



## Co-op Family Center

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***Parent Policy Book***  
2016-2017

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## **INTRODUCTION**

The purpose of this manual is to introduce you to the Co-op Family Center, in Spencer View Family Housing at the University of Oregon and acquaint you with the policies and procedures, which apply to your family's enrollment at the Co-op Family Center.

All policies and procedures in this policy book are effective August 1, 2016. This policy manual supersedes all previous policies and procedures of this center, both oral and written, and past practices.

The Co-op reserves the right to make changes, updates, deletes, or add to these policies and procedures at any time. All changes to the policies and procedures in this manual can be revised upon approval of the Board of Directors and the Executive Director. Notification of all changes will be put in writing and distributed to all parents.

# **WHO WE ARE**

## **Mission**

The Co-op Family Center provides affordable high quality education for children. Our community is a cooperative effort between families and center staff to raise happy, healthy and socially confident children.

### **Objectives:**

The primary objectives of the Co-op Family Center are to:

1. Provide affordable quality childcare;
2. Involve parents in the care and education of their children;
3. Improve parenting skills through Center-provided resources;
4. Provide a model for the University, employers, and other interested groups as to the benefits of cooperative childcare; and
5. Emphasize the family as the focus of childcare.

### **Goals:**

1. Recognize that each child is a capable protagonist in their learning
2. Cultivate a community that is built on consistent, supportive relationships
3. Involve parents in the daily care and education of their children
4. Empower children to express themselves fully through many different mediums
5. Foster in children an awareness and appreciation of nature

## **History**

In 1978, the Co-op Family Center (formerly known as Amazon Co-op) started as a true cooperative in which student families traded time in order to support their childcare needs. There were 10 families involved with the Co-op during that first year. In 1984, Amazon Co-op hired a director and a full-time teacher. At this time, the Co-op was one classroom of 24 children between 2-5 years. Parents worked extensively in the classroom and in the kitchen. Co-oping was not mandatory, but parents received a tuition credit for time spent working in the classroom. The Co-op grew to include a kindergarten and school age and eventually an infant/toddler program in 1994. The Co-op at this time had a director, five full-time teachers and many work study students from the

University of Oregon working in the classroom. In 1996, the Amazon Co-op moved into a new building in the Spencer View Student Housing and became the Co-op Family Center. The Co-op Family Center grew to provide six classrooms between infant and school-age, serve 85 children and 60 families a year. The Co-op now employs an executive director, a pedagogical coordinator, a kitchen co-coordinator, an art studio teacher, nine lead teachers and many University of Oregon students. Since the spring of 2001 the Co-op Family Center has been a contracted program with the University of Oregon to continue its mission of providing childcare for University of Oregon students, faculty and staff.

### **UO Affiliated Program**

University of Oregon families represent a unique range of student, faculty and staff whose needs for childcare reflect varying work and school schedules, responsibilities and financial constraints.

Policies and procedures for operation of child-care services serving the UO community, including, but not limited to, accessibility to campus, fee schedules, hours of operation, and the annual operating calendar, must demonstrate responsiveness to these needs and must abide by the “UO-Affiliated Child-Care Programs Statement of Philosophy.”

As a UO-affiliated child care program, the Co-op will meet the needs of children by providing an environment where children are encouraged to be actively involved in the learning process, to experience without limitations and biases a variety of developmentally appropriate activities and materials, and to pursue their own interests in the context of life in their community and the world.

UO-affiliated child care programs will provide environments that foster respect for the responsiveness to the individual culture and beliefs of all families in the programs and the community.

### **Quality Rating Improvement System (QRIS)**

Since April 2015, the Co-op Family Center has been rated a 3 star program in the Oregon Quality Improvement and Rating System (QRIS). The QRIS is part of Oregon’s program for excellence in education and aims for the same high standards as NAEYC. The QRIS uses a set of progressively higher program standards to both support improvement and to evaluate the quality of licensed child care and early learning programs.

## **PHILOSOPHY AND EDUCATIONAL GUIDELINES**

### **COOP FAMILY CENTER PHILOSOPHY**

The Co-op Family Center's philosophy has evolved over the 37 years of its existence and continues to evolve as we learn from each other, our children, our families and from our research. The Co-op has always put the child's experience and discovery at the center of its philosophy. In 1999, our philosophy was given new life and clarity when our staff learned of the innovative work being done in the Infant/Toddler centers and Preschools of Reggio Emilia, Italy. The ideas coming out of Reggio were a natural fit with the Co-op Family Center and we continue to look to them for inspiration and wisdom as we continually seek to create a school that meets both the needs and dreams of children and their parents. Following are some of the fundamentals of our Reggio-inspired philosophy that explain how the Co-op does school.

#### **Image of the child**

The Co-op's philosophy is built upon the image of children as curious, creative and capable citizens. We believe childhood is a precious and vital period of life that has value in and of itself, not a prologue to "real life" that will somehow begin later in life. This belief that children are whole and important from day one when they start their journey influences many of our decisions as a school.

#### **Honoring the rights of children**

Our strong image of childhood leads us to acknowledge and honor the rights of children as members of our society. Among the many rights of children we recognize are the rights to have a voice, to be heard, to feel, to try/fail/and try again, to develop relationships, to have some ownership over themselves and the right to be in a caring supportive environment. We believe these rights are inherent in children and not something we are "giving" them.

#### **Constructivism- How children build knowledge**

The learning we strive for in our students is not an objective collection of facts that exist independently of the child. We seek to develop knowledge that is uniquely constructed by the child as they strive to build understanding through connections of experience, thought, suggestion and invention. We know that meaningful knowledge cannot simply be told to children and memorized. Memorization is an example of learning, but without understanding the underlying complex relationships and systems that make up an idea, the child cannot have true knowledge of the idea, just the ability to repeat it. We facilitate children's organic learning process acknowledging that meaningful learning must come from internal motivation and curiosity and is built upon prior learning and understanding. In relation with the Reggio Emilia philosophy the Co-op provides exposure and opportunity to real materials such as but not limiting to clay, nature items, and glass. In addition to real materials the Co-op may introduce real tools to the children. These may include but not limited to hot glue guns, scissors, clay tools, hammers and nails. At any time these tools are in use in a classroom there will be adult supervision and direction.



It is learning this process of inquiry and the great joy of discovering something new we are trying to encourage in children. Children get great pleasure and satisfaction when they are pursuing their natural curiosities and constructing a fuller understanding of the world and themselves in it. We want our students to stay connected to the joy of being the authors of their own learning. We believe this is one of the greatest ways we can support children's development as humans and as lifelong learners.

### **The Project Approach**

We develop the thinking of our students by building projects around their interests and curiosities. We closely observe the life in our classrooms looking for opportunities to build from the ideas coming from children's self-initiated explorations. We take children's natural desire to learn and facilitate this process, not by giving answers, but by encouraging questioning and investigation. We approach projects in a variety of ways using various artistic medium, firsthand experiences and material provocations to offer a more holistic investigation and therefore understanding of their curiosities. We are not looking for right answers or perfect products. Our projects are intended to build our student's ability to develop and communicate their thinking, which is a lifelong journey.

### **Relationships**

We recognize that no child develops in isolation and that successful schools operate as a system of relationships. The Co-op is a community full of vibrant relationships that provide children with a strong trusting model of social inclusion and participation. It is important for children to realize they are a connected, important part of the Co-op family. The Co-op tries to help meet that need for learning and growing through strong relationships by providing *Continuum Care* for our children and families. Lead Teachers work with a group of children and their families for two to three years. This minimizes the stress of transitions for the children by providing a secure, loving and consistent environment. Relationships between caregivers and parents are strengthened through continuum care with a priority being placed on meaningful dialogues and ongoing communication. This continuum cycle ensures that every child and family will have the benefit of consistent relationships that grow and develop with them.

