



Parent Handbook

www.wholebabiespreschool.com
wholebabiespreschool@gmail.com

Important Phone Numbers

Owner:
Ashley Leigh
Cell: 408-621-3303

Preschool House on Siletz:
9531 SW Siletz Dr. Tualatin, OR 97062
Felicia's Cell: 971-331-9479
Siletz House Phone: 503-453-4089

Infant & Toddler House on Avery:
8705 SW Avery Rd. Tualatin, OR 97062
Abby's Cell: 503-999-3313
Avery House Phone: 503-453-3297

Infant & Toddler House on Hume:
9450 SW Hume Ct. Tualatin, OR 97062
Jessica's Cell: 760-277-7457
Hume House Phone: 971-331-9007

This Handbook outlines all of our policies and procedures. We have written this handbook, so that you know exactly what to expect from us as your childcare providers. It also outlines the support we need from you as a parent. We believe in open, honest, and upfront communication; and this handbook lays the foundation for that. If you have any questions please feel free to ask! Please sign and return the last page as well. Thank you!

MISSION & PHILOSOPHY

Whole Babies Preschool & Childcare LLC's mission is to offer a safe, loving, and supportive environment for local families and their children. We are committed to developing your whole child, not just one or two aspects. We only serve fresh, organic meals. This high quality nutrition gives the children the fuel needed to fully engage in our daily preschool activities and lessons. It helps them focus and thrive both physically and mentally.

Through age appropriate learning and care, we will ensure that the individual needs of each child are met.

We provide an environment where your child will flourish. Our goal is to develop children to their fullest potential and create the strongest possible foundation for their lives.

COMMUNICATION

Communication is very important to us. When we accept a new family into our homes, we like to be sure that we are able to communicate honestly and openly with each other. We feel that it is extremely important that we have a similar preschool and childcare philosophy. If you have any questions about our philosophy or anything we do in regards to your child's care, please feel free to ask us. We are here to support you and your family. In order for us to meet your needs, we need to have clear communication. Here at Whole Babies, we communicate several ways:

1. **Preschool Gazette:** We send daily reports about your child's day through Preschool Gazette (www.preschoolgazette.com). This report includes what your child learned that day, enjoyed, what he/she ate during the day, diaper changes, naps, and if your child needs any supplies.
2. **Email:** We will send out group emails to parents if we are communicating something that involves everyone such as Parent Handbook updates or Communicable Diseases. Parents are welcome to email anytime for any reason.
3. **Verbal Communication:** We also take time to talk to parents at drop-off and pick-up about their child. This is a time where parents can tell us how the morning went or we can tell parents about the child's day.

We always want parents to feel free to talk to us about anything related to their child. We are here to support the families in our community anyway we can.

We also ask that all parents communicate respectfully to our Directors, Teachers, or anyone else that works for Whole Babies. We feel that it is important that the

Whole Babies team and each family to work together seamlessly. If a parent is disrespectful to anyone employed by or associated with Whole Babies, we will immediately terminate care.

ENROLLMENT

Whole Babies Preschool & Childcare LLC accepts children ages 6 weeks through 6 years. An enrollment form, immunization form, Tuition Contract, Sunblock form, Diaper Cream Form, and the Acknowledgement Page of our Parent Handbook must be completed and on file before a child can attend. All forms must be completed annually. If any information changes, for example if you move, please let us know, so we can update your enrollment forms.

We understand and appreciate that parent's look for childcare and preschool prior to needing care. We will hold spots for up to 2 weeks. To hold your child's spot for up to two weeks, we require a deposit equal to the same number of week's tuition plus the annual supply fee. This will all be applied to your child's tuition. If you decide you no longer need care prior to your child's start date, the deposit is non-refundable and your child's spot will be given to someone else. Whole Babies Preschool & Childcare LLC reserves the right to cancel your child's enrollment at any time for a reason or for no reason.

DAYS AND HOURS OF OPERATION

Whole Babies Preschool & Childcare LLC is open Monday - Friday from 6:30 am to 5:30 pm.

FIRST DAY

This is an exciting time for you and your child, but it also may be accompanied by other mixed emotions. Our goal is to make this transition as easy and worry-free as possible. Please feel free to talk to me about what will be most helpful for your family on the first day. Many parents like to come early on the first day to help ease their child into the day. You are always welcome at anytime to call or stop by to check on your child.

