



[www.salemchilddevelopmentcenter.org](http://www.salemchilddevelopmentcenter.org)

[office@salemchild.org](mailto:office@salemchild.org)

503.363.9821 fax: 503.363.0329

P.O. Box 7422 Salem, OR 97303

# FAMILY HANDBOOK

## EARLY CHILDHOOD LOCATIONS

FAIRGROUNDS ROAD SITE @ 1550 FAIRGROUNDS RD NE

LIBERTY GARDENS SITE @ 304 HRUBETZ RD

DALLAS SNAPDRAGONS SITE @ DALLAS HIGH SCHOOL

KEIZER 2.5 hour PRESCHOOL @ CLEAR LAKE UMC

## SALEM/KEIZER SCHOOLS ~ ON-SITE

BATTLE CREEK	CHAVEZ	CLEAR LAKE
FOREST RIDGE	GUBSER	HAMMOND
KALAPUYA	KEIZER	LEE
LIBERTY	MCKINLEY	MILLER
MYERS	PRINGLE	SCHIRLE
SUMPTER	YOSHIKAI	

## ADDITIONAL AREA SCHOOLS

AUMSVILLE      NORTH MARION

DALLAS - WHITWORTH, LYLE & OAKDALE

# FACT SHEET ON SALEM CHILD DEVELOPMENT CENTER

Office Phone 503-363-9821

[www.salemchilddevelopmentcenter.org](http://www.salemchilddevelopmentcenter.org)

[office@salemchild.org](mailto:office@salemchild.org)

**Executive Director: Carolin VanOrden**

**Early Childhood Program Coordinators: Cheryl Martin, Kelli Barrett, Merrie Martinez**

**School-Age Program Coordinators: Kristy Heitling, Tamara Funk**

## MISSION STATEMENT

To provide safe, high quality, educational child care environments for children and their families.

To accomplish our non-profit mission we offer:

- **Developmentally appropriate curriculum**
- **Experienced professional staff**
- **An inclusive nurturing learning experience where families are welcome.**

## What is Salem Child Development Center?

- A non-profit corporation, licensed by the Child Care Licensing Division, serving the needs of children ages 6 weeks to 12 years old.

## When was SCDC Started?

- Founded in 1968. Incorporated in 1971. Registered with the State Board of Education in 1985.

## Who governs SCDC?

- 15 member volunteer Board of Directors sets center policies. The board membership comprised of parents and community members.

## What ages and locations does SCDC serve?

- **Salem NE: 1550 Fairgrounds Rd. NE**, Infants through Preschool Age
- **Salem S: 304 Hrubetz Rd SE**, Infants through Preschool Age
- **Keizer**: Monday, Wednesday, Friday 2.5 hour Preschool Program
- **Dallas Area Programs**: Infant through Preschool @ Snapdragons site and 3 School Age Programs
- **School Age Programs**: Aumsville, Battle Creek, Chavez, Clear Lake, Forest Ridge, Gubser, Hammond, Kalapuya, Keizer, Lee, Liberty, Lyle, Miller, McKinley, Myers, North Marion, Oakdale(transport to Whitworth), Pringle, Schirle, Sumpter, Whitworth, and Yoshikai.

## What are SCDC adult to child ratios & staffing titles?

- Ratios: 1:4 Infants, 1:5 Toddlers, 1:10 Preschoolers, 1:15 School Age Children.
- Executive Director, Early Childhood Program Coordinator, School-Age Program Coordinator, On-Site Director, School-Age Program Leader, Teacher, School-Age Assistant Program Leader, Aide I, Aide II, Substitute Floater

## What are the staff qualifications and training?

- Staff are exceptionally dedicated, dependable, best-suited, energetic child care professionals.

- Continued professional development and training required to enhance and improve skills.
- Staff are highly valued at SCDC, and turnover is exceptionally low.

### **What kind of programs does SCDC offer?**

- Developmentally appropriate practices are followed in SCDC programs.
- Programs address the needs of the whole child and their families.
- Parent involvement is a major part of our link to providing a strong program.
  - ◆ On-going parent information is encouraged
  - ◆ Parent surveys
  - ◆ Parent volunteers for field trips, potlucks, carnival, etc.
- Large outdoor play areas provide large muscle development and recreation.
- Strong educational component to prepare children for positive futures.
- SCDC collaborates Willamette Education Service District and other community resources.

### **What about the rates?**

- SCDC has competitive rates in the child care field.
- The center offers 2<sup>nd</sup> child discounts, a 4:30 early pick up rate, vacation credits, and limited scholarship funds. The SCDC Board works to budget at rates that offer accessibility and affordability.

### **What is the Salem Child Development Center philosophy?**

- To provide high quality safe, consistent environments in which children can discover their own capabilities and creativity.
- Children are encouraged to develop self-discipline and respect for others.
- To maintain a non-sexist, non-racist setting for children's learning.
- To enhance the development of a positive self-image in each child.
- To provide warmth and nurturing in a growth-facilitating environment.
- To provide an environment rich with opportunities to learn and discover.
- To provide parents with an open, welcoming atmosphere to encourage and promote parent involvement and parent peace of mind.
- To provide the best suited staff; qualified and dedicated to understanding the needs of the children and families.
- To develop a one-on-one relationship with each child and parent, communicating to the child that they are "cared about" as well as "cared for".
- To extend the children's environment beyond the classroom and into the community.
- The center is committed to advocating for all children, reaching out into the community and the State to advocate for high quality care for all families.

**USDA NON DISCRIMINATION POLICY:** Salem Child Development Center prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex gender identity, religion, reprisal, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases will apply to all programs and/or employment activities.)

SCDC accepts all children that are able to function within staff ratio and within the environments we maintain.

# **POLICIES AND PROCEDURES**

## **ENROLLMENT REQUIREMENTS:**

The following list of items are required to enroll your child in any Salem Child Development Center (SCDC) program. Depending on the individual child or family need, additional forms or documents may be required.

- Each child's parent/guardian is required to complete the registration and account contract, along with all required enrollment and authorization forms. You are expected to provide correct and current information for each section of these documents. It is critical that parents update SCDC if any of the provided information changes, such as parent contact information. If you need to remove or add an authorized individual to pick up your child, or make changes to parent permission, etc. PLEASE notify SCDC staff immediately.
- Immunization forms are required for children enrolling in one of SCDC's Early Childhood Programs prior to your child's first day and updated as needed.
- For infants through preschool, the ASQ-3 parent questionnaire is required within 45 days of your child's enrollment into the Early Childhood Program. This document is to be updated annually at the onset of continued enrollment.
- Families receiving DHS assistance will need to provide verification with estimated co-pay and hours DHS will pay prior to enrolling your child in a SCDC program. It is the family's responsibility to contact the Direct Pay Unit with the appropriate SCDC provider number.
- In some situations, in order to determine if SCDC is a good fit for the child wishing to enroll, we may require a child assessment based on information provided by parents and professionals who are knowledgeable about the child's care needs.

## **ACCOUNTING AND BILLING**

### **TUITION PAYMENTS:**

- Monthly tuition is due in full on the 1<sup>st</sup> of each month.
- If enrolling on the 10<sup>th</sup> or after, your initial month is prorated, and tuition is due at enrollment.
- Tuition must be received in our office no later than the 15<sup>th</sup> of each month or a \$30 late fee will be assessed.
- Child care will be suspended on the 20<sup>th</sup> if payment arrangements have not been made. Charges continue to accrue while we are holding a space for your child until payment has been received.
- Care will be cancelled if payment has not been received by the 25<sup>th</sup>.
- Accounts 30 days past due are referred to Cascade Collections (further information

below).

