CLASSROOM POLICIES

WHAT SHOULD MY CHILD WEAR FOR PRESCHOOL
In general, children should wear clothing that is comfortable and easy to clean. Kids will participate in a variety of activities, some of which may be “messy.” While these experiences are wonderful for young children, they can be hard on clothes so please feel free to dress your child in clothes that are easily washed, or can take a little extra wear and tear. We make every effort to use crayons, paint markers, and other substances which are “washable,” but every so often something does unexpectedly stain or mark a child’s clothing. While paint smocks or cover-ups are used whenever possible, quite often some child still manages to get paint on an item of clothing. The safest bet is to send your child in clothes that he or she can really “live” in.

In addition, most groups will include activities in which the children will want to be able to move as freely as possible. Again, please keep this in mind when your child is dressing for school.

Finally, we know that clothes for children can be expensive. If you find that you do not have enough clothes for your child or have questions about what he or she should wear to class, please talk with your child’s teacher. They have suggestions and resources which may be of help.

WHAT TO BRING –
It is requested that each child attending classes bring the following items with them each day:

- Backpack or bag – to carry items back and forth to school
- Clothing – an extra change of clothing to carry back and forth or leave at school
- Diapers/underwear – can be carried back and forth or left at school

Please mark all items with your child’s name in a place that it cannot be easily seen by the general public.

PICKING UP AT END OF DAY
If your child is not picked up at the end of the school day the staff will call all listed contact numbers. If no one can be reached, then after 45 minutes, the staff will call the police department.

If the bus is not able to drop off your child because no one is home, they will follow district procedures.

MEDICATION
There may be times when you child will need to receive medication during program time. Our agency policy requires the parent to bring the medication to the site in the original container. Please do not send medication with your child on the bus. Your pharmacist can provide two containers for prescription drugs – one for home and one for school. The label must state the child’s name, the medication and dosage, prescription number, time and the physician’s name.

Over-the-counter drugs (Tylenol, Benadryl, cough medicine and drops, etc.) will be treated the same as prescription medications. We must have a signed release giving authorization for your child to receive this medication.

When your child requires medication at school, you will be asked to complete a medication form, which gives authorization for program staff to give the medication. Program staff will keep a daily record of when the medication is given.

Anytime the dosage changes, a new parent authorization form is required, as well as either a new bottle with an accurate label or a new prescription with a physician signature.
Emergency medications, such as for life-threatening allergies, severe asthma, seizures, must have a written procedure. This will be complete by a registered nurse who will consult with you and your doctor.

If you have specific questions, you may call the Early Childhood CARES nurse at 541-346-3534.

**COMPLAINTS/RESOLUTION OF CONFLICTS**

It is our goal to work cooperatively and supportively with each child and family in our program. We will make every effort to provide services and program options which match your family’s needs and preferences. There may be a time, however, when family and staff members have differing opinions about services for a child. The first step is for the team of professionals, the family, and any others they may invite, to meet and talk over the conflict. Our staff is always encouraged to resolve differences with families as quickly and positively as possible. They have a long record of creative and resourceful problem solving with families and it is the staff members who generally know you and your child best.

If you do not feel that you can resolve your concerns in this way, please contact Cheryl Henderson at 541-346-0717.

**WISH LIST FOR DONATIONS**

- Markers
- Glue sticks
- Construction paper
- Shaving cream
- Bubbles
- Kleenex
- Baby Wipes
- Batteries
- Miscellaneous art supplies
- Miscellaneous towels

**VISITORS**

All EI/ECSE programs welcome parents/caregivers to visit and observe their child. Parents and families are an integral part of their child’s educational program and are encouraged to spend time observing and visiting with their child’s service coordinator. If you are planning to observe within a classroom or clinic we ask that you follow the guidelines below. These guidelines help us to assure confidentiality and also minimize disruption.

