

**Vermont Hills Family Life Center
Parent Policy Manual**

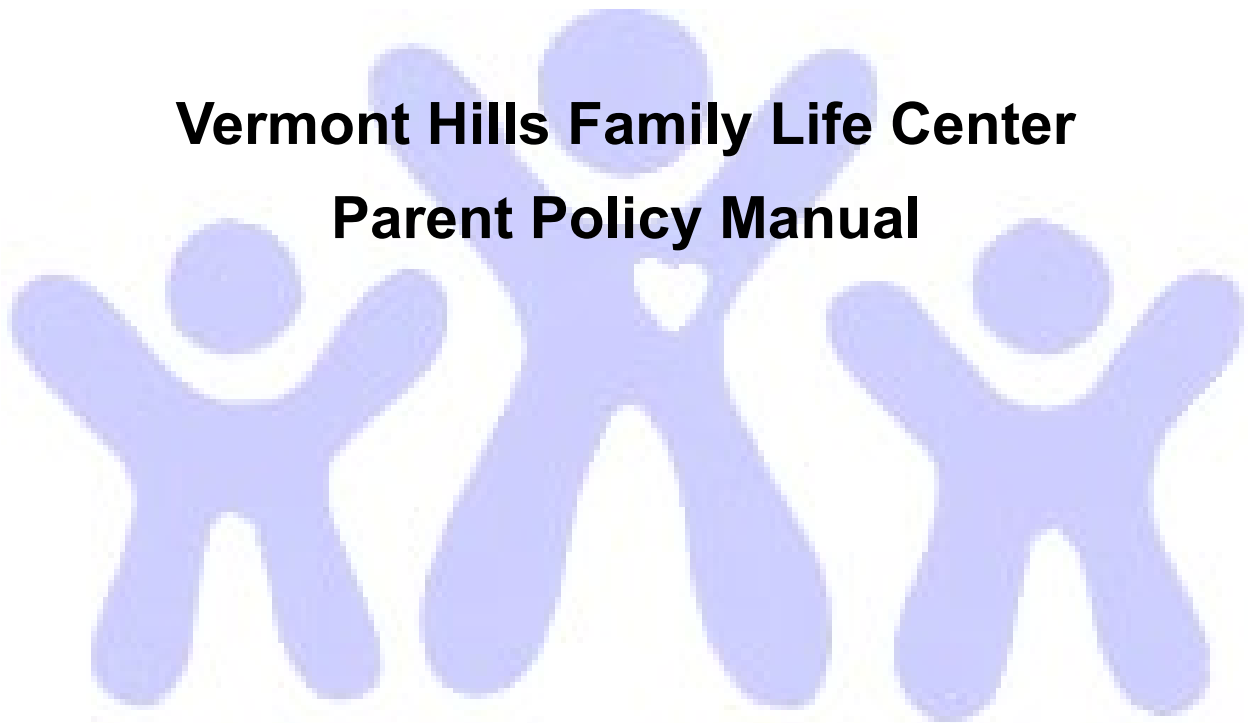


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Dear Parents:

Vermont Hills Family Life Center welcomes you!

Thank you for selecting us as your child's school-age care provider. Vermont Hills is proud to serve the child care needs of children, at several locations, throughout the Portland metropolitan area.

We believe each child is unique, so we strive to meet each child's individual needs. Our program provides opportunities to develop physical, mental and social skills, while giving attention and encouragement in a safe and healthy environment.

Our staff are there to help capture your child's zest for learning, as well as provide support for your family, through a well-defined program curriculum and nurturing child care program.

This Parent Handbook features the philosophy of our curriculum, staffing standards, and daily structure. In addition, you will find information about maintaining communication with Vermont Hills Family Life Center, concerning your child(ren)'s needs. **Parents will receive these written policies at the time of their child's enrollment. Staff and volunteers will receive written policies at the time of hire.** VHFLC will send everyone updated or additional sections of these policies, when any of these policies change.

We are here to assist you, so please feel free to call the Vermont Hills Family Life Center, with any questions.

Sincerely, Vermont Hills Family Life Center
Administrative Staff

Vermont Hills Family Life Center
Parent Policy Manual

Name: Vermont Hills Family Life Center **Business Address:** 8835 SW Canyon Ln, Portland, OR 97225.

Main business telephone number (503) 452-8633

Each school age site has a parent board:

We list the name and number of the person(s) who has immediate responsibility for the daily operation of the center, along with the name and number of an adult who will be in charge in case of an emergency. Parents should always feel free to call the main office with questions or concerns.

Information on each parent board includes:

- a. licensed capacity,
 - b. ages and number of children in care,
 - c. hours,
 - d. days and months of operation,
 - e. closure dates and observed holidays,
 - f. and staff-to-child ratios
-
- a. **Licensed Capacity:** Our School Age sites are generally licensed for between 15 and 30 students at a time. This means that we cannot have more students than our site is licensed for. This is why we don't allow drop-in care or frequent schedule changes.
 - b. **Ages and Number of Children in Care:** We serve some four-year-old preschool students all the way up to children that have not yet turned 13 years of age when school begins in the fall.
 - c. **Hours:** AM Care: 7:30 AM to when school starts PM Care: From school release until 6PM
 - d. **Days and Months of Operation:** Monday through Friday, from when school starts in the fall (September) until school is out for the summer (June). We also provide summer camp at select locations.
 - e. **Closure Dates and Observed Holidays:** If there is no staff in the building, VHFLC sites will also be closed (with the exception of winter/spring/summer camps). If VHFLC provides care for days when there is no school, but teachers are in the building, we will arrange those days of care with you in advance. We generally have families sign up for care and will confirm care once we have enough students (usually 8 or 9). VHFLC sites are closed on federal holidays observed by the school.

- f. Staff-to-Child Ratios and Group Size** (1) “Ratios” means the number of staff required to be physically present with a child or group of children. (2) “Group size” is the number of children assigned to staff occupying an individual classroom or well-defined space within a larger room. (3) The number of Program Leaders and Assistant Program Leaders and group size is determined by the number of children in attendance. (a) The staff-to-child ratio is one staff for every 15 children. (b) The maximum group size is 30 children.

The parent board at your child’s site will have more detailed information regarding any site-specific information. If you have trouble locating the parent board or have any questions, please discuss this with your child’s teacher or feel free to call the main office for assistance.

ARRIVAL AND DEPARTURE PROCEDURES:

Before School Arrival: Parent and caregiver morning drop off begins at 7:30am for most of our sites. Parents will walk their student into the building and ensure that their child is left with the teacher in charge. The teacher in charge will record the time your child arrives on the daily attendance.

Before School Departure: When school starts for the day, the teacher will sign your child out as they leave to go to their classroom.

After School Arrival: your student will either arrive at our VHFLC space (in the school) once they are released by the bell, or a VHFLC staff member will pick up your student from their classroom and accompany them to our VHFLC space. Arrival procedures vary by school, so please see your child’s teacher or parent board for more detailed information.

After School Departure: We provide care for students from the moment school lets out until 6pm. Please feel free to pick up your student any time after the bell rings but know that we will have a staff member on site until 6pm or until the last student leaves for the day (whatever comes first).

Emergency Contact/Authorized Pick-Up Person: VHFLC requires that each child have at least two emergency contacts, on file, who are authorized to pick up your child in the event of an emergency. Emergency contacts must show a valid form of identification to allow VHFLC staff to release a child to the emergency contact on file. If you list someone as an emergency contact for your child, please let the person know that you have listed them and that they should always be ready with their ID. In order to add someone to your child’s emergency contact list, you must do so in writing.

Documentation of permission includes: (A) Date and time of the permission; (B) Period of time the permission is valid; (C) Name of the individual providing permission; (D) Name of the individual permitted to pick up the child; and (E) Name of the center staff receiving the permission. This information can be emailed to the main office via Jessica.Turner@vhflc.org.

It is the **parent's responsibility** to provide **current up to date contact information** for themselves and at minimum two emergency contacts.

HEALTH POLICIES AND PROCEDURES:

Handwashing Methods:

Staff and children will wash their hands with soap and warm running water or use hand sanitizer with alcohol content between 60-95% when running water isn't available.

