



NEIGHBORS FOR KIDS

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

Neighbors For Kids
634 SE HWY 101
PO BOX 942
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Oregon
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Revised 09/25/2024

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 we offer and explain our organization's policies to you. In addition to the Parent Handbook, you must 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

Nirvana Clifton
Director of Programs & Operations

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TABLE OF CONTENTS

ABOUT US	1
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
OPERATIONS & LEARNING	4
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
GUIDANCE & DISCIPLINE POLICY	7
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
TUITION AND FEES	10
Important Notice	10
Tuition Rates	10
Methods of Payment	10
ATTENDANCE & WITHDRAWAL	10
Absence	10
Closing Due to Extreme Weather	11
DROP-OFF AND PICK-UP	11
General Procedure	11
Authorized & Unauthorized Pick-up	11
Right to Refuse Child Release	11
PERSONAL BELONGINGS	12
What to Bring	12
Cubbies	12

Lost & Found	12
Toys from Home	12
NUTRITION	12
Foods Brought from Home	12
Food Prepared for or at the Center	13
Food Allergies	13
Meal Time	13
HEALTH	14
Illness	14
Allergy Prevention	14
Medications	14-15
Communicable Diseases	15
SAFETY	16
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
EMERGENCIES	18
Lost or Missing Child	18
Fire Safety	18
Emergency Transportation	18
CENTER POLICIES	18

ABOUT US

Vision

All children and youth in Lincoln County will have the support and resources they need to reach their full potential. We believe that with equitable and inclusive positive youth development and family support so that all young people can better their lives and become caring and responsible adults.

Mission

Neighbors For Kids supports families in Lincoln County with high-quality and affordable enrichment programs for preschool and school-aged children in a safe, inclusive, and fun learning environment.

Our Commitment To Diversity, Equity, Inclusion, And Belonging

We endeavor to create a community where all children and youth belong, are welcome to be themselves, learn and grow according to their skills and abilities, develop healthy lifestyles, and build positive, nurturing relationships. We recognize that inequities and disparities are systemic and create barriers to success for many young people. To succeed in our mission and vision, we are committed to ongoing learning, to ensuring our programs are diverse and culturally-responsive, and to advancing equity, inclusion, and belonging in our practices and decisions. Neighbors for Kids will also advocate for policy and budget decisions to ensure lasting equitable access to services for youth and their families.

Impact Statements

- **Belonging and Empowerment:** Young people participating in NFK programs feel safe, experience belonging, and grow their confidence and self-worth.
- **Education and Enrichment:** Youth who engage in NFK programs improve their social and emotional well-being, life skills, and academic growth.
- **Family and Community Engagement:** Families of NFK participants feel meaningfully supported by NFK and are more deeply engaged in NFK activities and events, shaping the organization's future success.

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.

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 8 AM to 5:30 PM, Monday through Thursday.

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 of Winter Break. This allows us to complete deep cleaning and improvement tasks to be completed.

Enrollment

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

Our facility admits children from 3 to 18 years of age based on the availability and openings.

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 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 all children's full and active participation 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 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 employment arrangements with staff (i.e., babysitting). Any arrangement between families and our staff outside our programs and services is private, not connected to or sanctioned by **Neighbors For Kids**.

Child-to-Staff Ratios

Children are 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:

Age	Child to Staff	Max Group Size
36 Months to attending	10 to 1	20
Kindergarten		
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 will be 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, or go on a field trip. Signing in is required for the safety and protection of our children.

Family Night. Family nights are scheduled regularly. These nights include snacks, drinks, and fun-filled, age-appropriate family activities. Family Nights allow families and children time to share, learn, and have fun. Families can 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, so 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 those 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 observe 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 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 daily before transporting children and going in for routine maintenance.

Before a child can ride in our vans, we must have written permission from the family. All riders must be informed of and follow the expectations set for them. Oregon car seat laws must be followed, and we equip 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 children's use of personal devices during programming, we cannot monitor their use and ensure they are using them safely. We do use electronics for educational purposes and leisure from time to time. All sites, movies, documentaries, and apps are screened before children have access.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for everyone and our environment. We utilize books, music, games, and a wide range of activities 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 to rest in bed for 30 minutes; after those 30 minutes, they can go to another area and be given quiet activities until all children are awake from sleeping or by 2:30 pm.

Although not required, school-age children shall be provided with an opportunity for a regular rest period if they desire it. Space and time for quiet play will be available for children who do not want to rest.

Potty Training

We understand that even toilet-trained children will occasionally have accidents. By definition, "accidents" are unusual incidents that should happen infrequently. In these instances, the teachers will help children 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 free of discrimination, violence, and bullying. Our center ensures 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 face a challenge is to show them how to solve problems using appropriate interactions. Staff members will listen to and treat each child with respect and fairness. 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, elimination of potential problems, positive reinforcement, and encouragement.

All children enrolled in our programs are expected to behave age-appropriately. Discipline will be based on understanding 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 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 have 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 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 necessary to control the situation.

Notification of Behavioral Issues to Families

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

Occasionally, a child's behavior may warrant finding a more suitable care setting. Examples of such instances include:

- A child appears to be a danger to others.
- Medical, psychological, or social service personnel may determine whether continued care is harmful to or not in the child's best interest.
- Undue the burden on our resources and finances for the child's accommodations for success and participation.

Serious Discipline and Zero Tolerance Policy

The director defines a serious discipline problem and determines that all efforts stated above have been made to support the youth through any challenging behaviors but have not been

successful in correcting the inappropriate behavior, resulting in a parent meeting and/or suspension.

We have a Zero Tolerance Policy for the including 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's 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) can request a parent conference anytime.

The director could terminate program participation in the following circumstances. In every instance, complete efforts would be made 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 in this handbook, etc.

Additional Supports

Neighbors For Kids strives to be an inclusive community for all who we serve, to ensure that individuals with disabilities have equal access to all programs, services, and activities offered by Neighbors For Kids.

Open lines of communication between NFK staff, families, and outside support teams help ensure that we do our best to ensure all participants succeed. 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.

Confidentiality:

Information related to an individual's disability and requests for accommodations will be kept confidential, except as necessary to provide the requested accommodation or as required by law.

Our policies are intended to comply with the Americans with Disabilities Act (ADA) and related state and federal laws.

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.

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.

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 Remind.

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 before the opening. Parents are expected to accompany their children and sign them in.

During our summer camp, we close at 6 p.m. or 5:30 p.m. 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 only be released with prior written authorization. The person picking up your child must show a picture ID as verification. Please notify your pick-up person of our policy.

We will need copies of court-ordered custody agreements to safeguard your child. 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 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. Sometimes, these moments 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 and 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 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 be 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 and 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 staff member about any allergies of members who will be on site.

Food Prepared 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.

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged

discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:(833) 256-1665 or (202) 690-7442; or
3. email:Program.Intake@usda.gov

This institution is an equal-opportunity provider

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 confirm with a medical professional later. 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 for 24 hours , vomiting, and diarrhea for 48 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 repellent 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.

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.

Family member Signature

Date

Staff Signature

Date