



Covered Bridge Childcare LLC

Parent Handbook

Mission Statement

Covered Bridge Childcare LLC aims to provide high quality, flexible care that meets the needs of students and parents. As a covered bridge, we protect children and guide them to bridge new experiences while meeting the social, emotional, physical and intellectual needs unique to each child. We are dedicated to fostering development by providing an enrichment program that encourages children to learn and thrive.

Childcare Staff

Covered Bridge Childcare LLC has carefully selected an experienced, professional, loving staff. Each staff member is CPR and First Aid certified and meets all licensing requirements. Each has been enrolled in the Criminal History Registry to ensure the safest environment possible.

Jill Rudzek, the Director, has over seventeen years experience working with children. She has been a certified teacher since 2000, and holds a Master's degree in education from Southern Oregon University and teaching certification from Western Oregon University's School of Education.

Beyond teaching, Jill's experience with children includes teaching dance, directing drama, directing childcare sites, and coordinating and directing YMCA day-camp and resident camping programs.

Collin Harris is a student at Portland Community College seeking an elementary education degree. He started working with kids at Southwest Center Child Care where he worked for four years hosting birthday parties, coaching basketball, and as a sports camp counselor. He is also a rock climbing guide at Club Sport.

An interesting fact about Collin is that he has five younger brothers and two younger sisters. He has been highly involved in the youth ministry as a Sunday school teacher.

When he is not at school or work, you can find him doing anything outdoors such as snowboarding, climbing, hiking, backpacking, mountain biking, or fishing. He has been an employee of Covered Bridge since April of 2007. He is looking forward to being active with the kids at Covered Bridge Childcare.

Licensure

Covered Bridge Childcare LCC is fully licensed by the state of Oregon and holds all necessary insurance to operate the center.

Admission

Covered Bridge Childcare LLC accepts applications year round. Acceptance into the program is only limited by space availability and completion of all necessary paperwork. All information contained in the student's file is strictly *CONFIDENTIAL*. Care is provided on a priority basis to meet full time childcare needs. Part-time care may be available for no less than 2 days per week.

Daily Schedule

3:10-3:20 pm	Check-in	4:10-4:40 pm	Organized Games/Outside Play
3:20-3:40 pm	Snack	4:40-5:20 pm	Arts/Crafts/Science Activities
3:40-4:10 pm	Study Hall	5:20-6:00 pm	Free Time/Pick-up

The curriculum offers a balance of child-initiated and teacher-initiated activities planned to meet the capabilities and interests of elementary-aged children. Students develop skills and knowledge in a relaxed atmosphere. In addition to this curriculum framework, Covered Bridge Childcare LLC utilizes the 40 Developmental Assets as a guideline for our school age programming activities.

- Arts & Humanities
- Character Development
- Health, Wellness and Fitness
- Homework Support
- Literacy
- Science
- Service Learning
- Social Competence and Conflict Resolution

Monthly Rates

Registration - \$50.00 per child/\$75.00 per family

Attendance Schedule	<u>5 Days</u>	<u>3 Days</u>	<u>2 Days</u>
Regular School Days (3:10-6pm) (10% sibling discount)			
Sept., Feb., & March	\$211	\$169	\$118
Oct, Jan, April, & May	\$277	\$194	\$139
Nov, Dec, & June	\$184	\$127	\$95

2008-2009 Care coverage when school is not in session.

October 9	February 1 & 16	June 16
November 9, 16, 23-25	March 23-26	
December 21-23	April 12 & 19	
In-service Care - \$35/day		

Closure Days

November 26th-27th

February 15th

December 24th-January 1st

May 24th

Covered Bridge Childcare LLC will be **closed** on days when school closure occurs due to poor weather or other unplanned conditions.

Inclement Weather Policy

Covered Bridge Childcare LLC operates according to the school districts in regards to closures due to inclement weather. If school closes morning, afternoon, or all day due to inclement weather, Covered Bridge Childcare LLC will be closed as well. Refunds and/or credit will not be issued for days.

Tuition Info

- Monthly tuition payments are due in advance and are payable the first school day of every month for the care rendered during that month. Additional charges occurring during a month shall be added to the payment due the first of the next month. Refunds are not given for days not used.
- A late payment charge of \$20.00 will be applied to any account not paid by the 6th of the month. Your balance must be paid in full by the end of the month, and maintained in order to ensure your continuance in our childcare program.
- All children should be picked up by 6pm. There is a \$5.00 late charge every ten minutes children are picked up after 6pm.
- Returned checks will be assessed a \$25.00 processing fee.
- We understand that payments cannot always be made on a timely basis due to special circumstances. When these circumstances arise, please discuss them to the Director so arrangements can be made on a confidential basis.
- Tuition Fee Statements will be given monthly by email.