Situations that Require Hand Hygiene

All staff, volunteers, and children should abide by the following procedures for hand washing, as defined by the U.S. Centers for Disease Control and Prevention (CDC):

a) Upon arrival for the day, after breaks, or when moving from one group to another.

b) Before and after:

- Preparing food or beverages;
- Eating, handling food, or feeding a child;
- Brushing or helping a child brush teeth;
- Giving medication or applying a medical ointment or cream in which a break in the skin (e.g., sores, cuts, or scrapes) may be encountered;
- Playing in water (including swimming) that is used by more than one person;

c) After:

- Using the toilet or helping a child use a toilet;
- Handling bodily fluid (mucus, blood, vomit);
- Handling animals or cleaning up animal waste;
- Playing in sand, on wooden play sets, and outdoors; and
- Cleaning or handling the garbage.

Hand hygiene is posted in all food preparation, diapering, and toileting areas.

MEDICATION ADMINISTRATION:

No medication of any kind (prescription or over the counter) can be given to a child without a properly completed Medication Authorization Form which includes parent signature and date the form was signed.

The information on this form must be very specific. Prescription medication must be in the original container, labeled with the child's name, date it was filled, the prescribing physicians name, the name of drug, dosage directions for administering, and the length of time to give the medication. On the form, the staff must record the exact information about each dose given to the child. The form must be filled out completely at the time the medication is administered.

For chronic medical conditions, VHFLC may obtain permission for a 12-month time period, with specific instructions including when administration is needed, for things such as inhalers.

Medication will be kept in a locked box at all times unless there is an exception for rescue medication.

Emergency Notifications:

Parents will be **notified immediately of any suspected allergic reactions** or if the child came into contact with a known allergen, even if a reaction did not occur.

If epinephrine is administered, emergency medical services will be notified immediately, and the Office of Child Care will be notified within 24 hours.

All staff must be trained on the allergy care plans of students, and specific food allergies will be shared with all staff that prepare and serve food. This list of allergies will be easily accessible to all staff, but not visible to those who are not employees.

All medication must be submitted in its original container with a pharmacist's label. Medication Authorization forms and the actual medications will be kept together under lock and key. Emergency medication can be stored in First Aid kits with Supervisor & State licensing approval.

INSECT REPELLENT AND SUNSCREEN:

Sunscreen

VHFLC will obtain annual written parental authorization for the use of sunscreen. Sunscreen will be used only as needed and according to manufacturer's instructions. We will ask parents to bring their own sunscreen for their child. We will label each bottle with the child's name and use it only for that child. However, if parents don't or can't provide their own sunblock, VHFLC will provide a generic sunblock. Parents will be informed of the type of sunscreen VHFLC uses, and we will inform caregivers that we cannot use any aerosol sunscreen products. We will allow children to apply sunscreen themselves with direct staff supervision.

Insect Repellent

VHFLC does not use insect repellent.

CHILDREN WHO ARE ILL:

Occasionally, a child may become ill while in our care. Most children will let us know that they are sick. A variety of symptoms may manifest themselves. Some of these symptoms are such that we must isolate a child from the rest of the group.

The child will be situated away from the rest of the group. Parents or emergency contacts will be notified and asked to pick up the child as soon as possible. A mat and blanket will be provided for the child. Staff will sanitize the mat and launder the blanket after each use. Staff will give extra attention to handwashing and sanitation including cleaning and disinfecting toys, equipment, and surfaces used by the ill child immediately after the child leaves.

When a child becomes ill but does not need immediate medical help, programs will decide if the child should be sent home (temporarily excluded from the program). Most illnesses do not need exclusion.

Three main reasons to keep children at home:

1. The child does not feel well enough to comfortably take part in usual activities
2. A child needs more care than teachers and staff can give while still caring for the other children.
3. The illness has a risk of spreading harmful disease to others as noted in Specific Conditions Needing Temporary Exclusion, below.

Exclusion Criteria includes these symptoms:

- Fever – When a child's temperature rises above 100.4 degrees
- Diarrhea – three or more loose watery stools.
- Unusually yellow color to skin or eyes
- Severe skin or eye lesions
- Stiff neck or headache accompanied by above symptoms
- Difficulty breathing
- Complaints of severe pain
- Unexplained rash
- Severe or persistent coughing
- Open sores or wounds discharging bodily fluids
- Uncharacteristic lethargy, decreased alertness, increased irritability, increased confusion, or a behavior change that prevents active participation in usual school activities
- Eye lesions that are severe, weeping, or pus filled

Specific Conditions Requiring Temporary Exclusion ^{1,2}	
Conditions	Notes
Abdominal pain	Exclude with persistent or intermittent pain with fever, dehydration, or other signs or symptoms.
Chickenpox	Exclude until all lesions have dried or crusted (usually 6 days after the start of the rash) and no new lesions have appeared for 24 hours.
COVID-19	Exclude according to current CDC guidelines.
Diarrhea	<p>Exclusion is needed for:</p> <ul style="list-style-type: none"> • Diapered children whose stool is not contained in the diaper • Toilet-trained children when diarrhea causes "accidents" or when increased number of bowel movements are a risk for accidents and soiling of toileting areas • Children who have more than 2 stools per day above normal for that child while the child is in the program • Children whose stool contains blood or mucus <p>Children may return when the stool is contained in the diaper, or when toilet-trained children no longer have accidents or when they have no more than 2 stools above what is usual for the child.</p> <p>For some infectious diarrheal illnesses, exclusion is needed until additional guidelines have been met and programs communicate with healthcare providers and health departments. Children who have germs in their stool but no symptoms do not need to be excluded, except when infected with Shiga toxin-producing Escherichia coli (STEC), Shigella, or Salmonella serotype Typhi.</p>
Fever	Exclude with behavior change or other symptoms. A temperature of 100.4° F (38° C) or above (from any site) in infants and children with behavior change. For infants younger than 2 months, a temperature of 100.4° F from any site) or above with or without a behavior change or other symptoms (e.g., sore throat, rash, vomiting, diarrhea) needs exclusion and immediate medical attention. (See Standard 3.6.1.3.)
Head lice	Exclusion is not needed before the end of the program day, but let the parent or guardian know that day. Exclude only if the child has not had a medically approved treatment by the time they return.
Hepatitis A	Exclude for 1 week after onset of illness or as directed by the health department.
Impetigo	Exclusion is not needed before the end of the program day if impetigo lesions are covered, but let the parent or guardian know that day. Exclude only if the child has not been treated by the time they return.
Measles	Exclude until 4 days after onset of rash.
Mouth sores	Exclude children who have sores with drooling that a child is unable to control. Or exclude children who are unable to participate due to symptoms related to the mouth sores.
Mumps	Exclude until 5 days after onset of parotid (salivary) gland swelling.
Pertussis (whooping cough)	Exclude until treated with an appropriate antibiotic for 5 days, or 21 days from start of cough if untreated.
Rash with fever or behavior change	Exclude until a healthcare provider decides the illness is not a harmful contagious disease.
Ringworm	Exclusion is not needed before the end of the program day, but let the parent or guardian know that day. Exclude only if the child has not been treated by the time they return.
Rubella	Exclude until 7 days after onset of rash.
Scabies	Exclusion is not needed before the end of the program day, but let the parent or guardian know that day. Exclude only if the child has not been treated by the time they return.
Skin sores	Exclude if the child has sores on an exposed body surface that are leaking fluid and cannot be covered with a waterproof dressing.
Streptococcal pharyngitis (Strep throat, skin infections)	Exclude until treated with an appropriate antibiotic for 12 hours.
Tuberculosis (active)	Exclude until the healthcare provider or local health department decides the child is no longer infectious.
Vomiting	Exclude if the child vomits two or more times within 24 hours, unless vomiting is due to a noncontagious/noninfectious cause and the child can stay hydrated and take part in activities. If a child with a recent head injury vomits, get emergency medical care.

RESPONSE TO INJURIES:

First aid supplies are readily available to staff, but kept out of reach of children. These supplies will be kept in a clean and sanitary manner. Supplies will be replaced as needed, including expired items.

The following procedures for handling injuries include:

First aid measures for serious accidents:

For serious accidents, VHFLC staff will follow the procedures for a medical emergency.

Procedure for requesting emergency medical care:

VHFLC staff will be trained to recognize signs and symptoms of conditions that require immediate medical attention.

These steps will be followed in a medical emergency:

- Call 911 immediately upon recognizing signs and symptoms that require immediate medical attention.

- Call the child's parent/guardian immediately after calling 911 to inform them of the child's symptoms and where they will be transported for medical care.
- Staff will provide first aid (as they have been trained to in our First Aid training course) until emergency personnel arrive.
- Child will be taken to the nearest hospital by ambulance
- Staff will take the child's emergency medical information form(s) with them to the hospital and remain with the child until a parent arrives.

