child put their stuff away**. Help your child take off their coat and shoes and place them in their cubby. Hang up their backpack and put their lunch in their classroom refrigerator.
6. **Give your child love and say goodbye**. We know drop off can be hard on some kiddos, and even on parents! Quick and meaningful drop offs are the most effective. Dragging out the "good bye" process can make it harder for your child. Reassure them you or (state name) will pick them up later, that you know they will have a great day, and they are loved. Then off you go!

Please note:

- If your child arrives after 8:45, they will not be offered an AM Snack (Toddlers and up). Infant Room cut off for offering solid food in the morning is 9am.

PICK UP/DEPARTURE

Please adhere to the following procedure to help make pick up go as smooth as possible for all involved:

1. **Pick up during nap time between 12pm and 2:15pm is not allowed**. Please schedule appointments around nap time.
2. **Notify of early pick up**. Please let the classroom staff know if you plan to pick up your child earlier than normal. If your child has a hard time leaving at the end of the day, you can let staff know you are on your way so they can prepare your child for pick up to help things go more smoothly.
3. **Notify of alternate pick-up person**. If someone different will be picking up your child, please let the classroom staff know. They will need to know the name of the person and that person will need to show a photo ID upon pick up (see Authorized Pick Up below).

4. **Sign your child out via the Brightwheel App.** Scan the QR Code on the front door to sign your child out. If you forget or the person picking up does not have access to Brightwheel, a Kid Central staff member can sign your child out.
5. **Grab your child's stuff.** Please make sure you get all your child's belongings at the end of the day. This includes their lunch box, water bottle, soiled clothes, art work, and bedding (at the end of their week).
6. **Be on time.** Picking up after 5:30pm is an inconvenience to the staff as it goes into their personal time. A late fee (see Late Pick Up Fee above) will be charged to the parents' account if a child is picked up after 5:30pm more than once in a 30-day period.

Please note:

- A child will not be released to anyone under the age of 16.
- A child will not be allowed to run through the parking lot to their pick-up person.

Kid Central is not liable, nor accepts responsibility for children who are not signed out in the appropriate and designated manner. When the staff member turns the child over to the parent/ guardian or authorized person, the child is considered the responsibility of that person.

AUTHORIZED PICK UP

People authorized to pick up your child must be listed on the child's enrollment form and in their profile in the Brightwheel App. Please notify classroom staff if anyone different will be picking up your child.

Photo identification will be required for any unknown person picking up your child. If photo identification cannot be presented, staff will contact the parent/guardian of the child to confirm the identity of the person picking up. An authorized person must be 16 years old or older.

HEALTH POLICY

Child care, by nature, exposes children to a number of childhood illnesses. It is important that the staff and parents work together to prevent the spread of illness. Staff will make sure to keep classrooms clean and sanitized and parents can help by keeping their children home when they are not feeling well.

COMMUNICABLE DISEASES

Kid Central will notify parents via Brightwheel if there are any known exposures to a communicable disease. We hope that families will have the same transparency with us if your child was exposed outside of the center.

ILLNESSES

If a child is sick and is perceived to be contagious, they will be separated from the classroom and a staff member or Admin will wait with the child in the office or the library until an authorized person can pick them up. We will do our best to keep them comfortable and calm.

Kid Central shall not admit or retain a child in care who has one or more of the following:

- **Cold, Cough, and Other Severe Symptoms of Illness:** Child is irritable and not feeling well. Signs/symptoms of severe illness include lethargy, uncontrolled coughing, inexplicable irritability, or persistent difficulty breathing and/or wheezing. Cough is chronic, deep, or hacking. The child may have symptoms of sinus infection which include green discharge from the nose. Child may return after symptoms have cleared and energy has returned.
- **Fever:** 100.4°F or above. Child must be fever free for 24 hours, without the aid of medication, to return to

care.

