



Parkside Community Preschool

FAMILY HANDBOOK





Celebrating 45 Years!

1967-2012

High Quality Child Care:
Affordable and Accessible
for All Families

Dear Family,

Thank you for choosing Parkside Community Preschool. We are looking forward to getting to know you and your child! We invite you to participate in your child's day here at Parkside any way you can.

You're always welcome to drop in and visit your child or perhaps have breakfast or lunch with us. (Please let your classroom teacher know so that we'll be prepared for that particular meal ☺). Some classrooms take field trips or walks in the area and parents are always welcome to come along for those! Taking a few extra minutes with your child in the classroom at drop-off or pick-up time is also a great way to be involved.

The directors and teachers communicate with parents through a variety of ways. Email, phone calls, class dojo application, and daily contact are some of the ways to talk with your busy classroom staff! Be sure and check your parent mailbox and watch for notes around the sign-in sheet near the door in each classroom. The Directors are in the office from 7:30-5:30 most days, but you can always leave a message with your classroom teacher if you're having trouble connecting with us.

We look forward to providing your child with a nurturing and enriching environment during your time here! We hope, you will find this handbook to be a useful guide for you during your time here at Parkside Community Preschool!

Sincerely,

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Mission Statement:

High Quality Child Care: Affordable and Accessible for All Families

Our mission, since 1967, has been to provide affordable and high quality care to children and families. In our efforts to do that, at least 50% of our openings are designated for lower income families.

ABOUT OUR SCHOOL.....

Parkside is a community based, 501 (c) (3) non-profit preschool and child care program. We nurture the growth and healthy development of each child, providing them with the opportunity to succeed. We have been located in the Whiteaker neighborhood of Eugene, Oregon since 1967 and are the longest continuously running child care program in Lane County!

In March of 2002, after nearly 35 years operating as Child Care Inc., we changed our name to Parkside Community Preschool, a name that better reflects what we do in the community. In addition, on February 9, 2004 we moved into our new facility on Fir Lane, expanding services to include infant care and toddler care as well as our preschool program.

Our school is certified and licensed by the Oregon Department of Education, Early Learning Division. Our state licensing specialist, Lane county Sanitarian, and Fire Marshal conduct on-site inspections annually. Parkside Community Preschool is in full compliance with the laws of the State of Oregon. Inspection reports are available for review at any time on line or in the school office. You will find all Licensing information posted in the hallway.

Board of Directors:

Since our inception in 1967, Parkside has been a program overseen by a volunteer Board of Directors. According to our by-laws, board members shall represent a cross-section of the community, business, industry, and membership served by the program. (Membership is granted automatically to parents or guardians of children enrolled in Parkside Community Preschool, and to members of the current Board of Directors). Parents that are interested in serving their school on the Board of Directors or a committee of the board should contact one of the school's Directors or a board member for more information. We welcome your involvement!

School Philosophy:

At Parkside Community Preschool, we believe that we are building for the future and that a healthy community is built with developmentally healthy children and informed involved adults. We are committed to nurturing the growth and healthy development of all children, providing an inclusive setting that recognizes the individual needs, interests, and abilities of each child and integrating parent education and support for families.

We believe:

1. All children and families deserve access to quality child care.
*Therefore we provide income-based, sliding scale tuition and flexible scheduling so that families are able to pay only for the care they need.
2. Parents are a child's lifelong teacher.
*Therefore we partner with parents to lay the foundation for lifelong learning.
3. Children learn best when play is meaningful and relevant.
*Therefore we provide a play-based, child-centered, emergent curriculum. (The Creative Curriculum by Teaching Strategies)
4. Every child is unique with his/her own sets of abilities, needs, and interests.
*Therefore we provide a program that is individualized for each child.
5. When children feel safe in a nurturing environment with responsive adults they are more effective learners.
*Therefore our teachers will be positive role models that respect the unique interests, abilities, and needs of each child, encouraging, promoting, and reinforcing each child's attempts at learning and discovery.

We have general goals and objectives to meet those goals as outlined here:

1. Teachers are knowledgeable about each child's individual interest, needs, and abilities.
OBJECTIVE: Teachers engage in regular observations and assessments of each child.
2. Teachers plan curriculum that targets the individual and shared interests, needs, and abilities of the children.
OBJECTIVE: Observation and assessment data is brought to and incorporated into each curriculum planning session.
3. Parents are invited and encouraged to participate in the program.
OBJECTIVE: Teachers regularly ask for parent interest in classroom participation through volunteer time, sharing of special talents, sharing cultural experiences, supply of special materials, and fieldtrip chaperoning.
4. Teachers are positive role models and responsive to children's needs.
OBJECTIVE: Teachers follow school-wide policies regarding child-teacher interactions and strategies from Emotion Coaching and Positive Behavior Intervention Support to guide and respond to children.

Discipline Philosophy:

We use positive behavioral strategies to help guide and manage behavior in the classrooms. This focuses on reasonable expectations for the age or developmental stage of each child. Inappropriate behavior is redirected. Natural and logical consequences are used to give the child opportunity to learn from the inappropriate behavior. We never, under any circumstances, use physical punishment or humiliation as a form of discipline.

Certification:

We are a certified child care center Licensed by the State of Oregon. Copy of our current license will be given with these policies and posted on the information board in our hallway.