OPEN DOOR POLICY

We maintain an open door policy for all parents. This means you are more than welcome to call or stop by at any time to see your child. We keep the door locked at all times for your child's safety. We don't want anyone entering our home that we do not know. It would endanger the children if we left the door unlocked. Please ring the doorbell and we will come to the door as soon as possible. Sometimes we are in the middle of changing a diaper or using the potty, but answering the door for parents is definitely a priority.

INFANTS: Attending Infant/Toddler House

Eating, sleeping, diapering, and playing will all be done on the child's own schedule. Infants will be involved in all activities the older children are doing. We feel that it is very important that infants are given the opportunity to learn life skills. Learning life skills is a big part of the infant/toddler day as well. For example, a six month old might be working on holding his/her own bottle and beginning to eat finger foods. Older toddlers might begin learning to use forks, and how to put on their own coats and shoes. We feel strongly that empowering children by teaching life skills will give them the confidence they need in the classroom and throughout their lives.

Please bring the following items daily in a diaper bag (or other bag of your choice) for your **infant** and label all items with your child's name:

- 4 bottles
- breast milk/formula
- diapers
- wipes
- 2 changes of clothes seasonally appropriate

Winter

- Rain Coat
- Extra pair of comfy clothes (like sweats or something that is comfy for your child)
- Warm hat

Summer

- Sun hat
- A pair of clothes or bathing suit/trunks they can wear in the water

You are welcome to bring a box or container of diapers, wipes, and formula so you don't have to bring those items daily. We also have a space to store bottles for your child.

When your child begins to explore solid food, we provide organic baby food. Please let us know of any special dietary needs or preferences.

We will provide sunblock and diaper creams unless you prefer a specific brand.

TODDLERS: Attending Infant/Toddler House

Toddlers participate in daily preschool just like the big kids. We modify our curriculum to meet the needs of each child. In addition to structured learning, there is still a big focus on teaching life skills to toddlers. Learning to put on one's own shoes is just as important as learning the ABC's. Learning these necessary life skills is so empowering to children. When children learn new skills, it helps build self-esteem that is necessary for higher learning to happen.

Please bring the following items daily in a diaper bag (or other bag of your choice) for your **toddler** and label all items with your child's name:

- 4 bottles (if needed)
- breast milk/formula (if needed)
- diapers
- wipes
- diaper cream
- 2 changes of clothes seasonally appropriate (3 full changes if Potty Training)

Winter

- Rain Coat
- Rubber rain boots or shoes your child can wear outside that you don't mind getting muddy
- Extra pair of warm clothes (like sweats or something that is comfy for your child)
- Warm hat

Summer

- Sun hat
- A pair of clothes or bathing suit/trunks they can wear in the water
- A pair of shoes that can be worn in the water (we love crocs)

You are welcome to bring a box or container of diapers, wipes, and formula so you don't have to bring those items daily. We also have a space to store bottles for your child.

We will provide sunblock and diaper creams unless you prefer a specific brand.

PRESCHOOL HOUSE

We keep a consistent, yet flexible daily schedule for all toddlers and preschoolers. All meal/snack, preschool, and nap times are all the same daily. We think it is very important for children to know when these activities are going to take place during the day. Art, music, outdoor and free play times can vary based on how the children are feeling that day.

Please bring the following items daily in a backpack (or other bag of your choice) for your **preschooler** and label all items with your child's name:

- diapers (if needed)
- please provide diapers for naptime as well if needed
- diaper cream
- change of clothes (3 full changes if Potty Training)

Winter

- Rain Coat
- Rubber rain boots or shoes your child can wear outside
- Extra pair of warm clothes (like sweats or something that is comfy for your child)
- Winter hat

Summer

- Sun hat
- A pair of clothes or bathing suit/trunks they can wear in the water
- A pair of shoes that can be worn in the water (we love crocs)

You are welcome to bring a box of diapers, so you don't have to bring them daily.

We will provide wipes, sunblock, and diaper creams unless you prefer a specific brand for Preschoolers.

SIGNING IN AND OUT

All children must be signed in and out by a parent or authorized adult on the sign in/out sheets. This procedure is required by the state and by Whole Babies.

DAILY SCHEDULE INFANT/TODDLER

A schedule of activities is posted in our communication area each week. Please look at the sample schedule below:

6:30 am: Children begin to arrive

- They will have free play, but we general read books, talk and engage in quite activities

7:30 am- 8:30 am: Breakfast

8am- 9 am: Breakfast Clean-up/ Morning nap

- wash hands, use the potty, and change diapers before preschool begins.

