



**Neighbors For Kids**  
**'Home of the**  
**Kids Zone'**  
**FAMILY HANDBOOK**

Neighbors For Kids  
634 SE HWY 101  
PO BOX 942  
Depoe Bay  
Oregon  
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541- 765-8990

Revised 2022

## Neighbors For Kids

# WELCOME

Dear Family

Welcome to Neighbors For Kids, Home of the Kids Zone. At Neighbors For Kids, we are committed to ensuring they have a safe, positive, and enriching program experience. The safety and well-being of children is the #1 priority of Neighbors For Kids. The policies and standards outlined in the Family Handbook are designed to ensure that children participating in our programs and activities have an optimal experience; one that is physically and emotionally safe, fun, led by caring adults creating meaningful connections, and recognizing members' achievements in our program's classroom, and their community. The following information will highlight the programs the Club has to offer and explain the policies of our organization to you. In addition to the Parent Handbook, you will be required to attend a virtual parent orientation to help provide additional information on your specific branch.

Thank you for choosing Neighbors For Kids. We look forward to providing your child with a caring and enriching environment.

Sincerely

Toby Winn

Executive Director

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Director of Programs & Operations

Neighbors For Kids

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# TABLE OF CONTENTS

<b>ABOUT US</b>	<b>1</b>
Vision	1
Mission	1
Certification	1
Definition of Family	1
Hours of Operation	1
Holidays	1
Admission & Enrollment	1
Inclusion	2
Non-Discrimination	2
Family Activities	2
Confidentiality	2
Staff Qualifications	2
Child to Staff Ratios	3
Communication & Family Partnership	3
Open Door Policy	3
Publicity	4
<b>OPERATIONS &amp; LEARNING</b>	<b>4</b>
Learning Environment	4
Preschool Curricula & Assessment	4
Developmental Screening	5
Outings and Field Trips	5
Transportations.....	5
Transitions	6
Transition from home to center	6
Electronics	6
Multiculturalism	6
Rest Time	6
Potty Training	6
<b>GUIDANCE &amp; DISCIPLINE POLICY</b>	<b>7</b>
General Procedure	7
Challenging Behavior	7
Physical Restraint	8
Notification of Behavioral Issues to Families	8
Serious Discipline and Zero Tolerance Policy	8
Suspension	9
Circumstances for terminating program participation	9
Additional Supports	10
<b>TUITION AND FEES</b>	<b>10</b>
Important Notice	10
Tuition Rates	10
Methods of Payment	10
<b>ATTENDANCE &amp; WITHDRAWAL</b>	<b>10</b>
Absence	10
Closing Due to Extreme Weather	11
<b>DROP-OFF AND PICK-UP</b>	<b>11</b>
General Procedure	11
Authorized & Unauthorized Pick-up	11
Right to Refuse Child Release	11
<b>PERSONAL BELONGINGS</b>	<b>12</b>
What to Bring	12
Cubbies	12

Lost & Found	12
Toys from Home	12
<b>NUTRITION</b>	<b>12</b>
Foods Brought from Home	12
Food Prepared for or at the Center	13
Food Allergies	13
Meal Time	13
<b>HEALTH</b>	<b>14</b>
Illness	14
Allergy Prevention	14
Medications	14-15
Communicable Diseases	15
<b>SAFETY</b>	<b>16</b>
Clothing	16
Communal Water-Play	16
Injuries	16
Biting	16
Respectful Behavior	17
Smoking	17
Prohibited Substances	17
Dangerous Weapons	17
Child Custody	17
Suspected Child Abuse	17
<b>EMERGENCIES</b>	<b>18</b>
Lost or Missing Child	18
Fire Safety	18
Emergency Transportation	18
<b>CENTER POLICIES</b>	<b>18</b>

## **ABOUT US**

### ***Vision***

The vision of Neighbors For Kids is to provide opportunities for positive youth development through the Kids Zone out of school-time programs. We believe that all children and youth have the potential to better their lives and become responsible, contributing adults in their communities. We endeavor to create an atmosphere where all children and youth are welcome to be themselves, learn and grow according to their skills and abilities, develop positive, nurturing relationships with adults in our community, and develop healthy lifestyles that demonstrate respect for themselves, and their families, and their futures.

### ***Mission***

Neighbors For Kids is an Oregon nonprofit 501(c)3 dedicated to supporting families in Lincoln County during out-of-school-time hours by providing quality after-school and summer programs to pre-school and school-aged children in a safe, affordable, fun learning environment.

