



## Parent Handbook

Director/Owner

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## **Mission Statement**

It is the goal of Happy Go Lucky Childcare to provide a safe and educational environment, with teachers trained in using The Pyramid Model, who create nurturing and responsive relationships with the children, allowing them to discover and explore the world around them. Our supportive environment helps children develop and grow intellectually, socially and emotionally through play.

## **Philosophy Statement**

At Happy Go Lucky Childcare you step into the wondrous world of young children where imagination and self-expression flourish. Our teachers encourage children to use critical thinking and problem-solving skills in their daily experiences. We use a child centered curriculum with a major focus on teaching conflict resolution and social emotional competency. The classroom environment is carefully designed to reflect the children's interests and to cultivate positive self-image, independence, and interdependence. We believe children learn best through play and being given many opportunities to experience the world in a variety of ways. Families are also extremely important to us and we encourage participation, feedback and ideas from all. We foster equal opportunity in learning and education for all children regardless of race, creed, sex, religion, national origin, or physical condition.

## **Our History**

Before opening as a family childcare in 2012, our Owner and Director Anna Pickel, I had spent the previous six years doing marketing in corporate America. One day she woke up and realized she had lost all passion for what she was spending her days doing. She found herself thinking about the times she had worked with children more and more. Her experiences began in high school working in their child development program and on site preschool. She also worked at a Montessori school in high school and then moved on to being a nanny while in college. She had to stop working in childcare during college, but always knew she'd find her way back to working with children again.

After 12 years of family childcare, the decision was made to move into certified center-based care. Our current program has 5 classrooms serving different age groups from 2 months to 5 years old. We will have one infant classroom serving 16 children under 1 year of age. There will also be one wobbler classroom serving 16 children between 1-2 years of age. We will have one toddler classroom serving 10 children who are 2-3 years of age and 2 preschool classrooms, each serving 20 children 3-5 years of age. The building also has an indoor gym with a large play structure and rock climbing wall for the children to use in small groups on rainy or cold days. Gateway Discovery Park located directly outside our doors will be the children's main outdoor play space. Children will wear brightly covered safety vests over their jacket/clothes while on the playground to ensure teachers can do regular head counts and know where every child from their class is at all times.

## **Admission Policy**

To secure enrollment, you will need to pay a one-time \$250 enrollment fee and complete all necessary forms in the enrollment package before your child's first day.

These forms will be sent electronically through ProCare for you to fill out. Children arriving on their first day will not be permitted to stay without the fee or completed forms being provided. If any information on these forms changes, you will need to submit those changes in writing to be placed in your child's file.

Happy Go Lucky Childcare strives to be prepared for all emergencies and to comply with state regulations regarding necessary enrollment forms. Having these forms readily available upon the child's first day ensures that their needs and the parent's wishes – as designated in the enrollment forms – are met.

### **Daily Routine**

7:30 am	Arrival - free play time
8:30 am	Breakfast served
9:00 am	Free play time
9:45 am	Group circle time or activity
10:15 am	Outside play time or inside free play (weather dependent)
11:45 pm	Lunch served
12:30 pm	Nap time
3:00 pm	Afternoon snack served
3:45 pm	Outside play time or inside group activity (weather dependent)
5:00 pm	Departure

The daily routine at Happy Go Lucky Childcare will consist of many elements so that children are challenged intellectually while also having fun at the same time. Our routine will be flexible given the needs of the children on any given day and will vary according to age group and classroom.

Group circle time will contain multiple elements, such as: large body movements, singing songs, reading stories, talking about different topics, playing games, etc. Group activities will be art projects, creating with play dough, practicing small motor skills, etc. Our afternoon activity will consist of outdoor play, weather permitting, or inside play time. Whether we are inside or outside, this activity will focus specifically on large gross motor skills and getting the children up and moving.

Activities and schedules will also vary by classroom and age group. The schedule for your child's classroom will be posted in their room, so please review it for any changes. Infants will always be on their own eating and sleeping schedules, which will vary each day depending on that child's needs.

### **Curriculum**

The curriculum at Happy Go Lucky Childcare will be based on children's interests as we are a play-based school. We use Creative Curriculum as our guide to facilitate this process. It will support growth and development in cognitive skills, motor skills and social emotional skills. Children will be learning the alphabet, numbers, recognizing and writing their name, basic math skills and numerous social skills, all through play. All children are encouraged to join group activities before deciding to play on their own. We

also utilize the Learning Beyond Paper curriculum that is offered through ProCare to write our lesson plans and select activities. Each lesson plan will be flexible based on the interest level of the children. Keeping the attention and focus on the children will always be the main goal of the lesson plan and it will be adjusted accordingly.