### **Parents as Partners**

Established by parents in 1978, the Co-op Family Center continues in its grassroots tradition of building on the power and presence of family within the daily life of the center. We know that many parents need to spend a significant part of their day away from their children and we intend to make that as much of a positive in their child's lives as possible. We recognize parents as the child's first and most important teacher and seek their advice, collaboration and participation as we facilitate their child's education. Parents are part of all aspects of life at the Co-op from cleaning to teaching to being on the Board of Directors.

### **What does all of this mean?**

All of the theoretical intentions and thought that we put into this school boils down to this:

We are creating a different type of school than the standard American daycare. We are a place for families to come together as part of a community and for children to have a safe and supportive environment to immerse themselves in the joys of childhood. On a daily basis our students play, create, experiment, get dirty, problem solve and have fun. This is life's lesson plan for young children and we are here to help guide them through this magical time in their lives.

### **MUTUAL ACCEPTANCE**

We want to provide an open environment where children and adults can question and discuss differences in gender, religions, cultures and lifestyles. We feel that through honesty and positive discussion, children will learn that there is strength in diversity. We would hope that through being proactive and discussing the differences and similarities found in our families, our classroom, our center and the community at large, we will dispel stereotypes and fear and provide the children with a positive, healthy respect and acceptance of all human beings.

### **CHILDREN WITH SPECIAL NEEDS**

The Co-op Family Center currently serves as a placement site for children receiving Early Childhood Intervention Services. We believe inclusion of children of differing abilities within our Co-op community enriches the experiences of all the children.

*If a child with special needs is enrolled who needs a specific plan for caring for that child, such a plan shall be developed in writing between center staff, parent(s), and if necessary, outside specialists. All staff that work with that child shall be fully aware of the plan.*

All assessment and intervention services are provided in a manner that emphasizes inclusion and full integration within the curriculum, activities and classroom procedures. Decisions about placement for a child will be based on our ability to meet the child's needs with the resources available and will be made in conjunction with the family and any other professionals working with the child to ensure on-going support for the family.

In following American Disabilities Act(ADA) guidelines, the Co-op Family Center will make *reasonable accommodations and modifications* when these are needed to serve children with disabilities. "Reasonable" means accommodations would not place an undue burden on the program and would not require a fundamental alteration of the program. Modifications can be as simple as changing policies or practices, making sure that physical barriers are removed, training staff, or providing adaptive equipment. The Co-op Family Center will provide appropriate auxiliary aids when necessary for access and participation, unless this would constitute an

undue burden or fundamental alteration to the program. Auxiliary aids may include large print books, basic sign language, or a sign language interpreter.

Regular teaching staff will be responsible for the implementation of Individualized Family Service Plans within the context of the Co-op Family Center program philosophy. Consultants will function to support Co-op Family Center staff in providing their knowledge, skills and abilities for meeting the unique needs of all children. If you or your children need any accommodations to assure that our services are accessible, please advise us so that we can take appropriate action.

If, at any time, the EC CARES consultant believes that the Co-op Family Center is not the most appropriate environment for a child with special needs, we will work with other agencies to facilitate a placement. A child may be excluded if the child's presence would pose a *direct threat* to the health and safety of the child or the other children. Before a child will be excluded, the situation will be objectively evaluated and documented on an individual basis. It will not be based upon personal assumptions, impressions or a specific diagnosis or type of disability.

## **DISCIPLINE GUIDELINES**

The Co-op Family Center's discipline guidelines are based on the premises that children grow and learn in a loving and empowering environment. Teachers use clear statements about what is appropriate and model the behavior they encourage in the children. Children are given the words and empowered to solve their own conflicts with the guidance of a teacher. Any form of corporal punishment including biting, shaking, slapping, hitting or any other means to inflict physical pain is not permitted on the premises by anyone, including parents.

All children have periods where their behavior is not appropriate for the classroom setting. Although inappropriate behavior is undesirable, it will occur from time-to-time and is part of the normal developmental process. Teachers will provide support and redirection when this happens to help the child make a more positive choice in the future.

We will take these steps when this situation occurs:

1. **Communication:** A teacher will sit with the children involved and help them verbally communicate positively how they feel and what they want. A plan and idea for positive action is established for the future.
2. **Giving Children Space:** If either of the children is not ready to talk-the child is given time to feel ready to communicate. Sometimes this will be teacher initiated if the child who hurt another child is unwilling to talk after a period of time.
3. **Creating a Safe Haven:** If the child poses a physical or verbal threat to other children and does not leave the area, teachers will physically remove the child from the area to a safe place for the child to be upset.

4. **Cooling Down in the Office:** If the child makes the classroom an unsafe place, the child will be allowed to “cool down” in the office. At this time, parents will be called and a plan of action will be established.

The teachers will advise the child’s family members if the behavior persists. A meeting will be established where a degree of consistency is achieved both at home and in the classroom. In some situations, a child’s behavior may require a reduction or suspension of hours in the classroom. In these instances, the family member will be consulted and options will be discussed.

We may consider dismissal for a child who displays habitual inappropriate behavior and who presents a direct threat to the safety of the other children, the staff or themselves. However some children may not be dismissed from the program even when their behavior is undesirable due to the child’s legal rights. In this situation, additional staffing will be provided in the classroom to increase classroom safety.

We carefully consider each situation to determine if the dismissal would violate the child’s rights. Your child may be affected by the behavior of another child. The staff will advise you if there is any accident or injury. However, we cannot discuss another child or their behavior with you because of the child’s and the family’s right to privacy.

### **Behavior Management Plan Steps**

If an inappropriate classroom behavior persists the following steps will be followed in resolving the behavior:

1. **Initial Conference:** The lead teachers, director and parents will work together to come up with a plan of improvement. A reasonable period of time to implement the plan will be established at the initial conference. Required outcome from the plan will be determined at this conference. The purpose of this meeting is to develop a consistent plan between the teachers and the parents and at times EC Cares to help the child make positive choices in the program within a reasonable timetable. Some provisions of a plan could include but are not limited to:
  - Creating a consistent language for redirection to be used in the classroom and at home.
  - Creating consistent consequences.
  - Determining level of support needed in classroom.
    - **Level One:** Redirection strategies are discussed. Additional support staff is not needed.
    - **Level Two:** Additional support staff is needed to facilitate interactions with other children and the classroom environment. Reduced classroom hours established. Possible outside resources, such as EC Cares, contacted for support.
    - **Level Three:** Additional support staff is needed to provide one on one shadowing to reduce contact with other children. Reduced classroom hours established. Number of reduced hours depends on staff support from EC Cares.

**2. Follow up Plan:** The lead teachers, director and parents will meet to reassess the situation at the end of the time established. If the plan is working we will continue with the plan before meeting again to assess the situation. If the plan is not working, the lead teachers, parents and the director will examine what changes can be made to the plan. If the behavior does not change after an adjustment to the plan, the child will be dismissed from the program. The Executive Director reserves the right to dismiss a child at any time during a plan of improvement if the parents does not follow through with their share of the agreed upon plan of action or in any situation where a child proves to be an imminent threat to other children.