### ***Certification***

We are a certified Licensed Child Care Facility. Our license number is CC501942. Our License can be viewed on our parent board. Parents/guardians must review and sign a declaration of viewing.

### ***Definition of Family***

In this handbook, we refer to a family as a Parent, Legal Guardian, Grandparent, Stepparent, Foster Parent, sponsor, or anyone else who provides for the well-being, best interest, and responsibility of the child in our care.

### ***Hours of Operation***

Preschool services are provided from 8 AM to 6 PM Monday through Friday.

After School services are provided from 3 PM – 6 PM Monday Through Friday (except Wednesday where services are provided from 2 PM to accommodate Lincoln County School District's early release schedule.)

Summer Break Schedule for ALL programs is 8AM to 5:30 PM Monday through Friday

### ***Holidays***

We are closed for certain holidays; you can find a complete list of closures on our parent board. We update this yearly based on the LCSD calendar. We also close for the last week of Summer Break and one week at Winter Break this allows us to complete deep cleans and improvements tasks to be completed.

### ***Enrollment***

All enrollment forms must be completed and contact the parent/guardian from staff to confirm your child's enrollment prior to your child's first day of attendance.

Based on the availability and openings, our facility admits children from 3 to 18 years of age.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate based on special needs as long as a safe, supportive environment can be provided.

### *Inclusion*

Neighbors For Kids believes that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

If your child has an identified special need, The Family must state on the registration paperwork as stated, and then communication with the family will be made by our Director of Programs and Operations to ensure all reasonable accommodations are understood and can be implemented before your child's first day of attendance.

### *Non-Discrimination*

At Neighbors For Kids equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

### *Family Activities*

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this booklet.

### *Confidentiality*

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children in our program are confidential.

### *Staff Qualifications*

Our teachers and instructors are hired in compliance with the state requirements and qualifications as a base minimum. All employees must pass a Background Check Through the Central Background check registry. They participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e., babysitting). Any arrangement between families and our staff outside the programs and services we offer is a private matter, not connected or sanctioned by **Neighbors For Kids**.

## **Child to Staff Ratios**

Children is always supervised. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child-to-staff ratios:

<b>Age</b>	<b>Child to Staff</b>	<b>Max Group Size</b>
36 Months to attending Kindergarten	10 to 1	20
Attending Kindergarten and older	15 to 1	30

Source: Early Learning Division Rules for Certified Child Care Centers

## **Communication & Family Partnership**

**Daily Communications.** For Preschool Children Daily notes from staff will keep you informed about your child's activities and experiences during the program. Notes will be placed into your child's cubby at the end of the day. School-Age children's families will be verbally notified of any information needed and receive letters for any future events, closures, etc. Any injuries will be documented in an incident report and a copy provided at pick up.

**Bulletin Boards.** Located next to our front door is a parent board. This bulletin board provides center news, Monthly Menus, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Email.** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters, and general updates.

**Family Visits.** Family participation is encouraged. Visit our classrooms, volunteer, and come along on a field trip. Signing in is required for the safety and protection of our children.

**Family Night.** Family nights are scheduled on a regular basis. These nights include snacks, drinks, and fun-filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

**Conferences.** Family & teacher conferences occur twice a year for preschool children only. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

## **Open Door Policy**

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with families. However, during programming our staff are dedicated to taking care of children, it is usually not feasible to have a long discussion

during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

### **Publicity**

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to the use of photographs.

There is a section in our registration forms where you can select what publicity permissions you want to give.

## **OPERATIONS & LEARNING**

### **Learning Environment**

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that who are different from us, and the ability to work and play with others.

### **Preschool Curricula & Assessment**

In our Preschool we use *The Creative Curriculum® for Preschool*.

*The Creative Curriculum* is based on 38 objectives for development and learning that focus on all the areas that are most important for school success: social-emotional, cognitive, math, literacy, physical, language, social studies, science and technology, and the arts. These objectives are built into every activity that happens in the classroom, which means that all day long, the teacher is helping your child build skills and knowledge in these important areas.

In *The Creative Curriculum® for Preschool*, learning happens through **studies**. Studies, which span several weeks, are in-depth, project-based investigations of topics that are part of your child's everyday life. They feature topics such as trees, buildings, clothes, and balls. In a study, children raise questions about the topic and find answers by exploring, experimenting, and investigating in a hands-on way—through activities that take place in the classroom and outdoors.