The Pyramid Model is also a cornerstone of our program and works in conjunction with our curriculum as teaching children social emotional skills is one of our main goals. It includes a framework of evidence based practices for promoting young children's healthy social and emotional development and all of our teachers take training about how to properly implement it within their classrooms.

### **School Rules**

1. Be Safe
2. Be Kind
3. Be Responsible

Students who do not comply with these rules will be given three chances to comply, unless they are being immediately harmful to themselves or others, in which the case they will be removed from the area. Upon the third warning, without compliance, children will be removed from the area.

It is the goal of Happy Go Lucky Childcare to instill a sense of respect for self, others and belongings. The three chances exist in order to give children a chance to solve their own problems and make positive choices. Having the opportunity to resolve situations on their own will aid in giving children a sense of empowerment and pride.

Our staff spends as much time down on the floor interacting with the children as possible. Because of this we are able to be very proactive in anticipating and preventing problems from occurring among the children. This also gives us many opportunities to give the children instruction and support in using their social skills, such as: empathy, self-regulation and problem solving. We do this by using lots of language, modeling skills for them, encouraging them to use the same language and by referencing our Pyramid Model solution kit cards that are posted on the wall.

### **Parent Communication - Open Door Policy**

Parents are encouraged to visit Happy Go Lucky Childcare during the day and parents have free access to the daycare at any time that their child is in attendance. We believe parent involvement is very important to our program and have developed methods for keeping communications open between parents and staff.

The bulletin board in the lobby will contain our monthly menu and newsletter. These will also be e-mailed at the beginning of each month with all necessary information for the upcoming month.

We use an app, ProCare, to communicate with parents as well. You can access this by downloading the app for your phone for free or by using your web browser. When information is entered it updates in real time so if you want to see what we've been doing throughout the day you can log in and check it anytime. All of your child's meals, activities, diaper changes/potty usage, nap time, etc. will be documented in this

report. You will be automatically e-mailed the full daily report for your child(ren) each evening upon signing out for the day.

We will also request that you give feedback to our program anonymously through an electronic parent survey once a year. These surveys are used for program improvements and teacher evaluations. Your participation is greatly appreciated, and the survey only takes a few minutes of your time.

You have the right to review your child's file at any time. You also have the right to see our certification inspection reports from the Child Care Division.

### **Parent Conferences**

All parents will have the opportunity to have a parent/teacher conference with their child's teacher twice a year, once in the fall and again in the spring. These will be scheduled in advance and the program will be closed so teachers can meet with parents one-on-one without distractions. You will have the option to meet with the teacher in person or on Zoom. Developmental assessments on your child will be reviewed during the conference so you'll know which areas your child is thriving in and where they might need some additional attention. You will be consulted about your child's interests and preferences, informed about their progress, and encouraged to contribute to setting learning and developmental goals for your child as well.

You are encouraged to schedule a conference anytime you wish to discuss your child's progress or any concerns you may have. You may find it difficult to talk with the teachers during class time because they will be interacting with the children, which is their first responsibility. If they seem busy, please contact the Director to schedule a conference time with the teacher so you can have their undivided attention.

### **Health, Hygiene & Potty-Training Policy**

The staff at Happy Go Lucky Childcare use age-appropriate instruction for each individual child to help teach them a variety of skills about preventing germ transmission, such as: proper hand washing, using tissues to wipe their nose, coughing/sneezing into your elbow and not sharing drinks/food during mealtime. We talk about these things daily and provide reminders as needed.

We also do the same with toileting. When a child is showing the signs of being ready for toilet training, we help them practice pulling their pants up/down, getting up onto a stool and sitting on the toilet using the small child's seat that folds down from the regular seat. We give children many reminders and opportunities to use the toilet as well. When accidents happen, children are never shamed, and it's always treated as no big deal. We just get cleaned up, go on with our day and remind them to remember to get to the potty sooner next time.

When parents want to start toilet training, we suggest you do so over a long weekend or vacation break when you know you can give your child lots of consistency to get them started. After you've done this, please let the Director know so she can communicate with your child's teacher about focusing on potty training at school. It is imperative that your child be able to verbally communicate with their teacher when they need to go to the bathroom. When your child has demonstrated that they can communicate, stay dry for periods of time and assist with the potty routine, we will let parents know that the child can start coming to school in underwear. Do not send your child in underwear without first getting the approval from either the classroom teacher or Director.