**Appeal Process:** If the parent does not agree with the plan, the parent may protest in writing to the Board.

## **BITING POLICY**

Our program recognizes that biting is, unfortunately, not unexpected when young children are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for all parents involved. While we feel that biting is never the right thing for children to do, we know they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program, then, does not focus on punishment for biting, but on the techniques that address the specific reasons for biting. When biting occurs, we have three main responses:

1. Care for and help for the child who was bitten.
2. Help the child who bites learn other behavior.
3. Work with the child who bites and examine our program to stop the biting.

Examining our program will involve classroom observations by the Director. In addition, the Director, Lead Teachers in the classroom and the parents of the child will create a plan of strategies that will be implemented for two weeks. During that time, we will keep track of the biting to see if it decreases. If we see positive outcomes, we will continue the plan.

If more direction is needed, we will go to the community for further information and support. Support may include observations of the program and the children involved by EC Cares or other child development specialists. We would then look at their findings and decide a plan of action from there.

We will keep all parents informed of the situation; however, we keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bites learn different, more appropriate behavior. We do not and will not use any response that harms a child or is known to be ineffective.

We give immediate attention, and if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water. If children are bitten and the skin is broken, we recommend that they be seen by their health care provider.

When children bite or are bitten, their parents are informed personally and privately the same day and are given a copy of our incident report. It is completed and signed by a Lead Teacher, the parent, and the original is given to the Director.

## **DISCRIMINATION AND HARASSMENT POLICY(CHILDREN)**

The Co-op Family Center policy prohibits discrimination or harassment. The definition of discrimination and harassment are as follows:

- **Discrimination** means any act that has the purpose or effect of unreasonably differentiating in treatment, based on disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status and or cultural background, familial status, physical characteristics, or linguistic characteristics of a national origin group.
- **Harassment** means unwanted behavior of a non-verbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group on the basis of disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics of a national origin group.
- **Sexual Harassment** is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” Sexual harassment may include such actions as sex-oriented verbal kidding, teasing, or joking, subtle pressure for sexual activity, physical contact such as patting, pinching, or brushing against another’s body, or demands for sexual favors.

When there is a situation that involves an act of discrimination or harassment these are the steps that will be followed:

- **Communication:** Teachers will talk with the children involved. **Teachers will ask the child who made the discriminatory statement:**
  - “What did you mean when you said...?”
  - “it is not okay to say...”
  - “It is hurtful to judge people based on (their religion, skin color, culture, gender or lifestyle).”

**Teachers will talk to the child who was the victim of the discriminatory act:**

- “That was not okay for (other child) to say...”
- “it is okay for you to be hurt and let (other child) know how that made you feel.”

- “Would you like me to help you talk (to other child?)”
- **Assessment:** Teachers and the Executive Director will assess the seriousness of the situation to determine the best plan of action. The plan of action will be determined by these factors:
- The age of the child
  - The seriousness of the content in the statement or act.
  - Did the child know what was said was hurtful?
- From this assessment, we will see what needs to be done to:
- Help and protect the child who was the victim of discrimination
  - Help the child who made the discriminating act learn that this is not okay.
  - Work with the child who made the discriminating statement and examine our program to make it a safe haven for both children.
- **Incident Forms:** Incident forms will be made up for both sets of parents describing what was said and how it was and will be handled.
- **Meetings:** Both sets of parents will be told individually what happened and the concerns that will be addressed.
- Parents of the victim: Will be told about the incident, how it was handled and the plan of action that will follow.
  - Parents of the aggressor: The lead teachers, directors and parents will work together to address this situation so it doesn't happen again. A period of one to two weeks will be established to implement a plan of action. The lead teachers, directors and parents will meet at the end of the time established to assess the plan of action. If the plan is working, we will continue for another two weeks before meeting again. If the plan is not working, the seriousness of the situation and the safety and well being of the children classroom will need to be examined before going further. Why wasn't the plan working? Are more people needed in the classroom to insure safe communications with the children? If this is the case, one week will be established for improvement.
- **Dismissal from the program:** A child will be asked to leave the program under these conditions:
- When the parents do not follow through with steps established at the meetings.
  - If after the established time there is no improvement.
  - If after the plan of action is completed, there is another incident of similar discrimination. (Based on determination at assessment).

## **ENROLLMENT**

### **Co-op Classrooms**

Honeysuckle Room  
Buttercup Room  
Willow Room  
Juniper Room  
Huckleberry Room  
Cedar Room

### **Priority**

Enrollment shall give priority in the following order: matriculated students of the University of Oregon who reside in Spencer View Family Housing, students at large of the University of Oregon, faculty and staff of the University of Oregon and community members if space is available.

### **Continuing Enrollment**

All children enrolled, will be guaranteed continued enrollment as long as the family has University of Oregon student status. If a parent graduates or stops taking classes during the academic year and no longer have student status, the Co-op will be able to guarantee enrollment through the remainder of the academic year (June). At that time the Co-op may need to withdraw a non student family for an incoming student family.

### **Summer Enrollment**

Each year during spring term we send home schedules to determine the needs of parents during summer.. The Co-op staff will provide as much flexibility for schedules without putting it into financial difficulties. Enrollment is guaranteed for students from spring to fall without summer enrollment.

### **Fall Term Enrollment for Current Families**

The Co-op will collect fall term scheduled requests when we collect summer enrollment information (mid to end of May).

As a reminder, all children enrolled after January 1, 2008, will be guaranteed continued enrollment as long as the family has University of Oregon student status. At any time a family is no longer considered a University of Oregon student, the Co-op will be able to guarantee enrollment through the remainder of the academic year (June). At that time the Co-op may need to withdraw a non- student family for an incoming student family.

### **Enrollment Process for Current Non-Student Families**

Enrollment for the academic year for current non-student families will open on August 15<sup>th</sup>. At this time, we will begin offering the open spots to current non-student families.



First priority will be given to siblings of children who will already have a spot in another classroom. Then we will enter all interested families into a lottery for their child's classroom. We will draw names and offer spots accordingly. After the spots are filled, the remaining families will be put on a waiting list and put at the top of the faculty and or community family waiting list.

## **STEPS OF ENROLLMENT**

### **The First Step: Enrollment forms**

The enrollment forms provide important information regarding your child's background, special needs and health, as well as where you can be reached in an emergency and who is permitted to pick up your child. You will be given these forms prior to your child's first day of day care.

**ALL OF THE ABOVE FORMS MUST BE COMPLETED BEFORE BEGINNING CARE IN ANY OF OUR PROGRAMS.**

### **Enrollment Forms**

- Parent contract with child's schedules
- Child Enrollment and Authorization form
- Immunization record
- USDA forms
- Transportation form and agreement (if applicable)
- Parent Policy Book agreement form
- Parent Involvement form
- Screening and Assessment of Child Progress (ASQ)

### **The Second Step: Intake Meeting**

A meeting will be scheduled before your child starts to give you an opportunity to meet the lead teachers in your child's classroom. The orientation takes about a half hour and provides the opportunity for the staff to go over philosophy, parents and the Co-op responsibilities, and policy and procedures. It also gives you the opportunity to ask any questions you might have.

### **Screening and Assessment of Child Progress**

Upon starting in our program and each year during the fall enrollment process we will ask parents to use an online screening tool, the Ages and Stages Questionnaire, to provide insight for yourself and teachers about your child's development. This screening tool is recommended by the American Academy of Pediatrics and will help us identify your child's strengths and areas where he could use more practice. You may also fill out a companion screening about your child's social emotional development, the ASQ: Social Emotional. Most children will fall into the normal range. The staff at the Co-op Family Center will make every effort to assist non-English speaking families in filling out the questionnaire. Paper copies of the questionnaire will be available upon request.

