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PARENT/GUARDIAN HANDBOOK

***Thank you for choosing Tillamook Early Learning Center.
We are honored that you are entrusting your child to our care.
We will treat respect your child and provide them with educationally based
programs and experiences in a safe and nurturing environment.***

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TELC MISSION STATEMENT

The mission of Tillamook Early Learning Center is to provide a safe, fun, and nurturing environment full of early learning opportunities that provide social and developmentally appropriate experiences for the children in our care.

TELC GOALS

We operate with the following goals:

- To promote healthy development
- To lay the foundations for learning
- To encourage individuality, self-respect, and self-esteem
- To provide parent education and support

TELC VISION

Our center offers quality, safe and reliable care and education for children from 18 months to entry into Kindergarten. Activities are planned which are suited for each child's developmental stage, with emphasis on academic learning and social and emotional development.

TELC PHILOSOPHY

Accomplishing TELC's mission is dependent upon this organization and its employees commitment to:

Children & Families

- Accepting and respecting all
- Nurturing independence
- Encouraging self-expression

Diversity

- Inclusion of all ethnic and cultural backgrounds
- Inclusion of all with special education needs

Environment provides

- Structure, consistency and education
- Time for exploration and choices
- Promotion of wellness choices
- Safety

Efforts are carried out by:

Professional Staff

- Initiate learning and interaction with peers
- Build partnerships with families
- Supports transitions to higher learning
- Grow and learn through professional development opportunities
- Are passionate and dedicated about carrying out TELC's mission

Administration

- Builds and maintains a strong organizational structure
- Provides leadership, coordination and services
- Collaborates with community partners

Our program offers a learning environment that provides structure and opportunities for creativity. A large variety of materials and experiences are available with which children can discover, explore, and learn. Within the social group we provide structure that helps children understand their emotions, their effect on other people, and the ways of cooperating with one another. We honor multicultural differences and focus on acceptance of each child as an individual.

Parents are always welcome in any of our programs to observe or to participate. Parents are encouraged to inform the staff of special interests, skills, or cultural experiences that could be shared with the children. Parents are considered

valuable members of the team process, and active participation and communication by parents is encouraged.

TELC is a registered 501 (c) (3) non-profit organization. The Board of Directors is comprised primarily of parent volunteers who make decisions about the center and how it will be run. TELC needs parents like you to be active members of our center. We encourage parents to consider joining one of our focused committee groups, attending monthly board meetings and becoming involved with our Board of Directors as a way to help enhance the programs and organization as a whole.

We are happy to answer any questions parents have to facilitate understanding of the program. Parents should feel free to talk to staff and/or the director at any time to discuss progress or concerns about your child's program.

PROGRAM CODE OF CONDUCT

Tillamook Early Learning Center staff holds our Code of Conduct as a valuable part of our program. The Code was developed by staff members and board members in 2007. It is meant to guide our interactions with each other and with our families, children and parents alike. We hope that you will find it to be a guide that is worthy of all of our efforts.

- Assume good intentions
- Be flexible
- Take the initiative in asking for and offering help
- Promote an open, welcoming, and positive environment
- Understand that we are all here because we are passionate about our work
- Communicate clearly and honestly with positive words
- Respect one another's similarities and differences
- Get to know one another
- Have fun
- Be professional

CELLPHONE USAGE

To show mutual respect for others in the program, (parents, visitors, volunteers, teachers and children), cell phones will be silenced and stored while in the building. There is a limited window of opportunity to share important information with you about your child, so we ask for your cooperation and request that you refrain from using your cell phone in any capacity during drop-off and pick-up

times.

ADMISSION AND ENROLLEMENT

We accept children from eighteen months of age to entry into Kindergarten. Enrollment in each room is limited to group size and space requirements. Full-time enrolled children are given first priority. We request that a parent/guardian and the child visit the center before care begins to get familiar with the classroom and teachers.

Enrollment forms must be completed prior to enrollment. Re-enrollment will occur each August.