- A fee of \$35 will be charged for any check returned to us for non-payment from a financial institution. The amount of the monthly charges plus the \$35 fee are due in cash immediately upon notice from the SCDC office & within 5 days, maximum. If a second returned check is received, cash or money order will be required for all future payments.
- SCDC does not accept credit or debit card payments.
- Billing statements will be available on the 1<sup>st</sup> working day of each month.
- Payments are due in advance of care.
- Please make payments by the scheduled deadline. Late charges are applied on the 16<sup>th</sup> of the month.
- If you terminate care and you have an outstanding balance, you will need to have the account settled or a payment arrangement in place within 30 days.
- Any unpaid tuition is subject to collection and all fees associated with the collection agency. SCDC refers delinquent accounts to Cascade Collections.

### **ADDITIONAL BILLING INFORMATION:**

Multiple child discounts are available at all sites. A 10% discount applies on a second and additional children in the same immediate family household and applies to the children attending the lower cost program. Families in need of two separate billing accounts will be charged \$25 per month, per account, when applicable. Terms apply.

### **REGISTRATION FEES:**

An annual non-refundable registration fee will be charged per child, per academic year. Families will be charged at enrollment or re-enrollment following cancellation in the same academic year, and annually thereafter. Summer registration is charged separately.

### **PRE-ENROLLMENT:**

All SCDC programs have a registration period which usually begins in the spring for the next academic year. Priority goes to currently enrolled children upon receipt of the non-refundable registration fee. Current families need to pre-enroll by the designated deadline listed on registration forms. Families who do not pre-enroll by the designated deadline will risk losing their space if the program fills.

### **VACATION CREDIT:**

Families may apply for a vacation credit as follows:

- Advance written notice is required a minimum of one week in advance of vacation dates. Vacation credit application forms are available on the SCDC website and at each of our program locations.
- 5 consecutive weekdays of vacation are required to qualify for the vacation credit.
- Part-time schedules qualify for a vacation credit if the child will be absent for 5 consecutive weekdays.

Maximum Credit Available:

- Infant/Toddler/Full Day Preschool Programs: 1 week per academic year and 1 week per summer term.
- School-Age Programs: 2 weeks per academic year and 1 week per summer term.
- 2.5-hour Preschool Programs: Billed in nine equal payments September – May. No credit is given for vacations.

**OTHER CREDITS:**

No reimbursements, credit or makeup/switching days will be given for absences, illness, vacations without meeting qualifications, school closures, weather closures, public health emergencies, holidays, etc. SCDC is a non-profit organization and the fees charged are set at a price point where our income offsets our monthly expenses for space, materials, operating supplies, staff and administrative costs. We do not make daily or hourly adjustments to schedules or fees.

**THIRD-PARTY BILLING INCLUDING DHS:**

Families eligible for assistance are responsible for contacting the SCDC office at 503-363-9821 or [office@salemchild.org](mailto:office@salemchild.org), as well as DHS. Families are responsible to stay current with DHS paperwork and sign monthly vouchers when applicable in order for SCDC to receive proper, timely tuition payments. Families are responsible for any payments not made by DHS. Eligibility and billing arrangements need to be confirmed prior to starting care. All monthly co-pays and additional balances are due in full by the 15<sup>th</sup> of each month.

**SCHOLARSHIP:**

Charlotte Mair Memorial Scholarship funds are available on a triannual basis to assist families with a financial need to be able to continue to participate in the quality care provided at SCDC. Amounts awarded for up to 50% of SCDC's monthly tuition vary depending on the individual circumstances and funds available. Scholarships are limited and are awarded at the sole discretion of the Board of Director's Scholarship Committee.

## **REFERRAL CREDIT:**

Parent recommendations to your co-workers, family members, neighbors and friends are encouraged and rewarded at SCDC! We will apply a \$50 child care referral credit to your account when a new family (who has never had a child enrolled in an SCDC program) whom you refer, enrolls with SCDC for over 1 month. The new family must list you as the referral at the time of their enrollment. Credit will be issued after the new referred family pays for and attends an SCDC program for at least one month. Credit is limited to one time and one recipient per new family. The recipient must be currently enrolled in an SCDC program at the time of the referral to be eligible.

## **SCHEDULING:**

Schedules are made at enrollment. Prior approval is needed for any schedule changes. We will do our best to accommodate your changes depending on space availability. A \$5.00 fee will be charged for every schedule change made during the year after the first one. No make-up days or switching of days accepted. We do not offer hourly or part-day rates. Extra drop-in days need prior approval and are granted on a space available basis. Additional charges will be assessed for additional care. At the time of enrollment, we ask for parents to provide us with your child's **scheduled days and times of care**. Schedule changes require that we have enough staff at the facility to meet appropriate student/staff ratios; in order to meet these ratios, we need advance notice of changes to your normal hours of care.

## **SCHEDULING CHANGES:**

All schedule changes are based on space availability. Sites at capacity will maintain a waiting list for future openings. Priority will be given to families with siblings already registered in an SCDC program. Priority will also be given to families with full-time schedules.

## **WITHDRAWING FROM CARE:**

**Two weeks written notice is required when withdrawing from SCDC.** Parents are responsible for all fees associated with their account at the time they withdraw their child from an SCDC program. Children on suspension will not receive credit. Children terminated from care by SCDC will not be given two weeks notice or be required to pay a two weeks fee.

## **TERMINATION POLICY:**

We reserve the right to terminate services for, but not limited to, the following reasons:

- Failure to pay fees
- Failure to submit required forms, such as, authorization forms, health and immunization forms, etc.

- Failure to observe the policies regarding arrival and departure, including excessive late pick-ups
- Lack of parental cooperation
- Physical or verbal abuse of any person or property
- Child's inability to function appropriately within the group childcare setting
- Child's behavior poses a threat to the safety and/or well-being of other students or staff
- SCDC reserves the right to refuse services
- SCDC reserves the right to make decisions not covered by this handbook, as deemed necessary for the safety and welfare of all children. Failure to follow these procedures may be grounds for termination.

## **HOURS AND DAYS OF OPERATIONS** **& AGES OF CHILDREN WE SERVE**

### **HOURS OF OPERATION:**

All SCDC early childhood programs open at 6:45am and close at 6:00pm, Monday through Friday. Our school-age sites open at 6:45am, until school starts, returning when school releases children at the end of the day, and closing at 6:00pm. Please speak with the SCDC teachers to verify the site's precise hours.

### **AGES AND LOCATIONS:**

Our early childhood programs are located at Fairgrounds Rd NE in Salem, Liberty Gardens at Hrubetz Rd SE in Salem, and Dallas Snapdragons on the Dallas High School campus. Each of these sites serves infants, age 6 weeks old, through preschool age. Preschool is also offered in the morning for 2.5 hours on Monday, Wednesday, and Friday at the Clear Lake United Methodist Church in Keizer. We offer school-age care for children ages kindergarten through 5<sup>th</sup> grade. Our school-age sites are located on elementary school campuses within 4 local school districts: North Marion district at the Primary School, Cascade School District at the Aumsville Elementary campus, Dallas School district at both Lyle and Whitworth campuses, and 17 elementary schools in Salem-Keizer School District.