Routine care for minor injuries:

VHFLC staff will use the First Aid guide (located at each site) to administer emergency first aid for minor injuries. VHFLC staff will fill out an incident report and ensure that parents review/receive the incident report and sign it.

Notifying Parents:

- A) Parents need to be notified immediately if there is an impact to the child's head. The impact to the child's head and the notification of parents must be documented at the time of notification.
- B) Parents need to be notified immediately if the child may need to be evaluated by a physician.
- C) Parents need to be notified the same day that any injury requiring first aid or observation occurs.

A report of any serious injury or incident must be completed.

This report must include:

- a) The child's full name and age;
- b) The date of the occurrence, time, type, circumstances, witnesses, and location (at the center or off site)
- c) Time and date that parents were notified.
- d) The signatures of the reporting staff and director
- e) Action taken to prevent reoccurrence; and
- f) The signatures of the parent (including that they reviewed it or received a copy of the report within 48 hours of when the incident occurred.
 - a. An email or text confirming the receipt of the report will count as a parent signature.
- g) VHFLC will keep these written reports of injuries on file for at least two years.

Ensuring Supervision of other Children in the Group:

When a situation requires a child to be transported for emergency medical care, VHFLC staff will contact the main office and have an extra staff person either accompany the child to the hospital or to remain at site with the rest of the group. The designated emergency adult on site (usually the principal or janitor) will be contacted to stay with the group until the extra VHFLC staff member arrives.

Serious Illness, Injury or Death of Child or Staff Member:

Any serious injury, illness or death of a child or staff member must be reported to the Office of Child Care within 24 hours, or by the next business day.

SAFETY MEASURES:

Toxic Substances (Including Pesticides)

VHFLC will ensure that all toxic or potentially dangerous items, such as cleaning supplies and equipment, poisonous and toxic materials, and flammable and corrosive materials, are stored in a manner that prevents use or access by children. (a) We will store toxic substances separately from medication, food service equipment, and food supplies. (b) Products (including toxic substances) will be stored in their original labeled containers and used according to the manufacturer's instructions. Solutions mixed by staff will be labeled with the contents of the container. VHFLC does not maintain the building, instead the schools where we rent space are responsible for the upkeep of the building. Therefore VHFLC does not use pesticides.

The basic requirements for handling and storing hazardous materials

- ◆ Situations that Require Hand Hygiene
- ◆ Prevention of Exposure to Blood and Bodily Fluids
- ◆ Routine Cleaning, Sanitizing and Disinfecting

Handling and Storage of Hazardous Materials and Disposal of Bio Contaminants

Children are much more vulnerable than adults to exposures of hazardous materials because their bodies are developing. Exposure to a toxic substance can occur if certain chemicals are inhaled or ingested or contact the skin. This is why the immediate cleanup of any spills of bio contaminants is important. Many types of infectious germs may be contained in human waste (urine, feces) and body fluids (saliva, nasal discharge, tissue and injury discharges, eye discharges, blood, and vomit).

Staff will use nonporous gloves that are disposable, surfaces will be cleaned and disinfected, blood contaminated material (including gloves) will be disposed of in a plastic bag with a secure tie. Staff members will immediately wash their hands after disposing of said plastic bag. Bio contaminant waste will be stored in a non-absorbent, easily washable container.

ANIMALS:

Animals will only be at VHFLC school age programs if they are part of an educational program or come with a professional animal handler.

VHFLC will ensure that any animal at the center is:

(a) In good health and shows no signs of carrying disease.

(b) Friendly toward children with no signs or history of aggression.

VHFLC will ensure that all contact between an animal and a child is supervised by staff who are close enough to remove the child immediately if the animal shows signs of aggression or distress or the child shows signs of treating the animal inappropriately.

VHFLC will inform parents of any animals visiting on the premises by bulletin or parent flier.

WATER ACTIVITIES:

Children will be supervised at all times during water play experiences to help keep children safe in and around water, and to support children's learning in a safe environment.

Swimming is not an activity that our school age sites participate in at all. Water play takes place at VHFLC by using water tables, containers, and other toys.

Water tables, similar containers, and water toys will be emptied and sanitized daily or more often if necessary.

PROHIBITED SUBSTANCES AND WEAPONS:

No person shall be under the influence of any unlawful drug, alcohol, or misused prescription drug while on VHFLC premises.

Accordingly, during work time, (including breaks and lunch), employees are prohibited from being under the influence of alcohol or any substance that is controlled or illegal (including marijuana). For purposes of this policy, being under the influence means a noticeable or perceptible impairment of your mental or physical functions.

In accordance with the Office of Child Care, VHFLC does not permit any tobacco products such as cigarettes, cigars, and smokeless or vaping devices, illegal drugs, drug paraphernalia, hemp, marijuana and marijuana infused products, or alcohol on the premises during operating hours or when children are present. This includes: (a) The playground; (b) Within 10 feet of any entrance, exit, or window that opens or any

ventilation intake that serves an enclosed area; or (c) In any center vehicles or on any field trip.

PRESCRIBED MEDICATION:

Employees medically authorized to use prescription drugs or over-the-counter medications in the workplace, are responsible for ascertaining (from a physician) whether such use can impair workplace safety. If it can impair workplace safety, employees must report the use to their immediate supervisor and provide proper written medical authorization, from a physician, to work while using such medication. This authorization should list any necessary accommodation for working with and supervising children.

WEAPONS:

School zones are weapons free areas, therefore since VHFLC school age sites are located inside schools, there are absolutely no weapons allowed (besides those of law enforcement). VHFLC does not permit the possession or storage of guns, firearms, weapons, or ammunition on the center premises at any time.

Vermont Hills Family Life Center’s Emergency Plan

For all emergency plans, staff will take emergency contact information, medical authorization, current attendance records, and the first aid kit (which includes rescue medication) with them.

Evacuation and Relocation: If an evacuate is required, the following procedures will be followed:

Evacuation routes/exits	<ul style="list-style-type: none">• Exits:<ul style="list-style-type: none">o Door and Windows• Routes
Evacuating Students:	<ul style="list-style-type: none">• Children will be evacuated together, immediately. Staff will alert staff/children of the emergency by <u>sounding an alarm</u> (by using an emergency whistle) Students will not stop to collect personal items• If the need to evacuate through the windows occurs, children will be placed out windows first• Staff will do a head count to ensure all students are in attendance before and after the emergency

Notification:	Once all children are safely evacuated: <ul style="list-style-type: none"> • Do a head count • 911 will be called • Parents will be notified of the evacuation
Emergency Kits/Information :	<ul style="list-style-type: none"> • Emergency kits for evacuations or shelter in place are at each site, for responding to medical emergencies. Poison control will be called if/when necessary. Staff will take emergency kit, fist aid kit, attendance, and registration binder (which includes emergency contact information and medical authorization) with them.
Evacuation Sites:	<ul style="list-style-type: none"> • Evacuation site: • Address: • Phone Number <p>This information is specific to each site, please see your child's parent board or teacher to access the evacuation information for your child's site.</p>
Transportation to Evacuation Locations:	<ul style="list-style-type: none"> • Children will walk to the evacuation location with their teacher

Shelter-in-Place: In case of the need to stay put, the following procedures will be followed:

Location:	Children will stay in the interior area of the school
Emergency Supplies:	<ul style="list-style-type: none"> • Emergency kits (stored on site) • First aid. • A battery-powered radio (stored with the emergency supplies). • Emergency whistle (stored in with the emergency supplies) • Cell phone • Emergency contact sheets
Notification:	<ul style="list-style-type: none"> • Parents/guardians will be notified once the threat has passed.

Location:	Children will stay in the interior area of the school
Emergency Medical Care:	<ul style="list-style-type: none"> In the event that emergency medical care is needed we would use the closest hospital or transport by ambulance to the closest hospital to the site.
Notification:	<ul style="list-style-type: none"> Parents/guardians will be notified once the immediate threat has passed.

Lockdown (Hostile Intruder)

VHFLC will put the site in lockdown when there is a perceived threat/danger inside the building or within the immediate surrounding vicinity. A lockdown is carried out to secure all children and staff within the school or area by locking the doors, directing everyone to hide or stay away from windows and doors, and to remain calm and quiet. The procedures will be performed the same as out shelter in place protocols, including altering students with the emergency whistle and taking a head count of the children before and after moving to the interior of the building.

VHFLC teachers will place the site in lockdown when they perceive that there is an immediate threat to students, or when told to do so by law enforcement.

After children are safely sheltered, VHFLC staff will call the main office/supervisor to inform them of the lockdown.

Parent Reunification: In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe.

