



Oona's PlayCare

Play is the highest form of research

Handbook/Contract

PHILOSOPHY

At Oona's PlayCare we see play as being the "heartbeat" of our program.

Within the context of play there exists a myriad of learning opportunities. Children explore social relationships, contribute ideas and take on the ideas of others. Play provides the opportunity to experiment, explore, discover, and to solve problems. As children play there are opportunities to talk, to listen and to explore language. There are also opportunities to relax, to have fun, to experience and to express joy.

Our teaching team plays an important part in supporting children's learning within the context of our play-based program. We provide resources, which support children to form connections, to explore, create, construct and solve problems. We maintain a balance between experiences, which are initiated by the children, and those, which are supported or facilitated by thoughtful and intentional teaching.

We focus on a child's "being" as well as a child's "becoming". We believe that Oona's PlayCare should be an enjoyable and fun place for children to be. We place a value on ensuring that our program is accessible and meaningful for all children, that it includes and supports children and families with diverse abilities and alternative perspectives. We place a value on providing a caring and nurturing environment for children, their families and for staff. We recognize that all children, their families and staff are part of a wider community. We place a value on building connections between a child's home, family and the classroom. We seek to help children understand what it is to "belong" in a number of contexts. We place a value on supporting and fostering positive and respectful relationships and communication between staff and families (and extended families) and within the staff team.

Research tells us that the environment has a crucial and formative impact on the way children's brains develop. We aim to place an equal value on the learning through play that takes place both indoors and outdoors. We believe that a gentle rhythm to the day helps create a sense of security - however we also believe in an environment that is responsive to children's own rhythm, interests, ideas and contributions.

At Oona's PlayCare we recognize the tremendous importance of these early childhood years and the subsequent importance of our role as early childhood educators in supporting, nurturing and facilitating growth and development of children. We work to develop a culture in which relationships develop mutual respect between families and educators, which is continually evolving as we work together to ensure a positive start in the early years for children.

* Please see handout for an in depth understanding of our philosophy.

POLICIES & PROCEDURES

If illness, emergencies, or appointments should arise during childcare hours, every attempt will be made to have a substitute provider care for your child so the facility will remain open for care. If a substitute is not available you will receive notice for closure. Whenever possible medical and personal appointments will be made after childcare hours.

The following days are holidays that Oona's PlayCare is closed:
Christmas week through New Years day, Martin Luther King Jr day, Thanksgiving, the day after Thanksgiving, July 4th, Labor Day, Vetran's day and Memorial Day.

I will take 3 weeks of vacation during the calendar year and will give parents 4 week notice of such upcoming vacations. One of those weeks will be the last week of December (as noted above) and I will be closed. I will reopen the day after New Year's Day. Oona's PlayCare will be closed for the other 2 weeks if a substitute provider cannot be provided. If a substitute is provided hours may need to be slightly adjusted. These weeks may or may not be in tandem. It is the responsibility of the Families to have back up care for these days and tuition does not change.

NOTE: I do reserve the right to close for any reason in which I cannot operate in a safe manner such as the loss of electricity, water, and heat or in extreme circumstances and medical epidemics. Childcare fees are paid for any of these occurrences.

GUIDANCE & DISCIPLINE

In my experience, children retain valuable lessons more easily if there is consequence instead of condemnation. If I do express my disapproval it will be done so without attacking character. I believe that everyone is basically good, but his or her actions, choices, or words may not be. The rules in my daycare are fundamental - be fair, be kind, take turns, use words, no hitting, no biting, and no intentional cruelty. I clearly state my expectations in an age appropriate manner. I prefer to allow the child to think for themselves first, help them make good choices, and in some instances assist with resolution. I may lead the child to do the right thing because at a young age the child may not yet know a good way apologize or gently return a toy. In some situations a child may be given a brief "time in" if they are having difficulty making good choices on their own, or they just need a moment to calm down and think.

No physical discipline is ever used in my care.

GROSS MISCONDUCT

I will communicate to you immediately if your child is frequently and deliberately causing harm to themselves or others or is frequently and deliberately destructive. This behavior is unsafe and will not be allowed – termination may ensue if the behavior is persistent.

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CHILD'S HEALTH

The State of Oregon requires that every child enrolled in daycare have current immunizations and those records be provided to the daycare facility. As the child grows and receives each immunization, please remember to provide a copy so that it can be added to your child's daycare records. Parent/guardian must complete a medical emergency form entitled "Medical Authorization" and update as necessary.