Importantly, teachers will follow the lead of the children and pursue the questions and investigations within each study that are most interesting to the children in their classroom, thus promoting a love of learning. Teachers will also continue to have the freedom to add their own "handprint" when lesson planning, utilizing their personal experience and passions to shape their studies.

### **Developmental Screening**

As part of the creative curriculum, we have intentional learning moments throughout the day where during those activities we are observing their developed skills in one or more of the developmental areas. This observation information then gets inputted into each child's reports and several times a year we will meet with families to go over their child's progress.



## ***Outings and Field Trips***

Weather permitting; we often take our preschool group on walking excursions, on the local nature trail or to the local park. For School-age children during the school year, during daylight hours we take the children attending Afterschool to the Local Park every Wednesday. During the Summer we have a weekly field trip per age group and afternoons at the Local Park doing any activities. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips. During the Summer for School-age children, we have one field trip each week, separate permission forms are given for these. For Preschool we aim for a minimum of 4 field trips a year and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of childcare programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the childcare program as well as during field trips.

## ***Transportation***

For Field trips and Newport After School transportation we use our vans. These Vans are safety checked every day before transporting children and going in for routine maintenance.

We must have written permission from the family before a child can ride on our vans. All riders must be informed of and follow the expectations set for riders. Oregon car seat laws must be followed, we equipped our vans with the appropriate seating depending on the ages of riders.

Our Preschoolers must be seated in a Car seat with a 5-point harness. A school-age child who is eight years old or younger AND is under 4'9" tall, is required by Oregon law to use a restraint system.

Oregon Law requires a proper fit of the adult seatbelt. Seat belts fit properly when:

- » The lap belt lies across the upper thighs (not the stomach).
- » The shoulder belt lies snug across the shoulder and chest and not across the neck or face.
- » Children should be tall enough to comfortably bend their knees over the edge of the backseat with their back against the vehicle seat.

Failure to remain in required seating and follow safety expectations on the van during transport will result in removal from that service.

## ***Transitions***

Your child's transition to childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

### ***The transition from home to center***

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

## ***Electronics***

While we discourage the use of personal devices of children during programming as we cannot monitor their use and ensure they are using them safely. We do use electronics for educational purposes and for leisure from time to time. All sites, movies, documentaries, and apps are screened prior to children having access.

## ***Multiculturalism***

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life in it.

## ***Rest Time***

After lunch, all Preschool children participate in a quiet rest time. Children are not required to sleep but are required to rest on a bed for 30 minutes, after those 30 minutes they can go to another area and will be given quiet activities until all children are awake from sleeping or by 2:30 pm.

School-age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, space and time for quiet play will be made available.

## ***Potty Training***

We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

A toilet-trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet (with minimal assistance for 3-year-olds)
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom
- Wake up during nap time should they need to use the bathroom

We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue that protects all concerned. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season. These will be left at

school in case of accidents and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

## **GUIDANCE**

### ***General Procedure***

**Neighbors For Kids** is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem-solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### ***Guidance and Discipline Policy***

#### ***Challenging Behavior***

Children are guided to treat each other and adults with self-control and kindness.

**Neighbors For Kids** is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying.

Each student at **Neighbors For Kids** has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

We believe that children do well if they can. When they come into conflict with our expectations it is because of lagging skills.

Our usual approach to helping children faced with a challenge is to show them how to solve problems using appropriate interactions. Each child will be listened to and treated with respect and fairness by staff members. Staff may approach inappropriate behavior by using such methods as problem-solving, alternative activities, and natural consequences for their actions. Staff uses positive techniques of guidance, redirection, anticipation, and elimination of potential problems, positive reinforcement, and encouragement.

Age-appropriate behavior is expected of all children enrolled in our programs. Discipline will be based on an understanding of the child's needs and will encourage the child to develop self-control, appropriate behavior, and respect for themselves and others.

When discipline is necessary, it is clear, consistent, and understandable to the child. When a child becomes verbally or physically aggressive, we intervene immediately to protect all the children and have a Zero Tolerance for intentional harm to self or others and bullying of any

kind. If you have any concerns about this at any time, please report them to the Director of the Center.

Parents/guardians will be notified immediately if a child is in danger of hurting himself/herself, others, or the environment and if physical interventions had to be used. Should this occur, you are expected to pick your child up immediately – if unable, your emergency contact should be willing and able to do so.

