



# *Azalea Gardens Preschool*

## Parent Handbook



Owner/Operator

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Licensed, Certified Family Child Care in Oregon

License Number: **CF505060**

DHS Provider Number: **HWG00016**

EIN Number: **99-308165**



# My Philosophy



I believe that every child is unique and special in their own way. We celebrate diversity and differences and enable all children to understand and acknowledge different cultures and beliefs.

As an educator, I foster each child's strengths, interests, abilities, and knowledge to enhance their learning and prepare them for school. I provide tools and lessons for all learning styles so that all children may grow their love for learning.

My program is inspired by several learning programs mixed together. We utilize play-based learning, Montessori education, and Nature-Based learning to provide opportunities for all children to explore, discover, create, and imagine. In my experience as an educator, I have seen learning through play and hands-on activities work better than any other curriculum or teaching tactic. We use collaboration with peers to help us learn and grow educationally, socially, and emotionally. I believe in encouraging children to use social skills and manners towards one another and adults. My motto is "be a kind human", and your child will hear this often. We strive to be friendly and kind to everyone!

I am of Christian faith and listen to Christian radio regularly. My program is not faith-based nor is my curriculum faith-based, however me and my children do reference the bible, have religious books in our home, and speak about religious beliefs openly.



# Table of Contents



|                                                       |              |
|-------------------------------------------------------|--------------|
| <b>Licensing and Facility Information . . . . .</b>   | <b>4</b>     |
| <b>Tuition and Enrollment . . . . .</b>               | <b>5</b>     |
| <b>Fees . . . . .</b>                                 | <b>6</b>     |
| <b>Food and Allergies . . . . .</b>                   | <b>6</b>     |
| <b>Attendance . . . . .</b>                           | <b>7</b>     |
| <b>Drop off Expectations and Procedures . . . . .</b> | <b>8</b>     |
| <b>Rest Time/Nap Time . . . . .</b>                   | <b>8</b>     |
| <b>Dress Code . . . . .</b>                           | <b>8</b>     |
| <b>Closure Information . . . . .</b>                  | <b>9</b>     |
| <b>Health and Safety . . . . .</b>                    | <b>9-10</b>  |
| <b>Well Child (Sick Policy) . . . . .</b>             | <b>11-12</b> |
| <b>Facility Practiced Parenting Style . . . . .</b>   | <b>13</b>    |
| <b>Rules for Children . . . . .</b>                   | <b>13-14</b> |
| <b>Playground Rules . . . . .</b>                     | <b>14</b>    |
| <b>Parent Responsibilities . . . . .</b>              | <b>14</b>    |
| <b>Discipline and Behaviors . . . . .</b>             | <b>15</b>    |
| <b>Termination Policy . . . . .</b>                   | <b>16</b>    |
| <b>Kindergarten Readiness . . . . .</b>               | <b>16</b>    |
| <b>Assessments . . . . .</b>                          | <b>17</b>    |
| <b>Daily Schedule . . . . .</b>                       | <b>17</b>    |



# Licensing and Facility Information



## **Licensing**

Azalea Gardens Preschool is a State Licensed, Certified Family, Home Based Childcare in Oregon.

I am CPR and First Aid Certified (including Infant CPR and First Aid) and I hold a current Food Handlers Certificate. I also hold an Oregon Teaching License and a Master's Degree in Multiple Subject Elementary Education.

## **Age Range/Group Sizes**

Azalea Gardens Preschool age range starts at 2 years old and goes to 6 years old, specializing in preschool age curriculum and environment. Children should be pull-up trained, working toward potty training; diapers will not be allowed. I am licensed to take children under 2 years old. For children 24 months or younger, pull-ups are not required and diapers will be allowed.

My ratio will never exceed 1:10.

## **Brightwheel Childcare App**

The Brightwheel app is free to parents/guardians; the provider pays for the service and will not require any additional fees for the use of the app. Attendance, parent and provider communications, facility notifications, and updates about our days will all be done through Brightwheel. You will be required to have the Brightwheel App on your phone before the start date, and you need to continue to have it on your device.

## **Screen Time**

Children are given limited screen time each day on a television, strictly for educational purposes, not exceeding 1 hour per day or 5 hours per week. Screen time is intentional and will have a purpose. Children will be encouraged to participate in screen time activities, and parents will be informed of electronic media used. Children under 2 will be offered an alternative activity during screen time. Content used will be appropriate for all ages, nonviolent, and culturally sensitive. There is no screen time during meals or snacks. Adults do not use electronic media for personal use during operating hours.