I ask that parents keep children home during illnesses. I also ask that parents inform me if the child was ill prior to coming to daycare, even if they seem better, this way I can keep a good eye on the child throughout the day. Please make other arrangements and respect my decision if I feel your child is too sick to be in daycare. I am sympathetic to the difficulties of taking time off work, so discretion will be used.

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following:

The illness prevents your child from participating comfortably in the daycare environment.

The illness results in a greater care need than I am able to provide without compromising the health and safety of the other children in my care.

OR the child has any of the following conditions:

Temperature: Oral temperature 101 degrees or greater; armpit temperature 100 degrees or

greater; accompanied by behavior changes or other signs or symptoms of illness- until

medical evaluation indicates inclusion in the facility.

Symptoms and signs of possible severe illness - such as unusual lethargy, uncontrolled

coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual

signs.

Uncontrolled diarrhea or vomiting illness - two or more episodes of vomiting in the previous

24 hours, unless a health care provider determines the illness to be non-communicable,

and the child is not in danger of dehydration.

Rashes with fever or behavior changes, mouth sores with drooling, or Hand, Foot & Mouth

disease.

Purulent conjunctivitis - defined as pink eye or conjunctiva.

Scabies, head lice, or other infestation.

Tuberculosis, until a health care provider or health official states that the child can attend

childcare.

Strep throat or other streptococcal infection.

Chicken pox, Mumps or Measles.

Injuries: I will supervise your child closely in an attempt to prevent injuries, but accidents happen. I have been trained in first aid and CPR and will follow my training.

Minor Injuries: requires only a band-aid or ice. Then I will inform with an email or text and likely discuss it when you pick up your child.

Serious injuries: I will call you to discuss thoroughly and may suggest that you take your child to the doctor or emergency room.

Severe injuries: I will call 911 before I contact you. If I cannot reach you, I will call the emergency contacts listed on your "Emergency Action Plan" (remember to keep this up-to-date).

MEDICATIONS

A "Medication Log" must accompany all over-the-counter medicine. Over-the-counter medicine is usually given for short-term health conditions; the average length of time is 3-5 days.

Refrigerated medicine is kept in a closed container marked Medicine in the refrigerator.

Prescription medicine must:

Be dated within the past 30 days

Have child's name printed clearly on the label

Have dosage amount and times

Prescription medicine must also be accompanied by a "Medication Log" which must include:

Date

Child's name

Doctor's name and phone number

Pharmacist name and phone number

Name of medication

Dosage amounts and times to be administered

Route of medication, i.e. oral, eye, etc.

Why medication is needed

Date medication is to end

Special directions, i.e. take before eating, etc.

Note requesting medication be given with Parent's signature

SUPPLIES

All supplies must be labeled with your child's name. You will need to provide the following things to be left here:

- A spill proof water bottle to leave at daycare (ie. Contigo or camelback one that has a connected straw so we don't lose it)
- 1 \$1.00 toy for our birthday box.
- 1 complete change of clothing (more if we are toilet training) to be left here. This includes shirt, pants, socks, and underwear. Soiled clothing will be sent home and a new change of clothes will need to be brought back the next day.
- 1 box of baby wipes – large box 900 wipes

- Nap Mat or child sized sleeping bag- (Carman house)
- Toothbrush in full travel cover
- Toothpaste
- Floss
- Proper outerwear
 - (warm jacket) for outside play
 - A pair of rain boots.
 - A Tuffo rain suit- can be purchased at amazon
 - Shoes are a requirement for all children over 1 year old
 - Swimsuit, towel, and sunscreen to be left here during summer months.

FOR CHILDREN NOT YET POTTY TRAINED:

Diapers – 1 full package. I will notify you when the supply is low.

1 box of baby wipes – large box

2 changes of clothing (t-shirt, sleeper, outfit, and socks). Careful attention must be made to maintain current sizes left here.

Any cream, powder, etc. that you wish me to use.

Even though (medical) supplies will be kept in my home, I will NOT give them to your child unless written permission is given. You may have the option of filling out a medication permission slip upon enrollment. That way I can go ahead and give them some medication, should the need arise, then write the administration on the form.

*Notice will be sent home when more supplies are needed. Supplies will be stored in cubby, changing area, or in overflow storage room.