Your child will not be allowed to attend the program again until a protocol support meeting has happened. NFK, under no circumstances, will use corporal punishment, ridicule, or name-calling as forms of discipline.

### ***Physical Restraint***

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

### ***Notification of Behavioral Issues to Families***

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue the burden on our resources and finances for the child's accommodations for success and participation.

### ***Serious Discipline and Zero Tolerance Policy***

A serious discipline problem is defined by the Director and determines that all efforts stated above have been made to support youth through any challenging behaviors but have not been successful in correcting the inappropriate behavior and resulting in a parent meeting and/or suspension.

We have a Zero Tolerance Policy for the included but not limited to, behaviors:

- Fighting with another member, staff person, volunteer, or parent
- Bullying of any kind, verbal, or non-verbal threats
- Acts of threat toward another member, staff person, volunteer, or parent
- Physical endangerment - drugs, alcohol, cigarettes, tobacco products, inhalants
- Destruction or theft of organization property or another member's property
- Racial or sexual harassment (including inappropriate physical contact)
- Bringing or using weapons - guns (toy), knives, slingshots, firearms, firecrackers, or anything that is intended to be used as a weapon
- Running away from staff, program, and the facility. Failure to stay within audio or visual supervision.

## ***Suspension***

If you or your child engages in any of the above behaviors, we reserve the right to suspend that person from our programs. The duration of the suspension will be determined at the parent meeting. However, a child will not be able to return before the parent meeting.

After a youth has been suspended for one day, any future negative behavior within a 30-day period may result in a Week Suspension. The Director will implement a “One Week Suspension” based on this frequency of negative behavior.

After a youth has been suspended for one week, any future negative behavior within a 30-day period may result in a “One Month Suspension”. The Director will implement a “One Month Suspension” based on this frequency of negative behavior.

Duration of suspension will be issued based on frequency, The Director will contact the member’s parents by telephone to inform them their child has been dismissed from the attending program, the duration, the actual negative behavior exhibited, and schedule a parent meeting before the child can return to programming.

## ***Circumstances for terminating program participation***

We reserve the right to suspend or remove any child from NFK programs. Staff and parent(s)/guardian(s) have the right to request a parent conference at any time.

The following are circumstances in which the director could terminate program participation. In every instance, complete efforts would be taken to try to solve the problem before termination.

- If a child’s behavior consistently puts him/her or other children or staff at risk and is disruptive to the total program and every attempt to work with the child and his or her parent(s) fails to produce ongoing improvement, services will be discontinued.
- Additional grounds for terminating services include chronic late pickup, failure to comply with program policies, failure to disclose required information or other standards indicated in this handbook, etc.

## ***Additional Supports***

Neighbors For Kids strives to be an inclusive community for all who we serve. Open lines of communication between NFK staff, families, and outside support teams help to ensure that we do our best to make sure all participants are successful. If your child has a diagnosed disability or has special medical and/or behavioral needs, a support meeting will need to take place prior to entering the program. This is to ensure our staff and your child are set up for success and can accommodate the needs of the youth. This is also available to those families that have a child without a diagnosis but feel that extra support would be helpful for the child’s success in our program.

Prior to the support meeting, we ask that families provide NFK with an Individual Plan of Care, IEP forms, etc. This information needs to be updated annually, or as often as it changes.

## **TUITION AND FEES**

### ***Important Notice***

All payment and fee processing will be completed by our family coordinator or director of Programs and Operations. They will oversee collecting tuition and contacting families regarding payment issues. We pride ourselves on working with each family on an individual basis when it comes to payment schedules, scholarships, etc. If you have a question or concern regarding payment or fee, please contact our Family Coordinator or Director of Programs and Operations.

### ***Tuition Rates***

With your enrollment packet you will receive a breakdown of tuition fees based on the program your child would be enrolling in. We also have scholarships available for those who qualify so please discuss this with our family coordinator or director of Programs and Operations during enrollment.

### ***Methods of Payment***

Several methods of payment are available for families convenience. Families can pay by cash, check, automatic or credit card. To set up automatic, recurring payments, please contact our family coordinator or director of Programs and Operations, those who apply for a scholarship must set up a recurring payment upon approval. There are also discount rates for recurring or prepaid tuition.

## **ATTENDANCE**

### ***Absence***

If your child is going to be absent, please call us at 541-765-8990 or email [frontdesk.nfk@gmail.com](mailto:frontdesk.nfk@gmail.com).