You can check our record here: <https://oregonearlylearning.com/parents-families/child-care-safety-portal-overview>

Quality Rating and Improvement System (Spark):

Oregon's Quality Rating and Improvement System (Spark) is a voluntary program that raises the quality and consistency of child care and early learning programs across the state. Spark recognizes, rewards, and builds on what early learning and development programs are already doing well. In June of 2014, Parkside was awarded a 4 Star (out of 5 stars) rating! We continue to incorporate changes and improvements to create a high quality program.

Hours of Operation:

We are open 7:30-5:30, Monday through Friday and parents are welcome to visit, observe, and participate at any time.

Our school is licensed to be open at 7:30 AM. Please do not attempt to drop your child off in classrooms prior to opening. We welcome you to relax in the hallway entry until 7:30 when Teachers can accept your child into the classroom. We close at 5:30 PM. Be sure to allow enough time to arrive, sign your child out, and leave the building by closing time.

School Closures:

We are closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve, Christmas Day and the day after Christmas. In the event that any of the holidays fall on a weekend, we will be closed on the legal holiday, either the Friday before or the Monday after.

In addition to holiday closures, we are closed two days each year for staff training and development. All school closures are posted on the information board in the hallway next to the Conference Room/Library.

ENROLLMENT PROCESS:

All admission and enrollment forms must be completed and enrollment fees paid prior to your child's first day of attendance. A non-refundable *Enrollment Fee* of \$50.00 is due upon enrollment. (Additionally, a *Reservation Fee* of \$50.00 will be charged to families waiting longer than 2 weeks for an opening. This fee is non-refundable).

An annual *Program Fee* of \$25.00 will be assessed and added to your tuition bill upon enrollment and then annually each September.

Schedules:

Upon enrollment you need to set a regular schedule for your child with the director. Please inform the directors of any changes in your child's schedule at least one week prior to the change.

Required Documents for Enrollment:

The following list of forms must be filled out and turned in before the first day of school:

- Information and Authorization form (front and back)
- USDA confidential income eligibility statement and CACFP child enrollment form
- Certificate of immunization status
- Signed parent policy agreement
- ASQ Questionnaire
- Infant or Toddler care plan (if applicable)

These forms will all be updated annually.

We encourage new families to visit the classrooms a few times with their kids before their first day at the school.

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

Inclusion:

Parkside Community Preschool believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, we will work closely with you and any outside agencies (Early Childhood Cares, DHS) to meet your child's needs.

Diversity Commitment:

Parkside Community Preschool is an inclusive program committed to promoting the acceptance and appreciation of human diversity. In this handbook we refer to family as a parent, legal guardian, sponsor, or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Our program welcomes children and families of all racial, ethnic, cultural, and religious backgrounds, abilities, age, gender, sexual orientation, and family compositions. We strive to reflect this respect for diversity in our educational programs and services, our policies and practices, our interactions with families and the community and our hiring practices. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided. Our partnership with Early Childhood CARES helps us to determine what the best fit is for each child and family.

Questions, comments, or complaints regarding any of the above may be made to the school's Director or directly to the Oregon Department of Education, Early Learning Division, Office of Child Care. <https://oregonearlylearning.com/>.

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.

Confidentiality:

All staff members are experienced in working with private information. They are committed to protecting your right to privacy. Staff members have signed confidentiality agreements. Unless we receive your consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies.

Staff Qualifications:

Our Teachers are hired in compliance with the state requirements and qualifications as a base minimum.

All teachers 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 teachers outside the programs and services we offer is a private matter, not connected or sanctioned by Parkside Community Preschool and must be done off of school property. Teachers may not transport students to and from school.

Communication & Family Partnership:

Daily Communications: Here at Parkside Community Preschool we use a digital app called "Class Dojo". Keep a close eye for all the fun activities your child is doing throughout the day and for important events happening school wide. We also use Class Dojo to share important information with family's school wide. This is our main form of communication.

Bulletin Boards: Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters: Monthly newsletters provide center news, events, announcements, etc. These newsletters are posted in the classroom and on Class Dojo. They are also available on paper when requested.

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.

Parent Resource Board. Our parent resource board provides community resources for parents to use and early child development information to increase their understanding of the learning and development of their children.

Family Visits: Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

Family Events: Family events and school fundraisers are scheduled on a regular basis. Family events 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 throughout the year. 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. The infant room welcomes parents/guardians to nurse or feed their infants.

Our team will always do their best to speak with families. Since staff days are devoted to caring for 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 a conference with a teacher or director.

CURRICULA & LEARNING

Learning Environment:

Our developmentally appropriate, educational program recognizes each child as a unique individual, encouraged to grow and develop at his or her own rate. Throughout the day, children are provided with choices and activities designed to develop their self-esteem and promote positive feelings about themselves and the world around them. Opportunities for active exploration and interaction and a balance of structured activities are provided to develop your child's physical, social, intellectual, and emotional well-being.

Curricula & Assessment:

Our teachers base their daily activities and program on *The Creative Curriculum for Infants and Toddlers* and *The Creative Curriculum for Preschoolers by Teaching Strategies*. *Creative Curriculum* reflects the latest scientific research on child development, learning, and effective teaching.

Developmentally appropriate practice means teaching in ways that match the way children develop in order to fully optimize that development and learning. Early Childhood Professionals (your child's teachers) make decisions about the education of children with this information as well as the individual strengths needs and interests of each child as well as the culture of each child's family and community.