Notification:	<ul style="list-style-type: none"> Parents/guardians are provided: <ul style="list-style-type: none"> Information on the evacuation site, upon enrollment. Parent/guardian contact numbers are: <ul style="list-style-type: none"> Stored in Child Registration Notebook.
Release:	<ul style="list-style-type: none"> Children will only be release to contacts listed on the child's form with proper identification.

Continuity of Care (After an Emergency/Disaster)

VHFLC's records, documents, and computer files necessary for continued operations are stored on a server maintained by our managed internet technology provider. We also keep hard copies at the main VHFLC offices. We would still have access to this information to offer continued care after a natural or man-made disaster.

POWER OUTAGES:

In certain situations, closing the site may be necessary during a power outage.

- VHFLC staff will contact the main office for help with assessing the severity of the power outage to decide whether a shutdown is required.
 - If the site is not equipped with a generator, backup lights, or a way of heating/cooling, parents will be called to pick up their children.
- Ensure all children are accounted for, and parents and guardians are notified of the closure. If parents aren't available, emergency contacts will be called.
- Children may need to be gathered on the playground while staff are notifying parents and guardians, and children are waiting to be picked up.

NATURAL DISASTER/DANGER:

Lightning storms, tornados, hurricanes, and/or flooding are all examples of weather conditions and other possible hazards where VHFLC staff may need to take appropriate action for child health and safety, when conditions pose a health or safety risk.

EARTHQUAKE:

Staff and students will follow the emergency procedures they continually practice for situations such as earthquakes. After the earthquake is over, staff will evaluate if it is necessary to evacuate the building or shelter in place until the danger is over and parents can be reunited with their children.

HEAT & COLD:

In accordance with OCC, children may not be subjected to heat in excess of 100°F or cold less than 20°F.

AIR QUALITY:

In the event that the air quality index indicates that children and vulnerable populations should remain inside, children will be kept inside and not allowed to play outside until the danger has passed.

INCLEMENT WEATHER:

We hope the following information will assist you in planning ahead for our winter season. Our main objective, during bad weather, is to ensure the safety of all staff and children. Thank you, in advance, for understanding our need to prioritize safety.

Inclement weather is a prime example of **when names and phone numbers of people authorized to pick up your child(ren) is extremely important**, and even crucial.

1. If **Portland** Public Schools are closed, our St. Andrew's location is closed.
2. If **Beaverton** Public Schools are closed, our Beaverton and St. **Cecilia's** Sites are closed.
3. If **Hillsboro** Public Schools are closed, our Hillsboro Sites are closed.
4. If **Vancouver** School District is closed, Our Lady of Lourdes location is closed.

For those VHFLC sites having **AM Programs**: If the Public School associated with your child's site opens late, VHFLC **will not** provide morning care.

IF THE SCHOOL ASSOCIATED WITH YOUR CHILD'S SITE CLOSSES PRIOR TO REGULAR DISMISSAL, VHFLC **WILL NOT PROVIDE CARE FOR THE REMAINDER OF THE DAY.**

Should weather **conditions get worse**, during the time VHFLC is providing afternoon care, VHFLC may decide to contact parents to request children be picked up, as soon as possible.

During the Holiday breaks, winter break closures will be announced on the VHFLC website, KEX 1190 or KXL 750 & on the web sites of channels 2, 6, 8, and 12.

MISSING CHILD:

- If a child is missing VHFLC staff will alert all staff of the emergency, and a thorough search will be made in the areas which they could possibly be. If unsuccessful in the first five minutes, 911 will be called.
 - The remaining children will stay together with one teacher, while the other teacher searches for the missing child.
 - If there is only one teacher on site, they will ask school personnel to assist them with finding the child and calling 911.
- VHFLC staff will stay calm and call 911 and give them a complete description of the child.
- VHFLC staff will then notify VHFLC's main office and the parent/guardian to inform them of the steps that are being taken to locate the child.
 - We will continue to search after calling parents/police and notify them when we are able to find the child.

- VHFLC will notify the Office of Child Care as soon as possible, but within 24 hours.

RELIGIOUS/CULTURAL ACTIVITIES AND HOLIDAYS:

Holidays can offer a look at other cultures when approached in a developmentally appropriate and respectful manner. Holidays, traditions, and celebrations should be intentional, meaningful opportunities to create community. They should reflect on the real lives and experiences of the teachers, families, and children at each VHFLC after school site. VHFLC invites family members of a given culture to share their experiences and lives with us through cultural activities and holidays. Please contact the main office to arrange a time to share your experiences with us.

MEALS, SNACKS, AND FOOD SERVICE:

VHFLC provides a daily afternoon snack for children in our care. While we don't receive reimbursement for the meals we serve, we still follow the guidelines for the Child and Adult Care Food Program (CACFP), formally called USDA. Children are more than welcome to bring an additional/alternative snack from home. They may also choose to finish the contents of their lunch during snack time.

If we provide all day care for your school aged child, we will provide an AM and PM snack and ask that you provide a nutritious lunch for your child that follows the components for the CACFP program.

Food is stored in a dry area away from any chemicals. VHFLC staff will use their food handler training, in order to ensure proper handling and storage of food.

DIETARY NEEDS, ALLERGIES, AND FOOD FROM HOME:

Dietary Needs:

VHFLC provides a nutritious snack for your child each afternoon. Please let us know if your child has any dietary needs or restrictions so we can accommodate any special need. For example, some students need snack at a specific time, in order to sustain proper blood sugar levels.

Allergies:

Please alert us to any food allergies that your child may have, so that we can accommodate that need.

Many children have peanut and tree nut allergies. VHFLC will provide a nut free snack area that is clearly marked, to avoid any contamination or cross contamination of food allergens. However, some allergies may be so severe that we may have to have a nut free site. If this is the case, it will be clearly communicated to all families, and allergy education will be given to both parents and children.

Food Brought from Home:

Children are more than welcome to bring an additional/alternative snack from home. They may also choose to finish the contents of their lunch during snack time. Children will always be offered the snack provided by VHFLC which contain all of the required USDA/CACFP components.

TRANSPORTATION AND FIELD TRIPS:

VHFLC school age programs do not attend field trips nor do we transport children during the school year. Summer camp registration forms will indicate if we are going on field trips or not.

BEHAVIOR AND GUIDANCE:

Behavior Policy

The goal of our behavior policy is to maintain consistency and fairness while creating an environment that will assist each child in developing positive behaviors that will enable him or her to become respected, effective members of society.

VHFLC tries to set our “rules” to be consistent with those of the school. This procedure ensures consistency for the children.

Speak to your Supervisor/Director when you are ready to do step three, and document everything you do.

FIRST: Redirection or removal from the activity.

SECOND: Verbal warning between staff and child.

THIRD: Parent contact

FOURTH: Documentation with dismissal from the program either on a trial period or on a permanent basis. (Executive Director Decision)

Sample Behavior Plan

Goal: It is our goal and hope that all children will remain in our program at Vermont Hills Family Life Center. We are hopeful that the following behavior plan will assist staff at VHFLC in supporting and prompting children, in the way that best fits their needs.

Toys/Objects from home: Toys and objects from home, should stay at home. If there’s something that’s part of a token or reward system, school staff will bring the reward/object to VHFLC staff, and let them know the rules for the object.

- VHFLC will follow the same rules as the school, in an effort to provide consistency and continuity of care to children.

Step 1: When a child who has had a behavioral concern first seems like they're getting upset or frustrated

- VHFLC staff will ask him/her to use "I feel" and "I need" statements that they've been practicing.
- If VHFLC staff can't help him/her get what he/she needs right away, VHFLC staff will let the child know, and remind him/her that it can be very hard to wait.
 - They will also assist him/her with ideas of what s/he can do while s/he's waiting, in order to pass the time more quickly.

Step 2: If a child is not cooperating, following rules, or being disruptive

- VHFLC staff shall initially use a verbal redirection.
- If the verbal redirection doesn't seem to be working, VHFLC staff will ask if s/he feels like s/he needs to go to the calm corner.
 - s/he can choose if s/he'd like to go to the calm corner alone or with a friend
 - s/he *may* decline to go to the calm corner at this step

Step 3: If the verbal redirection fails

- The Teacher will initiate a one-on-one conference outside the hearing of others in the room. (This is in an attempt to have him/her regroup or change the behavior).
- S/he will be given the choice to go to the calm corner, the teacher desk, or (when appropriate), the teacher will ask him/her if she thinks it would help if they went outside for a bit.
- S/he *may not* decline one of these options at this step.