- **Diarrhea:** 3 or more watery, bloody, or loose stools in a 24-hour period. A child may return to care after 48 hours of diarrhea resolving or with a written clearance from a licensed healthcare provider.
- **Conjunctivitis/Pink Eye:** The child may return after initial antibiotic/medication treatment is started.
- **Vomiting:** If no explanation for vomiting is observed (crying, gagging, or choking on food), then the child must be sent home and may return after 48 hours from the last occurrence or with a written clearance from a licensed healthcare provider.
- **Hand Foot and Mouth:** Child must be free of symptoms for 24 hours, and mouth sores and open blisters are completely healed.
- **Strep Throat:** Child may return 24 hours after initial antibiotic treatment and cessation of fever.
- **Chickenpox:** Child may return after all sores have dried and crusted (usually ~6 days).
- **COVID:** Child may return after 5 days from start of symptoms and must be symptom free.

If your child is not well enough to withstand a normal day of care including participating in activities, outside play time, and consumption of meals, they should remain at home and alternate care should be arranged. We want to protect other children's health by keeping sick children at home. A cooperative effort from all parents will help keep illnesses from spreading.

BACK-UP/ALTERNATE CARE:

We realize that the majority of you have your child enrolled at Kid Central because you have work commitments. However, it is important that you have a back-up plan in place for care of your child due to illnesses or unexpected center closures.

MEDICATION POLICY

Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to being dropped off at the facility, and again when returning home and/or at bedtime. The first dose of any medication should always be given at home and with sufficient time before the child returns to the facility to observe the child's response to the medication given. The classroom teacher must be notified by the parents that a dosage at home was given, and at what time it was administered to the child.

ACCEPTING MEDICATION

- All medication will be accepted in its original container. Medication that is not in its original container will not be accepted.
- A Nonprescription or Medication Authorization Form must be completed for any medication on site.
- Medication will not be used beyond the date of expiration.
- The child's name must be written on all items.

STORING MEDICATION

No form of medication, prescription or non-prescription, may be kept in a child's backpack. If a medication needs to be kept refrigerated, it will need to be in a locked container/pouch in the classroom fridge or kept in the Staff Room

fridge.

Nonprescription meds: Diaper cream will be stored out of reach of children. Tylenol, allergy medication, and sunscreen will be locked up.

Prescription meds: All prescription medications will be locked up. Lifesaving medications (inhalers, epi pens, etc.) will be kept in the classroom's Emergency Backpack under lock.

NON-PRESCRIPTION MEDICATION

All enrolled children will have a non-prescription authorization form filled out for diaper cream, sunscreen, and over the counter pain medication.

PRESCRIPTION MEDICATION

- A Medication Authorization Form must be completed by a parent/guardian prior to the medication being brought into the classroom.
- Medication must be handed to the classroom teacher and may not be left in the child's backpack.
- All prescription medication must be in the original container and include the original prescription with the child's name on the prescription.

The pharmacy label must clearly state:

- physician's directions for use
- physician's name and phone number
- child's first and last name
- the date the prescription was filled
- The expiration dates
- specific instructions for storing the medication

CHILD ALLERGIES OR SPECIAL MEDICAL NEEDS

If your child has an allergy that is severe or life threatening or has a medical condition requiring special care/medication, please make sure the center Director is aware. An Allergy Action Plan or Medical Action Plan will be written and posted in the classroom and a copy will be kept in the office.

ACCIDENT/INJURY POLICY

Occasionally, accidents happen with kids. All Kid Central staff are trained in CPR/First Aid and will be quick to assess and treat any minor injuries that may occur. Parents will be notified via the Brightwheel App of the incident and what first aid measures were taken. A photo will also be included with the report.

The following procedures will be taken for minor injuries:

- Applied if needed - ice pack, first aid cream, band-aids, and/or comfort to child
- Parents notified via Brightwheel App.

The following procedures will be taken for serious injuries or medical emergencies:

- Any severe injury (heavily bleeding wounds, suspected bone or muscle injuries, or suspected concussions) will result in a phone call to the parents/guardian of the child and 911 will be called, if needed. A paper Injury Report will be filled out and signed by staff and parent/guardian.

