

**Parent Handbook**  
**2022-2023 School Year**

[www.wholebabiespreschool.com](http://www.wholebabiespreschool.com)  
[wholebabiespreschool@gmail.com](mailto:wholebabiespreschool@gmail.com)

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

### **Important Contact Information**

Owner: Ashley Leigh  
Cell: 408-621-3303  
[ashleyleigh@wholebabiespreschool.com](mailto:ashleyleigh@wholebabiespreschool.com)

#### **Preschool House on Siletz:**

9531 SW Siletz Dr. Tualatin, OR 97062  
Holly's Cell: 971-825-4964  
Holly's email: [hollyengelman@wholebabiespreschool.com](mailto:hollyengelman@wholebabiespreschool.com)  
Siletz House Phone: 503-453-4089

#### **Preschool House on Seminole:**

8555 SW Seminole Trail Tualatin, OR 97062  
Seminole House Phone: 971-336-7715  
Ally's Cell: 971-825-4962  
Ally's email: [allykoenig@wholebabiespreschool.com](mailto:allykoenig@wholebabiespreschool.com)  
Felicia's Cell: 971-331-9479  
Felicia's Email: [feliciabaker@wholebabiespreschool.com](mailto:feliciabaker@wholebabiespreschool.com)  
Seminole House phone: 971-336-7715

#### **Preschool House on Sunde:**

20737 SW Sunde Ct. Tualatin, OR 97062  
Leah's Cell: 971-381-8664  
Leah's email: [leahrobles@wholebabiespreschool.com](mailto:leahrobles@wholebabiespreschool.com)  
Sunde House Phone: 971-377-9312

#### **Preschool House on 90th:**

20780 SW 90th Ave. Tualatin, OR 97062  
Monica's Cell: 530 (five-three-zero)-755-8066  
Monica's email: [monicaarredondo@wholebabiespreschool.com](mailto:monicaarredondo@wholebabiespreschool.com)  
90th House Phone: 971-331-9007

#### **Infant/Toddler House on Hume:**

9450 SW Hume Ct. Tualatin, OR 97062  
Stephanie's Cell: 503-704-2778  
Stephanie's email: [stephaniesandefur@wholebabiespreschool.com](mailto:stephaniesandefur@wholebabiespreschool.com)  
Hume House Phone: 971-419-7305

#### **Infant & Toddler House on Chippewa:**

17805 SW Chippewa Trail Tualatin, OR 97062  
Mati's Cell: 503-704-2778  
Mati's Email: [matishynrobischoon@wholebabiespreschool.com](mailto:matishynrobischoon@wholebabiespreschool.com)  
Chippewa House Phone: 503-453-3297

### **Parking Information:**

It is extremely important to us that our families follow the parking policies below. We operate in neighborhoods; therefore, it is even more important for us to be respectful to the other families that live in the neighborhood. Please drive slowly through the neighborhoods- even slower than the posted speed limit would be appreciated. Please be aware of where you are parking. Please do not block neighbor's driveways, garbage cans, mailboxes, or limit their ability to exit their driveways. **Please help us be good neighbors by driving and parking cautiously in our neighborhoods.** Thank you!

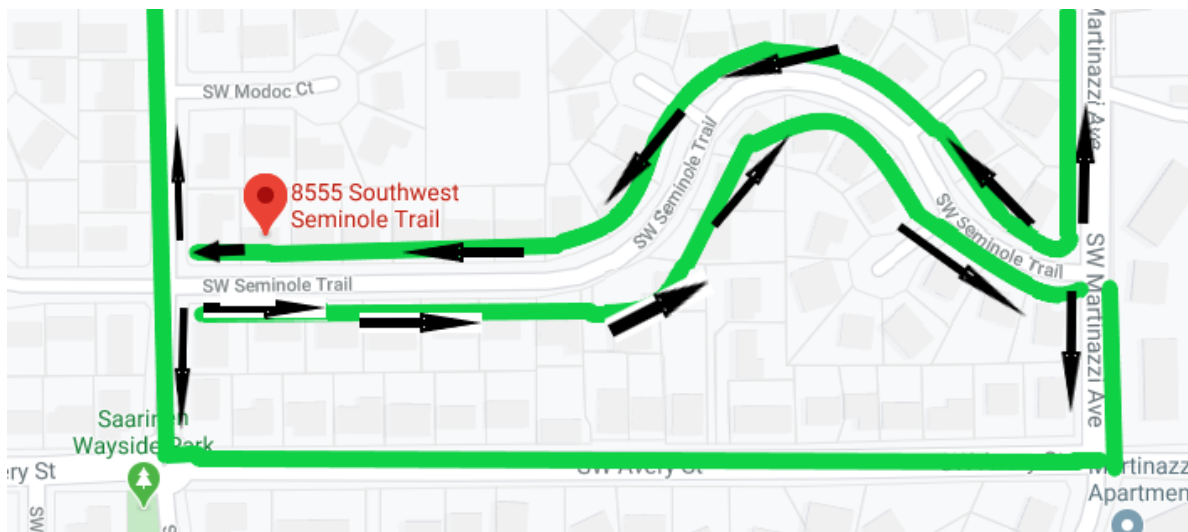
#### **Preschool House on Siletz:**

Please park in the driveway or on our side of the street. You can park on Siletz Dr. or Willapa Dr.