### **Nutritional Policy**

Happy Go Lucky Childcare participates in the USDA food program and serves meals and snacks to children according to the rules of the program. Parents requesting alternative meals or snacks must provide a doctor's note clarifying the request and reasoning behind it. Without this statement the child will receive the meals/snacks designated in the childcares USDA food program approved menus. We provide as many organic food options as possible and the majority of our meals are homemade.

Kirkland formula will be provided by Happy Go Lucky Childcare for all infants. If you want your child to have a different type of formula or breast milk, you will need to provide those.

### **Mealtime Policy**

Happy Go Lucky Childcare staff encourage healthy eating habits for all children as is age appropriate for each individual child. One adult is always sitting with the children during mealtime to ensure safety, but to also engage and encourage the children to have conversations with each other. We talk to them about good nutrition regularly and always model healthy eating habits. Age-appropriate serving sizes are also given, per USDA guidelines, and children are always encouraged to try new foods, but they will never be forced to eat anything. All children are given child size serving utensils so they can begin to learn how to feed themselves. We always encourage the children to have good table manners and to help clear their dishes after they're done eating, as it is age appropriate. Fresh fruits and vegetables are served daily and vary throughout the year as the seasons change.

### **Health & Fitness Policy**

Physical fitness and activity are a very important part of our daily routine at Happy Go Lucky Childcare. We go outside every single day, unless it's pouring down rain, and even then, we would try to get out during a break in the rain. On days the weather would prevent using the playground, we will utilize our indoor gym in small groups of 10 to ensure every child has gross motor time.

### **Inclusion Policy**

We are inclusive of all children. Reasonable accommodations are made for all children and for needs they may have/develop during their time in care (special and individual as required per IFSP). All possible options will be exhausted to support all children in regard to safe participation of the program, included but not limited to: observations of challenging behaviors, communication and collaboration with parents/guardians, consultations with ECSE, CCRN, Early Learning Hub, Inclusive partners, Morrison Family Services, child's health provider and any other specialist/services as needed. Written parental consent is required for any services requested.

Staff will work with parents to identify supportive strategies to sustain attendance and participation for their child. This will include meeting to explore interventions to support the child, family, staff and program will be held as needs arise. In the event of a transition that is best suited for the child's needs, a plan specific to that transition will be developed and executed with all collaborating parties.

In the event of an extreme safety concern, a suspension may be necessary until a plan/intervention can be developed which supports the child and all children in the

program. The plan will be addressed with immediate urgency to keep suspension as short termed as possible and only as a last resort. Anytime this is a consideration, it will be made in collaboration with the program director/staff, family, CCRN, Early Learning Hub, ECSE and any outside services involved. In this extreme event, a written plan will be developed and will include avenues to continue engagement and support for the child, including what actions will be provided, including local resources available.

### **Behavior Management**

At Happy Go Lucky Childcare, we believe, demonstrate and expect that all children are inherently good and will rise to the expectations put before them. By teaching self-regulation, empathy, problems solving strategies and offering positive behavior supports, the child will grow to be largely in control of their selves. We use The Pyramid Model along with CSEFEL (Center for Social & Emotional Foundations for Early Learning) Program which outlines very clear guidelines for acceptable and honorable behavior choices. By utilizing a system of acceptable choices for handling difficult situations, we offer the tools children need to be successful. This set of standards is discussed daily at our circle time, recognized throughout the day as opportunities arise and emphasized as situations occur.

Our guiding goals are to be Safe, Respectful and Responsible to all People, Places and Things. We create an environment that is intentional and offers preventative strategies for conflict (multiple choices and abundance of materials) however, on occasion, conflict does arise, and it is the teacher's role to help either redirect or assist in facilitating a solution through examining the options and solutions available at that given time. By teaching children these lifelong skills, it will help them to grow into confident adults.

If a child's behavior becomes unsafe to themselves, other children or staff, the environment will be cleared of hazards & other children, or the child may be removed from the current environment, whichever staff feels is safest for that situation. One staff will remain with the child and every attempt to deescalate the child and situation will be made. If that goal is unattainable, parents will be notified for consultation on how to best proceed. In this event, there is a likelihood that the parents will be required to pick the child up from care as an intervention and the child will probably be allowed to reenter care the following day, depending on the exact circumstances. Physical restraint will always be a last resort, will be as minimal as possible and will only be used to keep children safe as the only goal.