Lead teachers will complete an ASQ if a child who was screened was showing different abilities at school. In this situation, we would hold a conference to go over both ASQ's. When assessments identify concerns, the lead teachers, executive director and parents will discuss appropriate follow-up, referral and other interventions to be used to support an individualized learning plan. If it is determined extra support is needed, our consultant with Early Childhood Cares will be included in the process.

## **FINANCIAL AND SCHEDULING INFORMATION**

### **Financial Support System**

The Co-op Family Center relies on the following funding in order to stay financially stable:

Parent tuition:	56.58%
ASUO (student fees)	39.94%
USDA:	2.44%
Fundraising:	1.01%

### **Tuition Fees**

Tuition is charged on a weekly basis. You will receive a bill at the beginning of each month. Tuition is due by the 10<sup>th</sup> of each month. A \$20 fee will be assessed on your invoice if you do not pay by the 15<sup>th</sup>. If other arrangements need to be made for payments, it is your responsibility to make these arrangements with the Administrative Coordinator before the 10<sup>th</sup> of the month. If you do not follow the arrangements that are established, late fees will be assessed on your invoice.

ACH withdrawals of tuition are now available. Please see Tami at the front desk to fill out the appropriate forms.

### **Overdue Tuition**

Families who have an outstanding balance will be contacted to arrange to pay the balance in full within 30 days or childcare services will be discontinued. **NO EXCEPTIONS.** Overdue tuition will be turned over to a professional credit collection agency.

### **Tuition Questions**

Notify the Administrative Coordinator (Tami) of any problems with your bill or ability to pay your bill. We will work with you to make financial arrangements that are acceptable to both you and the Co-op. Not paying tuition and failing to follow arrangements with the Co-op will result in the dismissal of your family.

## **Student Status**

In order to qualify as a student for our program, you need to be taking classes at the University of Oregon and paying the mandatory student incidental fees. You will need to take classes and pay the mandatory fees each term to maintain your student status. Parents need to show proof of their student status each term, by providing proof of subsidy, Spencer View residency, or a copy of UO invoice showing mandatory fees.

## **Non-student Status**

If at any time during the school year you are not taking classes and paying the mandatory fees, you will be charged the non-student rate. Your child's spot at the Co-op Family Center will be guaranteed until the end of the academic school year (June).

## **Discounts and Credits**

-10% discount on entire tuition bill for families with 3 or more children

-\$6.25 per hour for co-oping

-\$8.75 per hour for being in the ratio in classroom co-oping needs. Please submit your availability to Ben or Tami before each term begins to get your preferred co-oping time.

## **Vacation or Sick-time Credit**

The Co-op operates on a budget with expenses that occur whether or not an individual child is present. Therefore, we do not reduce the tuition for absences due to vacation or illness during the fall, winter or spring term. A two-week vacation credit is offered during the summer for families who enroll for the entire summer session.

## **CHILDCARE ASSISTANCE**

**ASUO Child Care Subsidy:** The Associated Students of the University of Oregon (ASUO) fund and operate the student childcare assistance programs. Applications are available at the Co-op and at the ASUO offices in the EMU. Completed applications and appropriate documentation must be returned to the ASUO where an eligibility determination will be made. Eligible student families receive from 20% to 50% of their childcare costs from these funds. Beginning July 1, 2004, the Co-op has been authorized by the ASUO to process subsidy for any eligible parent. Each month in the billing process your subsidy percentage will be deducted from your tuition, leaving the remaining balance due to the Co-op.

Subsidy covers tuition, term supply fee, and meal fee up to the ASUO designated ceilings of reimbursement.

## **Employment Related Day Care (ERDC) through Oregon Department of Human Services**

As part of welfare reform, funds to assist low-income working parents meet childcare expenses have been increased. In some circumstances students who are working and attending school may qualify.

Information about Employment Related Day Care can be found at: <http://www.oregon.gov/DHS/ASSISTANCE/CHILD-CARE/Pages/index.aspx>

## **Billing for Department of Human Services (ERDC)**

DHS pays the following month of billing (e.g., January is paid in February). When this occurs, parents will have ten days to pay the balance for the previous month after we receive the DHS payment.

## **Additional Fees**

**\$75.00** Registration fee per family

**\$1.00** per minute per child late fee after 5:45 p.m. (see under Late Pick-up Fee)

**\$20.00** late tuition payment fee

**\$25.00** NSF Fee for returned checks

## **Support Fees**

**\$25.00** Supply fee per term

**\$15.00** Diaper fee per month for Part time children

**\$20.00** Diaper fee per month for Full time children

**\$4.00** per day, or \$15 per each 4 or 5 days per week: van transportation fee for Kindergarten and School Age children

**\$2.00** (Cedar Room) Summer Field trip fee per field trip

## **Meals**

**\$1.50** per lunch per child for above USDA scale families/.40 per lunch reduce scale

**\$ .90** per breakfast per child for above USDA scale families/.30 per breakfast reduce scale

## **Hourly fees**

**\$6.00** Student hourly rate for Honeysuckle, Buttercup and Willow classrooms \*

**\$5.00** hourly rate for Huckleberry and Juniper classrooms \*

**\$4.50** hourly rate for Cedar Room.\*

**\$6.50** non-student hourly rate for Honeysuckle, Buttercup and Willow classrooms \*

**\$5.50** non-student hourly rate for Juniper and Huckleberry Room.\*

**\$5.00** non-student hourly rate for Cedar Room\*.

## **Public School Days Out**

**\$26.00** (student) Cedar Room per day School Days Out (If your child is regularly scheduled on that day)

**\$40.00** (student) Cedar Room per day School Days Out (If your child is not regularly scheduled on that day)

**\$30.00**(non-student) Huckleberry Room per day School Days Out (If your child is regularly scheduled on that day)

**\$45.00** (non-student) Huckleberry Room per day School Days Out (If your child is not regularly scheduled on that day)

\*Additional hours outside your child's scheduled enrollment and within center's operating hours must be approved in advance.

### **Late Pick-up Fee**

The Co-op Family Center closes at 5:45 p.m. The Co-op expects that all children be in their parent's care and responsibility by 5:45pm. After 5:45, there is a five-minute grace period in which to pick your child up from the program. Beyond that grace period, for every minute that your child is left in care, you will be billed at the rate of \$1 per minute. A second late pickup in one term will result in a double fine, third late pick-up will triple the fine and subsequent lateness can lead to termination of care. The charge will be added to your invoice and due immediately.

### **Information Changes**

Enrollment Forms will updated at the beginning of fall term each year. If child or family information changes please let Tami know.

### **Schedule Changes**

In the event that you need to change your child's schedule, please see Tami in the office.

**Additional requested hours:** If there is a day you need to add, please just give us a call to find out if space is available for your child. You must clear any changes with the Lead Teacher or Administrative Coordinator ahead of time. No drop off accepted. Be aware that the children go on outings, eat lunch, take naps and go on field trips at different times of the day. You may want to time you child's arrival and departures according to these time schedules. You will be billed for extra hours using the hourly fee for your child's age group.

**Increasing hours:** If you need to increase your child's schedule or change your child's days that can be done as openings become available. First priority will be given to current families in the order the requests were received. Schedule changes must be approved before beginning the new schedule.

**Decreasing hours:** We require a 30-day notice to decrease your child's schedule.

### **Withdrawal from Co-op Family Center**

Withdrawing from the program requires a 30-day signed written notice. Until we receive a 30-day notice, we will assume you are enrolled in the Co-op on a continuing basis.