- In case of a life threatening emergency, 911 will be called and the child, along with a staff member, will be transported to the specified hospital on the child's enrollment form. If a hospital is not specified on the child's enrollment form, Good Samaritan Regional Medical Center in Corvallis will be used. Parents will be contacted by phone as soon as possible. A paper Injury Report will be filled out and signed by staff and parent/guardian.
- First Aid will be applied to the best of our means until Emergency Medical Services arrives.

MEALS

Kid Central provides a morning and afternoon snack each day (depending on age group). We also provide milk. Children will bring their own lunch and milk alternatives, if needed. Please see the following guidelines:

- **Kid Central is a NUT FREE center in our classrooms.** We do have staff and students with nut allergies. Sunbutter, Wowbutter, and soy butters are all a great alternative. Please check granola bars and other food items you bring for your child to make sure they do not contain nuts. If your child comes to school with a food item containing nuts, it won't be served to them and will be sent home. We will supplement the item with something from the center.
- Food needs to be ready to eat. Anything that requires additional prep before being heated or longer than a minute to warm up is not allowed (Easy Mac, TV Dinners, Cup of Noodles, etc.). Classroom staff do not have the time to cut up or peel food items. Please do this at home.
- Cold, ready to eat food is preferred, but if a food item needs to be reheated, please make sure it is in a separate, microwavable container.
- Please send all utensils needed.
- Let the classroom staff know if you want your child's uneaten food tossed or sent home.
- If your child has food allergy/sensitivity, please let the Admin know so the proper paperwork can be done. You may need to bring in safe snack items or alternative milk options for your child.
- Additional food will only be offered if the child has tried the snack provided or if they have eaten all their snack or lunch from home.

SNACKS

AM Snack is at 8:30AM. Kid Central will provide snacks for Toddlers and up. Infants and Wobblers will bring food from home. If your child arrives after 8:45am, they may not be served snack. Please make sure your child has eaten before dropping them off.

PM Snack is served at 2:30pm. Kid Central will provide snacks for Wobblers and up.

The Snack menu is posted on the Parent Information Board.

LUNCH

- Lunch is served at **11:00AM**
- Your child will need a healthy lunch from home. Please see above guidelines for sending food for your child.
- Please do not send a drink. We will offer milk or water.
- Please send food in a lunch box/bag labeled with your child's name.

- A full list of healthy food items and serving sizes can be found on our website. Click on Information Central under the dropdown menu and then on Healthy Kids. Treats are discouraged.

SPECIAL SNACK FOR CELEBRATIONS

Occasionally, a special treat will be served with PM Snack for celebrations. This may include a cookie, popsicle, ice cream, chocolate, or a cupcake provided by Kid Central or a center family (for birthday celebrations). Treats will be offered after the healthy snack. All treats will be store bought and unopened.

EMERGENCY PLANS

Kid Central will practice fire drills monthly. We will practice earthquake and lockdown drills every other month. Each classroom has an Emergency Backpack that goes with the class any time they leave the classroom. It contains first aid supplies, a child's life saving medication (if needed), and the student's Emergency Contact Cards.

If there is ever an actual emergency, Kid Central will do our best (understanding that phone and internet services may be down) to contact all parents to inform them on the well being of their child and any further information required.

If at any time Kid Central occupants need to be farther away from the center then the back of the parking lot, we will walk to the Western Oregon University (WOU) football stadium and children can be picked up there.

FIRE

In the case of a fire, all classrooms will be evacuated out the nearest exit and will meet in the back of the parking lot by the third tree. Infants will be placed in an evacuation crib that has sturdy wheels for going outside. Wobblers will be placed in a wagon, if there is time. Parents will be notified in Brightwheel or by phone to pick up their child.

INTRUDER OR DANGEROUS ADULT

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

In the event of an intruder or dangerous person, authorities will be contacted and one of the following systems will be initiated for the center:

Lock In - minor threat

This means all staff and children will be in their classrooms with the doors locked and to be on alert of the situation.

Lockdown - major threat

This means all staff and children will be in their classrooms with the doors locked, curtains drawn, lights off, and everyone out of sight.

MISSING OR ABDUCTED CHILD

In the event of a missing child, the Lead Teacher will search for the child in the immediate area, checking all possible hiding places while another staff member calls the Director to help with the search.