### **Discipline Policy**

Happy Go Lucky Childcare shall use positive discipline, which will include:

1. Communicate to children using positive statements
2. Encourage children with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts
3. Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected

The types of discipline that will not be tolerated under any circumstances are:

1. Inflicting corporal punishment in any manner upon a child's body
2. Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort
3. Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment
4. Placement in a locked or dark room
5. Public or private humiliation, yelling, or abusive or profane language
6. Associating disciplinary action or rewards with rest, food or toileting

Redirection of misbehavior will be used as a first strategy with all children. Time outs will not be used for any child. Instead, we will offer children a break in their classrooms calm down area. The only purpose of giving a break will be for the child to regain control of themselves and practice self-regulation. Children will be encouraged to monitor how their body is feeling and to take breaks in the calm down area independently when needed as well.

No consequences will occur for potty accidents or refusals to eat. We do not battle over anything coming into or going out of their bodies. No food or drinks will be withheld as a form of punishment and no child will be forced to eat anything that they do not desire. That being said, there will not be alternatives offered, with the exception of documented food allergies.

There will be no consequences given that are frightening or humiliating in any way. If a correction becomes necessary for an undesirable behavior, we will attempt to discuss the problem and explore options for solutions. If the issue persists and other alternatives have not been successful, a "Stop & Think" for regrouping and change of focus will be utilized. The child will be given the opportunity to quietly calm down and decide when to re-enter the group after discussion with a staff member. Positive self-management is always our goal. Respect, empathy and tolerance will be taught, demonstrated and expected by all.

### **Child Release Policy**

Happy Go Lucky Childcare will only release a child to a person or persons who are designated as "authorized to pick up child" on the child's enrollment form. Parents can update this section of their child's profile in ProCare anytime they wish. If you add someone new to our child's authorized pick up list, please send a message to the classroom teacher so they are aware someone different will be coming to pick up the child that day.

In addition, a child will not be released to an adult who is suspected to be under the influence of drugs or alcohol. In the case of suspected drug or alcohol use, an alternate person from the authorized list will be called and expected to pick up the child.



## **Confidentiality Policy**

Happy Go Lucky Childcare is very sensitive to the fact that information concerning you, your child and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. Happy Go Lucky Childcare will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve. Our staff will make every effort to discuss private matters away from children and other adults, to ensure that all information stays confidential.

## **Illness & Injury Policy**

Happy Go Lucky Childcare follows the Office of Child Care and County Health Department guidelines regarding children with illnesses. Copies of the OCC handbook are available upon request. Children who have been ill within the previous 24 hours will not be accepted into the center. If a child has had a fever, they must be fever free without the use of fever reducing medications for a minimum of 24 hours before they can return to care. Children who have been vomiting must stay home for 48 hours before they can return to care.

If a child becomes ill during the day, his/her parent will be notified to pick up the child. The child will be kept away from the other children until the parent arrives. Parents are expected to pick up within one hour after being notified their child is sick and needs to go home. If the parent cannot pick up the child within this time frame, they need to have someone else come pick up their child.

Children are considered ill if they have the following symptoms:

- fever of 100.4 or higher
- harsh dry cough
- vomiting
- diarrhea
- skin or eye lesions
- rashes that are weeping or puss-filled
- yellowing of skin or eyes
- stiff neck or headache with one or more of the symptoms listed above
- uncontrollable running nose with any of the symptoms listed above
- difficulty breathing or wheezing
- complains of severe pain

Children with minor colds who are able to participate in normal childcare activities are welcome. If your child is not eating well, not having normal sleep patterns or is not able to participate in outdoor activities, please keep your child home to get the necessary rest to fully recover from his/her illness.

If your child has been sent home with a communicable disease, he/she will not be readmitted to the center until it is determined that he/she is no longer contagious. A doctor's release may be requested.

In the case of a serious injury or illness, it may be necessary for staff to call 911 to get medical treatment for your child. This is why we ask for medical authorization on your child's enrollment form in the event you cannot be reached or the situation is very

serious and we must make these decisions on your behalf. All staff are trained in how to give first aid for major and minor injuries. First aid materials are readily available in each classroom and bathroom to ensure they are accessible at all times to any staff member who might need them.

### **Screen Time Policy**

Happy Go Lucky Childcare is a screen free environment. Electronic devices are used on an extremely limited basis in our preschool classrooms and are only with specific intention, such as: showing videos for yoga or Zumba to encourage physical activity and occasionally for watching a movie on special occasions. Alternative activities are always available for children when electronic media is being used and any media being shown is always nonviolent, culturally sensitive and age appropriate. We never use electronic media during meal or snack times. Screens are never used in our classrooms for children under 3 years of age.