## **Changes in Policies**

Changes in policies, fees, and procedures are all subject to change at the discretion of the childcare owner. Parents and families will be notified when changes occur.

## **Childcare Visitors**

Visitors to the childcare facility, during operating hours, will be logged and documented per state licensing requirements.

## **Adult/Child Interactions**

Interactions with children will foster a safe, secure, and nurturing environment. These interactions will be genuine and responsive. Provider will always be within sight or sound of the children. I am firm yet fair, and I promote empathy regarding culture, rights, and the individual. Provider will engage in conversations and activities with the children, using positive and encouraging statements. We incorporate a lot of repetition, self-talk, and parallel talk throughout our days. Provider will provide feedback on the children's ideas, comments, and work while employing a scaffolding approach to enhance understanding and completion of activities.

## **2-week Trial Period**

Parent(s), child(ren), and provider will have a 2-week trial period (8 days of care) to ensure that this preschool program is a good fit for everyone. Parent(s) or provider may choose to terminate care for any reason during this 2-week trial without penalty. Tuition will still be charged for the days the child(ren) attended.



## Daily Essentials



I require the following essential items to remain at the childcare facility for the duration of enrollment:

- A change of clothes: shirt, pants/shorts, underwear, and socks.
- Pull-ups: Pull ups are required for children not FULLY potty-trained.
- *Diapers and wipes for children 24 months or younger.*
- Blanket: single layer, maximum size 50" x 60" .
- Water Cup: spill-proof and dishwasher safe cup, preferably thermal.

Items may be exchanged as needed. Provider will notify parents when pull-ups/diapers are low.



## Tuition and Enrollment



### Tuition Rates (3 years and older)

Azalea Gardens Preschool is open Monday through Thursday from 7:30am to 5:30pm, and I charge slot-based rates. Full-time slots, Part-time slots, and Drop-In days are available.

| <u><b>Full-Time Tuition</b></u> | <u><b>Part-Time Tuition</b></u> | <u><b>Drop-In Daily Rate</b></u> |
|---------------------------------|---------------------------------|----------------------------------|
| <b>\$925</b>                    | <b>\$700</b>                    | <b>\$65</b>                      |

*These prices are based on Oregon Childcare Rates listed on the Oregon Department of Early Learning and Care website & subject to change.*

*Full-Time* rates include all 4 days a week, any hours open to close.

*Part-Time* rates are any 2 days per week with a set schedule (M/W, Tu/Th, etc.), any hours open to close.

*Drop-In* rates are for those that only need drop-in care, without any guaranteed days or times. Drop-In slots are available any day, any hours between open and close. They hold the least priority, and are on a first come, first serve basis. If I am full with slot spots for that day, I will not be able to accommodate drop-in spots.

### \*Toddler Tuition Rates (2 - 3 years old)

Children 2-3 years old have a Toddler Tuition rate of **\$1000 full-time** and **\$750 part-time**.

### \*Infant Tuition Rates (24 months and younger)

Children 24 months and younger have an Infant Tuition rate of **\$1065 full-time** and **\$800 part-time**.

### Tuition

Tuition is due the 1st of every month. If the 1st of the month falls on a weekend or holiday, tuition is due the following business day.

\*Tuition is still expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday.

### Tuition Rate Increase

Azalea Gardens Preschool may raise tuition rates depending on factors, such as ODHS rates, inflation, childcare program improvements and/or provider education and qualifications. Families already enrolled before tuition increases will always be given a minimum of 30 days' notice prior to the increase.

### Enrollment Packet / Enrollment Renewals

Each child needs a completed Enrollment Packet, prior to starting care with Azalea Gardens Preschool. Childcare contracts must be renewed every year in the month of January, and are due by January 31st each year. These forms are mandatory, and care cannot begin or continue without them.

### Tax Forms

Physical copies of tax forms are available upon request from the provider after January 31st each year. These will not be mailed automatically. You can also find your tax information on the Brightwheel App.



## Fees

### Late Payment

There is a \$15.00 per day late fee for each day past payment due date. After 5 days of non-payment, the provider will suspend any and all childcare until payment and late fees are paid in full. Late fees continue to add up for up to 30 days. After 30 days, your account will be turned over to collections.

### NSF Checks

There is a \$50.00 charge for any NSF checks. More than 2 NSF checks in a 6-month period can result in termination of contract.