The first two weeks after a family enrolls are considered a trial period. During this time, you may withdraw without the thirty-day notice during this time period.

### **Dismissal Policy**

The Co-op Family Center reserves the right to dismiss a child and/or family for reasons of non-cooperation, delinquency in payment of fees, or inability of the child or parent to adjust to the Co-op programs. (See also Discipline and Harassment policies.)

## **COMMUNICATION**

### **Parent Information Areas**

In the lobby of the Co-op there is a bulletin board that contains important information for the entire center. Information such as: menus, co-oping info, calendar of dates, announcements, Parent Board of Directors and event planning information, etc. Each class will also have a Parent information board for field trip sign ups, daily schedules, and board info, (agendas, minutes, child care sign up) and announcements pertaining to that class. Each class will also have parent mailboxes for information that needs to go home to the parents. Please check these areas for changes and announcements. Mailings happen once a month and will contain a tuition invoice.

### **Parent Surveys**

At least once per year, all Co-op families and staff will be given the opportunity to complete an evaluation of the center. These surveys help us assess our program for quality and make changes **where** needed. The results of these surveys will be available to view on the center website.

### **Process for Concerns**

It is our intention always to communicate with parents in a respectful manner. This respect also includes maintaining professional confidentiality for information parents share with staff.

We hope that parents feel comfortable sharing information about their family that may impact a child's emotions or behavior. Staff will avoid discussing private information when others are present. We also hope that parents will similarly discuss sensitive issues outside of classroom times. Gossiping in the classrooms or center creates a negative atmosphere that affects everyone. We would like to work together to create a positive environment for families and staff.

1. If you have a concern about your child, please address the concern with your child's teacher first. Conferences can be arranged at any time during the year.
2. If you have a concern about enrollment or billing, please address your concern to the Administrative Coordinator, Tami Brown.

3. If you have a concern about classroom procedures, staff or school's policies and procedures, please address your concern to the Executive Director, Alisa Stull.
4. If after the above process if you are still unsatisfied, please present your concern in writing to the Board. Your concern will be reviewed at the next regularly scheduled Board meeting. A written response to the concern will be sent within one week after the board makes its decision.

## **Family Code of Conduct**

At all times it is important to respect each other's emotional and physical space. It will not be acceptable to verbally or physically threaten another person at the center. Any adult who verbally or physically threatens another person will be asked to leave immediately. A written warning or immediate dismissal from the program will be dependent upon the severity of the situation.

In some situations, we may feel that we will need to meet with the parents to set up guidelines for where improper conduct is causing program disruptions. At this meeting we will talk about some possible solutions and set up a timeline for change. Future meetings will be set up and it is important for those persons involved to attend these meetings to track the progress of the situation. Failure to attend these meetings, will result in a dismissal from the center.

## **PARENT PARTICIPATION OPPORTUNITIES**

### **CO-OPING**

#### **What is Co-oping?**

**.Co-oping:** Exchanging work for a reduction in tuition costs for your child.

Co-oping has always been at the forefront of the opportunities that we offer to encourage family involvement. Co-oping allows the parents to be involved in their children's care on a regular basis. By working in the classroom, family members, immediate and extended, contribute their special skills to our community, opening a completely new range of expertise to the children. Any skill that a parent or extended family member has that will benefit the center is always welcome. Working in the classroom, reading a story to your child and some of her/his friends lets your child know that the Co-op is an extension of their own family home. The co-oping parents' own parenting skills are enhanced through the observation of the diverse care giving styles of the other parents and staff. By playing and working at the Co-op, parents know their child's caregivers and daily life. Parents, children and staff all share a sense of ownership and empowerment through participation. Each voice is valued.

Parents receive a tuition credit for co-oping in the center (see Discounts and Credits under Financial section)

### **Who can co-op?**

Parents and extended family members can co-op to reduce tuition costs. Parents and extended family members who work in the center when children are present or attend field trips must register with the Central Background Registry before co-oping.

### **What jobs are available for co-oping credit?**

- **Classrooms:** Working as a teacher aide, planning and helping out on field trips, straightening up classrooms at the end of the day and typing up documentation
- **Classroom Representative:** Parent communication support for teachers.
- **Kitchen:** Food shopping, food prep, dishes and kitchen deep-cleaning
- **Center:** Library, playground cleaning
- **Home Projects:** Sewing, building projects, laundry
- **Saturday Work Parties:** Three times a year we have a center-wide work party where parents to can help clean, paint and organize the classrooms
- **Committees:**
  - **Board of Directors:** The Board of Directors serves as the oversight body for the Co-op. The Board is responsible for overseeing the Executive Director and provides oversight for all policy and fiscal decisions impacting the functioning of the Co-op. The Board is composed of student, faculty/staff and community parents, as well as the UO liaison and an open position for an ASUO representative.
  - **Individual Events:** Together parents and teachers plan and implement events, work parties and goals for the Co-op. Parents can sign up to work on planning of individual events such as the Welcome Party, Pancake Breakfast and Silent Auction, or Tour de Co-op and End of the Year Celebration.
- **Create a job!** Any skills, expertise that parents can provide to benefit the center is always welcome!

### **When does co-oping happen?**

We have co-oping jobs that happen when school is in session as well co-oping jobs that can be done in the evening or on the weekends.

### **How many hours can you co-op?**

We suggest 2 hours a week for part-time and 4 hours a week for full time per child. Some parents work more than the suggested amount while some parents work less. Parents can work all their hours in one chunk of time like at a weekend work party or spread it out over the month. We welcome parents who would like to work more. Please speak with Tami or Alisa if you are interested in this option.



**How do you sign up for co-oping?**

Each parent will be walked through the process and expectations of co-oping during orientation. The Administrative Coordinator will help choose a job, walk through the procedure of the job, discuss what to do if co-op time is missed, how to receive co-oping credit and the expectations of center.

**How do you receive credit for your co-oping hours?**

All co-oping hours need to be recorded in the co-op book, (located in Commons area of the Co-op), by parents to receive credit on your bill for that month. Be sure to record your co-op hours you complete them each month. All credit in the co-op book will be given on the next billing period.

**COOP FAMILY CENTER EVENTS**

We want to create a home away from home for everyone who enters our center. We provide opportunities throughout the year for families and staff to get together as a community. Yearly events to look forward to:

**Welcome Party**

This event is held in the evening during the first week of fall term. This is a great time to learn more about your child's classroom and participation opportunities. It is a laid back evening where families and staff can hang out and enjoy delicious food and each other's company.

**Pancake Breakfast and Silent Auction (Winter term)**

The Pancake Breakfast and Silent Auction has been an annual tradition for 22 years! Children make all the pancakes, serve the food and bus the tables(with parent support). No one goes hungry at this event! Immediately following the Pancake Breakfast is our Silent Auction, where you can bid to buy from a variety of items donated from local businesses. All monies raised provide continued support for high quality education at the Co-op Family Center.

**The Art of Childhood Art Show(April)**

The Art of Childhood Art Show is a collaborative event with the other two childcare centers on campus. All three centers showcase artwork created by the children at the HEDCO Building on campus. There is a kick-off reception during the first week of April and the artwork is displayed during the entire month.

**Tour de Co-op (June)**

It is a rite of passage to learn how to ride a bike at the Co-op Family Center. We celebrate this new found skill and love of bikes with a family bike ride at the of Spring Term. This has been an annual event for the past 6 years. Last year, Pacific Continental Bank sponsored our event and we opened our bike ride to the greater community. All monies raised helps to improve our outdoor space.