Step 4: If a child refuses to listen or tells the teacher no

- S/he will be reminded that it's not o.k. for her/him to say no or refuse to listen, this is part of being a student at VHFLC.
- S/he will be told that s/he needs to make a choice, or the teacher will help him/her make a choice.
- The teacher will count to three and then help the child make a choice.
 - The teacher will say one and I will help you, two and I will help you make the choice, three and I will help you. It looks like you really need my help to decide.
 - right now I think it would be best for you if you.. (Insert the choice you'd like him/her to make) explain the choice and why they picked it for him/her.

Step 5: If nothing seems to work

- The child will need to call his/her mom, so mom can have a discussion with the child.
- If speaking to mom on the phone does not correct the behavior
 - The child will need to be picked up immediately.

If this happens, this behavior plan will need to be reevaluated, and the child's schedule may need to be altered.

- The above plan will be followed in sequential order, unless there is any serious un-cooperativeness or threats to the safety of staff or other students. Should this occur, the child will need to be picked up immediately.

Antibullying

1. Introduction

The safety and well-being of children, cared for by Vermont Hills Family Life Center (VHFLC), is the primary concern of all adults working on behalf of VHFLC.

This policy focuses on incidents of bullying from child to child.

What is bullying?

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Sometimes children argue with each other or make bad choices in their behavior, which is not bullying.

There are 3 types of bullying.

- Physical—hitting, kicking, pushing, choking, punching
- Verbal—threatening, taunting, teasing, hate speech (This can also include electronic messaging)
- Social—excluding victims from activities or starting rumors about them

Bullying has three elements:

- act is aggressive and intended to do harm
- repeated over time
- occurs within the context of power imbalance.

In other words, it is a series of acts intended to hurt a child, committed by another child to gain or assert greater power.

2. Purpose

It is also essential to ensure that incidents of bullying are dealt with sensitively, in a manner that is fair to all involved and which is consistent with procedures.

An assessment of the severity of the bullying incident must be done to determine if a formal or informal response to the incident is required.

2.1 Informal Response

Behavior may be a onetime argument/ disagreement where one child is verbally aggressive to another. In this case the child should be supported to address their negative behavior in line with VHFLC's behavior policy, and the incident should be recorded. The child should talk through the issues surrounding bullying, with VHFLC staff and if necessary, the child's parents.

2.2 Formal Anti-Bullying Procedures

It is the intention behind the act, rather than the act itself which is important. I.e., if the behavior is intended to and does in fact cause distress. It may be any of the following:

- Verbal: Name calling, sarcasm, spreading rumors, persistent teasing;
- Social: Not being spoken to or being left out of activities;
- Emotional: Threatening ridicule, tormenting, humiliation, pressure to conform applied over short or long periods;
- Material: Possessions stolen, damaged or extortion;
- Physical: Pushing, kicking, hitting, pinching, any form of violence or physical threat;
- Sexual: Unwanted physical contact, sexually abusive comments, exposure;
- Racial: Racist taunts, gestures, racist language;
- Homophobic: Taunts about sexuality, graffiti, gestures, homophobic language;
- Offensive: This is targeted, sustained and aggressive bullying that exploits the power imbalance between children. It may happen one on one or may involve a group targeting one individual.

Often bullying incorporates more than one of the above elements and some elements may be more visible than others.

Bullying is different from fighting which is usually a one-time incident with the purpose of dealing with immediate conflict. It is also different from play fighting or rough and tumble, which are marked by laughter, smiles, restraint and turn taking.

All bullying is serious. However, some factors increase the severity including:

- How much hurt was intended;
- The effect on the bullied child and/or their family;
- How often it happened;
- For how long;
- How much threat was involved;
- How personal it was;
- How many were involved;
- The ability of the bullied child to see the impact;
- Whether unprovoked or provoked;
- Whether planned;
- How much the person was trapped;
- The perceived status of the bullying child;
- The reaction of onlookers.

Harassment is a particularly serious form of bullying and has several different dimensions:

- It reflects inequalities between groups;
- The individual's group identity, for example gender, race, sexuality or disability is being attacked;
- The members of minority or less powerful groups start off being more vulnerable and this never goes away;
- It is often targeted, offensive and sustained against an individual.

3. Principles

The anti-bullying procedures are based on the following principles:

The bullying of children is unacceptable and needs to be taken seriously by all.

Bullying is dealt with, wherever possible, educationally not punitively.

The strengths and positives of individuals are worked with in order to address negative behaviors.

4. Initial Actions and Responsibilities

Staff/carers may become aware of an incident of bullying in a number of ways:

- Direct complaint from the child concerned;
- Witnessing bullying behavior;
- Become aware of behavior changes with child;
- Receive information from family members, friends of the child, or other professionals.

Setting the correct philosophy:

1. Teacher gives explicit and consistent messages that bullying is unacceptable and promotes a zero-tolerance attitude to bullying. These may be given verbally, written and picture forms;
2. Children are consistently reassured that staff are dealing with bullying seriously;
3. An open environment where children can disclose incidents of bullying is fostered;
4. Teacher searches for solutions not problems, allocate responsibility not blame, look forward not backward, focus on behavior not personalities, resolve the problem not establish guilt;
5. The quality of care is continually reviewed, to help identify any aspects that might allow or encourage bullying.

COMMUNICATION:

VHFLC has an open-door policy, which means that parents are welcome to drop in and observe at any time. If you'd like to speak with a teacher for more than a few moments, at the end of the day, please call the main office to schedule a meeting. You can expect ongoing communication regarding your child's progress, day to day activities, and organization news via Newsletters, emails, phone calls, surveys, and in person.

Newsletters:

Each month, your child's teacher will prepare a newsletter that will go out to all families enrolled in the program. It will include general information, special happenings, and important notices. Please keep your eye out for your VHFLC site newsletter.

Email:

Please feel free to email the main office with any questions or concerns you may have. You will often get invoices and receipts via email from VHFLC. You will also receive email confirmation of your child's schedule, schedule changes, and camp enrollment.

Phone Calls:

From time to time, you may receive phone calls from your child's teacher. Typically, you will receive a call if your child's not feeling well or if something happened that you should be aware of. For example, we always call parents to let them know if their child hits their head. This doesn't mean that the child needs to be picked up, but we want you to be aware of the injury. You may also receive calls to discuss things impacting your child, such as behavior or social emotional regulation.

You will get a phone call from your child's teacher if the child fails to show up for the program, and you have not called the main office to let us know that your child will be absent for the day. This phone call will be accompanied by a finder's fee of \$10.00. Please call the main office to report your child's absences.

In Person Informal:

Pick up and drop off are frequently the ways that informal in-person meetings take place. These typically last a few minutes and can quickly update you on your child's time at VHFLC. Please call the main office to schedule a formal meeting if you need more time to speak with your child's teacher.

In Person formal:

Please call the main office to speak with someone that can arrange to set up a formal in person meeting with your child's teacher, the teacher's supervisor, or the executive director.

Surveys:

On occasion, you may be asked to fill out a brief survey, in order for VHFLC staff to gather information on parent opinion and opportunities.

Questions & Concerns:

Parents with questions or concerns about the care of their child, or any incidents at the center, are urged to speak with the teacher, and if not satisfied talk to the school age manager and/or the Executive Director.

Grievances:

When a parent has an issue or a grievance, she/he will attempt to discuss the issue with the teacher in question, to try to resolve the matter between the two of you.

If talking directly to the person doesn't resolve the issue, submit the concern to the school age manager in charge of your child's site. Most grievances or issues can be settled at

this level, with open communication and brainstorming on both sides to find a solution, as well as immediate attention to problems as they arise.

Often, the quickest and most satisfactory solution is reached by, first, discussing the matter with the teacher or School Age Manager. The school age manager will ask for a one-week period, in which to review/resolve the issue.

There may be occasions when talking to the school age manager is not the most appropriate course of action. For example, the school age manager may be part of the complaint. Likewise, the school age manager may not be available to receive the complaint, in a timely manner. If a parent is unable to submit a complaint, to the School Age Manager, they may contact the Human Resources Director instead.

If an issue is not resolved at this level, the parent may take it to executive director.

The final level for resolution within VHFLC is the Executive Director. A formal written complaint may be made to the executive director, after the one-week review, referenced in the paragraphs above. After reviewing the complaint, the executive director will conduct an interview with the parent and teacher and will also collect opinions and/or comments from other staff members. Following an investigation of the facts, a final decision will be communicated to the parents (when appropriate). It may be a breach of confidentiality to relay what exactly took place. However, parents will be told of any rule or policy changes and ways in which VHFLC plans to address issues.