### **DAYS CLOSED:**

Holidays including New Year's Day, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, day after Thanksgiving and Christmas day. We are also closed for three in-service/staff workdays per year, Veteran's Day, the Friday before Labor Day and the Tuesday after Labor Day. We are closed for the entire week of July 4<sup>th</sup> for maintenance and families



receive credit for this closure. We close early (4pm) on Christmas Eve and New Year's Eve. When a school district closes access to the buildings, those school sites will be closed accordingly.

## **EMERGENCY CLOSURES:**

When public schools are closed due to inclement weather conditions or an unforeseen emergency, SCDC programs will also close, which includes our early childhood programs. Families need to develop alternate arrangements in preparation for emergency situations. Closure announcements are delivered and updated through local radio, TV and your child's school district website. If emergency conditions occur later in the day and children have already arrived at the center, SCDC staff will contact you and advise you to pick-up your child. When school districts announce they are delaying the school start time, SCDC will open at our regularly scheduled time of 6:45am. This time may be altered to accommodate the school-age teachers' safe arrival at the site. SCDC will contact families regarding any changes to your child's site schedule, including the expected time parents are required to pick up your child.

## **INCLEMENT WEATHER:**

In the event of severe weather, school district officials will make the decision if the conditions are severe enough to close schools or if delaying the start-time is the best choice. SCDC follows weather closures and early dismissals for each school district.

- IF your school district closes – all SCDC site locations in that district will also close, including early childhood programs.
- IF your school district is delayed – SCDC will open at 6:45am, OR as close as is safely possible.
- IF Cascade or Dallas school districts are delayed – school-age morning care will NOT be provided.
- IF your child's school district has early dismissal due to weather conditions – SCDC will close all district sites. Staff will not be on-site, and you will need to make arrangements with the school to pick up your child. SCDC is not available as your emergency backup during these closures.
- IF your school district closes while children are in our care, SCDC will close, including early childhood programs. Parents will be notified by phone and media. Please share in the responsibility to maintain the safety of your children and SCDC teachers. We have provided several media links who actively provide current information during inclement weather conditions, and we ask that you check these media sources frequently during inclement weather events. For everyone's safety we ask parents to please respond quickly during these situations.
- IF questionable road conditions exist, SCDC will cancel all transportation, including travel between programs and all scheduled field trips.
- IF inclement weather events occur during school breaks, such as "winter break", please

refer to SCDC's website, [www.salemchilddevelopmentcenter.org](http://www.salemchilddevelopmentcenter.org), for closure information.

### **DISTRICT WEBSITES FOR EMERGENCY CLOSURE AND DELAY INFORMATION:**

Salem/Keizer School District - <https://salkeiz.k12.or.us/about/emergency-closures-delays>

Dallas School District - <https://www.dallas.k12.or.us/emergency-closure-and-inclement-weather> and <http://www.flashalert.net/news.html?id=171>

Cascade School District - <https://www.cascadesd.org/domain/890> and <http://www.flashalert.net/news.html?id=166>

North Marion School District – <http://www.flashalert.net/news.html?id=196> and <https://www.nmarion.k12.or.us/district/page/emergency-or-inclement-weather-notifications>

### **EMERGENCY PLAN:**

Children and staff practice monthly fire drills, earthquake drills, lock downs, as well as other potential site emergency responses. Each site has a written plan for handling emergencies, including fire, illness, floods, earthquakes and evacuation of the facility. SCDC staff attend emergency management training. Please check with your specific program site for their designated evacuation site and emergency procedures.

## **ARRIVAL AND DEPARTURE**

### **ARRIVAL A.M.:**

SCDC **opens at 6:45am** Monday through Friday. Staff arrive at the center prior to the opening time to prepare for your children's arrival, which includes arranging the classroom environment and organizing the supplies and materials for the day's activities and projects. Please support our staff in this process by respectfully adhering to the scheduled opening time. If you see SCDC staff in the building, do not ring the doorbell or knock on the door or windows, to request that they open the doors before 6:45am. **Children are never to be left unattended.** **DO NOT leave your child's classroom without communicating with your child's teacher.** We expect parents to take the initiative to interact with your child's teacher. Verify they are actively aware your child has arrived for the day. Even when you are running late and don't have time for a conversation, you **MUST** make contact with your child's teacher and assure they are aware your child has arrived. Optimally, we ask families to consistently arrive at the center with enough time to share your curiosity in your child's development and learning by interacting with your child in the classroom. Intentionally develop a morning routine designed to assist your child's transition from their home environment to their school environment. To complete this transition, get the attention of your child's teacher, take a few moments to share how your child slept and how your child's morning has been. We encourage you to share personal stories or relay any number of scenarios that provide you, your child and your child's teacher a chance

to connect. This process is just one of the ways that you, as your child's primary teacher, create opportunities to develop a partnership with your child's SCDC educator.

### **DEPARTURE P.M.:**

***Children are released to authorized people ONLY.*** Until our staff become familiar with new families, all authorized individuals picking up children will be required to provide picture ID. Please adhere to the specific process for departure used by the program your child attends. Parents are required to enter the building to pick-up their child. Please make contact with SCDC staff prior to leaving the build with your child and make sure they are aware your child is going home with you. This applies to all authorized people as well. Please check with staff regarding parent information that is ready for you to pick-up. SCDC has designed our pickup procedure based on licensing required standards and to partner with you to protect your child. We realize at times life can become hectic and parents may feel rushed as they arrive to pick-up their children. In these moments, we encourage parents to remember that you and your child are transitioning; you from your work environment and your child from their school environment. We recommend developing a routine, similar to the morning. Put away your cell phone before entering the building, greet your child with your full attention and take time to listen to their day's events. Your enthusiasm will set the tone for the rest of the evening. We welcome family feedback and SCDC teachers are available to answer any questions, listen to any comment and support you to find a solution if you have a concern.

### **6:00 P.M. CLOSING TIME:**

SCDC programs close promptly at 6:00pm and staff are not scheduled to care for children after this time. You will be charged a late fee of \$1.00 per minute, per child, anytime you arrive after 6:00pm. **NOTE: Abuse of this policy may result in additional charges and/or suspension of your children from the program.**

### **CHILD ABSENSES:**

It is imperative that you notify the SCDC program staff when your child will be absent. To ensure everyone's safety, SCDC teachers must locate all missing children. Failure to notify teachers of your child's absence takes away time they would otherwise spend with the children in their care. This process is very time consuming and causes undue stress and concern for SCDC teachers, as well as your child's classroom teacher and school office staff. A simple phone call or text is all that is required. It is also important to call if your child will arrive later than normal.

### **Early Childhood Programs:**

If your child is going to be absent, please contact the location of your child's program. With the exception of children who attend the early childhood program located at Fairgrounds Rd, please do not call the main office number to report you child's absence.

### **School-Age Programs:**

Please contact the SCDC site phone where your child attends school to report your child's absence. Please **Do Not** call the school's office. We rent the school space and we appreciate the partnership we have with each school. As a partner with SCDC, we request your collaboration in maintaining this positive relationship with the school your child attends.

### **PARKING LOT SAFETY:**

**Slow Down!** Extreme caution is critical when entering, exiting and while parked in the parking lots. **Enter and leave cautiously** and ONLY park in designated spots. Carry young children or hold their hands to protect them from being tempted to run ahead and potentially dart in front of cars. **DO NOT** let children ride their bikes in the parking lot. NO child is to be left unattended. Do not leave your car running in the parking lot. These policies are safety measures for your children and others!