### **Photo & Video Policy**

Pictures and videos are taken of the children almost daily, or as often as possible, and will be shared through our ProCare app with all parents in your child's classroom. There will also be photos of your child and/or your family displayed in their classroom as building a sense of community is very important to us. The children love seeing photos of themselves and their families to share with their peers! Please send the Director a photo of your family at the time of enrollment so we can add you to the classroom family display.

Photos or videos will not be used on our website or our Facebook page unless you have given permission for us to do so on your child's enrollment form.

### **Medication & Immunization Policy**

As part of your child's enrollment packet, you will be asked to fill out a general medication form. This includes all normal medications we use or give to children frequently. Sunscreen, diaper cream, Tylenol, Neosporin and Burn Free are included on this form. We will provide these medications for your child.

If your child requires prescription medication during the day, a consent form must be completed stating the dosage of the medication, time to be given and permission to administer it. All medication must be labeled with your child's name and date and must be in its original container. If the medication is prescribed the prescription must be for your child, we cannot give any medication that is prescribed to another person. Any medication requiring a measuring spoon to administer must come with the appropriate measuring spoon.

All medications given to your child each day will be logged into ProCare. We will never give your child any medication without your prior consent and proper paperwork on file. If you will be bringing in a new medication for your child, please send a message in advance through ProCare so the teacher can have the form ready to be filled out when you arrive to drop off. Without this form completed, the medication cannot be given.

Per Oregon state law, all children attending licensed childcare programs must have their immunizations up to date. Our Director is able to pull your child's immunization file from the state database, but if you have lived out of state you will need to supply us with those records. If your child is not up to date on their immunizations, please talk with the Director about completing the necessary exemption requirements. We are required to do immunization reporting to Multnomah County every January and any child who is not up to date or has the proper exemption paperwork on file, will be excluded from care until their file is brought current. We must follow state rules regarding these and no exceptions can be made.

Please make doctor appointments for your children when they need immunizations on Friday afternoons or during a school break. Vaccine reactions happen frequently, and we want your child to be home with you if a reaction were to happen, not at school. Many children are cranky, don't feel well or have other symptoms the day after vaccines, which makes it harder on them to fully participate in our day. **Infants will not be accepted into care until 48 hours after vaccines due to the increased risk of reactions or SIDS.**

### **Transportation Policy**

Happy Go Lucky Childcare will only transport your child if the group is going on a pre-planned field trip that parents will be notified of in advance and will be asked to fill out the necessary permission slip. We are not able to transport your child to or from school.

### **Child Abuse & Neglect Policy**

Happy Go Lucky Childcare is mandated by Oregon law to report any suspected child abuse and/or neglect. Required training classes have been completed by staff members in accordance with Oregon law. If there is suspected abuse of children, staff, volunteers or family members occurring while they are on the premises of the building, it will be reported to the appropriate authorities immediately.

### **Non Discrimination Policy**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. Happy Go Lucky Childcare is also always willing to include children with special health needs into our program and will make necessary exceptions/accommodations accordingly. We consult and collaborate with various professional agencies and parents to meet special health needs of children as well.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20255-9410 or call, toll free 866-632-9992 (voice). TDD users can contact USD through local relay or the Federal relay at 800-877-8339 (TDD) or 866-377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

### **Reporting a Complaint**

If you have any complaints about our program, please discuss your concerns with the Director as soon as possible. If you do not feel your concerns are being addressed, or you are uncomfortable discussing the issue with the Director, you may contact the Child Care Licensing Specialist for this facility, Kirsi Baird at 971-273-3340 or 1-800-556-6616. Please remember that Office of Child Care does not intervene in money matters.

### **Emergency Policy**

All staff at Happy Go Lucky Childcare have first aid and CPR training. Parents must sign an emergency release authorization form allowing Happy Go Lucky Childcare to obtain emergency medical treatment if necessary. Parents will be notified as soon as possible of any injury or a medical emergency. Children will be taken to the best hospital to treat your child; as determined by emergency services. Parents are responsible for all costs of medical treatment and ambulance transportation.

In the event of a fire or other emergency requiring us to vacate, the children will be evacuated to Gateway Discovery Park. The park is located directly outside of the building at 10520 NE Halsey St. Every effort will be made for us to shelter in place if possible. It is very important to keep your emergency information updated so we are able to get a hold of you in case of emergency.

### **Incremental Weather Policy**

In the event of snow or other weather making traveling conditions dangerous, Happy Go Lucky Childcare will refer to David Douglas School District regarding any closures. If the school district decides to close, we will do the same as well. This is to ensure the safety of all families and staff members. We are also not able to maintain the required staff to child ratios required by Office of Childcare if staff members aren't able to safely make it to work, which is another reason why we would have to be closed under these circumstances. Parents will be notified with as much notice as possible in the event of a weather-related closure.