The Creative Curriculum is based on five fundamental principles. They guide practice and help us understand the reasons for intentionally setting up and operating preschool programs in particular ways. These principals are:

1. Positive interactions and relationships with adults provide a critical foundation for successful learning.
2. Social-emotional competence is a significant factor in school success.
3. Constructive, purposeful play supports essential learning.
4. The physical environment affects the type and quality of learning interactions.
5. Teacher-family partnerships promote development and learning.

Parkside Community Preschool uses the Teaching Strategies Gold assessment program. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families twice a year using various formal and informal tools, forms, and resources. Teachers are available any time of year to meet with families to talk about their child for any reason.

Developmental Screening:

To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

Outside play and fieldtrips:

Outdoor Play: Outdoor play is a very important part of our day and we do play outside year-round in all but the most extreme weather. As a result, you will want to send those extra clothes that your child can change in to as we may get wet, muddy, and sandy during our busy days!

Sunscreen: It is our policy that sunscreen be applied at least two times a day during the sunny days of spring, summer, and fall! Parents must sign permission slips annually each spring. We provide a broad spectrum of at least 30 SPF. Parents are welcome to bring sunscreen for their child if you have a preferred brand. We are not allowed to administer spray-on sunscreen. Sunscreen cannot be applied to infants under 6 months of age.

Walks: Part of our program includes walks and occasional field trips out into the community. Transportation is provided by walking, or by the LTD bus system. You will be notified in advance of each field trip and be asked to sign a permission slip. Parents are welcome and encouraged to join us. We do not transport using private vehicles.

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.

Transitions:

Your child's transition in child care 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.

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.

Transition between learning programs:

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Electronic Media:

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal. We will not use Electronic media with infants and toddlers.

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 upon it.

Rest Time:

All children will have a rest time each day. Your child is welcome to bring a special stuffed toy or blanket to snuggle with at rest time. This is a time for children to relax and refuel for the rest of their day. They often get special one-on-one time with teachers if they choose to have their backs patted as they listen to relaxing music. Children who aren't asleep after 20 minutes of quiet rest time are offered an alternate, quiet activity. We ask that parents drop off and pick up children before or after rest time to prevent disturbances of the rest atmosphere. (Children's personal blankets need to be taken home at the end of each week to be laundered.)

We recognize that infants sleep on their own schedule. At school they are soothed and placed on their backs to sleep. If your child uses a pacifier for sleeping, please bring more than one that can stay at school. You will find our infant safe sleep policy under the infant/toddler care section.

Toilet Training:

Children begin potty-training at different ages and our staff is here to help you with this new milestone in their development.

Children entering the Preschool and Pre K Classrooms, need to be potty-trained (We are not licensed to use diapers or pull-ups in the Preschool and Pre K Classrooms).

We do understand that young children are still learning and that accidents during the day are a part of the process.

You will find our infant/toddler toilet training policies under our infant/toddler care section.

Tooth brushing:

Tooth brushing happens each day for your child at school. We also provide dental screenings through the Community Health Centers of Lane County where the children are seen by dental hygienists right here at school. (Parental permission is required.) Everyone comes home with a new toothbrush and toothpaste and it's a lot of fun and a great experience for the children. Those children that have been screened will come home with a slip regarding the screening if any further follow-up is recommended.

GUIDANCE:

General

We are 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.

Challenging Behavior:

Children are guided to treat each other and adults with self-control and kindness. Each child at Parkside has a right to:

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

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. If you have any concerns about this at any time, please contact the Director.

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 burden on our resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

Tuition:

The primary source of funding for our school is through tuition fees. In order to staff and plan for your child's care and education, we require payments in advance at the beginning of each month. Changes in scheduling should be requested as early as possible.

Tuition is charged on a sliding scale according to family size and income based on the United States Department of Agriculture (USDA) guidelines.

Families qualifying for a reduced rate tuition need to provide proof of income annually.

For families paying Rate 1 tuition, with two or more children enrolled, will be eligible for a 10% discount for the older child.

Parkside is a registered provider with the Department of Human Services (DHS) which means that gladly accept state payment for child care. Families receiving child care subsidies will be charged at the maximum rate allowable by that agency.

Families contract for a specific weekly schedule as indicated on their enrollment form. Payment for this schedule is required every month year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

Payment:

Tuition is due in advance by the 5th of each month. You will receive a statement via email on the 1st with the amount due each month. Please let the Directors know if you would like a paper statement.

Methods of Payment:

Tuition can be paid by check or money order, and placed in the metal lock box by the office door.

You can also choose to set up *Bill Pay* through your financial institution. Make sure to put your child's name as the account.

If you must pay in cash, it can only be accepted in the office. Classroom teachers are *not* able to take your tuition payments. Please plan ahead so you can make your payment on time, avoiding late payment fees. Additionally, all returned checks will be charged a fee up to the maximum amount allowed by law.

Late Payment Charges:

Tuition is delinquent after the 5th of the month. Any unpaid balance at the end of the month will be assessed a \$25 late fee, unless prior arrangements have been made with the Directors.

Children whose tuition has not been paid by the 15th will be excluded from care.

We reserve the right to discontinue services for unpaid tuition.

If services have been terminated, for any reason, with an outstanding balance due, immediate payment is expected. If payment remains outstanding, we will pursue collection, which may include Small Claims Court or a collection agency. Late fees will accrue until the balance is paid in full.

Repeated late payments will result in your family being required to pay monthly balance before child may attend any days.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

Late Pick-Up Fees:

We are licensed to provide care between the hours of 7:30am—5:30pm, Monday through Friday. You will be fined for any late pick up, for any reason. Late pick-up is not a normal program option and will only be considered as an exceptional occurrence.

- A \$5.00 fine will be assessed for parents arriving at the school between 5:31 - 5:35pm.
- After 5:35pm the fine will be \$1.00 per minute. If additional late pick-ups occur during the same month, the fine will be assessed as follows:
 - for the second occurrence, the late fine will be doubled. (Arrival 5:31 - 5:35pm will be assessed a \$2.00 per minute fine after 5:35pm).
 - for the third occurrence, the late fine will be tripled. (Arrival 5:31 - 5:35pm will be assessed a \$3.00 per minute fine after 5:35pm).
 - for the fourth occurrence, the late fine will be quadrupled. (Arrival 5:31 - 5:35pm will be assessed a \$4.00 per minute fine after 5:35pm).
- Additional late fines during the month will be charged accordingly. The late fines for this policy are on a monthly basis. They do not accumulate past one month.

~~Time of day will be determined by the school's clock.~~

Repeated late pick up may result in child care services being terminated.

ATTENDANCE & WITHDRAWAL:

Absence

Please be sure to call or message the school when your child will be absent for the day from school. You can leave a voice mail message if you're calling before or after school hours. (Please let us know why your child will be gone.) We will be concerned about you and your child if we do not hear from you.

We cannot give credits or make-up days for vacation or sick days.

Vacation

Please let the Directors or your child's teacher know if you plan to be gone on vacation or an extended amount of time.

While we recognize the value of family vacations, the center does not provide credit for vacation days.

Withdrawal

Please notify the director two weeks in advance when you plan to withdraw your child from the center. If you fail to notify the director, you will be charged for the child's regular hours two weeks after the child last attends. If we are able to fill your child's spot within two weeks, you will not be billed.

Closures Due to Extreme Weather, communicable disease outbreaks, or structural damages.

Inclement Weather:

In inclement weather, such as snow, ice, severe storm conditions, loss of power, loss of water or any other condition which could prevent us from opening on time or at all, we may delay opening the school or close for the day.

If 4J Public Schools are closed or delayed for the day, we will delay our opening until 9:30.

We will then assess the situation for the remainder of the day based on current weather predictions.

We will post to Class Dojo and our Facebook page with the most current updates.

Under these conditions, call the school first to make sure someone is here. You can leave a voice mail and we'll return your call as soon as we get in. We will all do our best to get to the school, but will take into consideration the safety of everyone traveling.

If it becomes necessary to close early, we will post on Class Dojo and Facebook as soon as possible and then we will contact you or your emergency contacts. Your child's prompt early pick-up is your responsibility to arrange.

Other Closures:

There may be other emergency situations that would warrant closing the school early or for an extended amount of time. An example would be the covid-19 Pandemic. In a situation such as this, decisions will be made based on State Health Department, Early Learning Division, and Oregon's State mandates as to the best course of action to take. The health and safety of all children, staff, and families will be considered. Other unforeseen situations that may arise will be addressed as they come up. Families and staff are our first priority and closing our doors for any amount of time is not a decision taken lightly.

DROP-OFF AND PICK-UP:

General Procedure

Parent/Guardian needs to sign their child in and out of the center each day. You will find the sign in and out forms in each classroom. Make sure to include a time when signing in and out.

We open at 7:30 AM. Please do not attempt to drop your child off prior to opening. We welcome you to relax in the hallway entry until 7:30 when Teachers can accept your child into the classroom. Parents are expected to accompany their children and sign them in.

We close at 5:30 PM. Be sure to allow enough time to arrive, sign your child out, and leave the building by closing time.

Cell Phone Usage:

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you **NOT** use your cell phone at any time while visiting the center.

Authorized & Unauthorized Pick-up:

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child. Please let a staff person know if someone other than yourself will be picking your child up on a particular day. Picture identification will be required if we have not met the person picking up your child. Please notify your pick-up person of our policy.

In order 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.

Parkside Community Preschool closes at 5:30 p.m. If your child is not picked up, the center will attempt to contact the persons listed on the information and authorization form. If no authorized person can be contacted within 30 minutes, the staff person is required to call the police, which will contact the State Child Welfare Program. A staff person cannot take a child home or transport them away from the center. Be sure to notify the center immediately if you are detained. Continual late arrival may result in discontinuation of services.

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. Reoccurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS:

What to wear and Bring to School:

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Soiled clothing will be sent home for laundering.

We suggest you dress your child in comfortable play clothes. We do wear smocks for messy projects, but clothes will still get dirty. Easy-to-care-for play clothes that can get dirty are highly recommended. Clothes which promote safety and self-help skills (such as Velcro shoes and elastic waist pants) are helpful to the younger children. Please avoid belts and overalls. Flip Flops are not allowed at our school, as they are not safe for the children to run and play on the playground.

Warm jackets, gloves, hats, raincoats, and rain boots are a must for winter while shorts, sun hats, and water shoes are great for summertime comfort! It is really helpful to put your child's name on these items as many children arrive in very similar clothing brands!

Cubbies

Each child has a cubby and coat hook for their personal belongings. Please be aware of its location and check it often. We are helping children learn to be responsible for their own belongings and we need your help in providing this guidance here at school. Let a staff person know immediately if something is missing. We cannot be responsible for any loss of clothing or personal items.

Toys from Home

We have a variety of toys at our school that provide children with a wide range of experiences. Because of this, we ask that toys from home be left at home. We understand that sometimes a special toy is needed to get out the door in the morning! Please be sure to leave it in the car for pick up time. *If it's a huge struggle, talk with your classroom teacher and we might be able to find a safe place for it to stay during the day.*

NUTRITION

Foods Brought from Home

Parkside is a nut-free facility due to serious nut allergies and so it is the school's policy that no outside food is brought in to the school. (Please leave those morning snacks in the car).

Food Prepared for or at the Center

We provide breakfast, lunch, and afternoon snack each day, all at no extra charge. We serve well-balanced meals, and use local foods as often as possible based on cost and availability.

We receive funding through the United States Department of Agriculture (USDA)* to supplement our food service program here at school. We strive to exceed the USDA requirements for the dietary needs of young children. All food is prepared on-site in our certified kitchen, by staff with special training and a current Food Handler's card.

We can accommodate some special diets due to allergies, but will need a medical statement form signed by your child's doctor in order for us to provide a food substitution. (Please check in with the Directors for the proper procedure and forms).

Our menu for 1-5 year olds is posted on the parent bulletin boards in each classroom and monthly on Class Dojo.

Meal Time

Parkside Serves meals family style. At meal time the table is set with plates and utensils, and the food is placed in serving bowls from which the children can help serve themselves. Everyone table has a teacher sitting with the children. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. A caregiver who is trained in first-aid for choking is present at all meals.

***USDA Non-Discrimination Statement:**

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

discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To 103 request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov”

HEALTH:

Community Immunity:

Parkside Community Preschool fully embraces the belief that vaccines will prevent the outbreak of disease and save lives. This is commonly referred to as Herd or Community Immunity. When a critical portion of a community is immunized against a contagious disease, most members of the community are protected against that disease because there is little opportunity for outbreak. Even those who are not eligible for certain vaccines ~ such as infants, pregnant women, or immune-compromised individuals ~ get some protection because the spread of contagious disease is contained. The principle of community immunity applies to control of a variety of contagious diseases including influenza, measles, mumps, rotavirus, and pneumococcal disease.

Oregon State Law requires that schools publish both the county’s immunization rates and our individual school rates. They will be made available to parents twice each year.

Immunizations:

A completed up-to-date immunization record must be submitted upon enrollment as per Oregon State Law. Each child must have an up-to-date immunization record. The Director uses Oregon Immunization Alert System to audit immunization records annually. Children whose files are not current will receive an exclusion order from the Lane County Health Department. Additionally, in the event of an outbreak of any of the communicable diseases, children without the proper immunizations will be excluded.

What Parents need to Know about Vaccines:

OREGON PUBLIC HEALTH DIVISION
Office of Family Health Immunization Program



What parents need to know about vaccines

Immunization is a preventive measure that can protect people against serious diseases. Parents naturally have many questions about vaccines, so we've collected the most common questions and provided up-to-date answers. For more information on immunizations and vaccine safety, please visit www.healthoregon.org/imm.

How do vaccines prevent disease?

Vaccines protect people from disease by strengthening a body's immune response. A vaccine's antigens help a body make infection-fighting antibodies to combat disease invaders. Vaccines will make people immune to a disease without having to suffer through that disease.

Are these diseases really dangerous?

Yes. Many vaccine-preventable diseases, such as smallpox, are no longer around so we have forgotten how horrible they are. But up until the 1960s, parents were terrorized by polio, a devastating disease that struck healthy children and still exists in many parts of the world. With the development of vaccines, children are now protected from diseases that caused thousands of children to die. For example, since 1991 when children started receiving the Hib vaccine that prevents a serious bacterial infection, the rate of Hib-related diseases declined 99 percent, from 20,000 cases per year to approximately 35 cases.

Isn't it better for children to gain immunity naturally by getting the disease instead of the immunization?

Natural infection can come at a high price: Chicken pox or pneumococcus can lead to pneumonia; rubella can cause birth defects; Hib can cause brain damage; and children can die from any vaccine-preventable disease. A child may have a mild case or even no symptoms at all, but he or she could pass on the disease to a child who can't be immunized because of age or a medical condition.

Aren't infants too young to get shots?

No. Many of the diseases that vaccines prevent occur in very young infants. Fortunately, most babies are born with sturdy immune systems that are very capable of making a protective immune response to vaccines. Vaccines don't weaken the immune system — they boost it.



Are so many shots safe for my baby?

Several studies have determined that simultaneous vaccination with multiple vaccines have no adverse effect on a normal child's immune system. Another advantage of multiple immunizations is that children have fewer shots, fewer office visits and less discomfort. Spreading out vaccines may leave children unnecessarily vulnerable to disease. Plus, vaccines are more efficient than ever. The original smallpox vaccine had 200 antigens in just one shot; today, there are only about 130 antigens in all of the routinely recommended immunizations combined.

Why do children get so many more shots now?

As science progresses, children and adults are protected against more and more vaccine-preventable diseases. In the 1920s, there was just one vaccine: smallpox. At that time, hundreds of thousands of children got diphtheria — many of them died from it. Today we have vaccines for diseases that used to affect children every day.

Do vaccines cause autism?

No. Many studies that included hundreds of thousands of children across the globe have compared kids who got vaccines with kids who didn't — there is no difference in the autism rate. Vaccines do not cause diseases, they prevent them.

Is mercury in vaccines harmful?

There is no mercury in routine childhood vaccines. In 2001, the Food and Drug Administration (FDA) required vaccine manufacturers to stop using mercury preservatives in childhood vaccinations. Manufacturers previously used thimerosal and other types of ethyl mercury that are rapidly eliminated from the body. The only vaccine that still contains a mercury preservative is the flu vaccine that comes in a multi-dose vial. But the amount of mercury in a flu vaccine is five times less than in a tuna sandwich.

Is aluminum in vaccines harmful?

There is aluminum all around us in water, food and air; it is the most common metal found in nature. Some vaccines include a small amount of aluminum to boost immunity, but aluminum is present in breast milk and baby formula. Babies quickly eliminate aluminum from their bodies with no danger to their health.

References:

The Children's Hospital of Philadelphia:
www.chop.edu/service/vaccine-education-center/vaccine-safety
Centers for Disease Control and Prevention:
www.cdc.gov/vaccinesafety/;
www.cdc.gov/vaccines/spec-grps/infants/parent-questions.htm
Immunization Action Coalition: www.immunize.org

5/2011

<https://public.health.oregon.gov/PreventionWellness/VaccinesImmunization/VaccineSafety/Documents/VacQAparents.pdf>

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.

Please call the school if your child is ill and won't be attending school for the day. It is important for us to be able to track illnesses as well as being able to plan for our day.

At school, we do all we can to prevent illness. Some of the precautions we take include: tracking of illnesses, *lots* of hand washing, sanitizing the different areas of the school and the toys, and excluding children that are sick until they are no longer contagious.

However, children do get sick, and we follow these State of Oregon, Early Learning Division, Rules for Child Care Center to determine when children need to stay home:

Illness: (a) A center shall not admit or retain in care, except with the written approval of the local health officer, a child who: (A) Is diagnosed as having or being a carrier of a child care-restrictable disease, as defined in Health Division administrative rules, OAR 333-019-0010; or (B) Has one of the following symptoms, or combination of symptoms, of illness:

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

Additional excludable symptoms:

- a. a severe cold that may include excessively runny nose, weepy eyes, etc.*
- b. listless behavior

Children showing any of these signs of illness will be isolated and the parent will be notified. You are expected to pick up your child within a ½ hour.

* What is excessive runny nose or cough?... if your child is unable to control and/or cover their cough, then germs are spreading onto the other children and teachers. If your child's nose is running continuously then the germs will be spreading as well. These are judgment calls that we will make each day based on what we're seeing in each classroom. Thanks for your help!

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours after last medication dose.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- 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.

Medications:

All medications should be handed to a Teacher in the classroom. For any medication to be given at school, you will need to fill out a special Medication Administration form. We are happy to administer your child's medication based on the following rules listed below. However, if you are able to give your child their medication at home, that is preferable.

Medications: We will give medication that is a prescription from your doctor with these guidelines strictly followed:

- the label must have clear instructions for usage,
- it must be a current prescription for your child (not a sibling's or anyone else)
- It must be in the original container.

We cannot give children over-the-counter medication unless we have instructions from the doctor with the following information:

- the date,
- child's name,
- reason for the medication,
- name of the medication,
- dosage amount,
- and doctor's signature.

For a naturopathic prescription, the same guidelines will be followed.

Please keep cough drops, vitamins, etc. at home. We cannot administer these at school.

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 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
- Diphtheria
- Hemophilus Influenza (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:

Injured or Sick Child:

If your child becomes ill or is injured while at school, you will be contacted through the use of your Information & Authorization form. If you cannot be reached, the other persons listed on your Information and Authorization form will be notified.

(Please notify the teacher immediately of any change in work place, home situation, telephone numbers, and address.) We must be able to contact you at all times!

All Teachers are required to have Pediatric First Aid and Infant CPR training and are instructed in Parkside's procedures for administering first aid for minor injuries as well as more serious accident or injury.

Minor injuries will be attended to by a Teacher and a written injury report, called an *Ouch Report* will be written. This report will be signed by both the attending Teacher and be given to the parent to sign as well. If additional care is needed, a parent will be notified immediately and first aid will be given.

In an emergency, Parkside Community Preschool reserves the right to call an ambulance and any available physician at the parent/guardian's expense. Your preference for a physician and hospital as recorded on enrollment forms will be considered. In a non-life threatening situation (and in the event you cannot be reached) where medical treatment is needed, a taxi will be called to provide the transportation to the doctor or hospital. A staff member will accompany your child.

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries.

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 a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Ouch reports will be sent home 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 toward Teachers, children, or other families. If this occurs, we reserve the right to remove your children from our care.

Smoking and Vaping:

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore, the use of tobacco in any form is prohibited on or near the school premises.

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.

Suspected Child Abuse:

As required by state law (ORS 419B.005-419B.050), Parkside Community Preschool staff are responsible for reporting any cases of suspected or identified child abuse or neglect to the Department of Human Services, Child Welfare Program (DHS-CWP).

It is school policy that we do not inform parents of reports to Child Protective Services prior to their investigation and/or follow up. If you have any concerns about your child or family situation, please feel free to discuss them with the Director or your classroom Teacher. We are here as a support and a resource to families.

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 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.

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 5 minutes, the family and the police will be notified.

Fire and other Emergency Procedures:

Emergency evacuation procedures are posted in every classroom, near the entrance doors. Fire and earthquake safety issues are discussed with the children and are practiced one or more times a month. Other emergency procedures are practiced periodically throughout the year. Including: Lock-down, flood, medical emergencies, and evacuations. The school has supplies on hand to provide for children and staff in severe weather and other emergencies. These include basic food, water, and blankets. Each classroom has an easily accessible emergency kit that includes items to care for children according to their developmental needs. The Parkside Community Emergency phone is available for communication in the event of an emergency (phone number).

Evacuations:

In the event of an actual emergency *evacuation* of Parkside Community Preschool, children and staff will be relocated to:

- Head Start building located on 21 N. Grand Street. This is within walking distance from the school via the park's bike path near our school. Parents and families will be notified using the Information and Authorization form on file for your child.

If possible, we will leave notice on the school doors regarding our evacuation. Staff will bring all emergency supplies and information and authorization forms for each child. We will then contact each family as soon as it is safe to do so.

Lock down:

In case of a threatening situation in the immediate vicinity, such as a violent crime being committed or a large police presence within the school or nearby, the directors will notify classrooms of the lock-down. Staff will gather the children together away from the windows in their classrooms, lock all doors and windows and close all blinds. The directors will lock all other exterior doors and then call 911 to notify police if needed. Parents will be notified of the situation after it has ended.

Shelter in Place:

In case of a situation requiring shelter in place, such as a violent crime in a nearby neighborhood or chemical/radiation exposure, the directors will notify each classroom and then lock the front doors and post a note. Staff will close all classroom blinds and lock all doors and windows and continue with normal class activities. Families will be notified of the situation as soon as possible.

Parent Participation:

Parkside Community Preschool is a reflection of our community. You are a valued part of the community. Your involvement is vital.

Board of Directors:

We would love for you to join the board if you are interested please speak with a director. Not wanting to do a full board member commitment. Try just joining a board committee to help out. Just ask a director how.

Other ways to help out:

We often post volunteer opportunities on Class Dojo and Facebook. Parents can help by repairing things in the classroom, building or sewing special items for the classrooms, do small repairs or upkeep around the school (always things to do in the spring and fall) to keep the school looking good, participate in fundraisers or help to organize one. If you have a great idea or some extra time just talk with a Director.

Spread the Word:

Parent referrals are our best source for new families, so please tell your friends, neighbors, and co-workers all about your experiences at Parkside Community Preschool.

Procedure for Complaints:

If you have any concerns, please bring them to one of the program directors. We will make every effort to find the best solution.

Infants and Toddlers:

Infants and toddlers have very specific needs when in group care. So we have made a special section just to highlight those special needs.

During enrollment you will receive an individual care plan to fill out for your child. Teachers will refer to this often when your child is at school. We can never have too much information.

Each Day, in the infant room you will fill out a daily sheet for your child at drop off. The teachers will use this to record information about your child's day. What they ate, drank, slept, diaper changes, and of course activities. This will then go home with you at the end of each day.

Once your child transitions to the toddler room there will still be daily sheets to tell you about your child's day. Instead of a paper to go home it will be in the form of a dry erase sheet for you to view at the end of each day.

What to bring to school:

- A blanket, having something with a smell from home will be comforting to your child. (infants will not use these in their cribs)
- Pacifiers, if used. Pacifiers will be sanitized throughout the day, as needed, so at least one spare is helpful. We do not have extra's at the school.
- Extra clothes. Please provide at least two changes of shirts, pants, and socks. These will need to be replenished often and updated with the change of seasons.
- Diaper Cream, labeled with child's name, to stay at school.
- Bottles of Breastmilk, labeled with full name and date (if breastfeeding). We can provide bottles and cups if needed for frozen breastmilk.
- We take the infants and toddlers outside daily so please provide a sunhat or stocking cap each day.
- Shoes appropriate for outside play (even if they don't normally wear them).
- Warm jacket and pants, even on warm days the mornings can be chilly.

Infant and Toddler Meals:

Infant feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed "on cue" to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.

- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit.
- Breast milk brought from home must be dated and labeled with the child's name.
- Solid foods will only be introduced only after a consultation with the child's family.

Breastfeeding:

Here at Parkside, we support mothers who choose to breastfeed their children.

Ways we can support you:

- We welcome moms to breastfeed your child at any time during the day, as your schedule allows. You can call anytime to see when your child will be ready to eat.
- You can bring freshly pumped breastmilk in bottles or in breastmilk storage bags.
- You can bring frozen breastmilk in breastmilk storage bags. We have space to store up to a week of frozen breastmilk for your child.
- We can also supplement your breastmilk with formula, if needed, using your breastmilk first.

If you plan to bring in fresh bottled or bagged frozen breastmilk with you to school, we would like you to be aware of some County Sanitation and USDA meal program policies and guidelines that need to be followed. It can be a little confusing, so here is the information you need to know.

Bringing in Fresh or Frozen breastmilk:

- Breastmilk needs to be supplied in the bottle it will be served in OR in breastmilk storage bags.
- Bottles brought in with the nipple and cap already in place should have a protective cover covering the nipple.
- Filled bottles may be brought in with the flat storage caps (nipples and caps can be brought in separately or supplied by school).
- Bottles/Storage bags need to be labeled with your child's first and last name and dated before being placed in the refrigerator/freezer. (There will be masking tape and a pen by the fridge for labeling.)