### No Lunch/Inadequate Lunch

A \$5.00 fee will be accrued for each time a child is sent without a lunch **or** if the lunch provided does not meet nutritional requirements by state licensing (at least one serving of bread/grains and protein, and 2 servings of fruit and/or vegetable). Please note: if a child is sent without a lunch for any reason, they will be offered a well-balanced and nutritious lunch.

### Pull-Ups Supplied by Provider

A \$3 fee, per pull up, will be accrued if the provider needs to supply pull ups for your child.

### Early Drop Off/Late Pick Up

There is an initial \$10.00 charge for dropping off or picking up a child any more than 10 minutes before or after they are scheduled. Additionally, for every minute before or after the first 10-minutes, there will be an additional \$1.00 per minute fee added to your bill.

### Attendance After Business Hours (also noted in Attendance section)

Children still present 10 minutes past business hours will result in normal pick-up fees **doubling**.



## Food and Allergies



### Adequate Lunches

**Parents are responsible for packing children a nutritious lunch each day.** Lunches should be prepared and ready for children to eat. This includes peeling, cutting, and/or portioning if needed. Provider should be able to hand out lunches quickly and easily to all children, without needing to prepare or portion out. Ready-to-heat meals in microwave-safe containers will be allowed. Provider will supply utensils for children to use.

***\*\*Every meal must meet USDA guidelines. Lunches need to include at least ONE serving of Bread and Grains (bread, tortilla, etc.), Protein (meat, fish, poultry, or meat alternatives like beans, peanut butter, yogurt, cheese, etc.), and TWO servings of Fruits or Vegetables, and Dairy. The provider will provide milk with each meal to complete the dairy requirement in the 5 food groups.***

### Lunch-Time Rules

Provider will sit with children during meals and snacks to encourage healthy eating habits and ensure children's safety.

- Conversations will be allowed and encouraged.
- Not talking with our mouths full and chewing with our mouths closed will be encouraged.
- No toys will be allowed at the table while we eat.
- Children will remain seated and will not play in their chairs.

## Snacks

Snacks are provided in the morning and the afternoon by the provider and will meet at least TWO of the food groups (bread/grain, protein, fruit and vegetables, and dairy). If your child needs specific snacks, please provide those for your child for snack time. Snacks will be documented in the BrightWheel app. Milk will be offered at both snacks to fulfill the fluid milk guideline per USDA.

## No-Thank-You Bites and Food Priorities

Children will not be required to eat; however, Provider will encourage children to give all foods a try. No-thank-you bites will be encouraged and celebrated! Provider will assist children in choosing the healthiest and most filling foods first (ie: sandwiches, proteins, etc.), before having less healthy options (ie: chips, crackers, etc.).

## Water/Drinks

Water and milk will be provided on a consistent and daily basis. Other drinks may be offered for special occasions (Capri Suns, Lemonade, etc.) but on a limited basis. You can send additional drinks with your child's lunch for lunchtime only.

## Cups

A spill resistant cup is required for all children to drink water throughout the day. Your child may not spill, but cups might get knocked over or spilled by others. If you would like the provider to provide a water bottle for your child, a \$15.00 charge will be added to your next billing statement.

## Treats

Typically, I will not give candy or other sugary treats to your child. I limit sugar in my home and with my own children, and I will do the same for your child. Occasionally, there will be times where we have a special treat. Things like cupcakes or goodies for a birthday, popsicles on a hot summer day, etc.

## Allergies

If your child has any food allergies, it MUST be listed in the registration contract. We will discuss the severity and the needs of your child.

- If it is a mild allergy, we will do our best to keep the child away from contact with that food or drink.
- If it is severe allergy, we will send notices out to parents not to pack lunches with those specific foods or drinks. The provider will be diligent about reading ingredient lists for provided snacks.
- If you have a food preference as the parent, it must be listed as such on the contract.



## Attendance



## Brightwheel App

Attendance will be recorded through Brightwheel and is a requirement at drop off and pick up. Failure to check children in or out with the Brightwheel App can result in contract termination. Attendance is a requirement by the state and is taken very seriously.

## Pick Up and Drop Off

Parents are expected to accompany their child into the center. You are welcome to stay for a short while and assist your child through the transition. Please let the provider know when you are ready to leave, and the provider will assist and take over responsibility of the child.

## Approved Drop Offs and Pick Ups

Only the individuals listed on the registration contract, or a written permission note from a parent, will be allowed to leave with a child. Identification will be required from any unfamiliar person. If there is any concern, the provider reserves the right to deny a person's request to pick up a child. If a parent does not give prior written notice, the provider will deny pick-up of the child.