#### **Preschool House on Seminole:**

There are 2 available parking spots in the driveway. Please use those spots first before parking on the street. It would be much appreciated if parents can refrain from turning around in the neighbor's driveways. Seminole Trail is a thru street. It goes from 86th to Martinazzi. If you need to turn around, it would be greatly appreciated if you could lap around the block instead of turning around in neighbor's driveways if our driveway is full.

The map below shows how we can keep traffic flowing on the street.



#### **Preschool House on Sunde:**

Please do not park on Sunde Ct. or in front of the neighbor's houses. Please park at the Presbyterian Church. The address is 9230 SW Siletz Dr. If a parent is found parking anywhere else other than church parking lot, we will ask the parent to find other care.

### Preschool House on Hume:

1. If you are going to park in the driveway, please park 3 cars across if you feel comfortable doing so (minimum of 2 cars) and as far up to the garage doors as possible. Then, 2-3 cars can double park those that are all the way up in the driveway.

\*If you park in the driveway, please be mindful of others and make your drop-offs and pick-ups as quickly as possible.

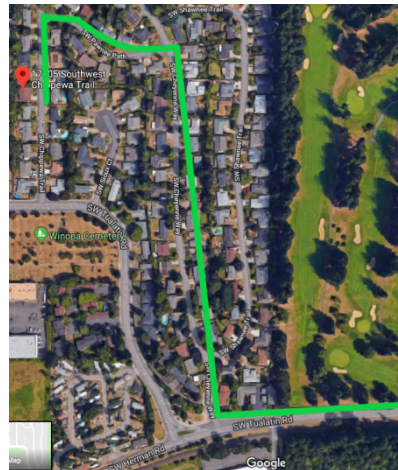
2. You can park on Hume Ct. along the sidewalk (I know the neighbors fill most of these)

3. You can park on Columbia Circle before you turn on to Hume but please avoid parking in front of 21865 SW Columbia Circle (greyish house with brown accents). This option may save you time because you won't have to wait for another car in the driveway.

\*\*\*Please do not park in the middle of the cul-de-sac or block any neighbors' cars, driveways, any mailboxes, or garbage cans\*\*\*

### Infant/Toddler House on Chippewa:

You can park in the driveway or on our side of the street. Please do not park on the opposite side of the street as our neighbors also run businesses out of their house and need the parking on their side. Please see the map below.



## MISSION & PHILOSOPHY

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

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

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

## COMMUNICATION

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

Here at Whole Babies, we communicate several ways:

**Bright Wheel:** We send daily reports about your child's day through Bright Wheel. This report includes what your child learned that day, enjoyed, what he/she ate during the day, diaper changes, naps, and if your child needs any supplies. We will also send out urgent information using the messaging feature; for example, if there is a closure due to inclement weather.

**Email:** We will send out group emails to parents if we are communicating something that involves everyone such as Parent Handbook updates or Communicable Diseases. We will also send out urgent information via email as well; for example, if there is a closure due to inclement weather. We also send out monthly newsletters via email. These newsletters contain important information, such as changes in the program, a curriculum overview, and pictures. Parents are welcome to email anytime for any reason. It is very important that parents check their email for important updates.

**Verbal Communication:** We also take time to talk to parents at drop-off and pick-up about their child. This is a time where parents can tell us how the morning went or we can tell parents about the child's day.

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

We also ask that all parents communicate respectfully to our Directors, Teachers, or anyone else that works for Whole Babies. We feel that it is important that the Whole Babies team and each family work together seamlessly. If a parent is disrespectful to anyone employed by or associated with Whole Babies, we will immediately terminate care.

In addition to the ways listed above that Whole Babies will communicate with your family; there are so many ways parents can communicate with our Directors and Assistant Directors.

Below are all the ways that you can communicate with us:

### **Bright Wheel Messages**

-All teachers and Directors can see these messages  
-You can send Bright Wheel messages any time of day, even after hours; however, if the message is sent after closing or before opening, we will respond during business hours.