If a snow/ice storm happens after care has all ready begun for the day, we will be monitoring the situation closely to ensure that everyone can make it home safely. Notifications will be sent through ProCare if we will be closing early and what time your child needs to be picked up. If you won't be able to pick up your child, you will need to make alternate arrangements to ensure they are picked up so staff can make it home safely as well.

When the temperature is either extremely cold (below 32 degrees) or extremely hot (above 100 degrees), children will be kept indoors to protect them from the extreme temperatures. We will utilize our indoor playground and have gross motor activities available in their classrooms under these circumstances.

### **Developmental Screenings**

We use a free developmental screening tool, called the Ages and Stages Questionnaire, to ensure that all children are meeting their developmental milestones. Our staff have been trained on how to use and score these questionnaires to ensure they're completed accurately, in partnership with parents. Each child will have a

screening completed within 45 days after being enrolled at Happy Go Lucky Childcare. The results of these screenings will be shared with the parents of the child. Depending on the results of the screening, your child may be referred to early intervention services, which are completely free.

A more comprehensive assessment tool that our staff uses is called Teaching Strategies Gold, or TS Gold. This program evaluates a child's development in 64 different areas and allows us to track how your child is progressing/developing so we can better meet their needs. We also utilize other assessment tools to help us evaluate child's knowledge on colors, numbers, shapes, letters, rhyming words, opposites, beginning sounds and basic math skills.

If you would like more information about either of these processes you can talk with the owner or you can visit [www.asqoregon.com](http://www.asqoregon.com) and [www.teachingstrategies.com](http://www.teachingstrategies.com).

### **Birthdays and Special Occasions**

Happy Go Lucky Childcare acknowledges every child's birthday, as well as other holidays and special occasions during the year, and encourages parent participation for such events. If you wish to provide treats for a special occasion, please let us know at least one week in advance.

According to the state health policy, we cannot serve home baked goods. You may purchase treats from a store or bakery for special occasions. **We are a nut free facility**; please ensure you do not bring any treats containing nuts or we will not be able to serve them.

If for any reason you do not want your child's birthday celebrated, we will honor your request, please notify our Director. Happy Go Lucky Childcare is non-domination program and will not discuss or celebrate religious holidays.

### **Dress Code**

Please dress your child appropriately. The activities we do may be messy. Do not send your child in clothing that you do not want stained. Weather permitting; we will spend a lot of time outdoors. Make sure your child has a coat or jacket every day that is appropriate for the weather. You also need to supply a complete change of clothing in case of an accident. If the child has no spare clothing, the parent will be called to bring some.

**Open toe shoes are not allowed.** We want to protect children's feet and it's very difficult for children to run/play without injury in open toes shoes.

### **Required Supplies - Infant**

All supplies must be labeled with your child's name. Dirty clothes will be sent home at the end of each day and new items will need to be brought the following morning. If you choose not to supply the required items for your child, they will be purchased for you, and you will be responsible for the cost.

You will need to provide the following:

1. Two complete changes of clothing to be left at school. This includes shirt/onesie, pants, and socks. Sleepers are fine too. Please avoid clothing with excessive snaps or buttons. You will be notified if different clothes or sizes are needed.
  - a. Do not sent your infant to school with clothing that has a hood. These items are unsafe for sleeping and must be removed.

2. One sleep sack in the appropriate size for your infant.
3. One jacket or sweater to be left here – weather appropriate.
4. Shoes or something to protect their feet other than socks if they are crawling/mobile for outdoor play.
5. One pacifier and one pacifier fastener (optional) to be left here (if your child uses a pacifier). Preferably inside the plastic box it comes in from the store to ensure it stays clean when not in use.
6. Breast milk, if applicable. We are supporters of breast feeding and are happy to keep a frozen supply if you choose to supply one vs. bringing daily. Please date and label breast milk with your child's full name.
7. Baby Tylenol, if you wish it to be used. This must have the child's name on it. Remember, a consent form must be completed before administering.

### **Required Supplies - Wobbler**

All supplies must be labeled with your child's name. Dirty clothes will be sent home at the end of each day and new items will need to be brought the following morning. If you choose not to supply the required items for your child, they will be purchased for you, and you will be responsible for the cost.