### Rest Time Exclusion

Children can be picked up or dropped off at any time before or after Rest Time hours (12:30pm-2:30pm). I ask that no drop-offs or pick-ups happen during Rest Time to allow for adequate rest and limited distractions/noise. If a pick up has to happen during Rest Time, please notify me ahead of time AND text/message me when you are on your way so that I can have the child ready.

### Schedule Changes

Parents must communicate to provider the schedule for care. If your schedule is inconsistent or changes regularly, please communicate the childcare schedule by Sunday night of the week before care. If you have a consistent schedule that needs to change, you will need to fill out a Schedule Change Form and submit that to the provider.

### Attendance After Business Hours (also noted in Fees section)

Children still present 10 minutes past business hours will result in normal pick-up fees doubling. If a child is present one hour after business hours with no contact from parents, CPS will be contacted.



## Drop Off Expectations and Routines



Each morning when you arrive:

- Have children take off their own shoes and put them on the shoe rack.
  - Have children remove their jacket and hang it on a coat hook.
  - Ask children to bring their lunch box to the kitchen countertop.
- Children will be asked to use the bathroom and wash their hands upon arrival.
  - After all of these are complete, children are free to begin playing!



## Rest Time/Nap Time



**Our rest time is from 12:30pm-2:30pm daily.**

If your child does not generally nap and is struggling to fall asleep, or if they are 5 or older, they are still required to “take a rest”. This will include lying down and remaining quiet for the duration of nap time. Quiet play (books, toys, etc.) will not be available; children tend to forget to be quiet and will cause disruptions for others who are sleeping/resting. Naptime is very important for children of this age. Naps help children have fun and enjoy learning, especially in the second half of our day. As children grow and develop, naps give our bodies and minds time to rest and recharge. Additionally, if children are overtired, it's actually harder for them to fall asleep at bedtime. Napless days can lead to extra tantrums and tears.



## Dress Code



### General Dress Codes throughout the Year

Children should be able to pull their pants up and down, including buttoning and/or zipping them on their own. The provider will assist children while teaching them how to do it on their own. Children **must** be able to put their shoes on and take them off by themselves. Please do not send your child in clothes that you are worried about getting dirty, stained, or ruined. We play outside and do artwork all year round. Food stains are also very common in children.

### A few No's for the dress code:

- No dress shoes, flip flops, or shoes that cannot be secured to your child's foot. Sandals need to have straps or something that binds them to their foot.
- If your child cannot tie laces, please do not send them in shoes with laces.
- No big, frilly, puffy, or long dresses/skirts.
- No dress up costume clothing.



## Closure Information



### Scheduled Holiday Closures

Azalea Gardens Preschool follows the Glendale School District calendar. We recognize the following holidays and will be closed for:

- **Spring Break** (the whole week, generally at the end of March)
- **Memorial Day** (last Monday in May)
- **Independence Day** (July 4th)
- **Labor Day** (First Monday in September)
- **Thanksgiving Break** (the whole week of Thanksgiving)
- **Winter/Christmas Break** (2+ weeks for Christmas and New Year's)

### Unexpected/Emergency Closures

On a rare occasion, our facility may be forced to close due to a situation beyond our control (i.e. snowstorm, electrical outage, no water, fire, etc.). Every attempt will be made to inform parents of an emergency closure with as much notice as possible.

### Provider Sick Days

The provider will inform all parents of the closure as soon as it is apparent that they cannot open safely. This pertains to provider and/or their immediate family members illnesses.

### Provider Personal Appointments

The provider may have appointments for her or her family that cannot be made around childcare hours or on the weekends. This may result in a closure. The provider will give as much notice as possible once they are aware of the appointment.

### Provider Vacation Time

The provider has a total of 8 days per year of paid vacation time. Any additional vacation needs beyond the 8 paid vacation days will result in tuition discount/credit for the following month. The provider will give a minimum of 2-weeks' notice for any vacation related closures so that parents can make appropriate accommodations.



## Health and Safety



### Pull-Up Policy

I understand that accidents happen, especially during nap time. Due to health and safety reasons, if your child has more than 4 accidents in a month, pull-ups will be required throughout the day until they can meet the threshold. If your child is potty-trained but cannot nap without accidents, they will only be required to wear a pull-up during nap time. Accidents require adequate cleaning and disinfecting, taking my attention away from the children. If parents do not provide pull-ups for their children, the provider will supply them and a \$3 fee per pull-up will be charged.