Topics to BW message:

- Messages about supply information
- General questions
- Questions you have throughout the day about your child
- Early pick-up's- if you want us to prepare your child for you
- Attendance- if your child will be absent or late to school (nothing illness related)
- Questions about curriculum/what your child is working on in class

### **Director's Cell Phone**

-During business hours (7:30am-5:30pm) feel free to reach out to Directors about anything relating to your child including the following topics:

- Changes in naps
- Changes in food
- Reporting illness
- Adding days if available
- Billing questions
- Since Directors live where they work, Whole Babies really strives to maintain a work/life balance for them. Please only text after hours (after 5:30pm, before 7:30am) if:
  - There is an emergency
  - You have a question about an accident or injury
  - Your child is sick
- Directors do their best to keep their phone with them all the times, including after business hours; however, there are times when they might leave their phone at home after business hours. If that happens, the Director will respond to the parent as soon as they are home and receive the message.

### **House Cell Phone**

-We use the house cell phone to communicate when the Director is out on vacation or taking an office day. If the Director is not running the shift, either an Assistant Director or Lead Teacher will be assigned to respond to the house phone messages.

### **Email, Text, Call Ashley**

If your child is sick, please email Ashley about your child's absence and symptoms. She will relay the message to the teachers that need to know.

Please **DO NOT** message through **Brightwheel** to tell us that you, your child, or family member is sick.

It is important that I know about all illnesses across the schools, so that the correct teachers and parents are informed of the illness.

It is also important to me that we respect each family's health privacy, and Brightwheel does not allow for that privacy as the entire company can see the messages sent via email.

Please feel free to call, text, or email me anytime whether it is during business hours or after hours. I am always here to help.

## **ENROLLMENT**

Whole Babies Preschool & Childcare LLC accepts children ages 6 weeks through 6 years. An enrollment form containing our Tuition Contract, Sunblock form, Diaper Cream Form, and the Acknowledgement Page of our Parent Handbook must be completed and on file before a child can attend. All forms must be completed annually. If any information changes, for example if you move, please let us know, so we can update your enrollment forms. To make any changes email us at [wholebabiespreschool@gmail.com](mailto:wholebabiespreschool@gmail.com). These forms are all completed electronically.

We also follow all state and county immunization laws. We do not need a paper copy of your child's immunization records as we have access to the Alert IIS system that has your child's records recorded. If your child is missing an immunization for their age group, Ashley will contact the parent directly. If your child is missing one or more immunizations due to a medical or medical exemption, you will need to take the state mandated classes before being issued an exception certificate. Once those classes have been completed and you have the exemption certificate, Whole Babies Preschool will need a copy of the certificate. Here is the link to those classes:  
<https://www.oregon.gov/oha/ph/preventionwellness/vaccinesimmunization/gettingimmunized/pages/non-medical-exemption.aspx>

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

At the time of enrollment, Whole Babies Preschool will give a family their start date. Parents will be financially responsible for their spot starting on that start date. If the family does not want to start attending school by that date, that is ok, but the family is still financially responsible for their spot. If the family does not pay for the spot, we will no longer hold that spot, and will offer it to the next family on the waitlist.

## **DAYS AND HOURS OF OPERATION**

Whole Babies Preschool & Childcare LLC is open Monday - Friday from 7:30 am to 5:30 pm.

## **FIRST DAY**

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

## **OPEN DOOR POLICY**

We maintain an open-door policy for all parents. This means you are more than welcome to call or stop by at any time to see your child. All houses have a lock that automatically locks when closed. Each parent will be given the door code to enter the house anytime. We do ask that you avoid drop-off and pick-up

during 12pm-2pm as that is when the majority of the children are napping. If there is an extenuating circumstance, just let your Director know and she will have your child ready for you.

### **AGE SPECIFIC INFORMATION- including required SUPPLIES**

#### INFANTS: Attending an Infant/Toddler House

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

Oregon passed a safe sleep law in October 2018. The law states that childcare facilities CANNOT SWADDLE infants under 12 months. We are allowed to use non-restricting sleep sacks. We ask that each family please bring an approved sleep sack for your child.

**Messy play can be a big part of our day. Please remember to send your child to school in clothes and shoes that can get dirty/stained.** We do our best to stay clean, but that doesn't always happen.