You will need to provide the following:

1. Two complete changes of clothing to be left at school. This includes shirt, pants, and socks. Please avoid clothing with excessive snaps or buttons. You will be notified if different clothes or sizes are needed.
  - a. Do not send your child to school with clothing that has a hood. These items are unsafe for sleeping and must be removed.
2. One jacket or sweater to be left here – weather appropriate.
3. One pacifier and one pacifier fastener (optional) to be left here (if your child uses a pacifier). Preferably inside the plastic box it comes in from the store to ensure it stays clean when not in use.
4. Shoes that fit, are weather appropriate and are closed toe for playing outside.
5. Any over the counter medication that you may wish to be used. This must have the child's name on it. Remember, a consent form must be completed before administering.

### **Required Supplies – Toddler/Preschool**

All supplies must be labeled with your child's name. Dirty clothes will be sent home at the end of each day and new items will need to be brought the following morning. If you choose not to supply the required items for your child, they will be purchased for you, and you will be responsible for the cost.

You will need to provide the following:

1. Two complete changes of clothing (more if we are toilet training) to be left here. This includes shirt, pants, socks, and underwear.
2. Any over the counter medication that you may wish to be used. This must have the child's name on it. Remember, a consent form must be completed before administering.
3. One jacket or sweater to be left here – weather appropriate.

4. Shoes that fit, are weather appropriate and are closed toe for playing outside.
5. Special toy or blankie, if needed at sleep time.

### **Substitutes and Volunteer Policy**

Happy Go Lucky Childcare believes building strong children and families is not something we do alone. We believe parents and extended families play an important role in making early childhood development a positive experience. Please know that all of your time and skills are welcome and appreciated, whether they be volunteering on a field trip, reading to a small group of children, doing an art project or sharing your family's culture.

We ask that parents who would like to regularly volunteer in the classroom fill out a background check with the State of Oregon and enroll in the state Central Background Registry. If you're interested in volunteering, please speak with the Director. No visitor, volunteer or staff who is not enrolled in the CBR will have unsupervised access to children.

There may be times that using a substitute teacher is necessary due to illness, vacations or family emergencies. If a substitute teacher will be used, parents will be notified as far in advance as possible. All substitutes will be first aid and CPR certified, have completed the required child abuse and neglect reporting training and will have a background check performed by the State of Oregon. They will also be familiar with and follow all policies set by Happy Go Lucky Childcare.

### **Bereavement Policy**

Happy Go Lucky Childcare reserves the right to close for up to 5 days a year, with pay, due to a death occurring within the Director's immediate relatives or a close friend. Every effort will be made to find a substitute to fill in so that we don't need to close, but if this isn't possible parents will be notified of the closure as soon as possible.

### **Unforeseen Closure Policy**

It is possible that we must close unexpectedly during the very rare occurrence of a major appliance malfunction (furnace/water heater), loss of electricity, loss of running water or some other unforeseen event that impacts our ability to be open and operating for business in accordance with licensing rules and regulations. Every effort will be made to resolve the issue before determining that we must be closed that day or need children picked up early, if care has already begun for the day. These closures would be extremely rare and unlikely. As much advance notice will be given to families as possible. No refunds will be given in the event of an unforeseen closure.

### **Air Quality Policy**

If the Air Quality Index (AQI) is 101-150 (unhealthy for sensitive groups), we will be limiting outdoor play to only 30 minutes. When the AQI is above 150 (unhealthy), we won't be going outside at all. If the AQI goes over 300 (hazardous), we will be closed as it is unsafe for staff/families to travel to/from school.

### **Fire Danger Policy**

In the event of a fire evacuation level 1 notice due to wildfires for our area, we will be open, but require parents to be available to pick up within 1 hour if we were

upgraded to a level 2 evacuation notice. If we are at level 2 than the childcare would be closed due to safety of staff and children. In the event of a drastic spread of fire and if we were increased to a level 3 before all children were able to be picked up, those children would evacuate with a staff member and their parents would be notified on where to come to pick them up. Parent's will be notified via ProCare for all communications on evacuation level and closure status.

### **Professional Development & Teacher Planning Days**

We will be closed three times a year for our annual professional development days. These will happen on Fridays in February, May and October. During these days, all staff from the program will be attending an all-day childcare training either on site with a trainer brought in or attending a local conference. Attending trainings as a group really enhances our ability to put the knowledge and skills that we are learning into practice in our classroom. This increases our ability to continue providing high quality childcare to the children in our program. All staff in the program are also required to complete a minimum of 16 hours of professional development training annually per Office of Child Care licensing rules and these days help tremendously in accomplishing that requirement.

We will also be closed for three days each year for teacher planning days. Planning and collaboration time with staff members is also essential. Having in-depth conversations without children present allow us to really focus on our goals as a class and overall program, but also on goals for individual children and how we can help them achieve those. These days also allow teachers to work on child assessments, prepare for parent teacher conferences and many other administrative tasks they need to work on throughout the year. It also gives us the opportunity to change our environment, deep clean, move furniture, etc. which can't be accomplished while children are in care.