### Blankets, Naptime Cots, and Water Cup Cleaning Policy

Every Thursday, children will assist provider in putting their blankets and cot covers in the laundry to be washed and dried that day. The provider will disinfect/clean the cots at least every other week. All water cups will go through a dishwasher cycle at the end of the week.

### Medication

The provider may only administer medication with express, written permission from parents. This includes sunscreen, Tylenol, diaper rash creams, or prescriptions.

**Lice Policy**

I have a NO NIT policy and a NO LICE policy. If lice/nits are found on child during childcare hours, parents will be notified and the child will need to be picked up immediately. This helps stop outbreaks. Children can come back once they have been treated properly for lice, and are lice AND nit free. \*All children will be checked for lice at the discretion of the provider.

**Immunization Records**

State law requires immunization records for all children. Please email, mail, or bring in a copy of your child's immunization records prior to the start date and as new immunizations are administered.

**Bodies and Boundaries**

There is a natural curiosity among children with regards to their bodies. When situations arise where we must speak to children about body parts, we use anatomically correct terms. We also teach children that every person has boundaries and that our bodies are private and should be respected. Parents will be notified if situations occur in the childcare that directly affects their children.

**Wellness Day**

Parents should consider wellness days for children who are exhibiting the following: crying/irritable for long periods of time, not eating or drinking normally, or when the child is not acting like themselves. If the child cannot be soothed by the provider, requires excessive one-on-one care, complaining about discomfort, or is not interacting with the class as normal, the provider may contact parents with this concern and ask that the child is picked up.

**Child Abuse and Neglect**

As a childcare provider, I am a mandatory reporter, and I am required to immediately report any suspected abuse, neglect, or exploitation to police or child protective services.

**Adequate Hygiene/Appearance**

Children should always arrive in clean, well-kept clothes following our dress code. Children's hair should not appear excessively oily, matted, or have an odor. Children are expected to have brushed their teeth and hair before arriving each day. Children should be able to wipe themselves sufficiently in the bathroom with minimal assistance.

**Injury Reporting**

Should an injury occur, an Injury Report Form will be completed, and a parent or guardian will be notified regarding the injury. In the event of a serious injury or incident, I will call 911 first, and then the parent or guardian. An Injury Report Form will also be completed and said injury/incident will be reported to CCLD.

**Emergency Procedures/Precautions**

Azalea Gardens Preschool has an active evacuation plan in place for emergencies, such as a fire. We have 4 evacuation routes and 2 designated waiting areas. Once emergency services have been called, the parents will be notified. Emergency phone numbers and evacuation maps and procedures are posted in a visible location inside the facility. Emergency drills are performed and documented monthly, and all fire extinguishers and smoke detectors are checked and documented monthly as well.



## Well Child Policy (Sick Policy)



**This sick policy is mandated by state licensing and will be strongly enforced. It is also in the best interest of all enrolled families to help prevent the spread of germs and illnesses.**

You are the best judge of your child's health, and we trust that you will not bring your child to us sick. However, if while in our care your child becomes ill with any of the below symptoms or acts "out of character", you may be called to come take your child home. When called, you (or an alternate pick up) are required to pick up the child within an hour. This is to protect the health of all children. **Please do not bring your child if you or a household member is sick. Symptoms or not, your child can spread the illness.**

### **General Sick Policy**

Children with the following symptoms cannot attend until symptoms are cleared for 24 hours.

- Fever (100.4 or higher)
- Vomiting
- Diarrhea
- Persistent Cough\* (more than 4-5 times hourly or continues for 2 hours consecutively)
- Rash
- Drainage\*\* of nose, eyes, or ears
- Any other contagious condition (Lice, Pink eye, etc.)

\*If a child has a persistent cough (coughing more than 4-5 times in an hour OR continues coughing for 2 hours in a row) you will be required to pick up your child.

\*\*Children cannot attend with any drainage of the nose that requires wiping 3 or more times hourly and/or if drainage is anything but clear.

**Hiding symptoms of illness with medication is considered dishonest and will result in immediate termination with no refunds!**

## OREGON STATE SICK POLICY



## Facility Practiced Parenting Style



**Azalea Gardens Preschool practices (and encourages) Authoritative Parenting.**

*Authoritative parents:*

- Use positive discipline strategies (praise and rewards).
- Encouraging their children to discuss options.
- Expressing warmth and nurturing.
- Fostering independence and reasoning.
- Listening to their children.
- Placing limits, consequences, and expectations on their children's behavior.