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

#### Year Round:

- 4 empty bottles
- breast milk/formula (if needed)
- diapers (we can store a large box)
- wipes (we can store a large box)
- diaper cream (we can store a tube)
- 2 changes of clothes seasonally appropriate including socks
- an approved sleep sack (babies 12 months and younger)

#### Winter Only:

- Rain Coat
- Hat
- Rain boots (these can stay at school)
- Muddy Buddy or Rain suit for older infants that can crawl and toddlers

#### Summer Only:

- Sun hat
- A pair of clothes or bathing suit/trunks they can wear in the water
- Water Shoes (example- crocs) or other shoe that can get wet
- Sunscreen labeled with your child's name

You are welcome to bring a box of diapers, wipes, and formula so you don't have to bring those items daily. We also have a space to store bottles for your child; however, we do not have room to store any



other personal items such as clothes. We ask that you bring a backpack or diaper bag to and from school.

Whole Babies is not responsible for any lost items. We do our very best to make sure all personal items go home with each child every day. **If there are items that you bring back and forth, please be sure that you have that item before leaving.**

### Sleep Sacks:

Examples of acceptable types of sleep sacks are:

Examples of acceptable types of sleep sacks are:



These types of sleep sack are not allowed:



#### INFANT FEEDING:

We provide pureed baby food at school. We ask that parents try each type of singular food at least 3x at home before we will begin feeding at school. We want to make sure that there are no allergies or adverse reactions.

If your family is interested in doing baby led weaning, we ask that you provide that food for your child, just to make sure they are receiving the correct sized food. As the child begins actually eating table food, we will provide that.

Please bring at least 4 labeled bottles for your child if they are breastfeeding or bottle fed.

#### TODDLERS: Attending Infant/Toddler House

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

Messy play can be a big part of our day. Please remember to send your child to school in clothes and shoes that can get dirty/stained. We do our best to stay clean, but that doesn't always happen.

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

\*If you don't label your child's items, we will do it for you; however, they may not be labeled as you would like the labels done.

#### Year Round:

- diapers (we can store a large box)
- wipes (we can store a large box)
- diaper cream (we can store a tube)
- 2 changes of clothes seasonally appropriate including socks
- an approved sleep sack (babies 12 months and younger)

#### Winter Only:

- Rain Coat
- Hat
- Rain boots (these can stay at school)
- Muddy Buddy or Rain suit for older infants that can crawl and toddlers

#### Summer Only:

- Sun hat
- A pair of clothes or bathing suit/trunks they can wear in the water
- Water Shoes (example- crocs) or other shoe that can get wet
- Sunscreen labeled with your child's name

You are welcome to bring a box of diapers and wipes, so you don't have to bring those items daily. We also have a space to store bottles for your child; however, we do not have room to store any other personal items such as clothes. We ask that you bring a backpack or diaper bag to and from school.

Whole Babies is not responsible for any lost items. We do our very best to make sure all personal items go home with each child every day. **If there are items that you bring back and forth, please be sure that you have that item before leaving.**

#### PRESCHOOL HOUSE

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

**Messy play can be a big part of our day. Please remember to send your child to school in clothes and shoes that can get dirty/stained.** We do our best to stay clean, but that doesn't always happen.

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

\*IF you don't label your child's items, we will do it for you; however, they may not be labeled as you would like the labels done.

#### Year Round:

- diapers (we can store a large box- only if needed)
- wipes (we can store a large box- only if needed)
- diaper cream (we can store a tube- only if in diapers)
- 2 changes of clothes seasonally appropriate including socks (we do not have room to store any clothes)

#### Winter Only:

- Rain Coat
- Hat
- Rain boots (these can stay at school)
- Muddy Buddy or Rain suit

#### Summer Only:

- Sun hat
- A pair of clothes or bathing suit/trunks they can wear in the water
- Water Shoes (example- crocs) or other shoe that can get wet
- Sunscreen labeled with your child's name

You are welcome to bring a box or container of diapers and wipes, so you don't have to bring those items daily. We do not have room to store any other personal items such as clothes. We ask that you bring a backpack or diaper back to and from school.

Whole Babies is not responsible for any lost items. We do our very best to make sure all personal items go home with each child every day. **If there are items that you bring back and forth, please be sure that you have that item before leaving.**

## **SIGNING IN AND OUT**

All children must be signed in and out by a parent or authorized adult through Bright Wheel using the check-in code.

## **DAILY INFANT SCHEDULE**

Infants' ages 6 weeks to 6 months sleep, wake, play, and eat on their own schedule. At 6 months they start establishing an eating and sleeping schedule. Oftentimes infants show us that they are ready for this schedule sooner. Ultimately we listen to them. When an infant is awake and ready to play we will introduce our daily curriculum. The Infant curriculum is sensory based and is written to help them hit those developmental milestones.

Once the infant shows that they are ready for a schedule, we will help them transition to a more toddler-like routine. We think it is extremely important to have consistent, clear, and open communication with parents about their infant's schedules.