### **End of the Year Celebration (June)**

We wrap up the year with a center wide potluck! This is a wonderful opportunity for families and staff to share their family's favorite food and enjoy each other's company. Teachers will present panels documented some of the classroom studies they experienced during the year.

## **CENTER INFORMATION**

### **Certification**

The Co-op Family Center is licensed by the State of Oregon Child Care Division (CCD) and is inspected annually by a licensing specialist. We comply with all CCD rules and a copy of these rules and regulations are available in the office for your reference.

### **Hours of Operation and Closures**

The Co-op hours are from 7:30 am to 5:45 p.m., Monday through Friday. We are closed for all University scheduled holidays which include: Labor Day, two days for Thanksgiving, Christmas, New Years Day, Martin Luther King Jr. Day, Memorial Day and Fourth of July. We will close one week in September to prepare for the upcoming academic year. Depending on enrollment needs, we may close during Winter Break and Spring Break. The Co-op will follow the UO weather closure, unless traveling conditions are unsafe for staff and families. Parents will be notified by email and main message of weather closures.

### **Parking**

Parking is limited in Spencer View. The Co-op parking is on the east side of the building in non-numbered spaces and is designated for drop off, pick up and co-oping parents only. The numbered lots belong to tenants; please help us respect our neighbors' reserved spaces. Cars parked in Spencer View Resident parking may be ticketed or towed by housing. After 3:00 p.m. the bus parking area in front of the building is available. Parking is also available on 24<sup>th</sup> and Patterson.

## **CLASSROOM SPECIFICS**

### **Absences**

Please notify the center by 9:00 am if your child is going to be absent for any reason. This helps the teacher plan the day, assists the office in monitoring illness, and allows us to maximize the use of our food program because we prepare meals for the number of children we are expecting, but only receive reimbursement for the children who actually attend on any given day.

## **Animals in the Center**

At times a classroom will have a pet that lives in the classroom. The teachers of the classroom will be responsible for cleaning and maintenance of the animal outside of the classroom. Children will always wash their hands after handling the animal. Child Care Division does not allow reptiles, frogs, monkeys, hook-beaked birds, baby chicks, ferrets or aggressive animals. We encourage parents to take our animals' home for the weekend, for which co-oping hours are available.

## **Arrival and Departure Procedures**

The Co-op is open to parents at 7:30 am. From 7:15 am to 7:30 am teachers are preparing the classrooms for the kids. Parents arriving earlier need to stay with their children until the Co-op opens at 7:30 am.

At the end of the day, parents are required to be at the Co-op by 5:45pm. This allows staff to clean classrooms and organize for the next day.

Parents must accompany their child to his/her classroom and sign him/her in the sign in/out book provided in each classroom. Parents/Authorized People need to sign out in the same book when you pick up your child.

Please make certain that the Lead Teacher is aware of your child's arrival and departure. This allows the teacher to greet your child and or to say good-bye for the day. Drop off is smoother with a clear statement of good-bye and a clear transfer to staff from the parent. Please allow a little extra time for drop off during transitions (new to center, new classroom).

Please communicate to the Lead Teacher any daily schedule changes (doctor appointments, early pick up, etc.).

## **Authorized Pick Up**

We will only release a child to a person that has been authorized by you. Parents need to give written permission to the Co-op Family Center for anyone other than the parents to pick up their child. School Age children arriving or departing by bus from a public school will need to fill out a permission form. Also it is important to update periodically the list of people authorized to pick up your child. All people on your authorization list should bring identification with them. Please notify the Administrative Coordinator of any changes of address or phone numbers where you can be reached. It is important that we have up-to-date information.

## **Birthdays**

We will be happy to help celebrate your child's birthday. Talk to a Lead Teacher about the preparations. Food items brought for celebrations must be store bought.

## Celebrations

The center recognizes that we live in a pluralistic culture with many different religious and cultural practices and beliefs. The center does not present material that fosters or hinders religious beliefs among children. Generally, we choose to not make holidays a focus for our children's activities, but invite families to share their traditions with us. Throughout the year we will provide opportunities for children and their families to discuss their traditions and share a family favorite as a way for us to learn and grow together.

## Cell phones

All cell phone use in classrooms needs prior approval from Alisa, Ben or the lead teacher in the classroom. Please turn off before entering the classroom. In case of emergency, people can reach you through the Co-op main line at 541-346-7400.

## Classroom Teacher/Child ratios

The Co-op Family Center provides adult/child care ratios that are as follows:

- The **Honeysuckle Room** maintains a ratio of 1:3. Staffing consists of a combination of one lead teacher, an associate teacher, assistant student teachers and co-oping parents. The maximum group size is 6 infants. This room serves children aged 8 weeks through 12 months (approximate).
- The **Buttercup Room** maintains a ratio of 1:3. Staffing consists of a combination of one lead teacher, an associate teacher, assistant student teachers and co-oping parents. The maximum group size is 9 children. This room serves children ages 12-24 months (approximate).
- The **Willow Room** maintains a ratio of 1:4. Staffing consists of a combination of two lead teachers, assistant student teachers and co-oping parents. Due to our physical facility that exceeds space requirements, we have received a waiver from CCD to have a group size of 12 versus the state-mandated group size of 8. This room serves children ages 18-36 months (approximate).
- The **Juniper Room** maintains a ratio of 1:6. Staffing consists of a combination of two lead teachers, assistant student teachers and co-oping parents. Group size is 18. This room serves children ages 30 months to 54 months.
- The **Huckleberry Room** maintains a ratio of 1:7. Staffing consists of a combination of two lead teachers, assistant student teachers and co-oping parents. Group size of 20. This room serves children ages 48 months through kindergarten.
- The **Cedar Room** maintains a ratio of 1:9. Staffing consists of a combination of a lead teacher, assistant student teachers, and co-oping parents. Group size of 18. This room serves children first through fifth grade.
- The Co-op Family Center may operate at state ratios for no more than 20 minutes in the morning and in the afternoon in order to give breaks to teachers. Ratios are as follows:
  - The Honeysuckle, Buttercup and Willow classrooms will maintain a ratio of 1:4.
  - The Juniper and Huckleberry classrooms will maintain a ratio of 1:10.
  - The Cedar classroom will maintain a ratio of 1:15.

## **Classroom Meetings and Events**

All classrooms will have an informational parent meeting during fall term. Other meetings during the year could include discussion groups, parent education, potlucks and/ or project nights.. These meetings are great way for parents and staff to get together as a community. Childcare signups will be posted on the classroom parent information boards one week before each meeting or event.

## **Dress**

Children at the Co-op proudly play with a variety of colorful, wet, sticky and gooey materials all day! Please dress your child in clothes that will appreciate these modifications and additions. Each child should have a complete change of clothing and extra pair of shoes in her/his cubby. LABEL!! Please label all possessions well. Bring your child with clothing suitable for the weather, for example: coats, hats, warm clothes for winter, bathing suit, towel and cool clothes for summer.

## **Fieldtrips and Walks**

Classrooms may go on field trips during the year. Teachers will give a one-week notice for pre-planned field trips when classrooms will use the Co-op van or city bus for transportation. Please leave car seats on field trip days. We encourage parents to join us on field trips.. Please let the Lead Teacher know you are interested. Please remember to have a criminal background check completed before the field trip. Co-oping hours are available for time spent on field trips.

On occasion, however, spontaneous trips on and around the campus area will occur. These trips may include campus, University Park, Amazon Park, and other play locations near Spencer View Family Housing. You will be asked to give your consent for such trips in the enrollment materials. We will not give one-week notice for these trips.