You may contact the Office of Child Care

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT:

Any staff member who has reason to believe a child has been abused or neglected is required to report the matter immediately to the Oregon Child Abuse Hotline (1-855-503-7233), Department of Human Services Child Welfare, or a law enforcement agency. This requirement applies 24 hours a day and not just when at work or with the children you work with. This requirement applies to any suspected physical, sexual or emotional abuse; child neglect, child endangerment, or child exploitation; inappropriate sexual contact between two or more children; or attempted suicide or threats of suicide by any child. VHFLC staff do not investigate or ask children additional questions as we are not trained interviewers. We simply report what we heard or saw and let child services and/or law enforcement do the investigation. VHFLC staff is required to report suspected abuse or possible abuse to their supervisor or executive director within 24 hours.

INSPECTION REPORTS, OCC RULES, AND SAFETY PORTAL:

Inspection Reports:

The most recent Office of Childcare inspection is available upon request.

Accessing Childcare Rules

Rules for Certification of School-Age Child Care Centers are available from the Early Learning Division [Website](#) .

Child Care Safety Portal

The Child Care Safety Portal is a resource for parents and families to check on the safety and quality of licensed child care programs in Oregon. The Portal lets you search for a child care provider and view their licensing history over a period of time. Follow the link below to access information about VHFLC's provider history.

[Oregon Early Learning Division - Public Childcare Provider Search \(state.or.us\)](#)

SAFETY PLAN FOR STUDENTS WITHOUT DIRECT SUPERVISION:

A School age childcare student is permitted to be out of sight and sound of adult supervision for a maximum of five minutes, when the teacher gives permission for the student to go to the restroom or complete a task separate from the larger group. Teachers should take the age of the child, individual behaviors, abilities, and hazards or risk into consideration before granting a student permission to be out of site and/or sound of the teacher.

A teacher needs to ensure that they know where the child is going, what they are doing, and let them know that they need to be back in less than five minutes. A teacher standing in the doorway can allow a student to use the restroom down the hall, so long as the student is back within five minutes or less. If the child is not back within the allotted time of five minutes, the teacher or another staff person needs to go investigate what is taking the child so long. If there is not a sufficient reason for the child taking longer than five minutes, the child will lose the privilege of being without direct supervision of the teaching staff.

SELF-ADMINISTERED RESCUE MEDICATION:

Emergency or self-administered rescue medication is stored in the portable First Aid kit (fanny pack) that the teacher has on their person at all times. This will happen only after getting state licensing approval for an exemption to carry these medications.

Prescription medication must be in the original container and labeled with the child's name, name of drug, dosage and directions for administering, date and physician's name. Appropriate documentation and recording must take place at the time the medication is administered. On the form, the staff must record the exact information about each dose given to the child. Typical emergency rescue medications include things like an asthma inhaler or EpiPen. These are medications that need to be administered quickly, so having them under lock and key may prevent the medication from being administered as quickly as possible. Therefore, VHFLC applies for and is granted an exemption to provide rescue medication to students quickly.

DISCRIMINATION:

VHFLC will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status of parent, or because of the need for special care in any of its activities or operations, in any program, during any activities, or during the enrollment or employment processes. We are committed to providing an inclusive and welcoming environment for all members of our staff, children and families we serve, and volunteers. VHFLC is a proud supporter of diversity, equity, and inclusion.

Persons who feel they've been discriminated against should feel free to speak with VHFLC staff or go through the process of filing a grievance.

CARE FOR CHILDREN WITH SPECIAL NEEDS:

When caring for a child who has or is at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who requires health and related services of a type or amount beyond that required by children generally, the child will have a written care plan that includes:

(a) A list of the child's diagnosis/diagnoses; (b) Contact information for the primary care provider and any relevant sub-specialists (i.e., endocrinologists, oncologists, etc.); (c) Medications to be administered on a scheduled basis; (d) Medications to be administered on an emergency basis with clearly stated parameters, signs, and symptoms that warrant giving the medication written in language that is easy to understand; (e) Procedures to be performed and person responsible for training staff members; (f) Allergies; (g) Dietary, activity, and environmental modifications required for the health of the child; (h) Stimulus that initiates or precipitates a reaction or series of reactions (triggers) to avoid; (i) Symptoms for staff to observe; (j) Behavioral modifications; (k) Emergency response plans – both if the child has a medical emergency and special factors to consider in a programmatic emergency, like a fire; (l) Any necessary special skills training and education for staff and the person responsible for training staff members.

ADA Protection

As required by state and federal civil rights laws and the Americans with Disabilities Act (ADA), VHFLC cannot and will not discriminate against any child on the basis of race, religion, color, national origin, gender, marital status of parent, or because of a need for special care.

Decision to Provide Care for Child with Special Needs

The decision to provide care for a child with special needs will only be made after an assessment based on information from parents and professionals who are knowledgeable about the child's care needs, to determine if VHFLC staff have the

necessary skills to efficiently care for the child. The assessment will be documented for each child.

ITEMS AVAILABLE TO VIEW:

Available For Public View

(1) VHFLC has the following items available in a prominent and frequently visited location for **parents' public view**:

- (a) The most current certificate issued by OCC;
- (b) All serious valid complaints and serious non-compliance letters for 12 calendar months
- (c) A notice of any current or pending legal sanctions are posted immediately and while in effect
- (d) The most recent CCLD inspection and rules for Certification of School-Age Child Care Centers **are available upon request**;
- (f) The most recent water test results summary
- (g) Information on how to report a complaint to CCLD regarding certification requirements;
- (h) The Oregon Child Abuse and Neglect Hotline number
- (i) The Program Coordinator's full name and at least one program leader who is responsible for the center if the Program Coordinator is not present.
- (j) A notice that custodial parents have access to all child care areas upon notifying any staff member of his or her presence during the hours of operation and without advance notice;
- (k) Center closures (vacation days, holidays, etc.);
- l) The dated current week's menu of all snacks and meals served by the center
- (m) A floor plan with primary and secondary evacuation routes from each area of the building
- (n) A notice of planned field trips showing the date, times, and place
- (o) When on a neighborhood walk and all staff and children have left the premises, a notice with staff contact information and approximate return time;
- (p) A notice when any child or staff member has a child care restrictable disease, or food poisoning
- (q) The center's behavior and guidance policy.

ITEMS POSTED IN THE CLASSROOM:

VHFLC will **post** the following items in classrooms where they are easily visible to personnel and parents (you can find these items at your child's site on the parent board)

(a) Emergency numbers to include 9-1-1, local mental health crisis line, fire department, and ambulance service; the center name and address, with main cross streets; child abuse reporting hotline and poison control (1-800-222-1222);

(b) Emergency evacuation procedures and an emergency evacuation and relocation diagram, including fire and weather-related evacuation routes, near the entrance or exit of the room;

(c) Classroom schedule;

(d) The applicable ratios and group sizes.

WRITTEN PERSONNEL POLICIES FOR STAFF AND VOLUNTEERS:

Staffing Requirements

(1) All staff, including persons not counted in the staff-to-child ratio and volunteers must:

(a) Know and comply with certification rules; (b) Recognize and act to correct hazards to safety, indoors and outdoors; (c) Demonstrate good judgment as evidenced by responsible behavior that ensures the health and safety of children; (d) Have not consumed nor are under the influence of any substance that impairs their ability to care for children; "Under the influence" means observed abnormal behavior or impairments in mental or physical performance leading a reasonable person to believe the individual has used alcohol, any controlled substances (including lawfully prescribed and over-the-counter medications), marijuana or inhalants that impairs their performance of essential job function or creates a direct threat to child care children or others. (e) Relate to children with courtesy, respect, acceptance, and patience; (f) Demonstrate realistic expectations for behavior based on the age, abilities, and needs of children; (g) Recognize and respect the uniqueness and potential of all children, their families, and their cultures; (h) Report suspected abuse, neglect, and exploitation in accordance with Oregon law and (i) Have the required training and experience for the position they are filling.

(2) Employees counted in the staff-to-child ratios: (a) Individualize the care and learning opportunities to meet each child's needs based upon the child's age and abilities, including reviewing the information provided by parents while respecting confidentiality; (b) Have a method to identify each child for whom they are responsible; and (c) Are physically capable of performing duties related to child care.

(3) A school-age center must ensure that at least one person who has current certification in first aid and Pediatric (CPR) is present in the center at all times.

(4) Any person who has demonstrated behavior that could endanger the health, safety or wellbeing of a child may not be on the premises during child care hours or have access to children in care.