If a school-age child will not be attending after-school care, please notify us at 541-765-8990 or email [frontdesk.nfk@gmail.com](mailto:frontdesk.nfk@gmail.com).

### ***Closing Due to Extreme Weather***

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on our Facebook page and Class Dojo.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

## **DROP-OFF AND PICK-UP**

### ***General Procedure***

We open at 8 AM. Please do not drop off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 6 PM or 5:30 pm during our Summer Camp. Please allow enough time to arrive, sign your child out, and leave by closing time.

### ***Authorized & Unauthorized Pick-up***

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. We must have at least two people listed on file who can pick up your child/Children. It is your responsibility to keep this information up to date. If you want a person who is not identified as an Emergency and Release Contact to pick up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

To safeguard your child, we will need copies of any court-ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts are listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child, but if after 1 hour after closing, we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### ***Right to Refuse Child Release***

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick up the child, or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

## **PERSONAL BELONGINGS**

### ***What to Bring***

- **Preschoolers:** at least one change of clothes, socks, and shoes, an item of comfort to use during rest time, a water bottle, and sunscreen if you have a preferred one.
- **School-age:** at least one change of clothes, socks and shoes, water bottle, and sunscreen if you have a preferred one.

Please label all items brought from home with your child's name (i.e., clothes, bottles, blankets, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.



## ***Cubbies***

For preschool-age children, upon enrollment each child will be assigned a “cubby” at the front desk area, these are for coats and comfort items. Cubbies are labeled with your child’s name. They also will be given a second cubby in the classroom for items that are to stay on-site (change of clothes etc.) Please check your child’s cubby on a daily basis for items that need to be taken home.

## ***Lost & Found***

You can look for lost items and bring found items to the Lost-and-found Box located at the front desk. Please note that we are not responsible for lost personal property.

## ***Toys from Home***

We request that you do not allow your child to bring toys from home into the center unless they are items of comfort for preschool rest time or are part of a show-and-tell activity.

## **NUTRITION**

### ***Celebrations***

At Neighbors For Kids we pride ourselves on teaching healthy eating habits, from what food we eat to how we eat. With those healthy eating habits, also comes the understanding that no food is ‘bad’ in moderation and that things like birthdays, holidays, accomplishments, etc are moments in life that should be celebrated and sometimes can be celebrated with ‘goodies’ such as cookies or cupcakes while still maintaining a healthy lifestyle.

We also understand that no two families are the same, but that every child should feel equally important and special, especially on their birthday, without the added pressure that can bring to families. NFK provides mini cupcakes for every child’s birthday to celebrate with them and their peers after the last meal time of the day (supper or PM Snack).

If you wish to provide additional items to celebrate your child’s birthday we ask that when possible those items are non-edible ‘goodies’(Please see below for food requirements) and that all children are included. If your child wishes to invite particular children to a birthday party or other celebration we ask that you give the invitations to the front desk who can then distribute those to the appropriate parents/guardians.

### ***Foods Brought from Home***

Food from home is generally not permitted in our center, however, during special events, Birthdays, etc. we may allow outside food if the following guidelines are followed:

- Enough food must be provided to be shared with all members attending.
- Perishable food to be shared with other children must be store-bought and in its original package.
- Foods should be labeled with the child’s name, date, and type of food.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially wrapped package that was never opened.
- You must first check with a member of staff about any allergies of members who will be on site.



### ***Food Prepared for or at the Center***

All meals are prepared on-site and will be properly planned, prepared, and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

### ***Food Allergies***

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. It must be stated on their enrollment packet if known during enrollment, an allergy care plan form and a food substitute form must be filled out prior to their first day. If a child develops an allergy after they have been enrolled you must update us as soon as you suspect an allergy and then later confirm with a medical professional. The allergy care plan form and a food substitute form must be filled out.

Food allergies can be life-threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

### ***Mealtime***

At mealtime all children must line up and wash their hands before and after meals. Once seated a tray will be served to them. Good table manners are modeled and encouraged. Monthly menus are posted for viewing by parents/caregivers.

All staff is trained in first aid for choking and all mealtimes are monitored by the minimum number of staff members to meet the ratio requirements.