*Children of authoritative parents:*

- Have close, nurturing relationships.
- Tend to be responsible and respectful.
- Are able to manage aggression.
- Have high degrees of self-esteem, self-confidence, and self-regulation.
- Are more likely to be happy and successful.
- Are able to express their emotions.

Expectations of authoritative parents are high, however they can also be flexible. If there are extenuating circumstances, authoritative parents will adjust their response accordingly. Authoritative parenting styles are able to adjust and adapt their approach depending on the situation, the child's needs, and the factors that may be present. Discipline takes all of this into account, including the child's behavior, the situation, etc. You can find more information on parenting styles at: <https://www.parents.com/parenting/better-parenting/style/parenting-styles-explained>



## Rules for Children



### **- Follow Directions Quickly** (from Whole Brain Teaching in schools)

Your child will be expected to follow directions quickly, including moving from one activity to another.

### **- Be Kind**

We will practice treating each other with kindness so that others will treat them with kindness in return. My motto is "be a kind human!"

### **- General Safety Rules**

If there is a safety rule, children are expected to follow that rule. These include, but are not limited to: No running inside, no jumping up and down the stairs, no walking on toys, no carrying toys while climbing on playground equipment, no throwing, no standing on chairs, no climbing up the slide, etc.

### **- Hands to Self** (also used in schools)

For safety reasons, I have a strict hands-to-yourself rule. Every child is expected to keep their hands to themselves, with reminders and support. If pushing or hitting occurs, time outs will be immediate.

### **- Walking Feet** (also used in schools)

I will not allow children to run indoors. There are too many obstacles that will cause injuries, including running into other children. If children run, they will be asked to go back and try again with walking feet. If running continues, children will serve time out. Children will be allowed to run and play outside!

### **- Sharing is Caring**

I will encourage sharing and playing together. Children will take turns and wait for their turn for toys and things. Children will not be allowed to take things from one another.

### **- No Sharing of Food or Drinks**

Children will not be allowed to share food or drinks.

### **- Gentle Play**

I will not allow children to throw, hit, slam, or cause any intentional damage to property or toys.

### **- Toys from Home**

I encourage keeping personal belongings and toys at home. If a toy is brought, it will be put up until home time. This is to prevent lost or damaged toys from home.

### **- Inside Voices; Voice Levels 0-4** (also used in schools)

During inside time, I will remind children to use inside voices to help encourage good habits. I will help children identify different levels of voices ranging from 0-4: 0=silent, 1=whisper, 2=normal voice, 3=loud/outside, 4=emergency/yell.

### **- No Screaming or Fake Crying when playing**

I will not allow fake crying while playing (ie: pretending to be a baby crying) or yelling or screaming while playing (ie: pretend yelling for help, pretending to be a parent/sibling and yelling or screaming). I cannot tell the difference between playful crying and/or screaming and screaming, yelling, or crying because they're hurt, so I have a general rule of no screaming or fake crying.

### **- Picking Up After Themselves**

All children are asked to clean up after themselves before moving on to a new game or toy. We will also have a general clean-up before naptime and at the end of the day, where all children participate in cleaning up the preschool room, family room, and the playroom, regardless of who played with what. Picking up after themselves during snack time and lunch time will also be taught and expected.



## **Playground Rules**



- We play only on the wood chips – not on/in the rocks; the rock areas are for drainage.
- We leave the wood chips on the ground – no throwing wood chips or putting them on the slide, etc.
- We do not climb on the fence – this includes hanging on the fence.
- We slide down the slide – no climbing up the slide.
- We swing normally on the swings – no twisting or side swinging allowed, no standing to swing.
- We take turns on the swings, slide, and any other equipment.
- No use of the trampoline is permitted for child care children.
- Use of helmets will be encouraged when children use bicycles, tricycles, scooters, etc.



## **Parent Responsibilities**



- Parents must always communicate needs with the provider.
- Parents must be honest at all times.
- Parents must return messages and phone calls within an appropriate amount of time.
- Parents must complete and sign all required forms.
- The parent is responsible for all accrued fees.
- Parents must cooperate with the provider and facility rules.
- Parents cannot harass the provider or other enrolled families for any reason. Harassment of any kind is not accepted and will result in the termination of childcare and may have potential police involvement.
- Parents understand that any verbal or physical abuse, including damage to person or property of the childcare, will result in immediate termination.
- Parents understand that if their child cannot rest quietly during Rest Time, that this may not be the best facility for their child(ren) and the childcare contract may be terminated.
- Parents will follow policies and procedures, and they understand that these can change at any time by the provider, with written notice.