NOTE: If you prefer not to supply these items to be left here, you may send them daily in the diaper bag. The option of leaving these items here is for your convenience and is not required. However, all of the above items are required for me to care for your child, so they will need to be brought daily.

NUTRITION

Children are provided organic breakfast, lunch, morning and afternoon snack. A menu is available and on an 8 week rotating schedule. If fruits/vegetables are out of season substitutions may be used. Likewise the menu may change based on children’s needs during that day. Cakes, cookies, sodas and other “not so nutritious food” may be served during special events like

birthday parties and holidays. The Parent/Guardian provides formula; Parents are on a rotation for “snack week”. Parents’ will be given a bag to fill with snacks for their week which are distributed to all children throughout the week between meals and snacks.

NOTE: if your child has specific dietary restrictions such as but not limited to: Gluten Free, , vegan, etc., the parent/guardian will supply all meals/drinks daily.

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All children sit together at the table to eat meals. I will encourage children to eat their food. However I will not force them to do so. The child may choose not to eat, but no substitutes will be provided. Water is available to the children all day - each child has an easily accessible spill proof bottle or cup. All children over 1 year old will use a cup and not a bottle.

NOTE: Please provide your child with a water bottle to keep here. Thanks

POTTY TRAINING

In general, the parent and I must be in agreement as to how potty training will be approached. It is easier if the child is dressed appropriately with easy-to-remove clothing and I do require a supply of extra clothes & pull-ups. Potty training shouldn't be rushed; it is important that your child is psychologically and physically ready for training. A child is truly "potty-trained" when he/she is capable of using the toilet without an adult's assistance or has no accidents.

TYPICAL DAILY ROUTINE

Arrival and Settle In - shoes off, potty, wash hands Free choice/circle time
Breakfast & Clean Up
Free play

Skills -Small group/one on one or outside play Snack
--Nap
Lunch & Clean Up

Free Play
Outdoor play or gross motor movement - weather permitting Group Play / Skills
Snack & Goodbye Song
Clean Up & Prepare for Pick Up

TYPICAL ACTIVITIES

Music : Explore different types of music i.e. country, jazz, rock & roll. Explore different types of instruments i.e. piano, violin, and drums. Singing!

Group Play: Exercise, dancing, singing, play acting, games - these group activities encourage children to coordinate and cooperate along with good sportsmanship and taking turns.

Free Play: Children have a choice of - blocks, toys, dolls and accessories, play sets, household, kitchen toys, educational toys, tunnels, tents, riding & pushing toys, pouring skills, washing skills, art, sweeping, lids, sorting, lacing, beads etc.

Floor Time: Children have a choice of quiet activity - books, puzzles, mazes, cars - all of which encourage the child to remain on the floor and play quietly.

Language: Sign Language, nursery rhymes, flashcards, stimulus pictures or objects to encourage verbalization, flannel board.

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Skills: Children are offered an opportunity to learn a new skill based on observation small group or one-on-one is used for this time for modeling skill and guiding independent skill development.

I Pad: Each child is encouraged to hold, start up, open, and play age-appropriate educational applications to help them become comfortable, careful, and confident with this type of computer.

Story Time: Children sit together and listen, look, or read along to a book read by me. We usually discuss the story, the characters, the setting, the outcome, etc.

Dramatic play: Dress up, role playing, acting as characters or animals, etc.

Outdoor play: Walking, running, ball playing, riding toys, gardening toys, trucks, strolling dolls. Park or local school visit includes; swings, slides, climbing and neighbors.

Special Days: Include birthdays or holiday parties, (agreed upon by provider & parent) preparing for birthdays or holidays such as projects for standard American holidays:

Mother's Day Father's day Halloween Thanksgiving Christmas

New Year Valentine's Day St Patrick's Day Easter

4th of July We also celebrate the seasons changing ☺

All holidays will not be treated as a religious matter but rather a celebration of friendship and used as a teaching tool for social skill building and fine motor development and other areas of learning such as sorting, colors, counting etc.. If you have any questions or concerns about the days we celebrate please do not hesitate to ask.

NOTE: Bathroom and/or diaper change times vary to meet each child's needs. This is a general schedule and is dictated mostly by the children's needs and feelings each day. NOTE: Your child is released to my care after you leave the premises in the morning, and is released to your care as soon as you walk in the door at pick up time.