A child may be ineligible for care if:

- The child has unusual or ongoing need for specialized care which is beyond the capacity of the Center
- A child does not respond to repeated staff efforts to modify or improve behavior which repeatedly threatens the health or safety of other children or Center staff, or which places the child beyond the control of the Center staff.

INCLUSION

The programs and services at TELC are available to the general public regardless of race, creed, color, handicap, sex, national origin, or any other protected class.

TELC works with Northwest Regional Education Service District (NWRESD) and The Inclusive Child Care Program to provide placement of children with special needs in classrooms with their peers. Both programs help to provide support to be able to accomplish this.

This partnership supports the belief that all children benefit from inclusive programs. Children, with special needs, benefit from having typical peers for role models. Typically developing children benefit by learning to be friends, teachers and supporters of children with special needs. Whenever possible, TELC will work to include all children within our programs in ways that are supportive of all children, families and staff.

HOURS OF OPERATION

TELC is open Monday through Friday from 7:30 AM to 5:30 PM year round.

The Center closes at 5:30PM. Children must be picked up by 5:30PM or a \$1.00 per minute charge will be assessed up to 6:30PM. Every effort will be made to

contact parents/guardians or other authorized person(s) if a child is still at the Center after 5:30PM. However, if a child is still at the Center at 6:30PM, DHS will be called.

TELC is closed for the following Federal Holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- Additionally TELC will adjust hours accordingly or close around major holidays.
- We will survey parents regarding being open between Christmas and New Years. Families will be provided with a one month notice if hours of operation will be adjusted.

SCHOOL DELAY/CANCELLATION

TELC's Director and Board of Directors will make closure decisions for flooding and tsunami warnings based upon Emergency Management recommendations and past TELC experiences. For weather related closures, TELC will most likely follow the Tillamook Public School District's closure actions. However, if the school district has a late start due to weather and delayed bus routes, TELC will likely be open regular operating hours. Please listen to local radio stations for closure information. TELC's answering machine, website and Facebook page will carry additional information whenever possible. Parents are encouraged to access multiple resources to determine closure.

*In the event of anticipated flooding, TELC may close for building preparations, families with children scheduled will be notified.

IMMUNIZATIONS

The Oregon Immunization Law requires that all children entering public classrooms must have verification of current immunizations. Parents will be notified regarding immunizations needed for those children who are not in compliance with the current Oregon immunization law. If you have questions regarding immunizations please call the Tillamook Health Department at 503-

842-3904. Immunization records are checked upon enrollment and each January and August. Children not in compliance with the current Oregon Immunization Law in January will be excluded from the program on Exclusion Day in February and will be unable to return until they come into compliance.

TUITION RATES

Tuition rates are examined yearly by the Board of Directors. If a change in tuition rates is deemed appropriate and necessary, families will be given a month's notice of the rate change. Billing is based solely upon the monthly rate and time spent in care outside of the prearranged scheduled hours, if any.

BILLING

Prepayment of scheduled hours is required to receive care at TELC.

Payment for the estimate or deposit is due by the 5th of the month or the first day in care after the 5th.

Monthly Statements are handed out via hard copy in the classrooms. After an appropriate time, if they have not been picked up, they will be mailed to the most current address on file. Families may request that monthly statements be e-mailed to them.

PLEASE NOTE: On the 5th of each month, if you have not made a payment, your child(ren) WILL NOT be admitted to class. Payment and/or sufficient payment agreements will be required for your child to be readmitted.

SCHOLARSHIPS ASSISTANCE

Scholarship assistance is available on a limited, first come, first serve basis. Scholarships are granted to those requesting help in writing and to those who have accounts in good standing. Scholarship funds will not assist in paying parent involvement opt out fees.