9 am-11 am: Preschool

- Our preschool time begins with Circle time. During this time we talk about the month, day, year, and date.
- There is always a focus letter, number, color, and shape for the day
- We also talk about the weather outside
- We do various learning activities that are cohesive with our monthly theme.
- We sing lots of fun songs to help learn concepts
- We create at least one art project daily
- We also serve snack during Preschool time at 10 am

11 am-11:15 am: Music and dance time

- This is also the time where we wash our hands, use the potty, and change diapers before lunch.

11:15 am-11:40 am: Lunch time

- The children get to enjoy a home cooked, fresh, and organic meal
- 11:40 am- 12 pm:** Story time
 - Read a group bed time story (or 6) ☺
 - We also double check diapers and give the kiddos a final chance to use the potty before nap.
- 12 pm- 2 pm:** Nap/Rest time (please avoid dropping off or picking up children during this time as it is disruptive to the rest of the group).
- 2 pm- 2:30 pm:** Snack time
 - Before we come to the table we use the potty, change diapers, and wash hands.
- 2:30 pm- 2:45 pm:** Prepare to go outside
 - make sure all diapers are fresh, change clothes if needed
 - apply sunblock
- 2:45 pm-4 pm:** Outside play if weather permits
- 4 pm- 4:15 pm:** Clean up
 - wash hands, change clothes, change diapers, and use the potty
- 4pm-5pm:** Late Afternoon nap
- 4:15 pm-5:30 pm:** Free play inside
 - during this time, I prepare the children for parents to pick up

**We change diapers as they become soiled, not just at the above mentioned times.

DAILY SCHEDULE PRESCHOOL

- 6:30 am:** Children begin to arrive
 - They will have free play, but we general read books, talk and engage in quite activities
- 7:30 am- 8:30 am:** Breakfast
- 8:30 am- 9 am:** Breakfast Clean-up
 - wash hands, use the potty, and change diapers before preschool begins.
- 9 am-11 am:** Preschool
 - Our preschool time begins with Circle time. During this time we talk about the month, day, year, and date.
 - There is always a focus letter, number, color, and shape for the day
 - We also talk about the weather outside
 - We do various learning activities that are cohesive with our monthly theme.
 - We sing lots of fun songs to help learn concepts
 - We create at least one art project daily
 - We also serve snack during Preschool time at 10 am
- 11 am-11:15 am:** Music and dance time
 - This is also the time where we wash our hands, use the potty, and change diapers before lunch.
- 11:15 am-11:40 am:** Lunch time
 - The children get to enjoy a home cooked, fresh, and organic meal

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-We also double check diapers and give the kiddos a final chance to use the potty before nap.

12 pm- 2 pm: Nap/Rest time (please avoid dropping off or picking up children during this time as it is disruptive to the rest of the group).

2 pm- 2:30 pm: Snack time

-Before we come to the table we use the potty, change diapers, and wash hands.

2:30 pm- 2:45 pm: Prepare to go outside

-make sure all diapers are fresh, change clothes if needed

-apply sunblock

2:45 pm-4 pm: Outside play if weather permits

4 pm- 4:15 pm: Clean up

-wash hands, change clothes, change diapers, and use the potty

4:15 pm-5:30 pm: Free play inside

-during this time, I prepare the children for parents to pick up

**We change diapers as they become soiled, not just at the above mentioned times.

MEALS AND SNACKS

We provide meals that are prepared with fresh and organic foods. We also participate in the USDA Food Program. We provide breakfast, lunch, and a minimum of 2 snacks. Growing children have smaller stomachs than we do and often need more snacks throughout the day. If your child is still hungry, we will always offer another healthy, age appropriate snack such as blueberries or an apple. If your child arrives after a meal is cleaned up and he or she is hungry, we will offer a snack. Please let us know if your child has any special dietary needs (ex- vegan, gluten-free, etc.). We will do our best to meet those needs.

PRESCHOOL CURRICULUM

We use Mother Goose Time Preschool Curriculum. It is a professionally prepared preschool program that supports the social, emotional, physical, and cognitive development of children. I also provide other supplemental material to support Mother Goose Time. We love to add additional art projects, music, games, sensory bins, and movement activities to bring the curriculum to life. Please visit www.mothergoosetime.com to learn more. We are also big believers in emergent learning. This means that if the children are interested in a specific topic, we explore that topic deeper. Our goal is to meet each child where they are developmentally and help prepare them for school.

SUPPLIES

We have a \$100 supply fee each year, per child. This fee helps cover the cost of our preschool curriculum, as well as additional supplies for art, music, wipes, sunblock, toothpaste, etc. The fee is due at the time of enrollment and is a reoccurring fee every September.