When children are taken off-site to parks or places with public restrooms, a staff person will always accompany the children into the restrooms. The staff will enter and check out the restroom before bringing in children.

**When a child makes choices that jeopardize the group and or/their safety on a field trip, a parent will be asked to accompany their child on the next field trip in order for the child to go on the field trip.**

## **Lost and Found**

There is a lost and found basket in each classroom. If any of your child's belongings are missing please check the appropriate class. Remember: Please label your child's belongings for better identification.

## **Media Use**

### **(Infant-Wobbler)**

Children under the age of 2 will not be exposed to screen time during classroom hours.

### **(Preschool Age and up)**

The occasional use of television, films, and video tapes, is limited to rare, special circumstances that represent developmentally appropriate programming, previewed by a staff person. In this situation, alternative activities are always available, and no child is required to view the program.

Children have access to a computer in the Huckleberry and Cedar Room. Children use the computers to support children with their homework, increase their skills in the graphic arts and to assist in their project work.

Children in these classrooms also are provided limited time to play educational games on the computer.

## **Naptime**

All classrooms will have a rest/quiet period starting sometime after lunch and lasting until 2:30-3, which is snack time.

Oregon Childcare Division policy states that all children less than three years old must be allowed to follow his/her own patterns of sleeping and waking, so the exact time periods may be different depending on the child. After a mandated rest period of 45 minutes children who are not sleeping will be provided a quiet activity until the end of the rest period.

We understand that as children get older parents may want to encourage shorter periods of rest than the children might naturally take and there are a few ways we will try to accommodate that without disrupting the rights of the other children in the class to have an uninterrupted period of sleep.

If a parent requests, teachers will not actively help their child to fall sleep and then after the 45 minute period, the teachers will engage their child in an activity. If that child has fallen asleep on his/her own during that period, parents may request staff to uncover their children at 2:30 to encourage their waking. At three o'clock the lights in the classroom will be turned on and snack will be brought in at this time. This activity will wake most children, unless they have a heightened need for sleep. The Huckleberry Room provides a rest time that incorporates opportunities for rest, sleep, journaling or listening to stories. The Cedar Room provides space for children that make the choice to rest during their time at the Co-op.

## **Photography at the Co-op Family Center**

There are two categories of still and motion photography that may occur at the Co-op: (1) routine photography; and (2) non-routine photography. By placing a child in the Co-op, a parent grants permission for their child to appear in routine photographs. Parental permission will be obtained prior to any non-routine photography.

### **Routine Photography**

Photography of children may occur as a routine or typical aspect of childcare at the Co-op Family Center.

The reasons for such photography may include:

- Documentation of activities engaged in by children, usually taken to help with assessment and planning.
- Enabling parents to “see” what the children do during the day.
- Use of photography by children as a medium of expression.
- Use for classroom projects
- Recording of fieldtrips
- Birthdays and other celebrations or other classroom events.

Staff or parents or others may take their own photographs. Photographs in the possession of the Co-op Family Center will not be released except to parents and as required by law.

### **Non-routine Photography**

No other photography will occur without prior written permission of the parent. The Co-op will on an annual basis solicit parent permission for photography that may be used for the following:

- Promotions or publicity
- News coverage
- Other purposes not set forth in this policy

## **Potty Training Policy**

When a child shows interest in going on the toilet, we begin to ask them if they would like to try sitting/going on the toilet at each diaper change. If your child is showing interest (always follow their lead) in going to the bathroom, please let the teachers know, so that we can also follow through at school. Staff, also will be observing children for toileting awareness. If a child is starting to show an interest in toileting, educators will consult with families and develop consistent strategies with the family for approaching the child’s toileting needs. These strategies will reflect the home environment and be culturally sensitive. Please see your child’s teacher for the further details related to potty training.

## **Sexuality Dialogue**

It is normal for kids to ask questions about sexuality. These questions may concern growth and development, human reproduction, anatomy, physiology, masturbation, family life, pregnancy, childbirth, parenthood, sexual

response, sexual orientation, contraception, abortion, sexual abuse, HIV/AIDS, and other transmitted diseases. It is the responsibility of Co-op staff to answer questions honestly and appropriately based on the age of the child and then defer further conversations with the child to the parents.

### **Teacher Availability**

It is difficult at certain times of the day for teachers to get away from the class. The teacher's focus needs to be on the class environment. Please schedule a time to meet with a teacher if you have a concern or suggestion.

### **Toys**

We realize the need for children to bring an item to school to help with the transition from home to school. We ask that you limit the items to a book or music that can be shared with the group or an item that can be used with the current study or interest of the class. If your child needs a toy or item to get into the classroom, please take it with you when you leave. Please know that the Co-op will not take responsibility of toys or items left at the Co-op.

### **Transition from Class to Class**

Transitions to the next classroom will happen at the beginning of summer term. In the Honeysuckle, Buttercup and Willow classrooms, the class will move to the next classroom as a group with their lead teacher. Willows move as a class with a lead teacher into the Juniper Room at the beginning of summer term. In the Juniper Room, some children will stay in the Juniper Room while some children will move to the Huckleberry Room. Children's placement will be determined by space availability, student status, age and parent choice. One lead teacher will stay in the Juniper classroom and one lead teacher will move to the Huckleberry Room. Families moving from one program to another will go through a class orientation so they feel comfortable with the new surroundings.

### **Weapons**

The Co-op Family Center recognizes that there is a wide spectrum of beliefs around children and weapon play. However, we ask that no weapons or weapon-like toys are brought to school. We also discourage the creation of weapons with materials in our school, but we know that if children are compelled to do so, they can imagine any object to be a weapon. We take these moments as an opportunity to understand better why our students might be drawn to this type of play and to talk to the children about the potentially harmful use of weapons. While not encouraging it, we will not stop all of this play if we have talked to the parties involved and it is agreed upon dramatic play. When weapon play is not agreed upon and consensual between the involved parties, it is treated like any other act of aggression and stopped immediately.



## **NUTRITION**

### **Meals: Breakfast, Lunch and Snack**

The Co-op provides a vegetarian menu with a large variety of homemade recipes. We strive to purchase fresh, local, seasonal fruits and vegetables when available. We follow the most current “dirty dozen” list for purchasing organic fruits and vegetables. This list comes from The Local Environmental Working Group and targets fruits and vegetables that rank the highest in pesticide load. Milk is served with breakfast and lunch. Juice, milk or water is served with snacks. We will accommodate any food allergies with a medical statement from your child’s physician (please see the Administrative Coordinator for a specific form for your physician to fill out). The Co-op does not allow foods to be brought in outside the center unless we are unable to accommodate a physician documented food allergy or disability.

To be able to provide a well rounded quality menu the Co-op uses funding from the USDA food program to enable us to lower food costs. Families whose incomes meet USDA standards for free meals will have no separate charge for meals. Families who are above scale will receive afternoon snack at no separate charge, but will be charged 90 cents per breakfast and \$1.50 per lunch for their child. Families who are reduced scale will receive afternoon snack at no separate charge, but will be charged .30 cents for breakfast and .40 cents per lunch for their child. At the end of each month, we will tally the number of meals your child has participated in at the Co-op and charge for those meals only.