# Discipline and Behaviors



*Only providers and substitutes shall provide guidance or discipline to child care children.*  
All behavior and guidance policies are used to provide positive guidance to help children develop self-regulation, self-direction, and respect for others.

**Modeling and Teaching** – I will model and teach social skills such as taking turns, cooperation, waiting, treating others kindly, and problem solving to help children recognize and appropriately express their feelings.

**Encouragement** – I will encourage all children to try their best in all things. I will utilize positive reinforcement at all times possible including but not limited to praise, celebrations, and extrinsic rewards.

**Redirection and Redo's** – I will redirect behaviors and actions to help children learn what is appropriate and how to handle their emotions/actions. I will also have children redo what they did to correct the behaviors or actions and show the appropriate way.

**Three warnings** – I will give children 3 warnings before a time out. This does not apply to behaviors that involve hurting themselves or others, throwing things, or breaking things. In these cases, time-outs are immediate.

**Time-In** – Time-outs are no longer used; instead, time-ins will involve standing or sitting near the provider to calm down and then express their feelings. We will have a conversation about what they did and how they can do it differently next time. If behavior problems persist after a time-in, the child may be invited to take a break and do something alone, away from stimulus and other children (reading books, coloring, doing a puzzle, etc.).

## No Corporal Punishment

Guidance and discipline shall be fair, consistently applied, timely and appropriate to the behavior and age of the child. Limited physical restraint may be used in an emergency or to prevent injury of self or others.

## Prohibited Discipline and Actions

No food and foreign objects in the mouth, no exposure to extreme temperatures, no humiliation, no name calling, no derogatory or sarcastic remarks, no excessive physical exercise, no requiring a child remain silent or inactive, and/or the removal of child from all activities.

## Difficult Behaviors and Referrals

I will make every reasonable effort to work with parents and ensure a cooperative approach for children who have difficulties with behavior. A parent may be called if the child exhibits uncontrollable behavior that cannot be modified. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who have chronic disruptive behavior, upsetting to the emotional or physical well-being of another child or adult:

- *Initial Consultation*: The provider will request that the parent meet for a conference. Intervention strategies will be discussed. A solution will be agreed upon by provider and parent.

- *Second Consultation*: If the initial plan for helping the child fails, the parent will again be asked to meet for a conference. Another attempt will be made to identify the problem and establish a new, or revised, approach for solving the problem. My goal is to work as a team to better serve the child.

- *Disenrollment/Termination*: When previous attempts have been followed and no progress is made toward solving the problem, or it is determined that the child needs to be moved to a better fitting facility, the child will be disenrolled from the childcare program.

**NOTE:** Parents who refuse to cooperate, work with the provider, and follow through with an Early Intervention Assessment will be terminated solely based on the parents' refusal to cooperate and not due to child's behavior. If a child has received assessments and is getting the appropriate help from outside sources and parents are cooperating with both the provider and outside specialists, the child may stay in the childcare. However, if the child requires too much one-on-one care, parents will be required to pay for an aid to be hired and assist during the hours their child is scheduled to attend the childcare.



## Termination Policy



### Termination Policy - Parent Elected

Parents can terminate the childcare agreement at any time, with a two-week notice, given on the “Notice of Childcare Termination” form. Verbal communication, email, or text message is not accepted forms of termination notice. If a parent chooses to terminate childcare immediately, they will still be responsible for up to two weeks of childcare costs.

**\*\*If you are using DHS assistance, you will not receive any money back.**

### Termination Policy – Provider Enforced

Azalea Gardens Preschool reserves the right to terminate a childcare agreement at any time. Under most circumstances, I will give two weeks’ notice of termination. The provider reserves the right to give notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or the other children in attendance. No refunds in case of immediate termination. All personal belongings after childcare has been terminated, if left unclaimed for 14 days, becomes property of Azalea Gardens Preschool.