POTTY TRAINING

Potty training occurs in relaxed manner here at Whole Babies Preschool & Childcare LLC. Whenever your child shows signs of readiness, we are here to help. Signs of readiness may include: showing an interest in the potty, talking about using the potty, fewer wet diapers, or the ability to undress oneself. If you think your child is showing signs of readiness, let's talk about it 😊 We think it is important for your child to have consistency with Potty Training (much like everything else). When your child is ready to begin this process, let's talk about what you're thinking about doing at home, so we can provide a similar environment in our home.

GUIDANCE AND DISCIPLINE

The word discipline comes from the word disciple, meaning to teach. Our goal of disciple is to teach children how to use appropriate behavior. We do this through love, consistency, and firmness.

If any child in our care is displaying inappropriate behavior, the first thing we do is redirect the child. If redirection doesn't work, we give the child two choices: they can either continue their behavior or lose a privilege. If the behavior still continues, we will put the child on time out (one minute for per year, 3 years old= 3 minutes). Timeouts are reserved for times when redirection is no longer working.

ILLNESS

Our goal is to keep all of the children healthy while in our care. We have a fairly extensive plan for illness because we want to stop the spread of any illness to all of the children. Children who are sick should not be brought to preschool. When sick children are brought to preschool, the other children get sick too. It then becomes difficult to get everyone well again. Please notify us if your child is too sick to come to preschool. If your child becomes sick while in our care, we will notify you right away. If your child gets sick while in our care, and is too sick to be around other children, we will ask you to pick up your child. In the meantime, we will of course make your child as comfortable as possible.

We highly recommend that families have a back-up plan if their child is ill and needs to stay home as we cannot care for sick children. We have seen families use on-call nannies, grandma's, and family friends as back-up daycare providers.

Symptoms Requiring Removal of Care:

Fever: A fever is defined as having a temperature over 98.6 taken under the arm. A child needs to be fever free for a minimum of 24 hours (without the use of a fever reducer such as Tylenol) before returning to preschool.

Diarrhea: Runny or watery stools, or 2 or more loose stools within the last 4 hours.

Vomiting: A child needs to remain home for at least 24 hours after vomiting

Runny Nose: If the runny nose is green in color

Runny and/or Crusty Eyes: Watery, matted, and/or red or pink eyes

Unexplained Rash

Lice or nits

Excessive Crankiness: If the child is excessively whining, crying, or wants to be held constantly. Or if he or she requires more attention that I can provide without jeopardizing the health, safety, or well-being of the other children in my care

Severe Cough: congested with phlegm, gets red in the face, gags, throws up, or high pitched whooping or croup sounds- must be mild before returning

If your child is out sick, please remember that your regular fees still apply (payment is still expected on the days that your child is not here/leaves early due to illness or doctor's appointment). We will be the one that determines if your child should be sent home due to illness. Also, please notify me as soon as possible when your child becomes ill, so that we may notify the other parents.

If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up immediately. He/she will be isolated from the other children, but of course he/she will be given lots of love and attention until you arrive. Your child can come back when he/she is no longer contagious. We will need a doctor's note stating that he/she is no longer contagious. All other parents will be notified of the possibility of a communicable disease and the symptoms to look out for.

Please do not give your child Tylenol before drop off if you think he or she may be sick. Tylenol will temporarily lower your child's fever, and we can spread illness to other children without us knowing.

DOSE AND DROP

Dosing and dropping is knowingly masking a child's excludable symptoms of illness with over the counter medications. Please do not do this. A child can have an allergic reaction or side effect to a medication they have previously had no problems with. As your provider, I need to know if your child has had any medications so that I can monitor for this. It is for your child's safety.

It is also for the safety of other children. If a child has one symptom (ie: a fever) and then comes to child care, all of the children and teachers have now been exposed. This can create a terrible situation if, what was initially thought to be the onset of a cold, turns out to be hand, foot, and mouth.

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A dose and drop is grounds for immediate termination of childcare services. Please help keep all our kids and teachers healthy.

INJURY

If your child is injured while in our care, we will:

- Comfort your child and assess the situation
- Provide basic first aid as needed
- Call 911 if it is an emergency
- Call you, the parent, if we are uncertain of the severity of the injury.
- Prepare a written notice, so that the injury is documented and you are notified of all of the details.