### **SECURITY:**

Our programs keep their doors locked for security purposes. Enrolled parents may use the code, ring a doorbell or knock on the entrance door. Please do not hold the door open for others; let visitors knock or ring the doorbell so staff can assist them. Lock your car at all times. SCDC will not be responsible for lost, misplaced or stolen items left in cars, left at school or left with the children.

### **AUTHORIZED ACCESS:**

Custodial parents, non-custodial parents and guardians are given access to SCDC programs during all hours of operation without advance notice. Families are encouraged to be regular and active participants in the center. We promote family involvement! Children's families bring the unique knowledge of the child's cultural backgrounds, traditions, beliefs, home language, interests and abilities. The partnership between the families and the staff enhances the children's overall learning experience.

**NOTE** - SCDC is responsible to uphold the following statutes around the rights of non-custodial parents:

ORS 107.154 Authority of parent when other parent granted sole custody of child:

Unless otherwise ordered by the court, an order of sole custody to one parent shall not deprive the other parent of the following authority:

- To inspect and receive school records and to consult with school staff concerning the child's welfare and education, to the same extent as the custodial parent may inspect and receive such records and consult with such staff;
- To authorize emergency medical, dental, psychological, psychiatric or other health care for the child if the custodial parent is, for practical purposes, unavailable.

## **COMMUNICATION POLICY:**

Parent communication is of the utmost importance. We welcome questions, feedback and discussions that are oriented towards a positive outcome for your child. SCDC staff are committed to developing partnerships with parents. Each family brings a vital and dynamic contribution to the strength and quality of SCDC's programs. To promote a collaborative partnership, it is critical that when you have questions, comments or concerns your first point of contact is your child's program teacher. If you find that you need support or mediation in order to come to a satisfactory outcome, you may contact your child's supervisor for guidance and support. In every interaction, it is imperative that communication between parents and SCDC staff is purposeful, meaningful and geared towards the well-being of the child. The care of your child is shared by you and your child's teacher; this is the common ground for promoting positive and supportive interactions to create nurturing relationships that are predictable, dependable and consistent. Sensitive issues will be discussed in private at a mutually beneficial time. The office staff will be happy to help you with information, answer questions or send a message to the staff. Please respect that the staff may not be available if you call during the day. Staff are restricted from using their personal cell phones to call or text parents during working hours, as their full attention will be on the children. Every month you will receive a calendar that provides you with the activities planned for the month. In addition, you will receive a newsletter highlighting celebrations, reminders of specific dates that required paperwork is due, any scheduled closures, reminders of field trips including times of departure and arrival, etc. These resources are designed for the purpose of communicating with parents about the planned events they can expect their children will participate in throughout the month. You are expected to utilize these materials so that you are aware and involved in the experiences planned for your child's learning and development. If you have any questions about the events, reminders or activities, please reach out to your child's teacher for clarification. Please remember they are your partner in your child's learning and development.

## **SCDC STAFF:**

SCDC seeks to employ the best-suited individuals for the age of children they will be working with, and who demonstrate they are dependable, energetic, and highly qualified professionals. Every staff member must pass both a drug test and a criminal background check before their first day of employment. All staff complete a set of foundational trainings: Recognizing and Reporting Child Care Abuse and Neglect, Pediatric First Aid and CPR, Oregon Food Handler's training, Introduction to Child Care Health and Safety, Preventing Is Better Than Treatment, and Foundations for Learning. Additionally, SCDC has developed employee policies that exceed those required by Oregon's Child Care Licensing Division (CCLD). SCDC requires 20 hours of professional development annually, exceeding CCLD's required 15 hours. Part of the way SCDC expresses our passion to support and honor our program teachers is by exceeding the required ratio of teachers to children. SCDC schedules teaching staff based on the number of children who are enrolled in the program, rather than the number of children in attendance. The scope of this approach to scheduling and professional development recognizes the essential functions of implementing high-quality programs and the required knowledge and time to integrate the

needs of each child, perform assessment and documentation, program planning, sanitation tasks, and completing the daily required administrative responsibilities. SCDC's sensitivity to the weight of the teaching teams' responsibilities and the expectations of their performance is made evident in these practices.

### **EMPLOYEE OUTSIDE EMPLOYMENT LIABILITY:**

SCDC does not accept liability or responsibility for employees of SCDC who assume duties of outside employment. This includes any activities not specifically sanctioned by the Center and for any employee who is not acting within their scope of employment, including babysitting. SCDC is not responsible for employees outside of work hours.

### **VOLUNTEERS:**

SCDC does not use volunteers in their school-age programs. In the Early Childhood Program, the use of volunteers is limited, and volunteers are never incorporated along with staff into the child ratio count.

## **CERTIFIED CHILD CARE CENTERS**

### **LICENSING:**

Salem Child Development Center is a certified child care center. Each of our programs are licensed by the Child Care Licensing Division (CCLD). The process of becoming a licensed child care center and sustaining the certification requires dedication and commitment. Every staff member is trained to understand how to consistently implement the set of standards defined in the rules and regulations specific to the program where they work. Each program location is reviewed annually by a licensing specialist, along with a surprise visit performed sometime after the annual review. Research on quality child care has found that centers who are licensed create high-quality programs as a result of the requirement to adhere to the rules and regulations. This set of standards is designed to establish an increased attention on activities that promote children's wellbeing, developmental growth and learning.

**Parent Resources:** If you would like to learn more about Oregon's CCLD, or if you have questions, comments or concerns, you may speak with any SCDC staff or use the following links to find the information you need:

- This website will provide links to the rules and regulations: Oregon Department of Early Learning: <https://www.oregon.gov/delc/providers/>
- This website will provide you with links to information about help paying for child care, as well as other types of information and support for families and parents/guardians: <https://www.oregon.gov/delc/families/>

## **HEALTH AND SAFETY**

### **HEALTHY ROUTINES:**

Children will routinely be supported to independently manage health and hygiene practices. At each ability level, children will learn toileting, handwashing, preventing germ transmission and healthy eating habits. Families are encouraged to share values, beliefs and goals with the staff regarding these topics. Each program has safety rules, and uses both formal instruction and naturally occurring opportunities to teach safety and expectations that apply both in the program and when children are at home, or out in the community.

### **NUTRITION:**

SCDC encourages healthy eating habits during mealtimes by sitting with children during meals and snacks, engaging them in conversations and encouraging conversations between children, and providing appropriate portion sizes. We will encourage children to try foods but will not require them to eat specific foods or amounts. Meals and snack times teach children to follow instructions, improve their self-help skills, develop self-control, share, and understand health and nutrition.

### **SNACKS:**

SCDC provides morning and afternoon snacks and milk for mealtimes. Snacks consist of assorted crackers, cheeses, yogurt, vegetables, fruits and cooking projects.

### **LUNCHES:**

Lunches are provided by the parents and need to consist of fruits, vegetables, grains, protein and dairy. Suggestions: fruits, cheeses, vegetables, chicken, hotdogs, sandwiches, pudding, leftovers, yogurt, soups, pasta, etc. SCDC early childhood programs have microwaves and refrigerators. Warm-ups need to be under one minute, in a microwave safe container, and not require any additional preparation. Please have food ready to heat up as the classroom of children will be waiting! Watch for bus trips and pack appropriate outdoor foods. We embrace cultural traditions; if you have traditional foods, dances, sports and games we encourage you to share them with the class.