**The USDA food program requires that the Co-op provides regular intervals of meals through out the day. This requires us to have set times to serve the meals.**

If you want your child to eat with us please make sure he/she is here at the beginning of the scheduled meal

#### **Breakfast:**

All classrooms: start at 8:30 a.m., end at 9:00 am

#### **Lunch:**

Buttercup/Willow: start at 11:30am, end at 12:00pm

Juniper/Huckleberry: start at 12:00 pm, end at 12:30pm

#### **PM Snack:**

All classrooms: start at 3:00pm, end by 4:00pm

**Children coming in after the designated meal times will need to wait until the next meal to be served, so please feed your child before coming to the school.**

### **Meal Substitutions**

USDA requires the Co-op to have a “Medical Food Substitution Form” be completed by a physician for certain food substitutions. Recently USDA has changed policy for food substitution for fluid cow’s milk. The policy change allows parents to fill out a separate form (without a physician’s signature) to give permission for a

nutritionally equivalent substitute. With the signed form, the Co-op can provide a nutritionally equivalent substitute to your child without the need for a physician's signature. Both forms are available in the office; please see Tami for a copy.

## **Nondiscrimination Statement**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## **HEALTH AND SAFETY**

### **Sick Policy**

An ill child will not be allowed to attend the Co-op during the duration of his/her illness. Colds, fever, vomiting, diarrhea, or other illness jeopardizes the health of the child, or other children and staff.

Children with runny noses or lingering cold symptoms will be accepted at the discretion of the Executive Director. If your child becomes ill while at the center, you will be notified first. If parents cannot be reached, we will contact people from your emergency list. If a child is sent home from the Co-op, they will need to stay at home the full following day. Children cannot return to the Co-op until they have been free of symptoms for 24 hours without the aid of fever reducing medication such as Tylenol or Motrin.

**Definition of illness** (required by the Child Care Division's regulations book)

A center shall not admit or retain in care, except with the written approval of the local health officer, who has treated the child within the past twenty-four hours, a child who:

- Is diagnosed as having or being a carrier of a child care-restrictable disease, as defined in Health Division administrative rule, OAR 333-019-0010\*, OR
- Has one of the following symptoms, or combination of symptoms, of illness:
  - Fever over 100 degrees F taken under the arm or 101 with the ear or forehead thermometer
  - Diarrhea (more than one abnormally loose, runny, watery, or bloody stool)
  - Vomiting
  - Nausea
  - Severe cough
  - Unusual yellow color to skin or eyes
  - Skin or eye lesions or rashes that are severe, weeping, or pus-filled
  - Difficult breathing or abnormal wheezing
  - Complaints of severe pain
  - Live lice or nits
  - Stiff neck and headache with one or more of the symptoms listed above
  - Too tired or too sick to participate in daily activities

**\*A child will not be able to attend the Co-op Family Center during the time they are diagnosed with a restrictable disease such as diphtheria, measles, Salmonella Typhi infection, shigellosis, Shiga-toxigenic Escherichia coli (STEC) infection, hepatitis A, tuberculosis, chickenpox, pertussis, rubella, and scabies and any open or draining skin lesions infected with Staphylococcus aureus or Streptococcus pyogenes.**

## **Medication**

If your child will need medication during the day, please fill out a medication form and notify the Lead Teacher. Medication must be in the original container and clearly labeled with the child's full name, expiration date of the medication, and legible instructions for use from a doctor or pharmacist. Parents will provide sunscreen for their child.

Four types of non-prescription medication may be given to any child if we have written parental consent (parents must provide the non-prescribed medication). These are:

- Tylenol
- Diaper ointments or lotions
- Sunscreen
- Benadryl

Parents must label the medication with their child's name and provide the right dosage amount for their child.

## **INJURIES**

### **Injury Forms**

An Injury Report form is completed by staff after an injury, physical or psychological, occurs. Not all physical contact will warrant an injury report. This information includes the date, what happened and treatment, if any. Every effort will be made to inform you if your child has an accident on a particular day and you are encouraged to talk to the lead teacher about anything you do not understand. You are responsible for keeping emergency information updated. For anything other than a minor injury, you will be contacted as soon as possible. In order to make such contact, **we need you to provide a current copy of your schedule and information about who to contact in the event that you cannot be reached.** In case of an accident, the teacher will first administer first aid. Next, the child's file will be accessed and the parent notified. If we are unable to contact anyone, we will contact your doctor from your written emergency medical release file. The Co-op reserves the right, in the event of extreme illness or accident, to contact the emergency medical response system, if emergency treatment is required, the child will be transported to the hospital by ambulance or aid car. All accident and incident reports are given to the Executive Director so that possible solutions and changes can be implemented quickly.

### **Incident Forms**

Staff fills out an Incident Report form after a child hurts another child, physically or psychologically. This information includes the date, what happened and procedures taken following the incident. Every effort will be made to inform you if your child has an incident on a particular day and you are encouraged to talk to the lead teacher for further clarity. Please sign the incident report just as you would an accident report. If you would like a copy, the teacher will make a copy for you. All accident and incident reports are given to the Executive Director so that possible solutions and changes can be implemented quickly.

## **CHILD ABUSE PREVENTION**

Child abuse is an unfortunate reality in our society. Within each program we strive to reduce risks by eliminating hidden corners, removing doors and dividers from bathrooms, screening staff, classroom scheduling, teaching children about safe touching, and training staff in abuse recognition and prevention skills. Our goal is to instruct the people in our center to be educated, observant and aware of this risk in our society

### **Criminal History Registry**

Oregon state law states that all staff and parents working with or around children must have a criminal check completed.

Volunteers, including parents, will be enrolled in the CHR in the following circumstances:

- The volunteer/parent will be off-campus with children, including fieldtrips.
- The volunteer/parent will have a regular or on-going assignment at the center when children are in the building.

The Co-op, on occasion, is asked to assist in research or the education of University students. Examples include student observation or assessment of children or the inclusion of children as subjects in research. Reasonable efforts to cooperate with such activities shall be considered part of the mission of University childcare programs. Individuals conducting research will be subject to volunteer policies described above.

For parents who are interested in co-oping, the Co-op Family Center will pay the \$3 fee for the registration. If you have lived outside the state of Oregon in the last 18 months you must also have a FBI check done which includes fingerprinting. You will be required to pay the fingerprinting fee as well as half of the FBI fee. All such CHR requests and information received will be conducted in a confidential manner to the extent permitted by law. The Co-op Family Center may when appropriate share such information, especially for individuals who work in more than one UO childcare center or who transfer from one center to another.

Enrollment with CCD Criminal History Registry (CHR) must be renewed every two years. If a misdemeanor or felony is committed while a person is registered in the CHR, it will be reported to Child and Family Services and this person will not be permitted to work with children until the situation is settled through the justice system and it is determined that the person can work with children.

### **Child Abuse and Neglect**

In compliance with state and local requirements, as well as an awareness of our obligations, the Co-op will report incidents or suspected incidents of physical and sexual abuse or neglect of children at the Co-op as they deem necessary. The Co-op reserves the right to report incidents of physical and/or sexual abuse to the Child Care Division without consulting parents or guardians.

### **EMERGENCY PLANS**

Emergency evacuation procedures are posted in every classroom. Teachers discuss and practice fire and earthquake safety issues with the children one or more times each month. The classrooms will practice other emergency procedures are periodically including: lock-downs, medical emergencies and evacuation. Emergency supplies will be available for children and staff in weather or other emergency.

#### **Evacuation**

In the event that the Co-op Family Center must be evacuated, children and staff will be relocated to:

- YMCA
- The field between South Eugene High School and Spencer View Apartments
  - If possible, we will leave a message on the Co-op Family Center phone and the front door regarding the evacuation.
  - In case of a lockdown, if possible, we will email all parents regarding the lockdown.



