

THE LEARNING LAB PARENT HANDBOOK

While all sections of our handbook are required to be read, understood and approved, the first sections of this handbook are critical and the most frequently referenced policies. Please pay special attention to our health, use of medication, clothing and toileting practices, as we will enforce them with all families. Prior to your child's start date all families are required, as per our Oregon State Childcare License, to sign off on all policies and procedures. Our Tax ID# is: 86-3387087

HEALTH POLICY/PROCEDURE FOR EXCLUDING CHILDREN FROM CARE

Children with ANY of the following symptoms will not be permitted to remain in care:

1. Fever of at least 100 degrees Fahrenheit
2. Cough
3. Vomiting: 1 or more occasions within the past 24-hours
4. Diarrhea: 1 or more watery stools within a 24-hour period, or any bloody stool
5. Rash: all children with a skin rash will be required to have a physician's diagnosis
6. Eye discharge, redness or conjunctivitis (pink eye) will be required to have a physician's diagnosis
7. Not feeling well and/or not able to keep up with regular program activities
8. Any open sore, unless properly covered with a waterproof bandage and 24-hours have passed since starting antibiotic treatment, if treatment is necessary

Children with ANY of the above symptoms/conditions will be separated from the group and temporarily cared for in the teachers' room. Parent(s)/guardian(s) or emergency contact will be emailed and asked to pick up the child. Children must be symptom and fever free for 72-hours (without the use of OTC medication) before returning to school. This means if they have an incident at 3:00 in the afternoon on Sunday, they should not return to school until Thursday morning. Children often tend to relapse or contract a new illness when they have not had enough time to heal. They are not like adults. They cannot function successfully in care while still fighting an illness, even the "common cold".

Children must be able to participate fully in activities and the above symptoms typically prohibit them from doing so. While we regret any inconvenience this may cause, we will enforce this policy to protect all the children in our care and our staff. If your child is found by a doctor to have a serious, contagious illness, you must contact The Learning Lab in writing ASAP so that we may take precautions and notify other parents.

MEDICATION

No prescription medication will be administered to your child unless it is brought to school in an original prescription bottle with the instructions printed on the bottle. We have a form for parents to fill out indicating dosage, duration and whether refrigeration is necessary. Medicines should be taken home daily. Over the counter medication and prescription medicine must be in its original bottle. Containers must have the child's first and last name and clear instructions for use. We will administer the following

medications, with prior written parent authorization, only at the dose, duration, and method of administration specified on the manufacturer's label of the age or weight of the child. We strongly discourage regular use of OTC medications while in care.

EMERGENCY PROCEDURES

If a child becomes ill and needs to be sent home or requires immediate medical attention due to an accident, the following steps will be taken unless specified otherwise by the parent:

1. General first aid (Band-Aids, ice, isolation)
2. Contact parent(s) or other responsible adult listed on enrollment form
3. Call the child's physician if unable to contact family
4. Ill children will rest quietly until picked up
5. The school reserves the right in the event of extreme illness or accident to call 911. If emergency treatment is required, the child will be transported to the hospital.

CLOTHING and SHOES

Children should be dressed simply and comfortably in play clothes. If you are worried about clothing becoming ruined then it probably shouldn't be worn to school. Please remember that your child should be able to remove clothing for bathroom purposes. They tend to get very involved in their lessons and only notice they need to use the bathroom at the last moment. Tight elastics, overalls and jumpsuits are not advised. We ask that children keep all accessories at home. This includes earrings, necklaces, bracelets, sunglasses, watches, headbands, rings, etc. These items often come on/off, can get lost and are a distraction at school. Please help support The Learning Lab in limiting distraction and minimizing consumerism by not sending your children in super hero attire. We attempt to create a safe, non-judgmental space for your children. Since we use our play yard everyday, dress your children warmly in the cold weather. We suggest long sleeves from late fall through late spring, as the weather is erratic and unpredictable. They take clothes off if they get hot. Provide warm, closed-toed shoes, hats or hoods, and mittens during wet weather. When buying new shoes check to see if your child can put them on and take them off alone. It is mandatory that all children wear closed-toe shoes they can manage by themselves. Children remove their shoes while inside the school. Velcro closures work best for children who are not yet ready to tie by themselves.

TOILETING

All children need to be able to use the toilet on their own at the time of enrollment.