(5) Any staff with evidence of a child care-restrictable disease, a symptom of physical illness, or mental incapacity that poses a threat to the health or safety of children shall be relieved of their duties.

Program Coordinator

Program Coordinators at VHFLC are supervised by the executive director.

The Program Coordinator is responsible for:

(a) Maintaining compliance with all school-age center rules; (b) Developing and implementing the center's operational and personnel policies; (c) Supervising the personnel, volunteers, and other individuals providing services in the center; (d) Overseeing the training and professional development of staff including setting educational goals, observation and mentoring; (e) Implementing program development; (f) Overseeing parent communication and sharing community resources with families including resources for children with special needs; and (g) Managing administrative functions, including, but not limited to: maintaining records; (h) overseeing Program Leaders at each site who are responsible for maintaining compliance with OCC rules.

Program Coordinator:

If the program leader at the site has been in their position for less than six months, the program coordinator must be at each site at least two times a month, and for a minimum of one hour each visit while children are in care. If the program leader at the site has been in their position for more than six months, the Program Coordinator must be on site one time a month for a minimum of one hour.

Must be available by phone at all times during child care hours.

Be at least 21 years of age;

Meet the initial and annual training requirements

Have at least one year of experience supervising adults; and

Have verifiable knowledge of child development for school age children, as evidenced by a combination of professional references, education, experience or training; or completion of the training listed below within 90 days of hire.

Training:

Completion of 20 clock hours of training, completed within the last five years, focused on school-age child care that meets the following core knowledge criteria:

- Five clock hours in understanding and guiding behavior (UGB).
- Five clock hours in learning environments and curriculum (LEC).
- Five clock hours in human growth and development (HGD)
- Five clock hours in program management (PM).

Program Leaders:

Program Leaders at VHFLC are supervised by the Program Coordinator.

Program Leader is responsible for:

(a) The supervision of their assigned group of children at all times; (b) The supervision of any assistant program leaders or volunteers assigned to their group; and (c) Maintaining compliance with all school-age center rules and all conditions placed on the license when the Program Coordinator is not present.

A Program Leaders must:

Be at least 18 years of age;

Training:

Meet the initial and annual training requirements and

Meet the experience and training qualification requirements (from table 2) for the assigned age group for the group of children in the Program Leader's care.

Table 2
Qualifications for Program Leaders
Option #1: 60 hours of experience working in the program AND Completion of 20 clock hours of training, completed within the last five years, focused on school-age child care that meets the following core knowledge criteria: <ul style="list-style-type: none">• Five clock hours in understanding and guiding behavior (UGB).• Five clock hours in learning environments and curriculum (LEC).• Five clock hours in human growth and development (HGD)• Five clock hours in program management (PM).
Option #2: At least 240 hours of qualifying experience working with school-age children in the last five years in a Certified Child Care Center or comparable group care program

Option #3: At least an AA Degree in: <ul style="list-style-type: none">• Early childhood education• Child development• Elementary education• Special education• Physical education• Recreation• Human development• Child and family studies• Home economics
Option #4: At least a Step 8 in the Oregon Registry

Other Staff:

(1) VHFLC must verify that all substitutes, prior to being left alone with children:

(a) ensure they are enrolled in the CBR as required under Central Background Registry Enrollment;

(b) Complete the OCC Introduction to Child Care Health and Safety training as required under Training; and

(c) Have completed a minimum of 2 hours of training on recognizing and reporting child abuse and neglect that is specific to Oregon law within 30 days of employment.

(2) A school-age center must ensure that substitutes counted in the staff-to-child ratio meet qualifications for the position they hold.

Orientation and Initial Training

all staff, including substitutes, must receive an orientation within the first 10 days of hire and before staff have unsupervised access to children. An orientation must include, but is not limited to:

(a) A review of the rules for certified centers; (b) The written plan for emergency preparedness that addresses evacuation, relocation, shelter in-place and lockdown procedures and responding to medical emergencies, illness and injuries, allergic reactions, and other incidents; (c) The prevention and control of infectious diseases; (d) Building and premises safety including identification and protection from hazards such as vehicular traffic; (e) The handling and storage of hazardous materials and the appropriate disposal of biocontaminants; (f) Methods used to inform personnel of children's special health, nutritional, and developmental needs; (g) The administration of medication; (h) The center policies, as required under 414-310-0170, Policies; and (i) Procedures for reporting suspected child abuse or neglect.

(2) All staff, including substitutes, must complete Introduction to Child Care Health and Safety and a minimum of 2 hours of OCC approved training on recognizing and reporting child abuse and neglect within 30 days of hire and prior to having unsupervised access to children.

(3) The following staff, including substitutes, must obtain an Oregon food handler's certification within 30 days of hire:

(a) Cooks and kitchen staff who handle food;

(b) Staff who serve meals from a communal source or put away leftovers.

Program coordinators, program leaders, or assistant program leaders, must have current certification in first aid and pediatric CPR within the first 90 days of employment.

All staff, with the exception of cooks, must complete OCC approved Child Development Training within 90 days of employment.

Program coordinators must provide verification to Oregon Registry Online (ORO)

that they have obtained 10 hours of training in the core knowledge category of Program Management; or they must obtain 10 hours within the first year of hire.

Annual Training

(1) The following training requirements must be met for each staff

Each school-age center program coordinator or program leader must have at least 15 clock hours of formal training or education annually related to child care, of which at least 8 clock hours is in child development and one hour is in health, safety, and nutrition (HSN).

(2) Any staff member who works in multiple locations must designate one center for tracking the staff member's training requirements.

Volunteers

Volunteers will be at least 15 years of age and will not be allowed unsupervised access to children at any time, nor will they be counted in the child to staff ratio. We do ask volunteers, 18 years and older, to enroll in the Central background Registry. However, even when fully enrolled in the CBR, volunteers still will not have unsupervised access to students.

Volunteers are not counted in our staff to child ratios; however, volunteers are still given the written personnel policies which include center procedures, and emergency preparedness plans. Volunteers are asked to review both the center and emergency preparedness procedures and discuss any questions or concerns with the teacher in charge.

Volunteers under the age of 15 must have written permission from their parent or guardian and may be on the premises of the center for no more than four hours per day.

TUITION:

VHFLC is a not-for-profit organization. The fees charged to the parents, are set at a point where our income offsets our monthly expenses for space, toys, operating supplies, administrative, and staff costs.

The cost of our program does not vary with individual daily absences, illnesses, school closures or vacations, so we do not make daily or hourly adjustments. Therefore, we do not provide any credit for absences, illnesses, school closures or vacations, including inclement weather closures. In addition, parents may not trade days when those situations occur. Annual costs are divided into 9 equal months, resulting in payments due every month of the school year. However, June is ½ the regular monthly tuition.

* When you pay the Monthly PM tuition rate, all early dismissals are included, if they fall on your child's regular scheduled day.

* During Winter and Spring break VHFLC provides a winter and spring break camp for additional charges.

If we are able to accommodate the need for temporary care for your child, you will only be charged for the additional hours needed, at a daily or hourly rate.

REGISTRATION FEE: There is a \$100.00 registration fee for one child or \$150.00 family registration fee

CHANGING YOUR CHILDS SCHEDULE:

Schedule changes must be submitted, **in writing**, to our Main Office. We require two weeks' advance notice, for any schedule changes.

If you pay the monthly tuition, half days and early dismissals are included in your regular tuition. **Please note** they must fall on your regularly scheduled days.

Before the weeks of Winter and Spring Break, you will receive a flyer with a calendar of planned activities, for these special all-day programs. You will be notified of where the programs will be held, and be advised of the fees for each week. Registration must be complete, and all fees must be paid, by the due date. Care will not be provided to those with an outstanding balance.

WINTER & SPRING BREAK: Current VHFLC families will be offered priority camp enrollment. Camp costs are not included in the yearly program tuition.

PAYMENT CHOICES:

Tuition may be paid monthly through Electronic Funds Transfer (EFT), or with check mailed by the 1st of the month. It can also be paid in equal payments, made on the 1st and 15th of each month. Lastly, for families currently enrolled, drop-in care is available. Drop-in care is for those last minute or emergency needs, but parents **MUST** contact the VHFLC main office, to ensure there is an available spot in the program that day.

VHFLC Tuition rates may increase each September, but we reserve the right to adjust the rates at any time.

Unpaid balances are subject to collection and all collection fees charged by the collection agency. Should it be necessary to send any account, receiving assistance, to collections, the assistance will be rescinded, and the full amount will be charged and sent to collections.

