

Growing Up Roses

Parent Handbook

Childcare Philosophy

Our day-to-day activities will be planned based on my belief that play and physical activity are essential to the healthy growth and development of young children. We will spend significant portions of our time in free play and out of doors.

It is important to me to establish and maintain open communication with parents of the children in my care. I am available anytime to discuss how your child is doing in care or at home. I know that daycare for your child is just one aspect of your family life. Quality childcare that is consistent with your parenting goals will make a big impact on your life and your child's life.

Hours of Operation and Attendance

We are open 7:00 am – 5:00 pm Monday through Friday.

Parents are expected to phone or text no later than their regular drop off time if their child will be absent or late for the day.

Parents will be expected to drop school age children off no later than 7:30am or they will be responsible for dropping their child off at school for the day.

If you will be picking your child up early or picking your child up from Scott school directly, please notify me when you drop your child off that day.

When the group is offsite (at the park or library) parents will be responsible for meeting us at our current location for drop-off or pick-up . Parents can contact me via cell phone at any time.

Any time your child is absent, payment is required unless it is being taken from your vacation days and has been arranged ahead of time.

Either the parent or the provider may terminate service for any reason. A two week notice is required for termination of care.

Daily Routine:

Here is a rough outline of our daily schedule:

7:00 – 7:30 – Open play as children arrive
7:30 - 8:00 - Drop-off at Harvey Scott Elementary School
8:00 – 8:30 – Breakfast
8:30 – 9:30 – Art, Games or Cooking Project
9:30 – 10:00 – Snack
10:00 – 11:30 – Outside Play/Trip to the Park or Library
11:30 – 12:00 – Lunch Time
12:00 – 12:30 – Story Time
12:30 – 2:00 – Nap Time/Quiet play as children wake up
2:00 – 2:30 – Pick-up at Harvey Scott Elementary School

2:30 – 3:00 – Snack Time
3:00 - 4:00 - Homework/Inside Play
4:00 – 5:00 – Outside Play

Overnight Care & Drop-In Care

Regular or occasional overnight care is available. Agreements for overnight care shall be drafted and agreed upon as needed.

Drop-In care can be provided if there is availability. An enrollment fee is not required for occasional care, but enrollment forms must be filled out or updated.

Before/After School Care

Before/after school care is available for students attending Scott K-5. Tuition for before/after school care includes full day care on all school closure days that do not fall on the holidays listed below. Tuition will also include care for late start or early dismissal days.

I will drop children off and pick children up at school according to school procedures. I will need to be listed as a contact for your child and given permission through the school to pick your child up. We will be walking to school in the mornings and back to my home after school. Your child will need to be dressed in clothes and shoes that are appropriate for the walk to school and home.

Enrollment Procedure

In order to reserve a space for your child, an enrollment fee will be due at the time the enrollment contract is completed.

Additionally, The following forms must be completed before a child enters care:

- Signed Parent Handbook or Care Agreement
- Enrollment Record and Authorization
- Immunization Form

The first payment is due on the first day of care.

Holidays

We will be closed on the following holidays:

- New Year's Day
- Martin Luther King Jr's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve through New Year's Eve

If a holiday falls on a Sunday, we will be closed the following Monday. These are paid holidays and the regular full week's payment will be required, though you may choose to use your vacation days (outlined below) during this time.

Vacation

Every family receives one week of vacation time during which they will not be required to make a payment to hold their child's place. Parents are required to give a two week notice for any vacation time used. Any other time your child is not in attendance full payment will be required.

We will be closed for one week during the summer for my own family vacation. Parents will be notified at least 30 days in advance of the exact dates. Payment is not required to hold your child's space during this week.

Substitute Care and Closures

In times where I am too sick to care for your child or have a doctor's appointment or training, I will try to find alternate care. If anyone residing in my household is ill, you will be notified and given the choice to bring your child or make other arrangements to avoid contagion. If my own children are too sick to be in care, I will try to find alternate care. In the event that I cannot find alternate care, you are responsible for finding other arrangements for your child.

I will follow Portland Public School District for closures due to inclement weather. If PPS is closed, other arrangements for your child's care will need to be made. I will open and close at regular times even if PPS starts late or dismisses early due to inclement weather.

Meals

Breakfast, lunch and snacks are served each day.

Should your child arrive later than a meal time, you will be responsible for feeding him or her.