We will always let you know if your child is injured in our care; even if it is just a small bump or bruise. We know how concerning it can be when you find a bruise or scrape on your child and don't know where it has come from. We will always communicate with you regarding all of the little trips and falls your child has while in our care.

MEDICATION

Each child must have a signed authorization on file allowing us to give medication to your child. The Medication Authorization Form must be signed for each dose given to your child. Medication may be given to your child if:

- Medication (including over the counter medication) is in the original container. Please write the child's name on the container, so we don't mix it up with another child's medication. If a physician prescribes the medication, the container must also show the prescribing physician, the name of the medication and the dosage
- A written medication authorization form signed by the parent or guardian. This form is in addition to the medication authorization you signed at the time of enrollment
- The medication must be given to us upon arrival so it can be stored in a locked container

INSURANCE

We encourage each family to carry health insurance, which will cover your child in event of an accident. Whole Babies Preschool & Childcare LLC does carry the appropriate liability insurance.

PAYEMENT PROCEDURES

Tuition is due at the beginning of the week, and it is made in advance. You have the choice to pay monthly, bi-weekly or weekly, and will be outlined in your tuition contract.

There will be no adjustments made if your child is absent due to illness, appointments, days off, etc. Full and Part-time parents will be expected to pay their full weekly rate in the contract regardless of the actual number of days attended.

Checks should be made payable to Whole Babies. A \$25.00 fee will be charged for any check that is returned plus any additional bank fees that are charged.

Non-payment will result in the termination of your child's enrollment. There is a \$10 late charge for everyday your payment is late. If more than one check is returned for non-sufficient funds, we will only be able to accept cash payments going forward.

Parents can pay by check, cash, or through childcarepay.com. If paying in cash, we do not carry change, so any change needed would be applied to the following tuition payment.

If paying through childcarepay.com there is a fee of \$1 per transaction that is paid for by the parent.

HOLIDAYS

Whole Babies Preschool & Childcare LLC is closed on the following major holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Christmas Day, and the day after, Thanksgiving Day, and the day after. All of the above holidays are **paid** holidays. We also close at 12pm on Christmas Eve.

VACATION

Each family may take 1 week of vacation/sick time per year without paying tuition for that week (a week is equivalent to the number of days your child is enrolled).

EARLY ARRIVAL & LATE PICK-UP

Whole Babies Preschool and Childcare opens at 6:30am. If you drop your child off before 6:30am, you will be charged \$1 per minute.

Whole Babies closes at 5:30 pm each day. If you do not pick your child up by 5:30 pm, you will be charged a late fee of \$1 a minute for the first 3 occurrences. If you are late more than 3 times in a calendar year, you will be charged \$5 per minute you are late. We really do appreciate your consideration. Our goal for the

higher charge is not to make money, but to encourage parents to arrive on-time for pick up.

If you are going to be late, please call and let us know so we don't worry, and more importantly, so your child doesn't worry. **Please don't drop off early or pick up late** 😊

EMERGENCY CLOSURES/INCLEMENT WEATHER

In the event of inclement weather or a natural disaster, we will follow the Tigard/Tualatin school district closing/late start/early dismissal schedule. We do this for the safety of the families in our care and for the safety of our teachers.

TERMINATION/WITHDRAWAL

We reserve the right to immediately terminate our childcare contract at any time for any reason.

We always communicate with the parent and try to reach agreements before terminating our contract. Our goal is to be flexible and work with you, so that we can create the best environment for your child.

We require a 4 week written notice for withdrawal from Whole Babies Preschool & Childcare LLC.

HANDBOOK POLICIES AND PROCEDURES

We reserve the right to make changes to my handbook, policies, and procedures at any time. We try to give you at least a week's notice when changing any policies or procedures; although, it is not always possible. We will provide you with an updated copy of the handbook. Please sign and return that you have read and agree to the updates to the handbook within 3 days of receiving. Thank you!

TUITION RATES

PRESCHOOL: ages 3 years- 6 years attending a Preschool House

5 Days Per Week	\$39 Per Day	\$195 Per Week
4 Days Per Week	\$42.50 Per Day	\$170 Per Week
3 Days Per Week	\$47 Per Day	\$141 Per Week
2 Days Per Week	\$52.50 Per Day	\$105 Per Week

INFANTS: ages 6 weeks -3 years attending the Infant House

5 Days Per Week	\$55 Per Day	\$275 Per Week
4 Days Per Week	\$55 Per Day	\$220 Per Week
3 Days Per Week	\$55 Per Day	\$165 Per Week
2 Days Per Week	\$55 Per Day	\$110 Per Week