- If the child cannot be located in a reasonable amount of time, the Director will notify the local police department and the child's parents.

- In the event of an abducted child, the Lead Teacher must immediately contact the Director, the local police department, and the child's parents.

EARTHQUAKE

In the event of an Earthquake, the staff in the room will help the children to follow **DROP, COVER, and HOLD ON**.

- **DROP** where you are, onto your hands and knees. This position protects you from being knocked down and allows you to stay low and crawl to shelter.
- **COVER** your head and neck with one arm and hand. If a table or desk is nearby, crawl under it for shelter. If no table is available, crawl next to an interior wall (away from windows and heavy objects that could fall). Stay on your knees and bend over to protect vital organs. Staff in the Wobbler Room will need to cover the kids with their own bodies and keep them contained. Infants can be placed in a crib and staff can sit next to the crib.
- **HOLD ON** until the shaking stops.

BOMB THREAT

In the event of a bomb threat or suspicious package, children will be evacuated from the building and local authorities will be contacted. Staff and children will walk to the WOU football stadium.

SEVERE WEATHER

The Director and/or Assistant Director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early, delay start time, or close for the day. The Director will notify parents via Brightwheel to inform them of the situation.

Snow/Ice - Kid Central follows the Central School District's inclement weather decisions for closure or delays. Occasionally, we will make our own decision based on our staff and families best interest as some are traveling from outside our area. If snow starts during the day, the weather will be monitored and parents will be notified if the center will close early.

Power Outage - If power cannot be restored within a reasonable amount of time, the center will close and parents will be contacted to pick up their child.

Severe Heat - The center will remain open as long as there is working air conditioning in the building. Outside time will be limited or not allowed depending on temperature.

EVALUATION AND ASSESSMENT OF CHILDREN

Making sure your child is developing and meeting their milestones is important to us. At Kid Central, we use the following methods of tracking your child's growth and development:

- Parents are required to fill out the Ages & Stages Questionnaire (ASQ) and Ages & Stages Questionnaire: Social-Emotional (ASQ-SE) questionnaires upon enrollment. These will help us track your child's development while they are in care at Kid Central. They will be repeated as your child moves up a classroom or if any concerns about development arise.

- Kindergarten Readiness Assessments will be done in June on kids going to Kindergarten in the Fall.
- Informal documentation taken by classroom teachers as needed.

If there are concerns of delays or behavioral issues, Kid Central may request an evaluation be done by Willamette ESD. Parents will be notified and a consent form will be signed.

CHILD POLICIES

CHILDREN'S PERSONAL TOYS

Children's personal toys should be kept at home. It's heartbreaking to children when their personal toys are broken or lost at school. It can also be hard to share toys from home which can lead to behavior problems.

The teacher's lesson plans include detailed activities that include numerous toys, games, and equipment for the children to enjoy.

There will be special days throughout the year when an item can be brought from home.

CHILDREN'S CLOTHING

Please dress your child in clothes that will allow him/her to engage freely in all activities during the day. Your child's day is centered around play and therefore feeling comfortable is important. We go outdoors, if the weather allows, so appropriate seasonal clothing is needed.

A change of clothes, including pants or shorts, an undershirt/tee-shirt, underpants, and socks need to be kept in your child's cubby or backpack. Spills, accidents, and unforeseen/unavoidable circumstances do occur, and the comfort of your child is our main concern.

Remember to rotate clothes seasonally and as your child grows.

REST TIME POLICY

Rest is important for your child's growth, development, and mood. At Kid Central we have a center-wide rest time for Wobblers and up from 12pm to 2pm. Everyone lies down, lights are low, and quiet music is played. Classroom staff will help your child fall asleep by patting or rubbing their backs, if your child wants them to.

Child pick up or drop off is not allowed during rest time.

Children 6 weeks to 12 months:

- Each child will be assigned a crib in the nap room. Kid Central will provide a crib sheet and they will be washed at the end of the week or sooner, if needed.
- Children will be allowed to follow their own sleep/wake schedule.
- Children will be put to sleep on their backs. A child may sleep on their side or stomach if they can roll over themselves.
- The child, a pacifier, and a hands-free sleep sack are the only items allowed in the crib.