### **FIELD TRIPS:**

Children in our preschool programs go on field trips throughout the year. Parents can expect fewer outings in the fall and winter months due to the impact of unpredictable weather changes. Children who attend our school-age programs have the opportunity to go on field trips if they participate in our summer program; we do not offer this service during the school year. Field trips expand the children's world around them and provide opportunities to explore new

experiences of other places, people and nature. We own several buses, which we use to transport children during field trips. All buses receive regular maintenance, and the driver performs a safety check to ensure all required safety and technical standards are met prior to any trip. SCDC retains compliance with all applicable Oregon laws and maintains an insurance policy that covers the vehicle, the driver and all passengers. In addition, all drivers meet Oregon required qualifications and receive annual training that ensures their understanding of applicable safety standards for transporting children, and are knowledgeable of Oregon Motor Vehicles laws. Children are expected to adhere to all safety rules, including wearing a seat belt or sitting in a car seat. Children who do not follow rules may be suspended from the next trip. A parent meeting may be required before resuming trips. Occasionally children will take a field trip to a location that charges a fee. For these special outings parents will be asked to cover the cost, as they are not covered in your monthly tuition.

### **HANDS-ON ACTIVITIES:**

Play is a child's work for all ages! Each of our program teachers have extensive training in child development. The activities they plan are rich in opportunities that support your child's growth and learning. Through play, children develop skills and understanding in how to regulate their emotions, building confidence in making choices independently, creating abilities in how to interact with others, develop friendships and problem-solving skills in a variety of situations. Through nurturing relationships with their teachers, children explore and discover the world they live in and how they fit within this learning community. As children play together, they foster feelings of competence through cooperation and developing behaviors that express empathy, respect, joy, friendship and thoughtfulness. You play a significant role in this process; the information that you provide about your child's interests, culture, family traditions, and learning and behavior needs contribute to the design and implementation of the activities planned for your child's program.

### **PHYSICAL ACTIVITIES:**

All SCDC programs, early childhood and school-age, incorporate physical play within the daily routine. Physical activities are planned for outdoor areas, playgrounds and natural spaces, as well as indoor areas which accommodate children's development in various weather conditions. Children are expected to dress appropriately for daily outside play, unless the conditions are abnormally hot/cold. Children will be encouraged to take advantage of nature-oriented play with mud puddle stomping, dirt digging, finding bugs, catching snowflakes, and using their active imaginations. The benefits of physical play and exploring the natural environment are important for physical, emotional and mental well-being, the development of concentration, impulse control, and nurturing relationships. Discovering the beauty of nature is one of the lasting delights of childhood.



## **SCREEN TIME:**

Individual electronics are only allowed as part of an IFSP or IEP. Children are not allowed to bring any type of electronic device at any other time. This includes, but is not limited to, electronic games, music players, tablets, smart watches and phones. On very limited occasions throughout the year, children may have an opportunity for “screen time” that is incorporated into the curriculum, or for a special occasion. Content may only be rated "G" general or "E" for everyone, and be culturally sensitive and nonviolent in nature. This information will be on the monthly calendar of activities. When screen time is used as a part of the curriculum, we will encourage active child involvement. An alternative activity will be offered to children during screen time. There is no screen time during meals or for any children younger than two years old. SCDC has a strict mobile device policy for staff. Staff are not to use any form of mobile device while with the children without prior approval from their supervisor.

## **SPECIAL HEALTH NEEDS:**

Our goal is to meet the individual needs of each child within the structure of our program, while maintaining a safe and healthy environment for all children and staff. Please advise SCDC of any allergies, disabilities, fears, or other conditions that may affect your child's health, happiness or ability to function in a group. A written plan may be needed between families and SCDC on specifics relating to the care of a child with specific needs. We accept all children that are able to function within staff ratio and within the environments we maintain. We will collaborate with Willamette ESD, The Inclusive Childcare Program, and other community resources. While every effort is made to serve all children, a child's special condition may not be best met in SCDC's group settings. Each case will be addressed together with parents to determine the ability of SCDC to meet your family's needs.

## **MEDICATIONS:**

CCLD regulations require authorization for all medication and ointments. We need:

- A signed, dated, written authorization by the parents.
- Prescription and non-prescription medications MUST be in the original containers, labeled with the child's name, dosage, and directions for administering.
- TURN ALL MEDICATION IN TO SCDC STAFF. All medications will be secured in locked areas out of children's access.
- Do not send medication in backpacks or lunch boxes. The medication permission form MUST be signed for every usage.

## **ACCIDENTS AND INJURIES:**

Children will be checked for injuries and necessary first aid will be given. SCDC staff ALL have current first aid/CPR certification. Parents will be notified of injuries if needed, and any time an injury involves the head. Accident reports will be filled out for parent information.

## **MEDICAL CARE:**

All children need emergency permission forms on file. If emergency care is required we will contact the parent/guardian as soon as possible. If warranted we will call 911, then the parent. We will obtain immediate medical care at the nearest hospital emergency room. All medical expenses, including transportation, are the responsibility of the parent/guardian.

## **ILLNESS:**

SCDC staff are trained to observe and monitor each child for symptoms of illness. As a certified center we are required to exclude children from care if they have one or more of the following symptoms of illness:

- Fever over 100.4°F. A child with a fever over 100.4°F may return if fever free for 24 hours without the aid of medication. SCDC staff use digital thermometers at all locations.
- “Diarrhea”, which means three or more watery, bloody, or loose stools in 24 hours, the sudden onset of loose stools, or a child is unable to control bowel function when previously able. A child with diarrhea may return 48 hours after diarrhea resolves, or with written clearance from a licensed healthcare provider.
- Vomiting at least one time where there is no explanation for the vomiting. A child who vomits without explanation may return 48 hours after the last episode of vomiting, or with written clearance from a licensed healthcare provider.
- Severe or persistent coughing. A child with severe or persistent coughing may return after symptoms are improving for 24 hours, or with written clearance from a licensed healthcare provider.
- Unusual yellow color to skin or eyes. A child with unusual yellow color to skin or eyes may return to care with written clearance from a licensed healthcare provider.
- Open sores or wounds discharging bodily fluids. A child with open sores or wounds discharging bodily fluids may return to care after rash is resolved, when sores and wounds are dry or can be completely covered with a bandage, or with written clearance from a licensed health care provider.
- Stiff neck and headache with one or more of the symptoms listed above.

- Uncharacteristic lethargy, decreased alertness, increased irritability, increased confusion, or a behavior change that prevents active participation in usual school activities. A child with any of the above symptoms may return to care when symptoms resolve, return to normal behavior, or with written clearance from a licensed health care provider.
- Difficulty breathing or abnormal wheezing. A child with difficulty breathing or abnormal wheezing may return to care after symptoms are improving for 24 hours.
- Complaints of severe pain. A child with complaints of severe pain may return to care after symptoms are improving.
- Eye lesions that are severe, weeping, or pus filled. A child with eye lesions that are severe, weeping, or pus filled may return to care after symptoms resolve, or with written clearance from a licensed healthcare provider.

## **HANDWASHING POLICY AND PROCEDURES:**

Handwashing is the most significant action in the prevention and containment of the spread of disease and illness. The following policy was developed by the CCLD and is included in Oregon's rules and regulations for certified child care centers. SCDC has integrated these procedures into the daily practices of our program routines which are followed by staff and children.