HOURS OF OPERATION

Childcare is available Monday through Friday 7:30am-6:00pm with the exception of closings as referred to on the Closure List distributed. Actual days and hours are determined by the family's needs. I have an open door policy. If we are in the downstairs of my home I often will not hear the doorbell or knocking. Please feel free to use your code and enter to drop off or pick up your child. Please understand that the contracted drop-off time is important because I plan our day around the collective time frame of each child as well as each phase of our daily routine – please text or call me if you know that you will be more than 5 minutes late.

Furthermore, I schedule children based on other children's scheduled pick up and drop off time. Variations in schedule must be approved and at times may not be accommodated. Fees may be associated with frequent schedule changes.

Our contracted pick up time is equally important; there are several things to do before the children leave – clean up, potty, shoes & bags, etc.

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EARLY DROP OFF

Any care needed prior to my normal opening time should be scheduled at least a day in advance. Please see payment guidelines for fees.

LATE DROP OFF & PICK UP

Please text or call me if you will be more than 5 minutes late dropping off or picking up your child. It is important to the children and me to maintain our daily routine.

I'm sure you agree, personal time is important; accordingly, it becomes difficult to have an appointment or other plans scheduled if I cannot depend on the mutually agreed pick up time. I do understand that there may be an occasion of major traffic congestion or bad weather conditions causing a delay – but please be courteous, call me or text, and perhaps we can work out a contingency plan. Consistent tardiness may be cause for termination. NOTE: See "Payment Guidelines" for overtime rates

TRANSPORTATION

There will be monthly field trips to a facility, local park or zoo. There will likely be entrance fees the parents are responsible for on those occasions. No additional fees will be charged for transportation and the only requirement may be a car seat or booster. Please see consent form for transportation.

RELEASE OF CHILDREN

It is important that I protect your child by ensuring that your child does not leave my home with a person you have not authorized on your enrollment forms. Also, please text or call me when someone else that you have authorized will be picking up your child. Even if it is an emergency, I must have your permission to release your child to someone other than you. I will need the person's name and a description of what he or she looks like. The person picking up your child may have to show me a picture ID before I will release your child from my care.

I have to assume that both parents have the right to pick up your child, unless you give me a copy of a court order stating otherwise. We will need to discuss how I should handle the non-custodial parent who arrives to pick up your child. Without a copy of the court order, I cannot refuse a parent. If I have a court order and a non-custodial parent tries to pick up the child, I will immediately call the custodial parent. If the non-custodial parent leaves with the child, I will immediately call the police and report the situation. I will not place the other children at risk in a confrontation with the non-custodial parent.

It is very important to me that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, I will call the parent or emergency contact person listed on the enrollment forms to request their assistance. If the situation occurs a second time, it may be grounds for termination of care.

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All children should be transported to and from childcare in a car seat or child restraint. I will not release your child if the person picking up your child does not have a car seat. If necessary, it may be kept throughout the day at my house.

PAYMENT GUIDELINES

There are a limited number of spaces available for care. When you sign up for childcare at Oona's PlayCare, you are signing up to reserve one of these spaces. Choose how many days you require care a week and you are responsible for the payment for those number of days. You are paying for a monthly service reserved for your child. Therefore, parents pay a flat fee, regardless of days not in care. Please note: Due to the limited spaces available and higher level of care required a higher rate will apply for children under 1 years old.

Childcare services are paid for in advance – Upon completion and delivery of enrollment documentation and non-refundable deposit of 250.00, your child will be considered enrolled and a space will be held. Please note this fee is used as a supply fee and will be due annually. The day your child enters care you are obligated to make your monthly payment at drop off time. Late fees will be accrued if payment is made at end of the day. Payment obligation is based on the number of days agreed to use childcare weekly, not on actual attendance. In the case of your absence a vacation or holiday, please make payment arrangements before you leave. Payments are due monthly by the last day of care the prior month.

Late payments – A late payment is any payment not made at drop off. If an exception is made due to financial hardship or a family's personal issues and you are unable to pay in advance, then a fee of \$20 will be added per day to your regular payment. Any time after noon payments are considered late and the 20.00 fee will apply. Each day by noon another 20.00 fee will apply until paid in full. After 1 week your child will not be able to return to care until paid in full. An exception may be made at my discretion. If payment is late for 3 months (not consecutively) there will be no grace periods and your child will not be able to attend if payment is not made on time.