## **DAILY TODDLER SCHEDULE**

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

**7:30 am:** Children begin to arrive

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

**7:30 am- 8:30 am:** Breakfast

**8:30am- 9 am:** Breakfast Clean-up. We stop serving breakfast at 8:30am

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

**9 am-11 am:** Circle time, curriculum based activities

-Our preschool time begins with Circle time. During this time we talk about the month, day, year, and date.

-There is always a focus letter, number, color, and shape for the day

-We also talk about the weather outside-We do various learning activities that are cohesive with our monthly theme.

-We sing lots of fun songs to help learn concepts

-We create at least one art project daily

-We also serve snack during Preschool time at 10 am

-Outside playtime

-Music and dance

**10:45am-11:15am:** We wash our hands, use the potty, and change diapers before lunch.

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

-The children get to enjoy a home cooked, fresh, natural and organic meal

**11:40 am- 12 pm:** Story time

-Group Storytime

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

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

**2 pm- 2:30 pm:** Wake up and Snack time

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

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

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

-apply sunblock

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

-This is an extension of our preschool time. We will do a gross motor activity or art activity to support the curriculum theme

**4 pm- 4:15 pm:** Clean up

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

**4pm-5:30 pm:** Inside free play

-during this time the children get to choose their own activity and play

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

### **DAILY PRESCHOOL SCHEDULE**

**7:30 am:** Children begin to arrive

-They will have free play, and an art project/activity to start the day after breakfast

**7:30 am- 8:30 am:** Breakfast

**8:30 am- 9 am:** Breakfast Clean-up

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

**9 am-9:20 am:** Circle

-Our preschool time begins with Circle time. During this time we talk about the month, day, year, and date.

-There is always a focus letter, number, color, and shape for the day

-We also talk about the weather outside-We do various learning activities that are cohesive with our monthly theme.

-We sing lots of fun songs to help learn concepts

-We create at least one art project daily

-We also serve snack during Preschool time at 10 am

**9:20-9:30 am:** Music and dance time

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

**930 am:** Snack time

**10-11:15am:** Outside time, Reading Group, and curriculum activities (Small Group)

**11:15 am-11:40 am:** Lunch

**11:40 am- 12 pm:** Story time

-Read a group bed time story (or 6)

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

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

**2 pm- 2:30 pm:** Snack time and letter/line/alphabet work

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

-Individual/Small group letter/line work/alphabet activities

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

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

-apply sunblock

**2:45pm pm-4 pm:** Outside play if weather permits and finish up art from the day

**4 pm- 4:15 pm:** Clean up

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

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

-during this time kids can practice skills we learned throughout the day, choose their own activities. Teachers prepare the children for parents to pick up.

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

## **MEALS AND SNACKS**

We provide meals that are prepared with fresh, natural and organic foods whenever possible. We also participate in the USDA Food Program. We provide breakfast, lunch, and a minimum of 2 snacks. Growing children have smaller stomachs than we do and often need more snacks throughout the day. Please let us know if your child has any special dietary needs (ex- vegan, gluten-free, etc.). We will do our best to meet those needs.

\*Please read the above infant section to see specific information on the littles.

## **CURRICULUM**

### Infant/Toddler:

We write our own Infant/Toddler Curriculum in-house to ensure it meets the ever- changing developmental needs of the kids. The monthly themes mirror the Preschool to make it an easy transition when the toddlers are ready to make the move. The Infant/Toddler Curriculum consists of art work, gross motor, fine motor, outdoor exploration, sensory play, lots of singing, and reading.

We also celebrate each child's family culture and tradition. We use the information from our Family Tradition/Culture survey to teach the children about other cultures.

### Preschool:

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

We also celebrate each child's family culture and tradition. We use the information from our Family Tradition/Culture survey to teach the children about other cultures.

## **SUPPLY FEE**

We have a \$100 supply fee each year, per child. This fee helps cover the cost of our preschool curriculum, office supplies, and printing. The fee is due at the time of enrollment and is a recurring fee every September.

## **POTTY TRAINING**

Potty training occurs in a relaxed manner here at Whole Babies Preschool & Childcare LLC. Whenever your child shows signs of readiness, we are here to help. Signs of readiness may include: showing an

interest in the potty, talking about using the potty, fewer wet diapers, or the ability to undress oneself. If you think your child is showing signs of readiness, let's talk about it. We think it is important for your child to have consistency with potty training (much like everything else). When your child is ready to begin this process, let's talk about what you're thinking about doing at home, so we can provide a similar environment in our school.

## **GUIDANCE AND DISCIPLINE**

The word discipline comes from the word disciple, meaning to teach. Our view of discipline is to teach children how to use appropriate behavior. We do this through love, consistency, and firmness. If any child in our care is displaying inappropriate behavior, the first thing we do is redirect the child. We do occasionally use time-outs (body breaks). We reserve the use of time outs for aggressive behavior.