- Staff and children shall wash their hands with soap and warm running water:
  - After using the toilet
  - Before handling food
  - Before and after eating
- In Early Childhood Program's:
  - After diaper changing
  - After assisting a child with toileting and
  - Before assisting a child with feeding
- Staff and children must either wash their hands with soap and warm running water or use hand sanitizer with alcohol content between 60-95%:
  - After wiping or blowing a nose
  - After coughing or sneezing
  - When arriving at the center
  - After outside activities

- When handwashing is not possible, but required, e.g. on field trips or when on the playground, a moist towelette and hand sanitizer with alcohol content between 60-95% shall be used together.
- For children who are not able to wash their own hands, staff may wash children's hands with a single-use cloth rather than under running water.
- Hand sanitizer shall not be used on children under 24 months of age.
- Application of hand sanitizer on older toddlers and preschool-age children must be supervised by an adult.

## **BEHAVIOR AND GUIDANCE:**

SCDC staff use positive guidance to help children develop self-control, self-direction, and respect for others through these approaches:

- Setting and teaching simple, consistent, clear, and positive rules and limits that children can understand
- Setting up the environment for success with engaging activities that encourage positive behavior and self-regulation
- Following a predictable daily routine and schedule with planned transitions
- Reinforcing positive behaviors with encouragement and descriptive praise
- Supervising actively, taking preventive actions before an issue occurs
- Helping children recognize and appropriately express their feelings, assisting them to develop an understanding of other's feelings
- Modeling and teaching social skills such as taking turns, cooperation, waiting, treating others kindly, and problem solving
- Redirecting or helping a child change their focus to something appropriate when their behavior is unacceptable
- Provide guidance that is equitable, consistent, timely and appropriate to the behavior, age, and development of the child
- When other methods have not been effective, and a child's behavior becomes a chronic occurrence, the SCDC program staff will notify parents and initiate a conversation to discuss next steps.
- Parent communication may involve a written behavior plan, and possible suspension/termination from SCDC may be necessary.

- If a child’s behavior becomes too extreme to be controlled, parents will be called and required to pick-up their child **immediately** (appropriate travel time will be taken into consideration).
- The following behaviors are unacceptable and may result in immediate suspension and/or dismissal:
  - Endangering the health and safety of children and/or adults
  - Leaving the program or boundaries as set by staff without permission or supervision
  - Continually disrupting the program
  - Destruction of property
  - Using profanity, vulgarity, or obscene or lewd manners repeatedly
  - Refusal or inability to follow age-appropriate behavior, thus consistently preventing us from being able to properly care for all the children in the program.

While the items mentioned above include the general outline of procedures, SCDC reserves the right to ask parents to find alternative childcare arrangements as deemed necessary for the safety, comfort, and management of the program. In addition, parents or visitors who display inappropriate, uncooperative actions toward staff, other parents or children (i.e., verbal or physical abuse, harassment, intimidation, etc.) may be asked to withdraw from the program. SCDC is committed to creating environments where children and staff can participate free of harassment, intimidation, discrimination, bullying and menacing.

### **CONSCIOUS DISCIPLINE CURRICULUM:**

SCDC uses this comprehensive classroom management and social-emotional program with all age groups. Our goal is to provide a safe and secure environment for children and adults. We put into practice: [1] Respect for others; children and adults. [2] Respect for property. [3] Respect for classroom guidelines. Every measure will be taken to help the children be successful in their classroom or school settings. As they are learning, some young children may hit, throw toys, bite, etc. We strive to prevent problems, redirect when suitable, discuss inappropriate behavior, and withdraw privileges based on natural consequences when appropriate. Disciplinary action will be age appropriate. Our goal is to educate and support children in learning to use appropriate methods for conflict resolution. Families are encouraged to work together with the staff to share and support the specific goals for their child. Shared responsibility with parents, children, and SCDC staff will improve and enhance individual children's overall success.

## **NONDISCRIMINATION STATEMENT:**

Salem Child Development Center prohibits discrimination against its customers, employees and applicants for employment on the bases of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

## **EARLY CHILDHOOD PROGRAMS**

### **SCDC EARLY CHILDHOOD PROGRAM LOCATIONS:**

- Dallas Snapdragons, 1250 SE Holman, Dallas High School Campus - Infant through Preschool
- Fairgrounds Road, 1550 Fairgrounds Rd. NE, Salem - Infant through Preschool
- Keizer Preschool - Clear Lake United Methodist Church, Keizer - Monday, Wednesday, Friday, 2.5-hour Preschool Program
- Liberty Gardens, 304 Hrubetz Rd SE, Salem - Infant through Preschool

### **Infant & Toddler Program:**

In these early years of infancy and toddlerhood, educational experiences, both formal and informal, are seen as fundamental to a child's cognitive, physical and emotional development. Our early childhood program for infants to 2-year-olds gives these little ones a variety of opportunities to learn, discover and play in a safe, nurturing environment outside of their home. At SCDC, children are encouraged to explore colors, letters, numbers, sounds, nature and art, while simultaneously fostering curiosity and developing core motor, social and emotional skills. SCDC believes in the power of play! This includes our youngest learners! Whenever possible, infants in our care are taken outside where they can explore the natural environment in our safe and secure outdoor play space. We also apply this approach to the furniture and materials in our infant classrooms. We do not have mechanical swings, seats, or screens of any kind that may inhibit or discourage play and exploration. From 6 weeks until 2 years, our classrooms focus on communication, gross motor skill development, safe sleep routines, and eating routines that support your child's whole development.

### **2's & 3's Program:**

Once your child is walking confidently and has outgrown the toddler environment, they are ready to transition into the 2's class. Teachers provide dynamic activities that are specifically designed for two and three-year-old children's interests and developmental needs. We encourage self-help and social-emotional skill development, positive interactions in a group setting, and learning how to follow rules and take turns. We integrate caring and consistent

potty training support as children are ready. We design opportunities for learning and development through imaginative play, providing meaningful experiences with basic letters, numbers, and colors which are complimented by lots of physical activity, outdoor play, sensory activities and bike riding.

### **Preschool Program:**

At SCDC we take the responsibility of preparing your child to enter kindergarten by creating dynamic opportunities for developing a strong academic foundation that is balanced with imaginative play, physical play and social learning. We also include a time for preschoolers to rest and rejuvenate their bodies so they are fueled for an afternoon full of fun learning experiences and surprising discoveries!

#### **Academic and Social Learning:**

For children under five, play is a foundation for creativity, constructive problem solving, self-regulation and social learning. Play also helps preschoolers master the skills they will need for academic success and realize their potential to do well in school and life. Preschoolers play outdoors almost every day, not only for fresh air, but also because it fosters cooperation, learning, creativity, and sparks an interest in the natural world.

#### **Imaginative and Physical Play:**

All our preschool children enjoy field trips throughout the year to local parks and other activities. Bike riding on site, parent potlucks, family fun nights, the end of year carnival, and spring programs are just a few of the highlights of your child's preschool experience.

## **EARLY CHILDHOOD CURRICULUM**

### **CREATIVE CURRICULUM:**

SCDC uses "The Creative Curriculum" for each of the classrooms at our Early Childhood Care and Education Centers. This comprehensive, developmentally appropriate curriculum includes objectives to guide teachers in how to support every child's unique learning and development progress. The Creative Curriculum is a research-based approach to integrating responsive care and teaching that meets the individual needs of your child. This dynamic method is grounded in building trusting relationships with each child.

Whole-child curriculum is connected to assessment for individualized learning. Creative Curriculum guides teachers to integrate learning into every moment of the day and support the development of the whole child during these most critical and formative years.

### **Infants and Toddlers**

Building daily routines that create meaningful learning experiences with a comprehensive, research-based infant and toddler curriculum that nurtures the unique strengths, interests, and needs of infants, toddlers and twos.