PARENT INVOLVEMENT

Tillamook Early Learning Center values the input and assistance which our parents can bring to the organization. Parent Involvement is a key aspect to providing high quality, affordable environments for our children. **We require that each family contribute 4 hours of volunteer work or an opt out fee each month.**

Parent involvement opportunities vary greatly and we hope that all parents can find an activity that interests them and they can feel good about. Some

common activities for partial or full credit include: Read at Home program, curriculum preparation, classroom assistance, participating as a classroom visitor, maintenance projects, fundraising activities, committee work, board membership and more. Projects can be ones that a family completes at home or one that takes place at TELC. Parent Involvement activities must be prearranged with TELC and properly documented in order for credit to occur.

A complete list of activities and new ideas can be discussed with the director. Engaging families in the operations of the center increases our community and strengthens connections with each other and our children. Join us in accomplishing our goals.

Parent Involvement Opt-Out fees are posted to all accounts at the beginning of the month but are credited off if a family participates in Parent Involvement Activities.

CLASSROOM VISITORS AND VOLUNTEERS

Inviting parents and community members into our classrooms provides for exciting learning opportunities for our children. For parents wishing to volunteer in the classroom regularly we require that the parent becomes enrolled on the "Central Background Registry" and receives some basic PBiS training and training around the classroom activities that they will be participating in. A volunteer is defined as a parent or community member spending more than 30 minutes a month in the classroom or lunchroom setting. This is important to TELC because we wish to ensure that all volunteers are safe people for our children to develop relationships with. For visitors to our classrooms, registration on the central background registry is not required, nor is training. Visitors are people that present special topics to the class and are present for less than 30 minutes and not more often than once a month. Visitors are welcome to become volunteers! Anyone wishing to become a classroom volunteer should see the Director to fill out the appropriate paperwork and schedule training. For the benefit of children and volunteers, parent volunteers will serve in different classroom from their child, if possible.

If a visitor's or a volunteer's presence is disruptive to the education of any students, a meeting with the Executive Director and/or Board members, will be scheduled to discuss options for future visiting and volunteering opportunities.

All volunteers serve at the discretion of the Executive Director of Tillamook Early Learning Center, who can terminate their relationship with this organization at any time, for any reason.

ATTENDANCE AND SCHEDULING

Regular attendance is very important to the success of your child in the TELC program(s). However, if your child will be absent due to illness or family obligations, please contact TELC staff as soon as possible. We appreciate hearing of cancellations early so that we may make adjustments to meal preparations and staffing assignments.

In order to provide valuable and appropriate care, it is imperative that each family chooses a schedule for their child and utilizes it consistently. Drop off times are between 7:30AM and 9:00AM or at 11:30AM. Pick up time is at 12:30pm or after 2:00pm. By adhering to these times we assure that children have consistent, quality instruction time and also uninterrupted rest time.



Program option scheduling is chosen when a child is enrolled in the Preschool or Pre-Kindergarten Program only. Program schedules follow TSD9's school schedule, including in-service days, school holidays and emergency closures.

Families wishing to add a half day or full day DO have this option, however it may be limited to available space.

Families with varied weekly schedules need to make scheduling and billing arrangements individually with the director.



It is important that schedules are as accurate as possible. Children arriving before their scheduled time or staying later than their scheduled departure time will be charged a "Before/After Schedule" rate. This rate is higher due to TELC's need to arrange staffing when a child is not at the center within their expected scheduled times. Additionally and most importantly, children like and need routine. They like to

know when parents will arrive and they are excited to see your arrival time draw near. If you are running late, a quick phone call assists us in helping your child make the adjustment also.

Schedule changes (both cancellations and additions) can be given verbally or in writing. Schedule changes are requested by Wednesday the week prior to the change at a minimum. Schedule change forms can be found at the sign in area

and assist us in making changes as needed. In order to be sure that schedules are accurate parents are required to verify that their schedule has been entered into the ProCare system properly. If a schedule is found to be inaccurate, we appreciate a correction in writing.

CANCELLATION AND SCHEDULE CHANGE POLICY

TELC has an answering machine for your convenience. We encourage you to call any time of the day or night with your cancellations. If circumstances allow, please write down your schedule changes and/or make a note of with whom you speak to about the changes. We do record this information.