## **BITING, AGGRESSIVE, DISRUPTIVE BEHAVIOR POLICY**

Biting is unfortunately not an unexpected behavior for toddlers under 3 years old. Children over 3 years old may bite; however, it is less common. Some children and many toddlers communicate through this behavior. Even though it can be normal, biting can be harmful to other children and to teachers. This biting policy has been developed with both of these ideas in mind.

We understand that a child biting other children is one of the most difficult behaviors to deal with in a home preschool and childcare setting. It can occur without warning, can be difficult to defend against, and provokes strong emotional responses in the biter, the victim, the families, and the teachers involved. Whole Babies also cares for mixed age-groups which also can present benefits and unique challenges in regard to children that bite.

This policy also applies to other aggressive and disruptive behaviors.

For many children, the biting stage is just a passing problem. Toddlers/children try it out as a way to get what they want from another child. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

In order to alleviate some of the triggers for biting, Whole Babies has many practices in place that are known to help prevent incidences of biting in small children.

- **Quality relationships:** Teachers develop nurturing relationships with the children and gets to know each child individually. Staff is given many opportunities for professional development to help he/she learn ways to build quality relationships with the children.
- **Environmental influences on child's behaviors:** Children are given opportunities to work in both small and large groups; there is a variety of work and children are taught how to share "work;" the environment in a classroom; and staff are very aware of and willing to help a child that is feeling overwhelmed.

- **Targeted social-emotional supports:** Children have a daily routine that they follow which consists of circle time, time to pursue their own work, and snack time. Children learn early how to navigate classroom transitions in a way that helps them build confidence and alleviate stress. Teachers will talk about emotions/feelings through books and other work and teach strategies such as yoga to help children learn to calm themselves.

Every time there is a biting situation, the Director and Owner will evaluate all circumstances surrounding the bite to see if there is something more we can do to prevent a bite from occurring again.

Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

#### **When Biting Does Occur:**

We strongly disapprove of biting. Our job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

#### **For the child that was bitten:**

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. An "Accident/Injury" report is filled out documenting the incident.

#### **For the child that bit:**

1. The teacher will firmly tell the child "NO! DO NOT BITE!" We say this without emotion or judgement.
2. The child will be placed in time out for no longer than the child's age (one year old, one minute).
3. After the time-out is over, we will talk to the child about why the biting happened. If the child doesn't have many words, we will give them the words to express their emotions. We will talk about what we can bite; example, food, teething ring, ect. We will read, "Teeth are not for Biting."
4. The parents are notified. We will ask that the parent pick the child up from school after every biting incident\*
5. An "Accident/Injury" report is filled out documenting the incident.

#### **The day the child that bit returns to school:**

1. The child will be warmly greeted by their teacher.
2. We will talk about the previous day's incident as a reminder that we do not bite our friends or teachers.
3. We will show the child what they are allowed to bite.
4. We will read, "Teeth are not for Biting."
5. The child will be closely monitored by the teacher to give the extra support if needed.

#### **When biting continues:**

1. If a child inflicts 2 more bites in a 5 day period the parents will be asked to make other day care arrangements immediately. For example, if your child attends school on M/W/F, the 5 days would be M/W/F/M/W. 3 bites in a 5 day period means that the child cannot return to Whole Babies. If a child attempts to bite and a teacher intercepts that bite, it will be considered a "biting incident."
2. Each time a child bites, we will ask the parent to pick-up the child from the school.



3. We will also enter daily “behavior reports” into Bright Wheel towards the end of the day, so that the parents are informed about the child’s behavior that day.

\*I know that it is an extremely controversial policy to ask parents to pick-up a child after each biting incident. We have this policy in place because we value safety above all else. If children in our care are not safe, then nothing else that we are doing in program really matters.

#### **Positive Reinforcement for Children that bite:**

These are techniques that parents and teachers need to BOTH use to stop biting/aggressive behavior.

**-Positive words:** The child will be given positive attention and approval for positive behavior. We try to catch the child doing things right throughout the day- even the small things.

**-Consistent Routines and Schedules:** At school, we have the same schedule every day. This allows the child to know what to expect each day. When a child knows exactly what time they will have dinner, go to bed, be dropped off at school, etc it can help lower the child’s anxiety. We highly encourage parents to have a consistent daily schedule for their children- regardless of age.