Children 12 months and up:

- Each child will have their own cot at rest time. Cots are sanitized each day.
- Each child will need to bring their own sheet (crib or twin size), blanket, pillow (if used), and **one small** lovie (if used). These items will be stored in your child's nap box and sent home at the end of the week to be washed. Please remember to bring a clean set the next week.
- Your child will be expected to have 30 minutes of quiet time on their cot each day. If they don't fall asleep in that time, a quiet activity will be provided for your child to allow the other children in the classroom to sleep.
- If your child is under 36 months of age, we will not wake your child up earlier than 2pm.
- Kid Central will not keep your child awake if they want to nap.

CLASS TRANSITION POLICY

Children will move up to the next classroom when:

1. They are of age for that classroom (or will be within that month).
2. There is availability in that classroom.

Move ups are usually done the first 3 days of the month and will go as follows:

- Prior to Move Up: Parents will receive information from the Director regarding their child moving up.
- Day 1: Child will spend the afternoon from after PM snack until parent pick-ups in the new classroom.
- Day 2: Child will be dropped off by parent in the new classroom and will stay through lunchtime, returning to their current room for nap.
- Day 3: Child will be dropped off in the new classroom by parent and stay for the entire day.

DIAPER CHANGING POLICY

Proper diapering procedures are posted at each changing area.

- Parents are required to provide diapers/pull-ups, diaper cream, and wipes. Classroom staff will let you know when your child is running low on an item.
- Staff will check diapers and pull-ups at a minimum of every two hours (except if the child is sleeping).
- Staff will wear disposable gloves when changing diapers and gloves are changed between each child.
- While safety straps on changing tables are not used (to avoid contamination), staff members always have one hand on the child during a diaper change.
- If necessary, soiled clothes are placed in a plastic bag to be sent home to parents.
- The child's hands are washed at a sink with soap and running water or a wet wipe is used if the child is under 6 months old.
- The staff member will wash their hands and the diaper changing table will be sanitized.

Cloth Diapers

- Parents will need to supply enough cloth diapers for the day.
- Soiled diapers will be placed in a "wet bag" provided by the parents and sent home at the end of the day.

POTTY TRAINING POLICY

Kid Central believes there are three stages to potty training or toilet learning. These stages are:

First Stage: Interested in the Potty!

- This stage occurs when the child communicates that they have gone potty in their diaper. They show interest in the potty by pointing, saying potty words, and being uncomfortable in their diaper. This is a great phase to start reading books about going potty and watching videos!

Second Stage: Toilet Trained with Adult Support

- This occurs when the child can use the toilet, but it is the adult who gets the child to the bathroom on a set schedule. In summary, the adult initiates the use of the toilet by the child. During this stage, the child is fully

assisted by the adult. The adult walks the child to the toilet, sits them down, pulls up and down their pants, and helps with wiping. Accidents do frequently occur in this stage. This stage focuses on getting the child used to going to the bathroom, being aware of this new and exciting adventure, and assisting them to do it correctly!

Third Stage: Potty Training

- The student can use the toilet, mostly independently, and express the need to go potty on the toilet. They are communicating interest and acting. The child shows signs of readiness and feels independent to use the potty. Accidents occur very infrequently in this stage! They still may occur, so do not get discouraged.

Signs of Readiness:

- Verbal Signs:
 - The child can speak in three-to-four-word sentences.
 - The child can verbally tell you when their diaper is wet.
 - The child can say they need to go potty or has wet their diaper.
 - The child tells you that they need to go to the bathroom.
- Physical/Psychological Signs:
 - The child stays dry for longer periods.
 - The child can hold urine or bowel movements.
 - The child has a somewhat consistent bowel movement schedule. This means their bowel movements are at somewhat regular times.
 - The child can pull down and pull up pants and underwear.
 - The child asks and wants to wear underwear.
 - The child initiates using the toilet by walking to it.
 - The child can learn and initiate the following actions of going to the bathroom: pee, wipe, flush, and wash hands.

General Notes on Potty Training:

The following notes are important to remember while potty training your child:

- Make potty training a POSITIVE EXPERIENCE for everyone!
- Never make the child feel bad for having an accident. Remember, it is a process!
- Positive reinforcements are beyond helpful in training.
- Make sure to pay attention to the child's signs of readiness and be ready yourself!
- Remember that all children potty train at their own speed.

The Potty-Training Process at Home and Facility:

Kid Central believes the potty-training process should begin at home. The process should begin when the parents and child can be dedicated, and there are not many changes in the child's life.

The Process at Home:

1. Notify the teacher of a scheduled weekend that you plan to start the process. Ensure that the teacher is aware and can start working with your child at the facility around the same time.
2. We recommend your child stay in underwear for two to three consecutive days. This is because underwear feels different than a diaper on a child. They start to realize that the underwear cannot hold their urine/poo and they feel uncomfortable. Underwear helps produce the sensory signs of going to the bathroom on the toilet to maintain dry and clean underwear!

3. It is important that parents stay close to home and keep the child close to the bathroom while playing or participating in activities to ensure ease of use.
4. We recommend your child wear comfortable, easy-to-remove clothing during this process.
5. Take your child to the bathroom every 2 hours, and reward them with cheering, or other positive reinforcement techniques even if they are just sitting on the toilet.

The Process at Facility:

A successful weekend at home is defined by the child having three or fewer accidents and remaining excited about the process. If your child goes more times during the weekend on the toilet than in their underwear, this is a sign of success!

The following guidelines must be followed when children are potty training/wearing underwear at the facility:

- No overalls, pants with a belt, pants that snap, or any clothing that is hard to get the child out of quickly.
- If possible, bring an extra pair of shoes as they can get wet too.
- ALWAYS have extra clothes and underwear onsite at the Facility.
- Inform the teacher if your child prefers to sit or stand when using the toilet.
- Keep a small supply of pull-ups for nap time at the Facility.
- Your responsibility is to take home any soiled clothes to be cleaned and sanitized.

BITING POLICY

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a child care environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration, and stress. Biting is not something to blame on children, their parents, or their teachers. There are a variety of strategies we implement at Kid Central to prevent and stop biting.

This is the process followed when a child bites:

- The biting child is stopped and told, "Stop biting. Biting hurts" in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the biting child to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.
- Both children will need an incident report in Brightwheel added. Photos need to be posted to the notification. Confidentiality will be maintained in the description of the incident.

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills.

While working on correcting the behavior, the child will be sent home if they bite twice in one day.

Below are the steps the teacher will take to identify triggers and replace the behavior:

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
 - Was the space too crowded?
 - Were there too few toys?
 - Was there too little to do or too much waiting?
 - Was the child who bit getting the attention and care he/she deserved at other times?

2. The teacher will change the environment, routines or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways.
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and center Admin will meet regularly to regulate an action plan and measure outcomes.
7. If biting continues the teacher and center Admin will observe the group more closely and work with the parents to seek out additional resources as necessary.
8. Removal from care is our last resort if none of the above strategies have been successful.

All information is confidential and names of the children involved in the incident are not shared between parents.

GUIDANCE AND DISCIPLINARY POLICIES

Every adult who cares for children has a responsibility to guide, correct, and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledge the child's efforts and progress, no matter how slow or small, are likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation, and a good understanding of the child. **Kid Central staff will use only positive guidance techniques.**

When interacting with young children, staff should ask themselves the following questions:

“Am I...”

- Validating feelings?
- Asking open ended questions?
- Encouraging problem solving?
- Respecting children's choices?
- Using praise and positive reinforcement?
- Talking with children – not at them?
- Circulating throughout the classroom?
- At the child's eye level?

REASONS FOR MISBEHAVIOR

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave:

- Children want to test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child does not understand the rules, or are held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.

- They feel ill, bored, hungry or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

PREVENTING MISBEHAVIOR

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior, including but not limited to:

- Set clear, consistent rules. (e.g., walking feet; gentle touches)
- Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (e.g., participating in activities with the children so they stay interested for longer periods)
- Encourage self-control and independence by providing meaningful choices. (e.g., "You may pick up the blocks or the books.")
- Focus on the desired behavior, rather than the one to be avoided. (e.g., "Ashley, please use gentle touches with your friends.")
- Build children's images of themselves as trustworthy, responsible, and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (e.g., "Joey is playing so nicely. I like it when you keep the blocks on the table.")
- Encourage children often and generously.
- Set a good example. (e.g., using a quiet voice when children should be quiet)
- Help children see how their actions affect others.

RESPONDING TO MISBEHAVIOR

Below are strategies Kid Central staff will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

- **Redirection**

This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "*Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn.*"

- **Logical consequences**

These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.

- **Participate in the solution**

If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, *"It made Brandon very sad when you told him he wasn't your friend anymore. How can we make him feel better?"*

- **Natural consequences**

Allowing children to experience the consequences of their behavior. For example, Laura does not put her bracelet away in her backpack when the teacher sees it lying on the floor. Later another student finds the bracelet and it gets broken. Do not use a "that's what you get" tone when using this strategy. Try saying, *"I am sorry your bracelet got broken. I was worried about that happening and that's why I asked you to put it away"*. **Only use natural consequences when they will not endanger the child's health or safety.*

- **"Take a Break" or "Calm Corner/Chair"**

In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm corner/chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break. For example, "I can see you are having a hard time keeping your hands to yourself. Let's take a break for a little bit and try again later". This strategy should **NEVER be used as a punishment**. The area should be away from other children and should have some quiet/calming activities for the child to use. When the child seems calm, you can talk with the child and see if they are ready to join the class. This area should be available to children whenever they would like to use it and other children should be encouraged to give the child space.

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director.
2. The Director will observe the child and meet with the Lead Teacher to develop a behavior management plan.
3. The behavior management plan will be discussed with the parent and then put into practice.
4. The Director, Lead Teacher, and Aides, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

*** If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time.*

USEFUL PHRASES

The following phrases are useful when problem-solving with children.

Instead of	"No" or "Don't"
Say	"Please stop", "I don't like that", "That's not OK", or "That is not a choice"
Instead of	"That's not nice"
Say	"That's not OK", "Please use gentle touches", or "That hurts Jordan"
Instead of	"No running"
Say	"I need you to use your walking feet" or "You may run when we go outside"
Instead of	"Stop crying"
Say	"I need you to use your words to tell me what is wrong"

Instead of "Can you put away your toys?" (If it is not a choice, do not pose it as a question)
Say "You may help me pick up the blocks, or help Alyssa pick up the puzzles"

Instead of "I said yes" (when a child tells you "no")
Say "No is not a choice, I need you to..."

RESTRAINT POLICY

An employee of Kid Central may only use physical restraint after complying with all requirements Kid Central's Guidance and Discipline Policies. Physical restraint must only be used if a child's safety or the safety of others is threatened and must be:

- Limited to holding a child as gently as possible to accomplish restraint
- Limited to the minimum amount of time necessary to control the situation
- Developmentally appropriate

A staff member must not use bonds, ties, blankets, straps, or weights (including an adult sitting on a child) to physically restrain children.

Certified child care center staff must discontinue the use of physical restraint if they sense a loss of their own self-control or concern for the child when using physical restraint.

If physical restraint is used, a certified child care center must:

- Report the use of physical restraint
- Assess any incident of physical restraint to determine if the decision to use physical restraint and its application were appropriate
- Document the incident in the child's file, including the date, time, duration, certified child care center staff involved, and what happened before, during, and after the child was restrained.

If physical restraint is used more than once on a specific child, the center must develop a written plan with input from individuals who have knowledge of the child's behaviors, including, but not limited to: the child's primary care provider, mental health provider, school counselor, and the parents or guardians, to address underlying issues and reduce the need for further physical restraint. A center must notify the Child Care Licensing Division (CCLD) when a written plan has been developed.

PARENT AND TEACHER CONFERENCES

If any child is exhibiting concerning behavior or signs of a delay, there should be documentation done by the Lead Teacher of the issue. There should be communication with the child's parents about the concerns and a conference may be scheduled to come up with a game plan to change unwanted behavior or to talk about having the child evaluated for delays. A member of Admin must be present for these meetings.

GENERAL FACILITY POLICIES

SMOKING POLICY

Marijuana, cigarettes, and other smokeless tobacco products are not allowed on the premises of Kid Central or Monmouth Christian Church. Parents/guardians who smoke are strongly encouraged not to do so before picking up their child from the facility, as smoke stays on clothing and hair for some time. All parents and guardians must wash their hands after smoking before arriving at the facility.

ALCOHOL POLICY

If at any time we feel that a parent, guardian, or anyone authorized to pick up or drop off the child is under the influence of alcohol and or any other toxic substance, the facility may refuse the release of the child, and the facility will contact another authorized person to come and pick up the child, explaining the circumstances. In some cases, an incident of this nature may be required to be reported to the Department of Early Learning and Care (DELIC) and Oregon Department of Human Services (ODHS).

EQUAL EMPLOYMENT

Kid Central provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

NON-DISCRIMINATION AND HARASSMENT

At Kid Central, we are committed to providing an inclusive and welcoming environment for all members of our staff, children, families, and volunteers. Kid Central is committed to creating and maintaining an equitable and inclusive working and learning environment, free from discrimination or discriminatory harassment, in any of our activities or operations. We prohibit unlawful discrimination based on race, color, religion, sex (including pregnancy, childbirth, and related conditions, sexual orientation, and gender identity), and national origin, as defined by Title VII of the Civil Rights Act of 1964.

Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. It is unlawful to harass a person because of that person's sex. As outlined by the Equal Employment Opportunity Commission guidelines, harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex, gender, race, color, religion, or national origin.

Kid Central encourages reporting all perceived incidents of discrimination, harassment, or retaliation regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the center Director or any member of the Board of Directors. Incidents will be promptly investigated and could have consequences up to and including termination of child care and/or being banned from Kid Central property and/or events.

CHILD NEGLECT AND ABUSE

All staff at Kid Central are mandatory reporters for any suspected child abuse or neglect. If at any time there is a concern for a child's welfare or a suspicion of abuse or neglect, it will be reported to local child services.

PARENT/STAFF RELATIONSHIPS

The relationship between parents and staff plays a significant role in the success of your child while they are at Kid Central. Below are a few policies to help maintain a healthy relationship.

PARENT/STAFF COMMUNICATION

Parents may **ONLY** communicate with staff through the **Brightwheel App** regarding their child if it pertains to Kid Central matters. Special exceptions may be allowed, but must be approved by the Director. Communication through a personal cell phone, email, or social media regarding a child is not allowed, unless it is regarding care performed outside of the center by a staff member.

CARE OUTSIDE OF THE CENTER BY A STAFF MEMBER

Kid Central staff may only provide care for families outside of center operating hours. This includes evenings, weekends, and days the center is closed. Kid Central is not responsible or liable for staff providing care outside of the center.

VIDEO SURVEILLANCE POLICY

To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our child care facility, Kid Central is equipped with a 24-video surveillance system. Cameras are installed in our classrooms and other areas where children are present. Our cameras have been positioned in appropriate places (out of sight of the diapering changing areas and restrooms) within our facility and are used solely to promote the safety and security of people and property.

Because we respect the privacy of all children, parents, and staff in our center, our cameras are intended for internal purposes only. Recordings from the cameras are considered confidential and are intended only to be viewed when necessary, such as in the event of a staff complaint, parent allegation, incident, or injury. If a situation arises that will require the footage to be viewed, the Board of Directors will be notified. Only the director, and/or the Board, will view the footage in the Center's office.

Thank you for your cooperation and in helping us make your child's child care and early education experience a positive and rewarding one! If you have any questions regarding the above information, please contact the Director.

Kid Central 2024 Calendar

JANUARY

S	M	T	W	T	F	S
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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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22	23	24	25	26	27	28
29	30	31				

Center Closed

Annual Family Picnic

Center Closed-Inservice

Pre K Graduation