### ***Preschool Meal schedule:***

8:00 am-9:30 am AM snack

12 pm: Lunch

3:30 pm: Supper

### ***Afterschool meal schedule:***

Mon, Tues, Thurs, Fri - 4:15 pm – Supper

Wed – 3:15 pm Supper & 5 pm PM Snack

### ***Summer Day Camp and School-age full days:***

9 am – Breakfast

12pm – Lunch

4pm PM Snack

## HEALTH

### *Illness*

- We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but they will be excluded from all activities until you arrive.

A center shall not admit or retain in care, except with the written approval of the local health officer, a child who:

- Illness that prevents your child from participating in activities.
- Illness that results in a greater need for care than we can provide.
- Is diagnosed as having or being a carrier of a childcare-restrictable disease, as defined in Health Division administrative rules, OAR 333-019-0010; or

Has one of the following symptoms, or combination of symptoms, of illness:

- Fever over 100 degrees F taken under the arm.
- Diarrhea (more than one abnormally loose, runny, watery or bloody stool);
- Vomiting.
- Nausea.
- Severe cough.
- Unusual yellow color to skin or eyes.
- Skin or eye lesions or rashes that are severe, weeping, or pus-filled.
- Stiff neck and headache with one or more of the symptoms listed above.
- Difficult breathing or abnormal wheezing; or
- Complaints of severe pain.

Children who have been ill may return when:

- They are free of fever, vomiting, and diarrhea for 24 hours, without the use of medication.
- They have been treated with an antibiotic for 24 hours.
- They can participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling unless:
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

### *Allergy Prevention*

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

### *Medications*

All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication. A written record will be kept of all medications administered listing, as a minimum, the name of the child, type of medication, the signature of the person administering the medication, date, time, and dosage given.
  - (2) All medications shall be:
    - (a) Secured in a tightly covered container with a child-proof lock or latch; and
    - (b) Stored in an area not used by children.
  - (3) Medications requiring refrigeration shall be kept in the refrigerator in a separate tightly covered container, with a child-proof lock or latch, clearly marked "medication".
- **Non-prescription medications** require written permission and instructions. The written permission must include your child's name, dosage, current date, and frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- (C) **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellant require a note signed by the family, specifying the frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Sunscreen is considered a non-prescription medication and may be used for childcare children under the following conditions:

- Providers must obtain written parental authorization prior to using sunscreen.
- One container of sunscreen may be used for childcare children unless a parent supplies an individual container for their child. The sunscreen shall be applied in a manner that prevents contaminating the container.
- Parents must be informed of the type of product and the sun protective factor (SPF).
- Parents must be given the opportunity to inspect the product and active ingredients.
- If sunscreen is supplied for an individual childcare child, the sunscreen must be labeled with the child's first and last name and must be used for only that child.
- Providers must reapply sunscreen every two hours while the childcare children are exposed to the sun.
- Providers shall use a sunscreen with an SPF of 15 or higher and must be labeled as "Broad Spectrum".
- Providers shall not use aerosol sunscreens on childcare children.
- Childcare children over six years of age may apply sunscreen to themselves under the direct supervision of the provider or staff member.

### **Communicable Diseases**

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or the Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Haemophilus Influenzae (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

## **SAFETY**

### ***Clothing***

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, weather, and other sensory activities. and daily programs are conducted outside whenever weather permits.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

### ***Communal Water-Play***

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious diseases.

### ***Injuries***

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and the course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or emergency contact.

### ***Biting***

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

### ***Respectful Behavior***

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

### ***Smoking***

The poisons in secondhand smoke are especially harmful to young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are always non-smoking areas. The use of tobacco in any form is prohibited on NFL premises.

### ***Prohibited Substances***

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

### ***Dangerous Weapons***

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff, or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### ***Child Custody***

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### ***Suspected Child Abuse***

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will

cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **EMERGENCIES**

### ***Lost or Missing Child***

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

### ***Fire Safety***

Our center is fully equipped with Monitored fire Alarms, Fire Extinguishers, and a Fire Sprinkler system throughout the building and a Fire Suppression system in the kitchen.

Our fire evacuation plan is reviewed with the children and staff monthly.

### ***Emergency Transportation***

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

## **CENTER POLICIES**

Our center policies not included in this handbook are reviewed yearly and updated as needed. They are available for review upon request to the center director.

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# Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Neighbors For Kids Family Handbook**, and I have reviewed the family handbook with a member of the **Neighbors For Kids** staff. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Neighbors For Kids Family Handbook** that I do not understand.

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Family member Signature

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Date

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Staff Signature

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Date