ARRIVAL AND DEPARTURE

Drop off times are between 7:30AM and 9:00AM or at 11:30AM. Pick up time is at 12:30pm or after 2:00pm. By adhering to these times we assure that children have consistent, quality instruction time and also uninterrupted rest time.

The person bringing a child to TELC must sign the child in with the ProCare system upon arrival. **All children must be escorted into their classroom by an adult who will stay until the child is acknowledged and received by a staff member.** Authorized persons who pick up a child must check them out via TELC's ProCare system. Children will be released to authorized persons only. Staff will ask for identification of persons they do not know. Children will not be released to anyone who has not been designated in writing. Persons who pick up a child must be at least 12 years of age.

TELC is required to release children to parents, whether they are the custodial parent or not, unless a restraining order or other legal document is provided to TELC. If a noncustodial parent arrives to pick up a child without the custodial parent's consent we will do our best to contact the custodial parent, however we will not hold the child from the parent without proper documentation. In the event documentation has been provided we may call the proper authorities for assistance.

In the event that any person other than the parent arrives to pick up the child, and we have not been notified in writing that a different person will be picking them up, we will ask the person to wait until we can obtain consent from the parent. This also pertains to people on a child's authorized pick up list. Parents must notify us in writing if someone different will be picking up their child. Children will not be released to persons that are not on the child's pickup list

and that we have not been given written consent to send them home with.

WHAT TO BRING AND WHAT NOT TO BRING

PLEASE Bring:	PLEASE do NOT bring:
Backpack	Toys
Appropriate weather clothing	Electronics
Closed toed shoes (Not flipflops)	Food
Bike Helmet*	Chapstick
Diapers/Wipes	Medications
Extra change of clothing	

*It is also requested that preschool and older children wishing to ride TELC tricycles, bikes, and scooters bring a bike helmet from home. Helmets can be brought on a daily basis or left at TELC. **Helmets from home will NOT be shared with other students.** TELC does have a limited number of bike helmets available for those that do not have a helmet of their own. However, helmets are used for only one child before sanitizing is required. Thus the number of uses per day is limited. Bike helmets from home will allow your child more access to this fun and important activity. **Children will not be allowed to participate in this activity without a helmet.**

Children are requested to leave all toys at home as it is difficult to keep track of them as well as sometimes creating negative situations among the children.

CLOTHING

Children should be dressed in clean, comfortable clothing that is appropriate for the weather and will allow participation in all aspects of activities allowing for freedom of movement. We suggest closed-toed shoes, coats in the winter for outdoor time, lightweight jackets or sweaters for the fall and spring months. We want to have fun without the worries of getting dirty. Please **send a change of clothes, including underwear, to keep at the Center as well as diapers, wipes and “comfort” items as needed. A change of clothing may also be kept in the child’s backpack.** Please note: if a child needs diapers, wipes and/or spare

clothing and none have been provided by the parent/guardian, a charge of \$1.00 per diaper/clothing change will be added to your bill.

CLASSROOM RULES

In an effort to provide consistent guidance, we ask all children to follow three easy to remember rules. There are many ways these goals can be accomplished. Think of them as procedures or mini goals. The rules are:

Be Safe –Examples: Walking Feet, Safe Bodies, Rocks stay on the ground

Be a Helper –Examples: Listening Ears, Eyes on Teacher, Quiet Voices

Be a Friend –Examples: Gentle Hands, Kind words

We use a Positive Behavior Intervention and Support (PBIS) program to recognize and celebrate children making positive and appropriate choices. To help students attain a high level of success, expected behaviors are explicitly taught, regularly modeled and routinely practiced.

DISCIPLINE

Children with multiple or repeated behavior challenges will be supported through development of a behavior plan and Positive Behavioral Intervention Supports (PBIS) and may be referred for additional assistance as needed.