- Appointments for visiting can be made by contacting your child’s service coordinator at least one day prior to the visit.
- Please limit the number of visitors to two at any given time.
- Prior to observing in a class or clinic situation, visitors will have an opportunity to spend a few minutes with the appropriate staff that will provide an overview of the schedule of activities for the day.
- No observations if any disruptions with the classroom routine are caused.
- During a scheduled visit, educational activities should continue uninterrupted. If there are questions for the teacher or staff they should be addressed when class is not in session.
- Visitors are asked to please sign in and out.
- If there are legal papers that limit visitation or custody rights of one parent, a copy must be provided to the classroom teacher. Unless this information is on file, equal rights must be provided to both parents.
- Due to confidentiality staff cannot answer questions about other children in your child’s class or clinic.

**CELL PHONE USAGE**

Please remember to **turn off cell phones and pagers** as you arrive, as our focus in the classroom is on the children. If you have an emergency and need to keep your phone on vibrate, please let a staff person know when you need to take a brief call and step out into the entrance hall to talk.

**VOLUNTEERS IN CLASSROOMS**

Early Childhood CARES has the benefit of being affiliated with the University of Oregon. Through our relationship, many practicum students each term work in our classrooms. Also students from other schools and community volunteers work in our classrooms. All of the volunteers have passed a background check.
IMMUNIZATIONS
Oregon Law requires that all school programs maintain current records of each child’s immunization status. Children who are attending Early Childhood CARES classrooms must submit a current Immunization Record. Before contacting the parent the child’s immunization is looked up in the Oregon Immunization Alert System. If the record is available it is printed and the information is updated in our database. If the record is not available in the Alert System, a request is sent to the child’s doctor for the immunization record. If the immunization information we have is still incomplete after checking both of these resources a letter is then sent to the parents along with a immunization form to be filled out. Each child’s immunization record will be reviewed annually. Parents will be notified if their child needs additional immunizations. School exclusionary notices are mailed to all parents in February of each year if the immunization record is incomplete. Information about the needed vaccines will be sent to you with the necessary form. Your prompt attention is appreciated.

REPORTING OF CHILD ABUSE
Early Childhood CARES employees must report, or cause a report to be made; when there is a reasonable cause to believe that a student has been abused. School employees who, in good faith and on the basis or reasonable grounds, make a child abuse report are protected from any civil or criminal liability in connection with such a report.

CELEBRATION OF HOLIDAYS WITH CHILDREN
Early Childhood CARES is a publicly funded education program that serves a diverse group of children and families. For these reasons, we do not celebrate holidays with the children and families in Early Childhood CARES run programs (classrooms, parent-toddler groups or speech groups) or in materials that we use with children. Our definition of holiday includes any occasion that occurs on a specific date and has a name. Seasons (summer, fall, winter, spring) are not considered holidays and can be used as the focus of activities and themes.

We will not use holiday specific themes, activities or materials such as Valentine cards, green or red items associated with Christmas, Christmas trees, stockings, Easter eggs, Easter bunnies, turkeys, jack-o-lanterns, etc. We may use themes, activities or materials related to seasonal things such as snow, rain, mud, the harvest, sprouting and growing things, camping, boating, etc.

LIQUID BANDAIDS
Band Aid brand liquid bandage may be applied to minor cuts or scrapes after cleansing the site with soap and water if a child does not tolerate the feel of a regular band aid and if there is no sign of infection such as redness, swelling, or discharge.
WAYS YOU CAN HELP IN YOUR CHILD'S CLASSROOM

- Read or Tell a story
- Work individually with a child
- Get materials ready to use for a project
- Play a musical instrument
- Do an activity or a game with the children
- Save or collect recyclable materials for projects
- Sew smocks, dress-up clothes or doll clothes or aprons
- Help write, type, or draw for a newsletter
- Get involved with fund raising
- Work with a small group
- Share a hobby or talent
- Share your ideas
- Help with paperwork / office tasks
- Supervise on the playground
- Help with clean up
- Sing / teach a song
- Lead large motor activities
- Donate supplies / materials / toys / books / etc.
- Encourage dramatic play
- Attend parent meetings or programs
- Attending work party
- Other ideas: