



The Research Institute
Child Development Center
at Western Oregon University

Family Handbook

**Western Oregon University ~ Todd Hall
345 N. Monmouth Ave, Monmouth, Oregon 97361
Center's Office: Room 119 ~~ Phone: 503-838-8769
Website: www.tricdc.org**





Welcome to The Research Institute Child Development Center (TRI-CDC) and to the partnership we will share during these early school years. The need for quality childcare is great, and the TRI-CDC was established to help meet this need by providing a quality, convenient and nurturing care to the children of staff and students of Western Oregon University, and to the community.

In 2012 early childhood programs in Oregon had the opportunity to voluntarily undergo a comprehensive process of meeting research-based standards for program quality. TRI-CDC chose to take on this challenge and go through an internal self-study and creation of a center portfolio to demonstrate the quality of care and education we provide. Our portfolio was reviewed by a team of childcare specialists in Oregon who acknowledged that TRI-CDC exceeds the six standards of TRI-CDC has been an Oregon Program of Quality designated program since January 1, 2012.

During the next months (or years) we hope you will desire to become actively involved at TRI-CDC. Whether your role is that of a family member, guardian, WOU student or teacher, you will be helping children learn. We hope that you will enjoy your time with us, and that it will be a time for you, too, to learn. All members of TRI-CDC are invited to teach, learn, explore, and share.

The rest of this book will introduce and explain our "systems" ... please read it carefully and keep it where you can refer to it during your stay with us.

Thank you for choosing TRI-CDC. We look forward to providing your child with a caring and enriching environment.

Sincerely,

The TRI-CDC Staff



TRI Child Development Center Family Handbook

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PHILOSOPHY

We believe that children are active learners and unique individuals. They learn according to a developmental sequence, progressing at their own pace. We also believe all children are best served in inclusive settings where attitudes of understanding and acceptance can be fostered

We see the teacher as a facilitator of the learning process who is sensitive to developmental and individual needs. The teacher is respectful and flexible in dealing with children. We believe that the appropriate curriculum will address the social, emotional, cognitive, and physical needs of the children.

We believe the environment should be aesthetically pleasing and stimulating. It should be planned in a manner to provide choices, quiet and active spaces and should respond to the developmental and individual needs of children.

We believe that classroom management/discipline incorporates proper organization of the environment, appropriate activities and clear expression of expectations with natural and logical consequences. Our classroom management employs a positive approach, combining consistency with empathy.

There should be an atmosphere of mutual support between parents and staff in order to create an effective learning environment. We believe that parents need to be informed and have opportunities for involvement in classroom activities.

MAJOR GOALS

- ❖ To provide a safe, nurturing and enriching environment for children and their families, WOU students and staff.
- ❖ To meet the individual developmental needs of children, families, and staff and foster optimal growth.
- ❖ To foster and instill the joy of lifelong learning in the children we serve.
- ❖ To provide families and WOU students with educational information and guidance to assist them in improving the lives of children.
- ❖ To ensure the availability of nutritious breakfast and snacks for each child in the center that are prepared and served in a sanitary manner.



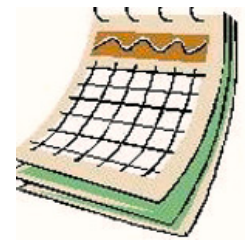
WHO IS SERVED



Our program serves families with children ages 30 months to 10 years from Western Oregon University and the surrounding community. This comprehensive program is designed to serve all children seeking preschool, after school enrichment and/or child care services regardless of race, color, disability or health status. The Research Institute Child Development Center collaborates with Willamette Educational Service District in providing educational experiences and care for children with disabilities.

SCHOOL YEAR - HOURS

Our Center operates from 7:30 am - 5:30 pm, Monday through Friday. Options for attendance (Full Day/Part Day) are listed on the application form. There will be no deviations from these options, including hourly service. This is to insure quality staffing and financial stability of the Center.



The Research Institute Child Development operates year round. TRI-CDC will observe the following holidays, WOU/TRI-CDC closure dates: New Year's Day, Martin Luther King Day, WOU Spring Break (normally the last full week in March; dates may vary), Memorial Day, Independence Day, one week before public school begins its new academic year for in-service training, Labor Day, the day before and after Thanksgiving, and the last week of December (dates may vary for WOU campus closure) through New Year's Day. Please see our current calendar for start dates, holiday's and breaks throughout the year.

THE PEOPLE WHO CARE FOR YOUR CHILD

The heart and soul of The Research Institute Child Development Center has always been our teachers, staff, and volunteers, so we work hard to attract and keep the best people to care for your children. Each member of our staff is carefully screened and selected based on their skills, education, experience, and rapport with kids. Many of our teachers hold degrees in early childhood education and we are proud to say that some have been with us for as long as 20 years. Our low teacher-to-child ratios allow teachers to focus on the individual learning styles and needs of each child in their care. This extraordinary level of commitment can be seen in the warm and bonded relationships the children develop with our staff members.

Code of Ethics

As individuals who work with young children we commit ourselves to furthering the values of early childhood education as they are reflected in the ideals and principles of the National Association of the Education of Young Children Code of Ethical conduct to the best of our abilities.

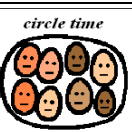
CURRICULUM AND ENVIRONMENT

Research tells us that young children learn best through active interaction with the physical and social environment. Our curriculum offers opportunities and experiences that help build children’s self-esteem and independence and are focused on developing an experientially rich, developmentally appropriate environment that responds to the creativity of children. The whole child is being nurtured by integrating language, social, emotional, cognitive, and physical development needs into all learning experiences. This is achieved by maintaining a positive atmosphere where children are free to explore and interact with other children, adults, and their environment.

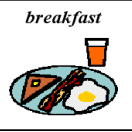
The learning environment is primarily based on *The Creative Curriculum*, developed by Teaching Strategies Inc, in use in high-quality early education settings throughout the United States, Canada, and Australia. At the core of the *Creative Curriculum* lie well planned learning centers that allow for child choice and self-directed play, small groups, and supportive teaching designed to ensure future academic success. The classrooms and outdoor area are divided into learning centers, which provides the opportunity for successful experiences for children. They promote appropriate use of materials and show how children learn new concepts and skills from their daily interaction in the learning center. Typical Centers include: Language/Library, Construction/Blocks, Dramatic Play, Art/Creative Expression, and Sensory: Sand and Water, Manipulatives, Language/Writing, and Cozy Corner. Changes to the learning environment, activities, and projects reflect emerging interests.

DAILY ACTIVITIES

Children need a balance of active and quiet times; group circle times, small group learning center time as well as individual activity times; and both structured and unstructured times. Each classroom has a schedule of its own which will meet these needs. Check on your child’s classroom information board to view their daily schedule. Each classroom’s schedule varies, however, there are similar basic components and each will have:



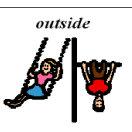
Circle Time: These include planned activities, reviewing schedules, discussions, stories, games, songs and creative movement.



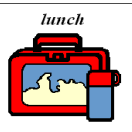
Breakfast: Is offered family style, (8:50 – 9:30). Children serve themselves, practice table manners and conversations are encouraged.



Small Group: Children choose to take part in learning centers such as, art, dramatic play, table toys, sensory, science/discovery, writing, library or blocks. Adults are available to facilitate your child’s individual development in the centers.



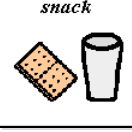
Gross Motor: Is held in our outdoor environment or in the large playroom located on the ground floor. The children have an opportunity to run, jump, climb and build up all the large muscles in their bodies. Activities in our outdoor environment also increase a sense of wonder about the miracles that take place in nature.



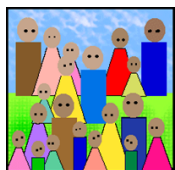
Lunch: Is at noon. Families bring a healthy lunch from home and the Center provides milk and water. Lunch can last up to 30 minutes.



Rest Time: The children lay on a cot with their own blanket, small pillow and sheet. They are encouraged to rest for a short time while listening to relaxing music and receiving backrubs from teachers, if desired. They may fall asleep, quietly look at books, or cuddle with their quiet toy.



Snack: Is provided in the afternoon and lasts 15-25 minutes.



PARTNERSHIPS

Communication

Family Events

TRI-CDC Advisory Board

Conferences

Resources

Our teachers and staff are passionate about forming a strong partnership with you to ensure the best possible experience for your child and family. Families are welcomed visitors to the classroom at any time! We view family involvement as any activity that empowers either the family to participate in the educational process of their child, at home or the classroom. TRI-CDC offers a variety of ways in which families can participate; please see the list of Family Activities at the end of this booklet. We encourage you to become involved in any way your life allows. Every family has something positive to offer!

“When we join in partnerships, the biggest winners of all are the children.”

COMMUNICATION: It is a high priority for our teachers and staff to provide daily communication with families and seek to understand your unique needs. Good communication between parents and teachers is essential to the development of the child. Therefore, it is very important we keep communication open between parent and teacher by parent/teacher conversations, activity boards, e-mail, and notes from home/school, newsletters, and weekly lesson plans. Please let your child’s teacher know what form of communication is effective for your family. This will help ensure efficient communication.

CONFERENCES: Families are invited to participate in conferences three times a year. These conferences will serve as a time for teachers and families to become familiar with each other, discuss your child’s strengths, likes and dislikes and style 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.

FAMILY EVENTS: Family events are scheduled on a regular basis. These events include snacks, drinks, fun filled age-appropriate activities families and new parenting techniques. 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

TRI-CDC ADVISORY BOARD: The TRI-Child Development Advisory Board (TRI-CDCAB) is an advisory body that includes parents of the Center, Center administrative staff and University representatives. The purpose of the TRI-CDCAB is to provide oversight and support of the TRI-CDC activities. Parents are encouraged to participate as members of the TRI-CDCAB or its subcommittees. Please see the Director if you are interested in learning more about how you can become involved.

Family Resources:

TRI-CDC Family Room: This room was funded by a grant from the Polk County Commission on Children and Families in 2005 as a space where families/parents can take a break, have parent conversations, study, browse/check out the library resources, community resources and participate in a clothing exchange program. It is located in room 122 just down the hall from the director’s office. We also use this room for family conferences and meetings. Our hope is that families will enjoy having a place to be outside of the classroom learning environment that is relaxing.

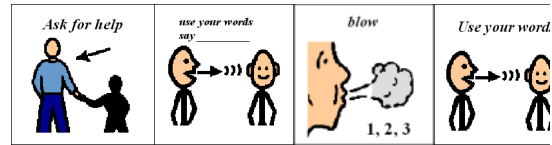
Resource Center Stands: At both our front and back entrance we have a collection of useful family resources. Here you can find a wide range of educational information and resources that can assist you in addressing the needs of your family.

Our goal is to assist families in obtaining services needed and to provide educational information that positively impacts your family. Stop by some time they are wonderful places.

GUIDANCE TECHNIQUES

TRI-CDC staff uses positive guidance techniques to reduce behavior issues and potential problems within the classroom. Prevention is the first step; here are a few of the practices we use:

- Creating an appealing and stimulating classroom environment.
- Respecting the individual needs of each individual child.
- Using all opportunities to develop children's positive self-esteem.
- Positive reinforcement; verbally express specific praise and encouragement when children are demonstrating positive behaviors.
- Planning developmentally appropriate activities which encourage children's learning.
- Establishing clear expectations with natural and logical consequences. Children often help create their classroom "rules" to follow. By doing the child has ownership and a understanding of his/her expected behavior.
- Teaching social skills including empathy, self-regulation and problem solving.
- Using redirection, by channeling child's demonstrated activity toward a similar positive activity.



When inappropriate behaviors do occur, our teaching staff implements TRI-CDC's Universal Behavior Intervention Guidelines (B.I.G.'s). B.I.G.'s establishes a consistent response that uses natural and logical consequences. You may request a copy of B.I.G.'s.

We view discipline NOT as punishment but as a teaching opportunity that will encourage growth and responsibility in the child. Physical punishment is not used in the center.

SPECIAL CLASSROOM EVENTS

Families/children from time to time have special days they would like to celebrate at school, such as a birthday, special interest, job, hobby, or a family tradition. If you wish to have a special event please make arrangements ahead of time with your child's teacher. This way we can assure that allergies (Food/other items) and religious preferences are honored. When food is involved with these events,

the Oregon Health Department requires that it be store bought. Homemade treats are not allowed unless prepared by someone with a food handler's card and in our kitchen.



WALKING TRIPS & FIELD TRIPS

The following steps outline the procedure the Center will follow when taking trips:



1. Most field trips will be walking field trips that stay on WOU campus.
2. Walking trips on campus are communicated by either a note placed on the time card and/or the classroom white board. This insures that families know where we are.
3. In the event a field trip is off WOU campus, families will be informed in advance and ask to sign a special permission slip authorizing child's participation.
4. Emergency forms for each child and a first aid kit are brought on all trips.

PICTURES AND VIDEO

The Teaching Research Institute Child Development Center (TRI-CDC) takes many pictures and videos of the children enrolled in the program throughout the year. The TRI-CDC, in conjunction with the Western Oregon University, Willamette Education Service District (WESD), and Center on Early Learning participate in directed observation of the children. Observations, pictures and videotapes are taken of the children and used for family viewing, instructional educational, research or promotional purposes. These pictures and videotapes may be printed or appear in newspaper articles or advertisements such as brochures, websites, scrapbooks, bulletin boards, journal articles. The photographs and videotapes may also be used in workshop material presented to TRI-CDC families, and other childcare professionals. **Children's and adult names will not be used publicly without specific written permission from the parents or legal guardian.**

SCREENING AND ASSESSMENTS

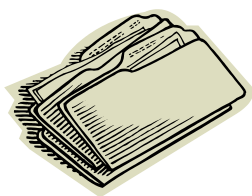
Screening for children 30 months – 5 years of age: Screening young children is an effective and efficient way for professionals to gauge developmental progress and determine meaningful next steps—at a time when action can have its greatest impact: during a child's first years of life.

TRI-CDC, uses the screening tool entitled Ages and Stages Questionnaire (ASQ) within 45 days of a child's start date. Parents and their child's teacher will use ASQ together in order to answer a few questions. This is a way to check for your child's general development. The results help determine if a child's development is on schedule and the next learning opportunity needed to help ensure your child is ready for kindergarten.

Assessments: Assessment goes further in depth of a child's development and is used throughout the year. TRI-CDC uses *Teaching Strategies GOLD®* (TS-Gold) for assessing children from birth through kindergarten. *TS-GOLD* is based on 38 objectives that include predictors of school success and are aligned with state early learning standards.

Through the assessment process of your child, teachers obtain useful information about your child's knowledge, skills, and progress by observing, documenting, analyzing, and reviewing your child's work over time. The assessment tools are developmentally appropriate and they will vary according to each child's needs. Results help the teachers monitor child progress and will be shared with parents during scheduled conferences twice a year.

COFIDENTIALITY - CHILDREN'S RECORDS



All children's records and information shall be kept in strict



confidentiality. Medical, photographs, written

observations, and assessment information will be available to others only with parents' written permission. We will not verify your child's enrollment to anyone via the telephone and without your consent. Children's files are available to State Licensing personnel who "spot-check" our records once a year.

CLOTHING GUIDELINES

Children may wear any clothing that is comfortable and meets their needs. Keep in mind that children are active hands-on learners who work with a variety of materials that could possibly leave stains or ruin their clothes. Children have the opportunity to wear a smock however they are not required to wear one.

Shoes should be durable, comfortable, and secure. Shoes that fall off during activities can be dangerous.



It is important that children have appropriate outerwear for outdoor play. We provide outside play whenever the weather permits and this may include fairly cold temperatures. We do not require

children to wear their coats outside. We encourage them to bring their coats outside but respect the children if they do not want to wear a coat. We want to encourage children to listen to their bodies and use problem solving techniques to find their own solutions. We ask that all outer clothing be labeled with your child's name.



Please send an **extra set of clothes**, (pants, shirt, underwear, and socks) for your child. Label clothing and put in a plastic bag labeled clearly with their name. This will be kept in their cubby.

TOILET TRAINING

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports your child. Research indicates that children cannot successfully learn how 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. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. If you would like more information regarding toilet training, do not hesitate to ask your child's teacher.



BELONGINGS FROM HOME

Please bring:



A complete change of clothes in a plastic bag with your child's name on it.

A lunch for your child if your child is here all day or scheduled for afternoons only. An appropriate lunch is defined in the meals and snack section of this handbook.



In the warmer months we encourage families to bring sunscreen. We ask that you bring a non-aerosol sunscreen with your child's name on it. Please see sunscreen policy under Health and Safety

PRESCHOOL CHILDREN ONLY



Disposable diapers and wipes for children who are in the process of toilet training.

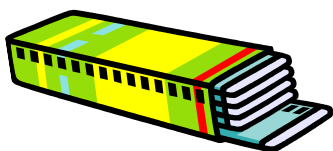


A hanging bag, blanket, crib sheet, child sized pillow, and one QUIET toy for children staying during rest time.

Blanket Policy: Each week on your child's last day of care, please take home rest sheets, blankets, and quiet toy. These need to be washed weekly and returned on your child's next day of care. Unfortunately, we do not have the facilities to do their wash at the Center.

What NOT to bring:

Gum or candy, money, and toys from home unless prearranged with your child's teacher.



ARRIVAL AND DEPARTURE PROCEDURES

We use a timecard system to track children's attendance, meals, and rest times. The timecards are essential in order to account for all children in our care at any given time and to ensure your child's safety. The Center routinely practices for emergencies that may arise and the time cards are a crucial part of these drills.

It is the family's responsibility to:



Upon arrival indicate on your child's time card, the time and initials of the adult who is bringing the child to school, and then place it on the classrooms timecard clip. Families must stay with their child until a staff member has welcomed him/her.

Upon departure indicate the departing time along with the initials of the adult who is picking the child up, then place the timecard back into the provided container in the classroom.

The child's timecard must be on the classroom clip when the TRICDC staff is supervising the child.

TECHNOLOGY

Technology is all around us in our homes, offices, and classrooms. When used wisely, technology and interactive media can support learning and relationships. Technology and interactive media are tools used intentionally at TRI-CDC when they can promote effective learning and development while supporting learning goals established for individual children. Example: When children are investigating tigers, a short (5 min.) video may be used, and/or an eBook/iPad. Appropriate technology and media are balanced and enhance the use of essential materials, activities, and interactions in our learning environment. Children's screen time will not exceed more than 30 minutes per day.

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.

PERSONS AUTHORIZED FOR PICK-UP

Children will only be released to parents or people authorized for pick-up/emergencies on the enrollment form. To ensure your child's safety, if a person who is unfamiliar to the teachers or staff arrive to pick up your child, a photo ID will be required before a child will be released to them. *If a non-custodial parent is not allowed to pick up their child, we must have a copy of the court order on file.*

BUS POLICY

Bus transportation is available for children being transported to and from Monmouth Elementary School and Willamette Educations Service District (WESD) students. We ask that the families set up bus transportation for their child as needed. WESD student's transportation will be arranged by the specialist upon your request.

To ensure a staff person is available to greet or take your child to the bus, we require families to complete the center's transportation agreement. In the event that a child will not be arriving by bus on their given day, it is the family's duty to call or personally contact the teacher/classroom prior to the child expected



PARKING

Western Oregon University and TRI-CDC will issue parking permits per your enrollment contract. Permits are only valid in the designated spaces in Parking Lot F (behind Todd Hall) and for drop-off and pick-up only. No more than two permits will be issued per family. Please contact the CDC Director.

Because of limited parking, we ask that you only use this space for drop-off and pick-up. If you are spending extended time with your child, please use the metered parking. For non-metered spaces, parking permits are available through Campus Public Safety or the Cashier's Office.

MEALS AND SNACK

The Center serves breakfast, milk at lunch and an afternoon snack. All meals are served family style and follow the guidelines set by the USDA Child Adult Care Food Program (CACFP).




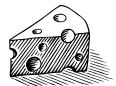



Breakfast: includes 1% milk along with one serving each of two other food groups (i.e. milk, whole grain cereal and fresh fruit). Breakfast begins between 8:45 and 9:00 each morning and is served no later than 9:30.

Lunch: is scheduled for 12:00. **The Center will provide 1% milk and families are required to provide nutritious lunches.** Each classroom has a refrigerator or cooler where the children’s lunches will be stored safely. We cannot heat up or prepare lunch items for the children. Lunches need to come ready to eat (i.e. oranges peeled, food items in bite size pieces, etc). As a certified childcare center

and one that participates in the USDA Child Care and Adult Food Program we are required to monitor lunches. *The Child Care Division requirements, as stated in rules 414-300-270 & 280, require that food be brought daily, ready to be eaten, labeled with the child’s name, and meet the following nutritional requirements:*

LUNCH REQUIREMENTS

At least one serving from the first three shall be available to children. Each lunch shall equal at least 1/3 of a child’s daily nutritional needs.

Food Group	Serving Size	Lunch Suggestions
<u>One serving</u> Bread and Grains	½ slice bread, ¼ C. grains	bagel, rice, noodles 
<u>One serving</u> Meat, Fish, Poultry Or Meat Alternatives	½ oz. meat, fish, poultry 3/8 C. cottage cheese 1 egg 3 T. nut butter or seed butters	 Meat, fish, poultry cooked in a variety of ways, beans, peanut butter, yogurt, cheese or eggs.
<u>One serving</u> Fluid milk 	6 oz.	The center will provides 1% milk for lunch.
<u>Two Servings</u> Vegetables and Fruits	½ C. total of 2 different items. 	Cantaloupe, apple slices, dried apricots, broccoli, peas, carrots, 100% fruit or vegetable juice. 

Things to Remember When Packing Your Child’s Lunch.

- ❖ You can help by preparing food in child-size portions and pieces. Fruit (for example oranges and apples) need to be cut into small pieces and/or peeled.
- ❖ The Center is required by the State to supplement a child’s lunch each time their number of nutritional servings fall below the requirements. If we observe that, your child is consistently missing components a reminder will be sent home. Please do not take this reminder offensively.
- ❖ If a dessert is necessary, please send a healthy whole grain cookie low in sugar.
- ❖ If you would like your child to have a warm lunch, use a wide-mouth thermos container to keep food warm.
- ❖ Please No Candy, Gum, or High Sugar Content Foods!
- ❖ You are always welcome to join your child for lunch.

Afternoon Snack: is served around 3:00 in the afternoon. It will consist of at least two items from the basic food groups. (i.e. water, fruit and crackers).



HEALTH POLICIES

IMMUNIZATIONS



A record of immunizations must be provided for each child **prior** to admission into the program. Be sure to notify staff or the Director if your child receives new immunizations during the year so they can be added to the form. Parents must initial all additions to immunization records. Children who are not "current" on immunizations will be excluded from the program on the date set by the State Department of Health.

ALLERGIES

It is critical that all allergy information be communicated to staff. If your child has a food allergy, please give the Center a written doctor's statement listing the foods causing the allergy and symptoms related to an allergic reaction. In this event, the Center may ask that a family supply food to ensure that the child has an appropriate diet throughout their day at school.

ILLNESS

In order to maintain a healthy environment for all children and staff, we ask that children who are ill be kept at home until they are fully recovered. Children need to be able to participate in the daily activities of the classroom (including outdoor play). Staff discretion according to the following guidelines is used to determine whether children are able to attend. Listed below are the specific guidelines as mandated by the State Child Care Division.

“WHEN AM I TOO SICK?”

We cannot admit children who have been:

A. Diagnosed as having or being a carrier of a day-care restrictable disease; or

B. Has one of the following or combination of symptoms or illnesses:

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



► ***Your child will be welcomed back to school 24 hours after they have been treated with antibiotics and or symptoms have passed.*** Children should not return until they are healthy enough to fully participate in regular class activities.

- Please contact us if your child contracts a communicable disease or is exposed. When we are informed that another child has a communicable disease all parents will be notified.
- This same procedure will be followed if a situation like head lice occurs. A child infested with head lice may return after treatment. All the nits must be out of the hair and a note stating that treatment has been completed needs to be sent.
- Information regarding other childhood diseases/illnesses that may require exclusion from the Center is available upon request.

MEDICATIONS

In order for us to administer medication to your child the Center MUST have the following:

- ❖ Medical release form (available upon request from teacher or on our website at www.tricdc.org)
- ❖ Medication in original container (most pharmacies will give you two containers)

If medication is a prescription, a pharmacy “fact sheet” would be appreciated but it is not required.



SUNSCREEN POLICY

Our outdoor classroom is an important part of our curriculum. TRI-CDC encourages the use of UVA ray and UVB ray sunscreen protection with an SPF of 15 or higher. We are able to apply sunscreen provided authorization has been given on the enrollment form. TRI-CDC asks families to apply sunscreen prior to arrival at the Center. We will apply once again in the afternoon and thereafter to areas of exposed skin. If water play is included in the classrooms morning schedule, sunscreen will be reapplied.

- Please bring it in its original packaging/bottle with your child’s name on it. Sunscreen may be left at the Center.
- If a sibling is in the center but not the same classroom, we ask that each child have their own sunscreen.

INJURIES/ACCIDENTS

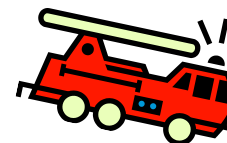


Scratches and scrapes, which are inevitable when children play, will be treated using basic first aid and TLC. All injuries are documented on incident report forms, which parents sign and are offered a copy. In the case of a more serious accident, we will follow these steps in the order that they are listed;

- ❖ Request emergency help, 911 if necessary the child will be transported to the nearest medical facility for emergency treatment.
- ❖ Contact Family (Listed on enrollment forms);
- ❖ Contact emergency backup person if family member cannot be reached (listed on enrollment form).

It is very important that we have current emergency information on file at all times for emergency situations. For WOU students, the parent locator service in the college center is a great resource that helps us find you on campus.

EMERGENCY DRILLS



Children’s safety is of utmost importance to us. The center staff is trained in a variety of emergency procedures to ensure the safety of your child while they are at the Center. Emergency drills are practiced, and all the children, family members, volunteers, and staff participate. Some of these emergency drills include and are not limited to; Fire, Earthquake, Lock Down and Chemical Spill. Emergency drill procedures are posted in each classroom. The center staff walks/talks through each of the emergency drills with the children at the beginning of the year. They let the children know what to expect in the emergency situation, the need to practice for the drill and their responsibilities (i.e. possibly leaving shoes or jacket behind). We do our best to alternate the times of these drills so that all children will have an opportunity to participate in the drills. In the event where children are performing a drill or we are experiencing an emergency, it is very important that:

- We have current emergency contact information on file, your child’s time card is signed either in or out, and that we have your understanding, patience, and cooperation if you are present.

WOU ALERT



Western Oregon University has a campus emergency notification system called WOU Alert, which will notify the campus community and all parents of the CDC children in the event of an emergency; specifically campus or building closures related to an emergency, potential life-threatening situations, or activation of emergency response teams.

In order to assure these notifications reach you as quickly as possible, we must register you with the system. When registering, you will have the option to select your preferred contact methods, including cell phone, home phone, e-mail and text message and the order of preference. If you did not receive a WOUAlert registration form with your enrollment, materials just let a CDC staff member know.

EMERGENCY WEATHER SITUATIONS

The Center runs on the same schedule as the University. If WOU cancels classes, the center closes. If your child rides a bus, you will need to listen for Central School District closures to know if buses are running or not. If in doubt, the Campus Closure Hotline at (503)838-8026 or the Director's number (503)838-8769, will have a message if we close.



ENROLLMENT

TUITION/FEES

Costs for current enrollment options and payment guidelines are listed on the TRI-CDC application and are billed to the parent/guardian (or responsible party). Childcare fees must be current to continue to receive childcare services.

- Community families are asked to establish a WOU revolving charge account (a form is completed at the time of enrollment); payment is due the first of each month.
- WOU employees are asked to use payroll deduction. A payroll deduction form is completed at the time of enrollment. Payroll deduction options are explained on the payroll deduction form.



Payments should be made to the WOU Cashiers Office. For questions, contact Mike Stewart, TR Business Office, (503) 838-84020.

EARLY/LATE FEES



Early/Late charges will apply if you or your child is present in the classroom before or after the attendance option he/she is signed up for. Please be respectful of our teachers during these times, they are often preparing for the day and are not able to supervise your child. **Families will be charged \$5.00 per minute based upon the Center clocks.** Your account will be billed for these charges. The Center's clock will be set by WOU bells.

RE-ENROLLMENT

Once your child is accepted and attending the Child Development Center and you have indicated on the application form you want that slot for the whole year, he/she will automatically be re-admitted each term. **Families needing to change their child's schedule during the school year are asked to complete a new application.** Every year families need to submit new applications. Those applications are available in the spring. Children currently enrolled have first choice at a slot for the up-coming school year when turning in their application before the current year is complete.

WITHDRAWAL FROM CENTER

If you find it necessary to withdraw your child from the Center after the beginning of a term, we required that you **complete our Parent Exit Form**. Your request will become effective on the later of: 1) the date the request is received by the Center; or 2) the date specified in your written request. You will be billed for the days elapsed in the term, whether your child attended or not, plus a \$50 processing fee.

ANTI-BIAS STATEMENT

This is an inclusive anti-bias program committed to promoting the acceptance and appreciation of human diversity. Our program welcomes children and families of all racial, ethnic, cultural, and religious backgrounds and family compositions. We strive to reflect this respect for diversity in our educational programs



and services, our policies and practices, and our interactions with families and the community.

Affirmation Statement by Diversity/Equity Committee,

Oregon Association for the Education of Young Children,

Adopted by the Teaching Research Child Development Center

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 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.*

This institution is an equal opportunity provider.

MANDATORY REPORTING REGULATIONS

As a State Licensed agency we fall under Oregon Law (ORS 418.740-418) regarding mandatory reporting of suspected child abuse or neglect. Certain persons or groups of persons having frequent contact with children are required by law to report suspected cases of child abuse or neglect to the local Services for Children and Families or law enforcement agency. (i.e., school personnel and childcare providers). We must report cases of abuse or neglect. We are also required by law to allow any licensing analyst/investigator to enter our building at any time, and they may talk to staff and/or children. This is defined in the booklet "Recognizing and Reporting Child Abuse and Neglect: An Explanation of Oregon's Mandatory Reporting Law." This booklet is available for parents to review upon request.



Child

Abuse

Prevention

Ribbon

CONCERNS/COMPLAINTS

If you have a concern, the following procedure should be adhered to:

1. Discuss concerns with your child's teacher. They are more than happy to schedule a time to meet your needs. Phone numbers are listed below.
2. If there is still a problem with your child or a staff member, you may talk to the Director at (503) 838-8769.
3. If the issue is still unresolved, you are welcome to contact the TRI Director in Room 242 of the Center.
4. Because we are a State Licensed facility, if you are still not satisfied or feel you need further assistance you can contact the Child Care Division of the Employment Department (CCD does not deal with money matters or fee concerns) at 1-800-556-6616 or call Carole Peterson, our Certifier, at 503-947-1939.



IMPORTANT PHONE NUMBERS TO KEEP ON HAND

CDC	(503) 838-8769
Butterfly Room	(503) 838-8743
Dragonfly Room	(503) 838-8784
Cricket Room	(503) 838-8380
Director	(503) 838-8334

CONCLUSION

This booklet represents a very condensed version of Center policies. The complete set of Center policies is available for parents to review upon request as well as the Child Care Division (CCD) rules and regulations and the most current CCD sanitation and fire safety inspection reports. We look forward to getting to know your family. Please let us know how we can best serve you and your child.