ARRIVAL AND DISMISSAL

State law mandates that all children must be signed in and out every day by an authorized adult. A full signature, both first and last names, is required. Initials are not acceptable. No child will be released to anyone if unknown to the staff unless there is written information from the parents. Children being picked up by someone not recognizable to the staff will be asked for photo identification. Please make a point of

informing your friends and relatives so there are no hurt feelings. Your younger children must be supervised at all times. Do not allow your children to play unattended anywhere at The Learning Lab. We encourage families to establish a daily ritual or routine for both drop off and pick up.

BEFORE OR AFTER HOURS FEES

The fee for picking your child up after your regularly scheduled hours is \$1.00 per minute. If you have an emergency, please call us to see about having the fee waived. The Learning Lab is not able to accommodate care for children prior to or following our advertised hours of operation of 9:00AM to 2:00PM.

BIRTHDAYS

We have a ceremony celebrating each child's birthday. Please let us know a week in advance if you would like us to celebrate your child's birthday at school.

CHILDREN'S BELONGINGS

Children will keep their personal belongings in their personal cubbies. Toys, treasures, small personal objects must remain at home.

CHILD ABUSE POLICY

As a state licensed agency, all the staff are mandated reporters of child abuse and neglect. In any instance when the staff has reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or child exploitation we are required by law to report it to Child Protective Services of local law enforcement. All employees sign a statement acknowledging their obligation to report suspected child abuse. Staff who are concerned about the welfare of a child must document the behavior and/or information, which is of concern to them. The written data will be kept in the child's private file folder for future reference. If at any time a specific incident is recounted by a child or seen by a teacher, that staff member is obligated to report that information to Child Protective Services immediately.

COMMUNICATION TO ALL FAMILIES

You are welcome to initiate a meeting with your child's teacher. The Learning Lab staff will bring questions or concerns about your child's development to your attention. Email is our primary mode of communication to parents so please set up alerts and provide us with the email account that you will have access to during business hours.

COMMUNICATION TO STAFF

Please email The Learning Lab with changes to arrival/dismissal, vacations, planned absences, appointments etc.

DISCIPLINE POLICY

The Learning Lab is a *Shame-Free Zone*. Discipline is administered in such a way as to help the children learn to reflect upon and learn to govern their own actions. We try to help them learn self-discipline and understand why we require certain types of behavior using clear simple statements about what is needed to be safe and kind and to show

respect for others. We suggest alternatives and talk about the feelings which may predicate misdeeds. Positive reinforcement is used to encourage appropriate behavior. Children are taught to use words with each other concerning any conflicts they may have. A child who has difficulty controlling their actions may be asked to sit down and return to a calm state of being before joining the group once again. Teachers help children see the cause of the problem and help them think of alternate solutions. A firm and loving approach, with a fair amount of humor, are ingredients for good discipline.

ENROLLMENT INFORMATION

All information concerning your child must be kept up to date in order to comply with state law. Any changes in schedule, work or home telephone, address, name, carpooling, or pickup permission **MUST BE IN WRITING**. This information will be kept confidential. All families must update their “enrollment paperwork” annually.

HEALTH HISTORY, PHYSICAL EXAMINATION, IMMUNIZATIONS

Current health history is required for each child at the time of admission. This must include a physical examination within six months of the date of enrollment including allergies and specific health issues. Prior to admission, each child needs to submit an immunization record appropriate to their age. Throughout your child's enrollment at The Learning Lab, it is required that he/she has a physical examination every twelve months. Learning Lab Teachers and their households keep current with their immunizations. We ask that all Learning Lab families do the same. It is your responsibility to provide updated information regarding immunizations. Please check the state website for information.

HOLIDAYS

Here are the basic Holidays at a glance. But please read the **NEWSLETTERS/CALANDERS** section for more details:

- Thanksgiving Break
- Winter Break including New Year's day (observed)
- Spring Break

NEWSLETTERS/CALENDARS

You will receive newsletters and updates via email throughout the year. Please read them thoroughly as they are our primary method of communicating with the group. There is a calendar with dates for the entire year provided by the Ashland School District. Please mark the holidays and scheduled vacation days on your calendar in order to avoid conflicts. We do remain open during the days the Ashland School District is closed for “In-service days” as well as “conference days”* We will also follow the District decisions for late-start and snow days. You will need to check in with the ASD website when snow or ice is on the ground or significant storms are predicted.

*Please Note: Rather than interrupting your child's schooling several times a year, we offer our individual scheduled conferences quarterly and hold them after school hours.

LUNCH

Parents provide lunch for their own child. Please avoid items needing refrigeration.