## **Preschool**

Encouraging children to be active and creative explorers, who are open to trying out their ideas and to think their own thoughts, provides children with the confidence to become life-long learners. We are teaching them how to learn, not just in preschool, but all through their lives. We are allowing them to learn at their own pace and in the ways that are best for them. We are giving them good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

## **CONTINUITY OF CARE AND LOOPING:**

Our program offers continuous caring relationships in which one teacher stays with the same group of children for 2 to 3 years. Children and caregivers can remain together in the same room in a mixed-age group and are taught based on interests and/or abilities rather than chronological age. "What results is a continuity of relationship with their teacher that enables children to flourish" (Hitz, etc., 2007).

## **ASQ-3 SCREENING:**

Because your child's first 5 years of life are so important, we want to help you provide the best start for your child. Our programs will incorporate the Ages and Stages Questionnaires, Third Edition (ASQ-3) to help track your child's development. You will be required to complete a screening questionnaire, that we provide, within 45 days of entrance and annually thereafter. The questionnaire includes information about your child's communication, gross motor, fine motor, problem solving, and personal-social skills. Throughout the year, additional questionnaires may be provided to you or conducted in class by staff. To encourage your child's development, we will provide you with activities designed for use with the ASQ-3. If the questionnaire shows areas of possible concern, we will give you information about getting a more involved assessment through Willamette Educational Services District (WESD). We may then work with WESD to create an appropriate educational plan for your child.

## **INFANT SAFE SLEEP POLICY:**

**This policy applies to all staff and parents when they place an infant to sleep at SCDC.**

Providing infants with a safe place to grow and learn is very important. For this reason, SCDC has created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is "the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation". The staff, including substitute staff, at SCDC follow the AAP safe sleep policy.

### **Sleep Position:**

- Infants will ONLY be placed flat on their backs to sleep every time.



- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep. It will not be put back in should the pacifier fall out once they fall asleep.
- Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any sweet or other solution.
- Parents are asked to provide replacement pacifiers on a regular basis.

**Sleep Environment:**

- Our programs will use Consumer Product Safety Commission guidelines for safety-approved cribs/pack and plays, and firm mattresses.
- Crib slats will be less than 2 3/8" apart
- Infants will not be left in beds with drop down sides
- Playpen weave will be less than 1/4"
- Infants will not be placed to sleep on any standard bed, waterbeds, couches, air mattresses, or on other soft surfaces.
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.
- The crib will have a firm tight-fitting mattress covered by a tight-fitting sheet and will be free from blankets, loose bedding, bumpers, bottles, toys and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.)
- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- An infant who arrives asleep in a car seat will be moved to a crib.
- Blankets over car seats/strollers may cause overheating and suffocation and will not be used.
- Sleep clothing, such as sleepers, sleep sacks and wearable blankets may be used.
- Bibs and pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing during sleep.
- Smoking will not be allowed in or near SCDC.

**Supervision:**

- When infants are in their cribs, they will be within sight and sound of staff at all times.
- A staff member will visibly check on the sleeping infants frequently.
- When an infant is awake, they will have supervised "tummy time." This will help babies strengthen their muscles and encourage development.
- Sleeping infants will be visually checked daily, at a minimum of every 10-15 minutes, by assigned staff. We will check the infant for:
  - Normal skin color
  - Normal breathing by watching the rise and fall of the chest
  - Their level of sleep
  - Signs of overheating: flushed skin color, increase in body temperature (touch the skin) and restlessness
  - Sleep position

**Training:**

- All staff, substitute staff and volunteers at SCDC will be trained on safe sleep policies and practices.
- Safe sleep practices will be reviewed with all staff, substitute staff, and volunteers each year. In addition, training specific to these policies will be given before any individual is allowed to care for infants.
- Documentation that staff, substitutes, and volunteers have read and understand these policies will be kept in each individual's file.
- All staff at SCDC will be trained on first aid for unresponsive infants, as well as what to do when they have a question or need assistance before they are allowed to care for infants.

**Communication Plan for Staff and Parents:**

- All children, under the age of 1, enrolled in the child care setting will have an Infant Sleep Questionnaire completed prior to entering care.
- All parents/guardians of infants cared for in the facility will receive a written copy of SCDC's Infant Safe Sleep Policy before enrollment, will review the policy, and sign a statement saying they received and reviewed the policy.
- Parents are asked to follow this same policy when the infant is at home.

- These policies will be posted in prominent places in addition to being in the policies and procedures manual.
- Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in child care, as well as other program health and safety practices, will be shared if any changes are made.

## **SCHOOL AGE PROGRAMS**

Each child and their family are vital to the school-age center's learning community. SCDC believes that parents are their child's first teacher, and this value plays a prominent role in their child's health and well-being. Every school-age center teacher seeks to develop a partnership with each child's parent or guardian in the learning and development of their child. This partnership is expressed within every interaction, conversation, and attention given to the quality of care provided to each child. When you arrive to pick up your child, you can expect to be greeted warmly by one of the school-age teachers who will share with you the highlights of your child's day while at the school-age center. Perhaps your child had an especially exciting experience participating in a STEM project, or they created a beautiful work of art; you will be included in that experience as the teacher shares the joy of working with your child. We expect parents/guardians to understand that the forms provided by your child's program are a critical tool in the care of your child and the operation of the program. This process might seem like a mundane task, however, the information you provide by answering all of the questions is critical. The forms not only provide essential documentation for licensing requirements, most importantly, your cooperation during this process is the foundation for a healthy relationship with the program staff, built on trust, respect, and consistent communication.

### **ARRIVAL AND DEPARTURE:**

Children are released to school when the school doors open. Children are expected to go to the program promptly when school is dismissed. Parents are required to NOTIFY SCDC IF YOUR CHILD WILL BE ABSENT or HAVE A DELAYED ARRIVAL. SCDC staff will call parents of children that do not arrive within 10 minutes of their regularly scheduled time of arrival. Often the process of researching where children are is time-consuming and pulls the staff away from working with children. If you would like to have your school-age child arrive and/or depart the program without an adult, you are expected to provide your child's program with a parent permission form to communicate your child's independent arrival and departure plan. Also, if your child arrives and departs from the program without an adult for a special occasion on a specific day, or if this arrangement will occur consistently on the same days and times, a permission form is required. Children and parents are not allowed back in the school building after school hours, other than in our designated space.

NOTE: Frequent unreported absences may result in additional charges and/or suspension of your children from the program.

### **SUPERVISION OF CHILDREN:**

SCDC school-age center staff ensure all children have the full attention of the required number of staff at all times, who:

- Are aware of what each child is doing
- Know and take into account the age of each child, the child's individual behaviors, interests, and abilities, the layout of indoor and outdoor space, and any potential hazards or risks in the activities children are engaged in
- Remain near enough to the children to assist and respond when needed
- Are within sight or sound of children, without relying on audio or video monitoring devices
- Do NOT participate in personal activities that could interfere with the supervision of children, such as talking with visitors in the program, phone calls, or electronic device use, and
- Provide supervision when contracted non-staff persons are with children.

NOTE: With staff knowledge or permission, one child at a time may be out of sight and sound supervision, while on the premises of the child care program, when using the restroom or completing a task separate from the larger group, for a maximum of five minutes.

## **SCDC SCHOOL-AGE PROGRAM LOCATIONS:**

### **SITE CERTIFIED CAPACITY:**

Each school-age site is evaluated by the CCLD to determine the number of children permitted within the designated space(s).