Do not send any food with your child. This includes but is not limited to gum, candy, chips, cookies, and cereal. If you would like to bring special food for a birthday or holiday party, please make arrangements with me in advance.

If your child has a food allergy or special diet, please let me know. I will do my best to serve food that is consistent with his or her diet.

If your child is still receiving formula or breastmilk, you will be responsible for bringing prepared and labeled bottles each day your child is in care.

Overnight care will include a light breakfast of fruit and yogurt/cereal.

Diapers

I will change diapers at least every two hours and when noticeably soiled or wet.

Parents of children in diapers are required to supply diapers and wipes. If your child is using cloth diapers and wipes, you may leave them on site and I will launder them. Make sure they are clearly marked with your child's name. A two day's supply of cloth diapers/wipes will need to be left on site.

Clothing

Parents should bring a change of clothes to be left on site for each child. Potty training children will need to have two changes of clothing.

We will go outside rain or shine at all times of the year. Each child will need rain boots and a raincoat. These items may be brought daily or left on site. Please try to dress your child in appropriate clothing for the weather. Heavy coats, hats and mittens will make outside time more pleasant during cold weather. On hot days we may engage in water activities so a swimsuit is encouraged, but not required.

Emergencies

Fire and emergency drills are conducted every other month. In the event of an emergency due to which we must evacuate, we will assemble and wait for parents at the Gregory Heights Library on 79th Ave. and Sandy Blvd. Please see our Emergency Preparedness Plan for further details.

Rates and Fees

Monthly rates are as follows:

Full Time (5 days a week):	\$1000 per month per child 2 or older \$1100 per month per child under 2
Part time (4 days a week):	\$800 per month per child 2 or older \$900 per month per child under 2
Part time (3 days a week):	\$600 per month per child 2 or older \$650 per month per child under 2
Part time (2 days a week):	\$400 per month per child 2 or older \$450 per month per child under 2
Before/After School (5 days a week):	\$500 per month per school aged child

All payments are due by the first of the month. Alternatively, payments can be made in two parts; on the first and fifteenth of every month. There will be a fee for late payments. If your payment is seven days or more overdue, your child will not be able to attend care until both the late payment and associated fee are received.

I reserve the right to change fees with thirty days notice.

Complete payment is due whether or not your child was in care during the contracted time due to illness, an appointment, or vacation, unless vacation days were used and the required two-week notice was given.

Fees are as follows:

- \$50 Enrollment Fee – due at time of enrollment and will hold your child's space

- \$10 Late Payment Fee – due for every day that payment is not received
- \$5 Overtime Fee – for every five minutes (or portion thereof) after the first 5 mins per child
Overtime fees will also be charged for early drop-off as well as late pick-up.
- \$10 Sick Child Late Pick Up Fee – If your child is deemed too sick to be in care, he or she will need to be picked up immediately. You will have one hour upon notification to pick up your child. If your child is not picked up in one hour, you will be charged a fee.
- \$25 Returned Check Fee – If more than two checks are returned we will ask that future payments be made in cash or via credit/debit card.

Rates for overnight care, and drop-in care will be worked out and agreed upon as needed and before care begins.

Illness

If your child is ill and has any of the following conditions or symptoms, you will need to make other arrangements for his or her care:

- a fever of 101 degrees or higher
- vomiting
- excessive diarrhea (3 or more watery stools in 24 hours)
- any potentially contagious virus or infection

Should any of these symptoms appear while your child is in care, you will be notified and required to pick up your child as soon as possible. If you do not pick your child up within one hour, you will be charged a Sick Child Late Pick Up Fee. Your child will not be allowed to return to care for 24 hours after fever, vomiting, diarrhea or other symptoms of illness have subsided. As previously noted, all regular fees apply if your child is absent due to illness.

If a school age child is sent home from Scott school due to illness, it will be the parent’s responsibility to arrange for pick-up of your child from school. Your child will not be allowed to return to care until your child can attend school again.

Medications

Any medication must be in the original bottle or container and prescription medications must include the original prescription label and instructions. Sunscreen is considered a medication and must be labeled with your child’s name.

Discipline

I believe in positive discipline. When discipline is necessary I will emphasize natural and logical consequences and working together to find solutions to problems and constructive ways of expressing big emotions. With that said, I will honor the parents’ respective styles and the child’s personality in disciplinary matters.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Provider Signature _____ Date _____