There is a **Late fee** of \$30.00, per occurrence, if payment is not received in our Main Office, by the 5th or the 5th and 20th of the month, including NSF fees. Two or more late fees will result in restricted payment options.

There is an extra charge for attending any AM or PM, not covered in the tuition. You must call our office, at 503-452-8633, to see if space is available. There are no substitutions for days missed for absences, illness, vacations or school closure days (including weather-related closures).

CANCELLATION OF PROGRAM:

If a before or after school program, drops below 8 children per day on a consistent basis, it will be subject to a VHFLC review. An effort to market the program will go into effect, as well as other funding alternatives, before a final decision is made to cancel a program. We will make every attempt to keep each program open, but if cancellation is necessary, at least 2 weeks' notice will be given.

PERSONAL ITEMS:

We request that personal toys and belongings as well as gum, candy, and money, be left at home. VHFLC is not responsible for the loss of personal items, which includes damage or loss to backpacks and clothing.

TAX STATEMENTS/RECEIPTS:

Tax statements will be provided upon request. Depending on the number of requests we receive, it will take up to 2 weeks to process your request. Contact our main Office after January 15th for a statement.

WITHDRAWALS:

Should you decide to withdraw your child from VHFLC, a two-week written notice is required. You may email, mail or fax (503-715-4944) your written notice to our Main Office.

FINANCIAL ASSISTANCE:

VHFLC attempts to assist low-income families with childcare assistance.

VHFLC works very hard to ensure that families are not denied care for financial reasons. Amounts awarded vary between 20% and 80% depending on the individual circumstances. Financial Assistance is awarded, based on your gross and supplemental, family income. All individuals may apply. The application process will not discriminate on the basis of race, religion, sex, age, or national origin. To apply for a scholarship, simply call 503-452-8633, for a financial assistance application. The assistance will be reviewed in August, November, and February, and is subject to the availability of funds. New applications will be accepted at any time, however, late forms will not.

Parental Permissions

VHFLC will have the following current permissions from parent(s) when applicable:

(a) Documentation of permission for a person not listed in the child's records to pick up the child that includes: (A) the **Date and time of the permission**; (B) Period of time the permission is valid; (C) Name of the individual providing permission; (D) Name of the individual permitted to pick up the child; and (E) Name of the center staff receiving the permission.

(3) VHFLC must inform and obtain written permission from parents for children to participate in contracted (e.g., gymnastics, music, Lego and/or chess club) or individualized services (e.g., therapeutic or medical services) not directly operated by the center. **The permission form will state that the services are not licensed by CCLD.**

(5) VHFLC obtains parent's permission prior to their child being photographed or recorded. This takes place on our registration form.

(6) If your family is experiencing **homelessness**, there may be services that we can refer you to or offer your family.

If VHFLC is unable to obtain written parental permissions, permissions may be received verbally, when documented by the school-age center, or electronically, such as through a text message or e-mail.

SCHEDULES:

Sample Schedule:

- Welcome
- Snack/group meeting
- Outdoor play
- Craft/Project Time
- Homework/Quiet time
- Choice Time (manipulatives, tabletop boardgames, blocks, toys, puzzles)
- Cleanup
- Goodbye

SCREEN TIME:

Group:

Screen time is only used on a limited basis. Movies are shown with a “PG” rating or educational programming on select rainy days or when children have earned a class party. VHFLC will provide at least one alternative activity for children who do not want to participate in watching the movie, or who may lose interest sooner than their peers.

Individual:

Children will not have individual screen time, unless the child is completing homework that was assigned by their teacher. Many teachers have a set of educational games and programming that students are allowed to participate in when they are finished with their schoolwork. Programs such as color apps, prodigy, math games etc. These games are not a reason for students to be granted screen time. *

*If you believe there should be an exception, please talk to the school managers.

Smart watches/Cell phones/electronic devices:

Students are welcome to wear their smart watch if it does not become a distraction to the child or class. Students will not be permitted use of their smart watch, cell phone or other device while in the care of VHFLC.

Should the teacher deem the device a distraction, the student will be asked to keep it in their jacket or backpack or not bring it to program at all. If parents wish to communicate with their child, they may call the site phone and the teacher will relay the message to the child.

STRUCTURED AND UNSTRUCTURED PLAY:

The following list explains the different activities and play spaces which we provide.

Manipulatives: are materials that children work with their hands, in a skillful manner, to create or make

comparisons between materials. In building areas, children combine materials, in temporary or permanent ways, to design or create structures. Manipulatives and Building promote fine motor development, creative thinking, problem solving, cooperation as they work together, expressive language as they talk about building and flexible thinking, as they use new and unique materials.

Homework Area: is a quiet area, established for the purpose of working on school assignments. Materials, such as pencils, paper, rulers, etc., that children may need, while completing assignments, will be accessible. These will change, periodically, to keep it interesting. Computers/Tablets may be used for teacher assigned homework, only.

Board & Table Games Area: a designated area where children can participate in board games, card playing or puzzles. Staff rotate the materials, in the area, to keep the activities fresh and interest levels high. Games and puzzles bolster creative thinking, strategizing, spatial relationships, and social skills.

Art Expression: allows children to explore areas creatively using art materials to express their ideas. By

experimenting with different mediums, children begin to understand their world. They also start to learn how to control the tools they use. We understand that the process of creating is more important than the product they develop. A free art expression area is conducive to enhancing creativity, fine-motor skills, and self-confidence.

Quiet Area: is an inviting, comfortable, restful place, where children can relax. Materials that rotate through this space include books, magazines, word puzzles, music listening (low volume), and puppets.

Literacy Area: can consist of any materials or activities that advance children's reading, writing, oral communication skills, and vocabulary. Books provide a strong foundation for oral language, letter recognition and literacy, comprehension, fluency, and writing development.

Sensory Area: these activities allow children to use their senses, as they make distinctions and comparisons, through hands-on, meaningful experiences. Nature activities provide children with opportunities to discover and classify characteristics of the environment in which they live. Sensory and nature activities strengthen children's observation skills and ability to find conclusions.

Through **Dramatic Play**, children have the opportunity to "pretend," and have experiences outside their world. They can experience different cultures, explore different careers, and other endless possibilities. Children's interpersonal relationship and communication skills are improved, through dramatic play.

Music & Movement inspires many emotions and can be another vehicle for children to express themselves. A music space encourages children to explore sounds produced by many different objects and instruments, learn about different music styles, and gives them the opportunity to hear a variety of music.

VHFLC seeks to provide all children with enjoyable enrichment experiences, in these areas.

Group Activity is enhanced through structured and unstructured play. Participation in individual and group movements and games is encouraged, but never forced. Opportunities to participate, in individual and group activities, will be offered daily. Additionally, each child is allowed to develop gross motor skills, at his or her own rate. This is done with time spent outdoors, or by utilizing the indoor gym.

Our programs encourage decision-making. Thus, we allow children to make choices about how their time is spent, as this is developmentally appropriate for young school-agers. In this way, we promote each child's responsibility and self-esteem.

PROGRAM INFORMATION:

VHFLC provides a variety of developmentally appropriate activities, through which VHFLC seeks to engage each child in enriching explorations. These various opportunities are designed to make the after-school experience enjoyable and productive for children.

All VHFLC sites share a similar educational philosophy and create nurturing environments. However, there is some latitude to allow directors and teaching staff autonomy in developing schedules and curricula that works best for each site.

VHFLC school-age programs offer balance. Staff create interest areas and plan activities that offer active and quiet experiences. These experiences take place both indoors and outdoors, and involve individuals, as well as small and large groups. Some activities are planned and introduced by staff, and some are initiated by children.

Children can choose to spend time in same-age and multi-age groupings, participate in cooperative and competitive ways, and use socio-emotional, physical, and cognitive skills.

School-age children need many opportunities to make choices. Children can choose what they want to do and with whom. For example, group meetings led by children, participate in routines, and choose from multiple activity options, each day. Staff establish interest areas, according to children's skills and interests. They use surveys and other techniques to keep up with children's changing interests. In addition, the daily schedule provides long blocks of time, when children can plan and carry out their ideas.

The primary role of school-age staff is to facilitate children's involvement in the program. Staff set up an interesting and challenging environment, provide materials, and plan activities that reflect children's needs, skills, and interests. Staff respond to children's requests for assistance in carrying out their plans and encourage children to develop and use new skills.

Children are part of a community, within the program, and in the larger world. School-age programs encourage children to be a part of both communities. Staff provide many opportunities for children to be meaningfully involved in program planning and operations. They coordinate with other agencies and youth programs, to involve children in the larger community. In this way, children can develop their skills and interests.