SNACK

Parents provide snack for their children inside their lunch bag in a separate container. Please avoid yogurt and milk in lunches and snacks. They tend to spill or leak causing frustration for your child and the children who are nearby. It is also unfortunate when they “secretly” save these two particular items for later in their cubby.

MISSING CLASSROOM ITEMS

Children's pockets will sometimes yield tiny beads, miniature dollhouse pieces, seemingly insignificant items--like a tiny cube--all of which are essential to some piece of classroom material. If you find such items please return them to the school.

NAP TIME

We do not provide naps at school.

NON-DISCRIMINATORY POLICY

The Learning Lab welcomes families of any race, color, sexual orientation, national and ethnic origin to all activities available in the school. We do not discriminate in any educational or admission policy. We do reserve the right to balance our classroom on the basis of age and gender.

PARENT EVENTS

Due to COVID-19 all events or meetings will be virtual. Weather permitting, we may hold parent conferences and family interviews outdoors.

PARKING

Parents may park in any available spot on the street. We request that parents hold their child's hand at all times until they are safely within the doors of The Learning Lab.

RELIGIOUS ACTIVITIES

The Learning Lab does not subscribe to any religious affiliation. At various times of years we may learn about cultural and national holidays that the children in the school might celebrate.

RULES AND GUIDELINES

We ask our children to be safe and kind. We ask them to base all of their choices on those two guidelines. No child is permitted outside the school door without adult supervision. Gum and all candy needs to stay at home. Loud voices are used outside; quiet, soft voices are used inside. Please refrain from using your cell phone for talking or texting while picking up and dropping off your child.

SCHOOL HOURS

The Learning Lab is open from 9:00AM to 2:00. If you arrive prior to 9:00 please wait for a teacher to open the door. Any changes to your regularly contracted hours are made on an individual basis with advance notice. The Learning Lab enrolls children for three consecutive days a week only. No part-time options are available.

TUITION

Tuition is determined by using our annual budget. The business has monthly expenses, which occur whether or not an individual child is present. It is not based on the number of class days per month, holidays, absenteeism, global crisis or vacation. It is divided into monthly payments for your convenience. We do not provide vacation discounts during the academic year. Tuition is due on the first day of the month. The obligation to pay tuition may be canceled only by submitting written notice one full calendar month in advance. I understand if I do not give PROPER NOTICE as per your contracted terms when my child leaves, I forfeit the amount of fees I have on file. The Learning Lab will not offer prorated tuition or deposit refunds. I understand that I must pay tuition unless I formally withdraw from the program.

COVID POLICIES

The Learning Lab keeps current with the Oregon Department of Education and the CDC Covid guidelines. As a registered childcare provider we are also inspected on a regular basis. We undergo at least two unannounced inspections per year in addition to our regular inspections. Learning Lab teachers will wear masks at school. Currently, children who are five years of age need to bring two masks per day, one freshly washed to wear, and a second one, freshly washed, as a back-up. If you would like your younger children to wear masks we ask that you send at least two clean masks daily. All masks need to have your child's name on them. Learning Lab teachers and all adults within their households keep current with their Covid immunizations. We ask that all Learning Lab families do the same. It is your responsibility to provide updated information regarding immunizations. As a Covid safety precaution, all adults and siblings will wear masks when picking up or dropping off their children. Only the enrolled child will enter the building. Social distance markings are provided outside the front door. Children will have their temperatures taken at the door and cleanse their hands before entering. Additionally, above and beyond the CDC recommendations, we have twice the amount of Heppa air filters per sq foot operating within our building.

Closing Message:

While policies and procedures are important and a required practice, we would like to close our handbook in the more loving tone of our daily interactions. We have been teaching for many years and often remain in contact with our families after their children graduate from our program. We welcome you to our Learning Lab family and look forward to our continued relationship for many years to come.

Please continue to the Acknowledgement Signature Page

ACKNOWLEDGEMENT SIGNATURE PAGE

Please sign, print and return this Acknowledgement Signature Page to:
The Learning Lab PO Box 469 Talent, Oregon 97540

ACKNOWLEDGEMENT

I hereby acknowledge that I have received, read, and understood the Learning Lab handbook. I agree to comply with all the policies of The Learning Lab. My signature represents all adult members of the household where my child is a resident. *If your child is a resident of more than one household, an adult member of each household must submit a separate acknowledgement signature page.*

Authorized Signature of Parent or Guardian

Child's Full Name (Please Print)

Date