**-Bedtime:** Having a consistent bedtime routine is also very important. If children are over-tired, they are more likely to get frustrated more easily. A child should know when to expect their bedtime routine to start each night. It might also help to evaluate whether or not your child is getting enough sleep each night. Maybe your child needs to go to bed at 7pm each night instead of 8pm on school nights to ensure they are ready to learn the next day.

Read Books about Biting and desired behavior: The book we read most with kiddos after they have bitten a friend is called, “Teeth are not for biting.” It talks about what the child can and cannot bite. It is a good idea to replace bedtime books with books about biting and desired behavior. This also opens the conversation with your child about what the behavior expectation is.

**-Choices:** Whenever possible, we will give children choices. Would you like to paint inside or outside? Would you like to wear your tennis shoes today or rain boots? All of these choices result in the same outcome- the child completed today’s art activity or my child has shoes on their feet, but taking away the power struggle can lower frustration levels.

**-Age appropriate expectations/boundaries:** At school, we work on life skills all day long. One of the age appropriate expectations of our toddlers and preschoolers is that they clear their dishes after eating. We expect that each child do that before moving on to washing hands and then to their next activity. If the child leaves the table without doing what they were asked, we will gently remind them to do it. We will redirect them to the table until they have successfully cleared their spot. We do this all day, every day with activities like handwashing to participating in circle time. We highly encourage parents to do the same at home. If it is your expectation at home that your child complete a specific chore daily, then it is so important that you hold them accountable to that.

**-Chew Necklace or teether:** If the child needs something appropriate to bite, there are biting necklaces made of silicone that your child can wear around their neck. There are also bibs with silicone teethers at the end that can be worn as well. Parents are welcome to bring something for their child to use and/or keep at school.

#### **Constructive Reinforcement for Children that bite:**

In a preschool or childcare setting, we want to celebrate the positive things we find the children doing. When there is a serious incident like biting, we want the child to understand that the behavior is undesirable.

**-Time-out:** We reserve time-outs for serious behavior issues; biting is one of them. It important to us that all time-outs are lead the same way each time. Consistency is key- we want to do the same thing that you are doing at home.

### **Steps for a successful Time Out:**

1. Place the child in a designated area (against a wall, on a mat, etc.)
2. Get down to the child's level and explain why they have been sat there.
3. Walk away from the child and start the timer for 1 minute.
4. When the child gets up from the spot, simply place them back. Do NOT talk or communicate with them. By engaging with them we are giving them the attention they want.
5. Start the timer over each time the child gets up from the spot.
6. Once they have sat for a full 1 minute, explain to them again why they had to sit down and what is expected of them. Then ask for an apology.
7. Then move on and leave that incident in the past.

\*This method can take a LONG time in the beginning. The child is going to push the caregiver as far as they can. Be consistent and do not give up. They must sit for the full length of the time-out.\*

Child goes home after biting incident: This ensures the parent and child understands the severity of the behavior as Whole Babies' top priority is to keep kids safe.

Whole Babies reserves the right to ask parents to make other care arrangements at any time if we feel we are not able to provide adequate care to your child and the rest of the group if your child is exhibiting aggressive behavior such as biting.

The above method is how all teachers at Whole Babies will approach all aggressive behavior that could hurt another child.

### **BABYSITTING**

All teachers and Directors that are employed by Whole Babies do not babysit for families currently enrolled for Whole Babies Preschool. We appreciate your understanding.

### **ILLNESS**

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

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

If your child is sick, please email Ashley about your child's absence and symptoms. She will relay the message to the teachers that need to know.

Please **DO NOT** message through **Brightwheel** to tell us that you, your child, or family member is sick. It is important that I know about all illnesses across the schools, so that the correct teachers and parents are informed of the illness.

It is also important to me that we respect each family's health privacy, and Brightwheel does not allow for that privacy as the entire company can see the messages sent via email.

**Symptoms Requiring Removal of Care:**

**Fever:** A fever is defined as having a temperature of 99.0 or above, taken in the ear or under the arm. A child needs to be fever free for a minimum of 24 hours (without the use of a fever reducer such as Tylenol) before returning to preschool.

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

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

**Runny Nose:** If the runny nose is green in color

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

**Unexplained Rash**

**Lice or nits**

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

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

**Antibiotics:** If a child has been prescribed antibiotics, the child must be on those antibiotics for 24 hours before the child can return to school. This includes ear infections.

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

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

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

We will also send children home if they are not well enough to participate in our normal school activities.

**DOSE AND DROP**

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

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

Please do not use fever reducers before sending your child to school. If your child is teething, you may use topical gels, tabs for pain, but we cannot accept children into care that have been given a fever reducer such as ibuprofen or acetaminophen.