All closures will be paid days off and exact dates will be included in our school calendar that goes out to families every September.

### **Holidays and Vacations**

Happy Go Lucky Childcare does not exchange closed holiday days for an extra childcare day. If your child needs to miss a week of care because of a family vacation or any other pre-planned reason, please notify the Director. Tuition is still due regardless of why your child is absent.

Happy Go Lucky Childcare is closed every year on the following holidays:

- |                                     |  |
|-------------------------------------|--|
| <b>1. New Year's Day</b>            | <b>5. Juneteenth</b>                   |
| <b>2. Martin Luther King Jr Day</b> | <b>6. Labor Day</b>                    |
| <b>3. President's Day</b>           | <b>7. Veteran's Day</b>                |
| <b>4. Memorial Day</b>              | <b>8. Thanksgiving Break (Wed-Fri)</b> |

If a holiday falls during the weekend, we will be closed on either Friday or Monday in observance of the holiday. You will be notified in advance on which day this closure will occur.

**We will also be closed for four weeks during the year for vacation. These will be paid days.** The first week will be for Spring Break, typically the last week of March. The second week will take place during the summer and will occur around the 4<sup>th</sup> of July. Our final vacation will be for 2 weeks covering the timeframe between



Christmas and New Years. Spring Break and Winter Break will always align with the closure schedule of David Douglas School District. The exact dates of these closures will vary each year and parents will be notified at the beginning of each school year as to what days these will be.

Paid vacation time allows our staff members time to relax and recharge. These days are very much appreciated, and we thank parents for allowing us to have this time off with our own families.

### **Tuition**

Happy Go Lucky Childcare charges tuition as a monthly fee. Parents are able to choose how many days they want to secure for their child and this will become your set tuition. Tuition will be due on the first of the month. It does not vary according to the child's attendance. The tuition is a set cost for operating the center, taking into account not only daily expenses, but also less frequent expenses such as: field trips, utilities, parties, insurance and the purchase of toys and equipment. A child's lack of attendance would not change these expenses, as they are a necessary part of the center's operation.

All rates include freshly prepared homemade food and any activities while your child is in care, including field trips. This includes all baby food and formula for infants as well. We also supply disposable diapers, training pants, wipes and diaper cream as needed for all children. Tuition rates will increase annually by 5% on September 1<sup>st</sup>.

- **Infants (6 weeks-2 years)**
  - 5 days per week - \$2,200
  - 4 days per week - \$2,050
  - 3 days per week - \$1,900
- **Toddlers (2-3 years)**
  - 5 days per week - \$2,000
  - 4 days per week - \$1,850
  - 3 days per week - \$1,700
- **Preschoolers (3-5 years)**
  - 5 days per week - \$1,800
  - 4 days per week - \$1,650
  - 3 days per week - \$1,500

### **Late Payment and Pickup Policy**

Tuition is due on the first day of each month. If payment is not made by 5:00 pm on that day, you will be charged a late fee of \$10 per day until payment is made. If payment has not been received after one week, your child will not be accepted into care until your account is brought current. There will be a \$25.00 charge for any check returned for NSF. If your check is returned for NSF, you will be required to make all future payments electronically or with cash.

A late fee of \$1.00 per minute will be charged for each child picked up after the scheduled closing time of 5:00 pm. If you are going to be late, please send a message in ProCare so staff aren't wondering where you are. We understand that traffic and certain things happen. Exceptions will be made for the rare late pick up, but if it becomes a frequent issue, late fees will be enforced and termination could happen.

### **Trial Period and Termination Policy**

Happy Go Lucky Childcare has a 30-day trial period for all children entering care. This gives everyone a chance to be sure it's a good match and an easy out if it's not. Your contract with Happy Go Lucky Childcare can become void at any time during this period by either party. You will be issued a refund for any days you have paid in advance if your contract should become void.

We have the right to terminate care with any child and family. If Happy Go Lucky Childcare chooses to terminate care with your child, you will be given at least 14 days' notice. Immediate termination may occur under serious circumstances.

### **Changes and Withdrawal**

To allow adequate time for billing and staffing, Happy Go Lucky Childcare requires 30 days' notice to change days of enrollment, or any other change resulting in a change of fee. Please discuss these changes directly with the owner. We also require 30 days' notice in writing to withdraw from the program. If your child should stop attending the center before the 30 days is up, you are still financially responsible.