### **NUMBER OF CHILDREN ENROLLED:**

This reflects the number of children participating in the school-age program and is determined by the licensing required ratio of 1 adult per 15 children. This number is directly impacted by the number of qualified staff SCDC has available to work at each of our school-age locations.

#### **Cascade School District**

Aumsville Elementary School  
572 N 11th St, Aumsville, OR 97392  
On-Site Phone: (971)718-7874  
Site Certified Capacity: 30  
Number of Enrolled Children: 30

#### **Dallas School District**

Lyle Elementary School  
185 SW Levens St, Dallas OR 97338  
On-Site Phone: (503)930-6635  
Site Certified Capacity: 45  
Number of Enrolled Children: 30

Whitworth Elementary School  
Whitworth and Oakdale Students  
1151 SE Miller Ave, Dallas OR 97338  
On-Site Phone: (971)304-4686  
Site Certified Capacity: 60  
Number of Enrolled Children: 45

#### **North Marion School District**

North Marion Primary School  
20257 Grimm Rd NE, Aurora OR 97002  
On-Site Phone: (971)718-7881  
Site Certified Capacity: 45  
Number of Enrolled Children: 30

#### **Salem-Keizer School District**

Battle Creek  
1640 Waln Dr SE, Salem OR 97306  
On-Site Phone: (503)930-6891  
Site Certified Capacity: 90  
Number of Enrolled Children: 45

#### **Chavez**

2400 Walker Rd NE, Salem OR 97305  
On-Site Phone: (971)718-7876  
Site Certified Capacity: 60  
Number of Enrolled Children: 30

#### **Clear Lake**

7425 Meadow Glen St NE, Keizer OR 97303  
On-Site Phone: (503)509-4228  
Site Certified Capacity: 90  
Number of Enrolled Children: 45

#### **Forest Ridge**

7905 June Reid Pl NE, Keizer OR 97303  
On-Site Phone: (503)930-5329  
Site Certified Capacity: 75  
Number of Enrolled Children: 30

#### **Gubser**

6610 14th Ave NE, Keizer OR 97303  
On-Site Phone: (971)718-7877  
Site Certified Capacity: 60  
Number of Enrolled Children: 30

**Salem-Keizer School District cont.**

**Hammond**

4900 Bayne St NE, Salem OR 97305  
On-Site Phone: (503)930-6835  
Site Certified Capacity: 60  
Number of Enrolled Children: 30

**Kalapuya**

2085 Wilmington Ave NW, Salem OR 97304  
On-Site Phone: (971)718-7878  
Site Certified Capacity: 75  
Number of Enrolled Children: 45

**Keizer**

5600 McClure St N, Keizer OR 97303  
On-Site Phone: (971)719-6653  
Site Certified Capacity: 30  
Number of Enrolled Children: 30

**Lee**

5650 Venice St SE, Salem OR 97306  
On-Site Phone: (971)718-7879  
Site Certified Capacity: 120  
Number of Enrolled Children: 30

**Liberty**

4871 Liberty Rd S, Salem OR 97306  
On-Site Phone: (503)391-7179  
Site Certified Capacity: 45  
Number of Enrolled Children: 30

**McKinley**

466 McGilchrist St SE, Salem OR 97302  
On-Site Phone: (971)719-6070  
Site Certified Capacity: 45  
Number of Enrolled Children: 45

**Miller**

1650 46th Pl SE, Salem OR 97317  
On-Site Phone: (971)718-7880  
Site Certified Capacity: 30  
Number of Enrolled Children: 30

**Myers**

2160 Jewel St NW, Salem OR 97304  
On-Site Phone: (503)930-5346  
Site Certified Capacity: 75  
Number of Enrolled Children: 30

**Pringle**

5500 Reed Ln SE, Salem OR 97306  
On-Site Phone: (503)509-4272  
Site Certified Capacity: 60  
Number of Enrolled Children: 45

**Schirle**

4875 Justice Way S, Salem OR 97306  
On-Site Phone: (503)363-2127  
Site Certified Capacity: 75  
Number of Enrolled Children: 75

**Sumpter**

525 Rockwood SE, Salem OR 97306  
On-Site Phone: (971)599-9442  
Site Certified Capacity: 60  
Number of Enrolled Children: 60

**Yoshikai**

4900 Jade St NE, Salem OR 97305  
On-Site Phone: (971)718-7882  
Site Certified Capacity: 75  
Number of Enrolled Children: 30

## **USDA FOOD PROGRAM:**

School sites may have access to USDA meal programs. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

## **WHAT TO BRING - LABEL EVERYTHING**

### **AGES – INFANTS**

1. Prepared bottles with formula/breast milk. Baby food, crackers, etc. Enough for each day (labeled).
2. Diapers (cloth or disposable). (We DO NOT rinse or dump diapers.) Diaper ointments (labeled)
3. Two complete changes of clothes and burp cloths or bibs.
4. Favorite toy or security objects (pacifiers, blanket, etc.) (labeled)
5. Two crib sheets (Pack n' Play size to fit our cribs)
6. Diaper wipes – one container EVERY month
7. When ready: Lunches & sippy cups (labeled) Food needs to be ready to serve, meet nutritional standards.

### **AGES - TODDLERS AND TWO'S**

1. Prepared-ready to serve sack lunch (Pre-cut, cooked food; time prevents preparing the food.)
2. Water bottle (labeled)
3. Diapers (We DO NOT rinse or dump) Diaper rash ointment (labeled)
4. NO pull ups please. They prevent adequate toilet training experience.
5. Two complete sets of clean, dry clothing (more during toilet training)
6. Favorite toy or security objects (pacifiers, blanket, etc.) (labeled)
7. Mat sized sheet and one small nap mat size blanket for nap time. No pillows please.

### **AGES – PRESCHOOL**

1. Prepared-ready to serve sack lunches (Pre-cut, cooked food; time prevents preparing the food.)
2. Water bottle (labeled)
3. Complete change of clothes appropriate for the weather and outside play year round
4. NO pull-ups or diapers shall be used in preschool classes. Bring extra clothes as needed.
5. Mat sized sheet and one small nap mat size blanket for nap time. No pillows please.



6. Toothbrush and toothpaste (labeled)
7. Toys from home ONLY on designated toy days. Bikes ONLY on designated bike day; helmets are required. Take these items home daily. SCDC will not be responsible for personal items brought from home.

### **SCHOOL AGE SITES**

1. Prepared sack lunches on full days of care. Watch for bus trips and pack foods appropriately.
2. Appropriate clothes for school activities (check on bus days and what may be needed)
3. School items brought through the school-age program need to be taken home daily. Bikes and scooters can be used only on special days and protective gear is required. Skateboards, longboards, hover boards, rollerblades & roller skates are NOT allowed.
4. SCDC will not be responsible for personal/school items.
5. **No classroom ACCESS before or after school.**

### **WHAT NOT TO BRING**

1. Children get dirty: painting, gluing, coloring and having fun in/outdoors. Do NOT wear special clothes or items that you do not want your child to lose or get dirty. Clothing should be comfortable and seasonally appropriate. Make sure to label everything. SCDC is NOT responsible for personal possessions or clothes. Please do not bring anything special or important.
2. Guns and war toys are not permitted. No Pokémon items, please.
3. NO Electronics: See SCDC's "Screen Time" policy provided in this handbook for further information. SCDC will not be responsible for lost, stolen or broken items from home.