USDA guidelines for ounces/meal and storage restrictions:

- USDA requires specific minimums for ounces/meal by age:
 1. 0-3 months – minimum of 4 ounces per meal
 2. 4-7 months—minimum of 4 ounces per meal

3. 8-11 months—minimum of 6 ounces for first two meals and a minimum of 2 ounces for subsequent meals
- Frozen breastmilk may only be served for up to 24 hours after being thawed. Any breastmilk unused at the end of the day will be sent home for you to use.

Please never hesitate to ask questions about any of this!

Infant meals (under one year of age):

We participate in the USDA food program for infants. Because infants eat on demand, it will look different than the food program in the other classrooms. Your baby will be served parent supplied breastmilk or iron fortified Kirkland formula (or a combination of both). Parents may provide their own formula, as long as it's a USDA approved formula (See a director for a list).

We follow the American Academy of Pediatrics (AAP) guidelines for introducing solid foods to infants. We work together with parents to determine what foods to begin introducing here at school. The AAP recommends delaying solid foods until around 6 months of age when a child can: sit up with good head control, opens mouth for food, and has doubled their birth weight (13lbs or heavier). Introduction of solids are offered as “tastes”, one-at-a-time over the course of a few days. Breastmilk/formula is the most important food for baby at this time.

We provide formula (unless breastmilk is provided), iron fortified cereals, and commercially prepared plain fruits and vegetables, as well as food prepared in our kitchen each day. Expressed breast milk must be supplied in bottles or specialized breast milk pouches with the date and ounces clearly marked. (Breast milk can be frozen or supplied fresh each day). Check with a teacher to find out minimum quantities needed per day as well as specific health department regulations for storing and serving.

After 12 months, children transition to our Toddler Menu and are served whole milk. We can continue to serve breastmilk after 12 months if a parent prefers. Foods are served in small, bite-sized portions that are appealing to young children.

Safe Sleep for Infants:

Providing infants with a safe place to grow and learn is very important. For this reason, Parkside Community Preschool has created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is “the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation.” The staff, substitute staff, and volunteers at Parkside Community Preschool follow the AAP safe sleep policy.

Sleep Position:

1. Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant's crib without identifying medical information. The full waiver will be kept in the infant's file.
2. Infants will not be placed on their side for sleep.
3. Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.
4. Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they fall asleep.
5. Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any sweet or other solution.
6. Parents are asked to provide replacement pacifiers on a regular basis.
7. While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep.

Sleep Environment:

- Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses. This means that crib slats will be less than 2 3/8" apart
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.
- The crib will have a firm tight fitting mattress covered by a fitted sheet and will be free from blankets, loose bedding, toys, and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.)
- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets.
- Bibs and pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing during sleep.
- At one year of age infants may be transitioned to a cot for rest.

Supervision:

- When infants are in their cribs, they will be within sight and sound of staff at all times.
- A staff member will visibly check on the sleeping infants frequently.
- When an infant is awake, they will have supervised "tummy time." This helps babies strengthen their muscles and develop normally.

Training:

- All staff, substitute staff, and volunteers at Parkside Community Preschool will be trained on safe sleep policies and practices.
- Safe sleep practices will be reviewed with all staff, substitute staff, and volunteers each year.

When The Policy Applies:

This policy applies to all staff, substitute staff, parents, and volunteers when they place an infant to sleep at Parkside Community Preschool.

Pacifiers:

Some infants use pacifiers as a way to comfort and soothe themselves. We will accommodate each child's needs on an individual basis.

As children grow into toddler-hood, we will limit the use of pacifiers to rest time, or a time when they are sitting or lying down. Because of safety, sanitation, and speech & language development, we discourage children from walking around and playing with a pacifier in his or her mouth.

Diapering and Potty-training:

Infant Room and Toddler Room parents may choose school-supplied disposable diapers or provide their own diapers. *If parents choose cloth diapers, additional sanitation practices are required by the Health Department. You will need to provide an approved foot pedal operated diaper-can and liners. The diaper-can you provide is for your child only and the parent must remove the plastic liner with diapers to take home each day. Staff are not allowed to rinse diapers; they will be individually bagged and put into the can.*

Children begin potty-training at different ages and our staff is here to help you with this new milestone in their development.

We believe that the most important factor in making the potty training experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. That being said, all children are unique individuals and the rate at which they are ready varies greatly. We are committed to working with you to make sure that potty-training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

When children are first beginning to use the toilet, we ask that parents provide

additional changes of clothing for your child and lots of extra training pants. We will be there to support your child through this transitional period. With help, children will change their clothing and put their soiled clothing into a plastic bag to be taken home at the end of the day. We understand that it can be a frustrating process for parents, but we assure you that we will be working closely with you and that eventually, they will be potty-trained!!

Because this is a transition out of diapers, we don't use "Pull-Ups". (We are not licensed to use diapers or pull-ups in the Preschool and Pre K Classrooms). As part of the potty-training process, the toilet will be offered frequently throughout the day.

Children entering the Preschool and Pre K Classrooms, need to be potty-trained. We do understand that young children are still learning and that accidents during the day are a part of the process.

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 is to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus is not on punishment for biting, but on effective behaviors that address the specific reason for biting. If a bite is severe enough to break the skin, we'll advise you to have your child seen by a medical professional.