A personal check or cash will be accepted for payment. However, if a check is returned for any reason a fee of \$37 will be charged. Additionally, because I am unable to use these funds, my late payment fee of \$20 per day applies. After 2 check returns, all further payments must be made in cash or money order/cashiers check. Non-payment or consistent late payments is cause for immediate termination.

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Payments:

I accept payment in the following ways:
Checks, Cash, Venmo, PayPal.

- Please make Checks payable to Oona's PlayCare and place check in payment box inside the front door.
- My venmo information is: Jennifer O'Neil @Jennifer-ONeil-07065 971-533-6908 if you have any questions I can send the code to your phone
- I will also take PayPal payments: [Paypal.me/oonasplaycare](https://www.paypal.com/merchot/?url=https://www.paypal.com/oonasplaycare)

*Please note if you choose to send as "goods services" please add 2.9% +.30 to account for PayPal fees.

Overtime Rates:

Overtime rates are considered any amount of time that care occurs prior to 7:30am or after 6pm. I am not open until 7:30am and I close at 6:00pm. I require that children be picked up and have left the facility by 6pm. Due to having an increase in late pickups overall, I am increasing my overtime rates. Without advance notice by the parent and approval by the provider, the overtime rate will be as follows:

1st time \$1.00 a minute

2nd time \$5.00 a minute

3rd time \$10.00 a minute

Any time after the 3rd \$15.00 a minute

If you feel you cannot drop off at 7:30 or pickup your children before 6 pm on a regular basis please come see me right away. If you have any questions or need clarification of overtime rates please do not hesitate to contact me.

After hours Communication:

I will have a separate personal phone and turn off my work phone on weekends at evenings at 6:30pm. (Parent's night out I will turn off my phone after the last child is picked up). All after hours messages will be returned during business hours.

BEFORE AND AFTER SCHOOL:

Oona's PlayCare offers before and after school care. Full day care during school holidays and in-service days are available for an additional fee. The minimum payment required is for the contracted amount. If before and/or after school care is 4 or more hours a full day rate will be charged.

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Drop-In:

Drop-In care may be available at a higher rate than regular scheduled days. If you require a drop-in day you must contact Oona's PlayCare the night before to inquire if there is space available. A full days payment is required regardless of the amount of time your child is in care that day. Payment must be paid at the time of drop-off.

Change in Schedule

If Parent/Guardian wants to change the amount of contracted days a week to less days than original contract states; 1 month notice is required at by the first of the month with regular payment due. If changing to more days 1 month notice is not required as long as there is an available slot open.

TERMINATION:

Parent/Guardian will give 1month written notice by first of month, (with 1month full payment) to terminate your child's enrollment. If 1 month notice is not given in writing, you are still obligated for the full cost of monthly tuition and 30 days does not begin until written notice is received. Written notice must reflect the date it is received. If notice is received but payment or a payment arrangement is not made, a late payment fee of \$20 per day applies. If there is nonpayment, collections will be pursued via a collection agency and all fees associated will be charged to the parent/guardian.

TRIAL PERIOD:

There is a trial period of 2 weeks from the date childcare begins. If the arrangements are not mutually satisfactory, either party can terminate this agreement without notice – any money already paid are non-refundable.

Final Thoughts:

As a parent in my childcare and my home, please:

Conduct yourself in a responsible manner - little people are curious and copying.

Sign in and out - with the accurate time the children arrive and depart.

Take an interest in your child's activities and development at daycare, and share your ideas and concerns with me.

Review all correspondence given to you or posted. Promptly sign and return necessary forms.

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When your child returns to care after receiving this or an updated copy of the handbook, it is considered as an agreement to all terms and policies set forth in the handbook. The provider may update this handbook as needed.

Remain in constant contact with your child - remember that you are responsible for your child while you are on my premises.

Monthly Tuition:

Per child over 2year	Per child under2years:	*Per child after-school
5 days a week: 1050.00	5 days a week: 1250.00	5 days a week: 625.00
4 days a week: 950.00	4 days a week: 1050.00	4 days a week: 540.00
3 days a week: 750.00	3 days a week: 850.00	3 days a week: 325.00
		*there are extra fees for full days when not in school.

My child(ren) _____
 _____ will be attending ____ number of days (circle days)
 Monday Tuesday Wednesday Thursday Friday

Drop off time _____ Pick up Time _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Childcare Provider: _____ Date: _____