### Reasons for provider-enforced termination can include, but are not limited to:

- |                                                            |                                               |
|------------------------------------------------------------|-----------------------------------------------|
| -Violation of contract.                                    | -Habitual late pick-ups or early drop-offs    |
| -Violation of policies or procedures                       | -Intentional dishonesty                       |
| -Children who repeatedly break rules                       | -Refusal to stay in contact with the provider |
| -Physical or verbal abuse of any person or property        | -Failure to complete required forms           |
| -Continuous rest time disruption                           | -Failure to provide immunization records      |
| -Significantly disruptive behaviors                        | -Failure to pay fees per the contract         |
| -Failure to communicate properly with the provider         | -NSF checks                                   |
| -Failure to use the Brightwheel app for attendance         | -Inability to meet the child’s needs          |
| -Harassment toward the provider or other families enrolled | -Lack of parental cooperation                 |



## Kindergarten Readiness



I will help assist your child to learn and grow, gaining the skills and knowledge found on most kindergarten checklists:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Listen to stories without interrupting.</li> <li>• Look at pictures and tell a story.</li> <li>• Identify rhyming words.</li> <li>• Identify some alphabet letters.</li> <li>• Recognize some common sight words.</li> <li>• Recognize rhyming sounds.</li> <li>• Show understanding of general times of day.</li> <li>• Cut with scissors.</li> <li>• Trace basic shapes.</li> <li>• Manage bathroom needs.</li> <li>• Count to 10.</li> <li>• Recognize groups of 1-5 objects.</li> <li>• Bounce a ball.</li> </ul> | <ul style="list-style-type: none"> <li>• Button shirts, pants, coats and zip zippers.</li> <li>• Separate from parents without being upset.</li> <li>• Speak understandably.</li> <li>• Talk in complete sentences.</li> <li>• Begin to share with others.</li> <li>• Start to follow rules.</li> <li>• Recognize authority.</li> <li>• Pay attention for short periods of time to adult-directed tasks.</li> <li>• Begin to control oneself.</li> <li>• Understand that actions have causes and effects.</li> </ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



## Assessments



### ASQ-3 and ASQ:SE-2 Questionnaires

Parents or guardians must complete both the Ages & Stages Questionnaire (3rd edition) and the Social Emotional Questionnaire (2nd edition) for their child prior to enrollment at Azalea Gardens Preschool. This questionnaire assesses the child's development between the ages of 1 month and 6 years, and the results help parents and providers understand what educational services may be needed. The questionnaire can be accessed online and for free at [osp.uoregon.edu](http://osp.uoregon.edu). After completion of both questionnaires, please email a summary copy to the provider.

### Preschool Assessments

The provider will screen and assess each child to measure their knowledge and learning in order to adequately prepare lessons and do other program planning. These assessments may also be used to make referrals, if needed. The provider will share assessment results with parents upon completion of the assessments. The provider will keep all assessments with student records for the program. Parents may request a copy of every assessment if they would like a copy.

### Initial Preschool Assessment

Within 30 days of the child(ren) starting care at Azalea Gardens Preschool, the first assessment will take place.

### Seasonal Preschool Assessments

In addition to the initial assessment, we complete regular assessments 3 times per year. These assessments will be completed each season, except for Summer. Expectantly by October, January, and April, but dates are subject to change according to lesson plans and program needs. With the assessment, the Provider will also complete a Grow and Glow report and provide it to families, along with communicating their child's progress, interests, and preferences that contribute to learning and development.



## Daily Schedule



This schedule is subject to change depending on the needs of the children each day. Some days will go according to plan while others require adjustments and changes. Morning Snack, Afternoon Snack, Lunch Time, and Nap Time are the highest priorities for our day; I will adjust other things to work around those times. Provided weather and environmental conditions do not pose a health or safety risk (too hot, too cold, ice/snow, smoky, poor air quality, etc.), we have Outside Time at least twice a day. Outside Time will result in Indoor PE when weather and environmental conditions are poor. We will still go outside to play if the weather permits, even in rain or in temperatures that require bundling up.

**7:30 am – Open / Hello's / Free Play**  
**8:15 am – Calendar Activity**  
**8:30 am – Circle Time (Educational Learning)**  
**9:00 am – Morning Snack**  
**9:15 am – Free Play**  
**9:45 am – Writing / Arts and Crafts**  
**10:45 am – Outside Time / Indoor PE**  
**11:15 am – Clean Up and Wash Hands**  
**11:30 am – Lunch**  
**12:00 pm – Quiet Time (Puzzles/Reading/Etc.)**  
**12:15 pm – Story Time**

**12:30 pm – Nap Time / Rest Time**  
**2:30 pm – Wake Up Time**  
**2:30 pm – Free Play**  
**3:00 pm – Afternoon Snack**  
**3:30 pm – Curriculum Focus (Flash Cards, Worksheets, Etc.)**  
**4:00 pm – Outside Time / Indoor PE**  
**4:30 pm – Free Play**  
**5:15 pm – End of Day Clean Up**  
**5:30 pm – Closing**