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

## **INJURY**

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

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

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

## **MEDICATION**

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

### **Medication may be given to your child if:**

Medication (including over the counter medication) is in the original container. Please write the child's name on the container, so we don't mix it up with another child's medication. If a physician prescribes the medication, the container must also show the prescribing physician, the name of the medication and the dosage

A written medication authorization form signed by the parent or guardian. This form is in addition to the medication authorization you signed at the time of enrollment

The medication must be given to us upon arrival so it can be stored in a locked container.

## **INSURANCE**

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

## **PAYMENT PROCEDURES**

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

We highly encourage families to pay through Bright Wheel. You can set-up auto payments through Bright Wheel. All receipts for payments can be accessed through Bright Wheel at any time.

Many families use Dependent Savings accounts. If your family uses a Dependent Savings Account, our receipts should have all the necessary information for reimbursement. We are happy to provide any additional information that is needed, just ask.

There will be no adjustments made if your child is absent due to illness, appointments, days off, vacation, inclement weather closures, pandemics, or any other unforeseen closures. Full and Part-time parents will be expected to pay their full weekly rate in the contract regardless of the actual number of days attended. Our operating costs do not change if a child stays home. Whole Babies Preschool continues to have the same financial obligations whether children are in care or not.

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

Non-payment will result in the termination of your child's enrollment. There is a

\$10 late charge for each day your payment is late.

If more than one check is returned for non-sufficient funds, we will only be able to accept cash payments going forward. Parents can pay by check, cash, or through Bright Wheel. If paying in cash, we do not carry change, so any change needed would be applied to the following tuition payment.

If paying through Bright Wheel there is a fee of 60 cents per transaction that is paid for by the parent.

### **HOLIDAYS**

Whole Babies Preschool & Childcare LLC is closed on the following major holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Christmas Day, and the day after, Thanksgiving Day, and the day after. All of the above holidays are paid holidays. We also close at 12pm on Christmas Eve. We will send out a full list of closure dates by September 1st of each school year.

### **VACATION**

Each family may take 1 week of vacation/sick time per year without paying tuition for that week (a week is equivalent to the number of days your child is enrolled). For example, if your child attends school on Monday's and Tuesday's, you will have 2 days per year that you don't have to pay for if your child is not at school. Vacation resets every September, at the start of the school year.

To use your family's vacation/sick time, please email Ashley ([wholebabiespreschool@gmail.com](mailto:wholebabiespreschool@gmail.com)) and your Director with the dates that you would like the discount applied to. Please do this prior to the dates you would like vacation to be applied.

### **EARLY ARRIVAL & LATE PICK-UP**

Whole Babies Preschool and Childcare opens at 7:30am. If you drop your child off before 7:30am, you will be charged \$1 per minute.

Whole Babies closes at 5:30 pm each day. If you do not pick your child up by 5:30 pm, you will be charged a late fee of \$1 a minute for the first 3 occurrences. If you are late more than 3 times in a calendar year, you will be charged \$5 per minute you are late. We really do appreciate your consideration. Our goal for the higher charge is not to make money, but to encourage parents to arrive on-time for pick up.

If you are going to be late, please call and let us know so we don't worry, and more importantly, so your child doesn't worry. Please pick-up and drop-off your child on time- we sincerely appreciate this!

### **EMERGENCY CLOSURES/INCLEMENT WEATHER**

In the event of inclement weather or natural disaster we will follow the Tigard/Tualatin school district closing/late start/early dismissal schedule. We do this for the safety of the families in our care and for the safety of our teachers. We will communicate all school closures, late starts, and early releases through Bright Wheel and via email. If we do close due to inclement weather, tuition is still required. If we have to close for any reason, parents are still responsible to pay for their spot.

### **TERMINATION/WITHDRAWAL/ CHANGE OF SCHEDULE**

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

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

We require a 4 week written notice for withdrawal or for any other schedule changes. We may not always be able to accommodate a schedule change request; however, we will do our best to accommodate every family's scheduling needs. If we are able to fill the spot before the 4 weeks' notice, we will not charge you for the remainder of the 4 weeks. If you would like to terminate care or make a schedule change request, please email us at [wholebabiespreschool@gmail.com](mailto:wholebabiespreschool@gmail.com).

### **GRADUATING (Kids headed to kindergarten)**

We start planning for our September enrollment in January each year. If your child is in their last year of preschool and will head to kindergarten in that calendar year, you will receive a few emails from us. January: We will ask if you can please let us know if your child will attend Whole Babies through the summer.

March (once school district calendars are released): We will ask if you can please let us know when your child's last day at Whole Babies will be.

We would like to have a last day set for your child by May 1st if possible. We appreciate your help with this, so that we can plan for future students!

### **HANDBOOK POLICIES AND PROCEDURES**

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