We do not use, nor allow anyone to administer physical punishment, humiliation, threats, intimidation, or withholding of food as discipline. The staff strives to offer a positive, supportive environment and positive attention, to distract or redirect a child, to re-teach expected behaviors, to offer choices, to model appropriate behavior, and to be consistent and fair. “Time-out”, known as “Time Away” or time to think will be used as a last resort. An information report will be given to the parent or guardian following a behavioral problem. The parent will be requested to sign the report and reports will be tracked for possible use in future, if the behavior problem continues.

PHYSICAL ACTIVITY and HEALTHFUL HABITS

In an effort to teach and model healthy physical activity levels, TELC has the following goals for children attending our programs over the course of the day. These goals reflect the Center for Disease Control’s recommendations for young children.

For children up to 2.5 years old: At least 60 minutes of unstructured, free choice, physically active time and 30 minutes of adult led, structured physical activity time

For children greater than 2.5 years old: At least 60 minutes of unstructured, free choice, physically active time and 60 minutes of adult led, structured physical activity time

Physical activity is one of the greatest tools that we have to combat obesity in children. Early in life is the time to learn to enjoy it. Whenever possible, planned activity times shall happen outside. Even when it's cold and rainy, coats and hats can be worn and our children can get out and get some fresh air. When the weather simply won't permit, movement activities will happen within the classroom.

PLEASE bring a coat EVERY DAY regardless of current weather conditions.

Whenever possible TELC staff will model and participate in the physical activities chosen for the children. Parents are encouraged to participate too if they wish and time allows in their schedule. Children learn most by observing what we, as adults do, not by what we say.

TELC does not provide screen time to any children under the age of 4. Children over the age of 4 may, from time to time, be given limited access to a computer for art programs and other reference materials. School age children, during holidays and summer months may be given the option to watch quality programming for 1 hour per week as a special quiet time activity. Children not wanting to watch designated programming will be given other options. Parents are given the option to make decisions regarding the planned programming for their child.

MEALS AND SNACKS



All meals and snacks at TELC comply with USDA guidelines, as required by the Office of Child Care. TELC not only follows all required meal patterns set forth by USDA and ODE, it strives to make the healthiest choices possible within our means. Therefore, TELC offers canned fruits and vegetables no more than twice per day. At least 2 fresh fruits and/or vegetables are offered daily. No one fruit or vegetable shall be served more than three times to any one group of children, in any given week. No fried foods are served. High sugar content foods are also restricted to limited and special occasions. No flavored milk or juices are served at TELC, with the sole exception being if there is a medically necessary substitution.

We serve breakfast, lunch and an afternoon snack to all children that are in care at the designated meal times. **PLEASE** be sure that your child arrives in time to participate fully in meal time. Meal time schedules are posted on the bulletin board at the entrance to TELC's hallway and all staff would be happy to discuss our meal program with you.

Children of all ages are encouraged to drink water throughout the day and staff model appropriate and healthful choices in both beverage choices and food choices.

TELC does not supply any food substitutions for children with special dietary needs. Families with children with special diets are required to have a written and preapproved meal plan in place with TELC. Parents will receive support and counseling on how to plan USDA meals for their child. Meal plans must be in place at least 10 days prior to implementation and must be signed by the Executive Director and Parent. The written meal plan will follow USDA guidelines as is required by the State of Office of Child Care. The special diet menu will be provided by the parent.

In the event that a child requiring a special diet arrives without their preapproved meal, the parent will be required to bring the appropriate amendments by the designated meal period or the child will be sent home.

Please do NOT send snacks of any kind with your child as we must comply with USDA guidelines.

EXCEPTION: If you would like to provide a treat for your child's birthday or other special day, we encourage it. Our children love to participate in making a day special. **TELC requests at least 1 week's advance notice of the special day**, so that we may provide complimentary food items and thus remain in compliance with Office of Child Care and USDA regulations. All Treats provided to TELC are required to have been purchased from a licensed kitchen or food retailer and must be provided in unopened and original packaging.