Classroom Management

Covered Bridge Childcare LLC provides a warm, nurturing environment for each child. Staff is involved in professional development to enhance “best practice” quality care and remain sensitive to each child’s needs. Our philosophy is to foster positive self-esteem throughout our center in order to encourage children to feel good about themselves, their classmates and their caregivers.

Discipline Policy

Discipline is to guide and teach, and help the child develop the internal controls to behave appropriately. We use positive behavior management techniques to help children understand expectations for behavior, to anticipate possible conflict situations and to intervene in a timely manner to prevent problems from occurring or escalating.

The staff does not use corporal punishment, isolation, or humiliation as punishment. Emphasis is placed on teaching alternative behaviors and giving each child situations to practice and establish new,

acceptable habits. Staff may utilize a “cooling off” time-out when a child is in danger of hurting him/herself or others. This brief period is intended as a time for the child to regain his/her self-control in order to better communicate and listen to the needs of all involved.

When necessary, a parent-teacher conference will be requested to employ future strategies for all involved. The center reserves the right to withdraw any child who endangers the welfare of the children, staff or program.

Sick Child Policy

If your child shows any of the symptoms below, he/she is required to remain out of the center until fully recovered. Please remember to be considerate of other families and staff members.

- A contagious or communicable disease
- A temperature of 101 degrees or higher
- Heavy nasal discharge; yellow or greenish in color
- A persistent cough
- Draining eyes, ears, nose, or any open sore
- Diarrhea or vomiting
- Cannot participate in play both indoors and outdoors
- Strep throat- child must be out of childcare for a minimum of 48 hours and must be using prescription medication
- Unknown questionable rashes, measles, chicken pox, etc. Highly infectious conditions will require a physician’s written approval before returning to the center.

If your child becomes ill at the center, we will call for you or a designated adult on your Emergency Card to pick up your child as soon as possible. The child will be provided a safe, quiet place to rest away from other children until you arrive.

Medication/Sunscreen Permission Form

Children may not be given ANY medication without written instructions from the parent stating that we may administer it. All medication must be in its original container labeled with the child’s complete name, address, physician’s and pharmacy’s name and phone number, recommended dosage, times and method of administration. Upon completion of a prescription drug, the remaining medication will be turned over to the parent/guardian. Sunscreens and topical lotions may be applied as needed under written parental instructions.

Accidents/Incidents

Children sometimes receive bumps and bruises as part of their daily routine. They may also be involved in various “incidents” worth documenting, such as disruptive behavior. You will be notified of these events through an **Incident Report Form**. Your signature is required on this report and it is then filed in the individual child’s file. The staff will use basic First Aid procedures to care for bumps and bruises. If more care is needed for the injury we will ask that the parent follow up with a physician’s visit or we will seek emergency medical care.

Drills/Emergency Procedures

Emergency drills are conducted once a month to prepare children in the event of an actual emergency.

Parents will be notified to pick up children immediately when an emergency situation arises such as a natural disaster, loss of utilities, etc. This would be implemented when a hazardous condition or situation presents itself and hampers the welfare of the children and staff and/or hampers the implementation of proper health and safety regulations necessary for the correct care of children.

Child Pick-up

Only parents/guardians or individuals authorized on the **Emergency Release Form** will be allowed to pick-up your child. ANY adult not known by the staff will be asked for a photo ID. This policy is in place for the safety of your child. If an emergency situation arises and someone not on your release form needs to pick up your child you must call the Director and give a specific description of the adult and have that person be prepared to show a photo ID before we will release the child.

Photographs and Publicity

Photographs of the children participating in our program may be taken from time to time. They may be hung in the center, placed in a photo album and appear in, brochures or other publicity materials. Photograph permission forms are signed during enrollment and shared with staff.

Parent Behavior at the Center

Covered Bridge Childcare LLC is committed to creating a safe, nurturing and caring environment. We speak with all children respectfully, and don't use any form of belittling, corporal punishment, or improper language. The center is a drug, alcohol and smoke free environment. Smoking is not permitted on the premises. We believe, because you as parents/guardians have chosen CBC, you are also committed to these same principles of childcare. We ask that parents/guardians follow our philosophy when at our center.

Divorce/Separation

Covered Bridge Childcare LLC wants to serve all our families in the best possible way, especially during difficult transitions. If shared custody agreements are in place, we would appreciate written notice. Unless we have a legal document, we can not presume one parent has more or less rights than another.

Reporting Child Abuse

Covered Bridge Childcare LLC is committed to the safety of children. Should we recognize any signs of child abuse or neglect we are mandatory state reporters and will contact the Oregon Department of Human Services Child Welfare Branch.

Withdrawals

We ask that you please give notice prior to withdrawing your student from the program. Covered Bridge Childcare LLC reserves the right to terminate child care services for any reason.

Statement of Non-Discrimination

Covered Bridge Childcare LLC admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. This childcare does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its policies, scholarships, or programs.