REST TIME

It is required by the Child Care Division that all children that are not of school age be given a quiet time during the day of 25-45 minutes. Older children are not expected to sleep, but are expected to rest quietly on their mats, thereby respecting other's need to nap. Children who fall asleep will be allowed to continue to sleep uninterrupted and to wake up on their own.

ILLNESS

It is extremely important that **children are kept at home when ill**. If a child becomes ill at TELC, parents will be notified to pick up the child. If staff observes that a child has a communicable condition (e.g. head-lice, scabies), the child will be sent home and will not be allowed to return until the condition is cleared up. Please keep the Center informed of current phone numbers and address changes.

Please do not send your child to school if they have one or more of the following:

- A cold that makes the child uncomfortable and resistant to participation
- A fever of 100 degrees or higher – **a child must be free of fever (without medication) for 24 hours before returning to TELC**
- Nausea or vomiting
- Persistent, uncontrollable, or uncontainable diarrhea
- Severe cough
- Nasal discharge that is thick or colored
- Ear drainage that is thick or colored
- Sore throat with elevated temperature
- Red or weeping eyes
- Undiagnosed rash
- A diagnosed communicable disease such as impetigo, pink-eye, scabies
- Chicken pox (children should not return until scabs are dry and no new sores are emerging – usually five to seven days)
- Strep throat (must wait at least 24 hours from the first dose of antibiotics before returning to TELC)
- Head lice (all children will be checked by the staff and must be determined to be nit-free). The following procedure will be carried out:
 - Head checks will be conducted several times a year within the classrooms
 - Any child found with head lice or nits will be sent home. Parents are expected to pick up their child or arrange to have someone pick them up after notification of head-lice
 - TELC staff will be responsible for contacting parents and logging the occurrence for the purpose of re-checks and follow-up
 - Parents should notify any other child-care provider or program in which their child is enrolled
 - A child will be re-admitted after a staff member examines the child for head-lice. A parent, guardian, or other responsible adult must accompany the child and remain with the child until the child has been checked. The child must be lice and nit free. A re-check will occur in 7-10 days. Parent concerns regarding the head-lice/nit checking procedure should contact the TELC Director.



In the event of a medical emergency, the child will be given appropriate First Aid treatment, and if necessary, transported to the hospital. Parents will be notified immediately. If parents cannot be reached, one of the emergency contacts will be called.

MEDICATION

The staff is allowed to administer medication as long as the medication is in the original container. Medication forms must be completed including dosing information and schedule. Medication forms are available in each classroom. Medication forms are required for all medications that TELC staff will dispense. This includes all creams, lotions and special soaps.

AT THE RECOMMENDATION OF THE AMERICAN ASSOCIATION OF PEDIATRICS, TELC WILL NOT USE POWDERS ON CHILDREN FOR ANY REASON.

TELC will NOT administer cold medicine or other medicines that may mask illness symptoms. Sick children shall not be admitted to TELC. Children sent home from TELC due to illness (fever, vomiting, diarrhea, etc) will not be allowed to attend for a period of 48 hours after such occurrence. Parents may find it helpful to have an alternative plan or backup care arranged for use at times when they have to work and their child is ill.

ROOM TRANSITION INFORMATION

The Discovery Preschool Room provides care and programming for children ages eighteen months to 3 years. Children in the Discovery Preschool Room are served meals at tables instead of in highchairs. These children are most likely adjusting to just one nap per day on most days. Scheduled projects and activities are planned to help the children get ready for the next transition to the Preschool.

Around the child's 30th month birth date a child may begin to visit the Preschool Room in preparation for their transition to that classroom. Some children find it exciting to make a quick move and others find it easier when the transition takes place over a longer period of time. The transition happens in whatever manner TELC staff and families agree upon, realizing that all children are individuals with different likes and comfort levels. Most children will transition near their 3rd birthday.

Transition from Preschool to the Pre-Kindergarten class happens most often in the fall, the year before their entrance to Kindergarten. Occasionally, some children may move from Preschool to Pre-Kindergarten in mid-year. This happens when a child is the oldest in the group and is ready to move and/or numbers of children and staffing allows.

In the summer prior to entry to Kindergarten the Pre-Kindergarten students will have a quiet reading time in place of a rest time. At this age the Office of Child Care lifts the required rest and states children simply need to have the opportunity to rest.

We work with parents/guardians to make the transition from each room as comfortable and fun as possible.

MEDIA GUIDELINES

Photographs of children are often used within the context of class routines and schedules. These photographs are used within the classroom only for instructional purposes. Parents are asked to sign a form granting permission or withholding permission for their child to be photographed.

EMERGENCY PROCEDURES AND DRILLS

All students and staff participate in drills of emergency procedures. These include fire, severe weather, earthquake and lock down drills. Parents/guardians should be advised that during lock down drills people may be unable to leave or enter the building until the lock down drill has ended. Children will be directed to follow instructions from their teacher in a quiet and orderly manner and any visiting parents or children will be expected to do the same.

TELC is notified when an emergency occurs.

- Fire: TELC has an alarm system which is closely monitored. Drills are held at least monthly
- Lock down: if a situation arises which requires lock down at Tillamook High School, TELC will also be in lock down mode
- Severe Weather: TELC is in close and regular contact with Tillamook County Emergency Management and will follow their recommendations for closures due to weather.

In the event of an emergency that requires the staff and children of TELC to leave the building, we will relocate to the parking lot across the street (east of

the Center). If the weather does not permit us to remain there, the children will be taken to the west breezeway at Tillamook High School. Depending upon hours of relocation and available space, TELC students may shelter within the high school building. As soon as it is reasonably possible, each parent/guardian will be contacted with information about their child and location for pick up.

TELC staff is trained to handle unwelcome or disruptive visitors or situations to ensure safety for the children and staff.

VOLUNTEER OPPORTUNITIES AND OTHER WAYS TO HELP

TELC is a private non-profit 501 (c) (3) organization and, as such, we strive to keep the cost of operation as low as possible. We receive our funding through tuition, grants and donations. Several fund-raisers are held during the year to supplement our income and parents are urged to support these fund-raisers in any way possible. Please see the Parent Involvement section above for more ideas of way to volunteer and help be a partner with TELC.

Donations are always accepted and appreciated.

TERMINATION OF ENROLLMENT

Enrollment may be terminated by the parent/guardian by giving two weeks notice *in writing* in advance of the ending date. Any child that does not show up for 3 consecutive scheduled days, without parent contact, will be removed from the schedule. The child may be added back onto the schedule only after the director is contacted directly.

Children's enrollment will be cancelled if not in care for an entire calendar month without written notice. If enrollment is cancelled a new enrollment packet and new enrollment fee will be required to become re-enrolled.

Enrollment may be terminated by TELC for failure to pay tuition, 3 consecutive no shows and at the discretion of TELC as described in the above policies.

Payment is due for all amounts owed to TELC at termination of enrollment.

CHILD ABUSE REPORTING POLICY

All Child Care Providers, TELC Staff and volunteers included, are Mandatory Reporters. This means if a TELC staff or volunteer **suspects that a child has been sexually, physically or emotionally abused or neglected, Oregon state law requires that the suspected abuse be reported to the Community Human Services Child Welfare.**

The following is a brief example list of reportable observances::

- Child(ren) left unattended in a vehicle
- Child(ren) being transported without proper child safety restraints
- Child(ren) comes to school excessively dirty or hungry
- Child with unexplainable injuries or injuries that do not match the explanation given
- Child reports abuse or neglect

Parents may also contact the Community Human Services Child Welfare directly to seek assistance or to report possible abuse of their child. The toll-free number is: 1-988-302-0077.

USDA/CACFP NONDISCRIMINATION STATEMENT

In accordance with Federal law and US Department of Agriculture of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

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