

## The Peanut Garden Playschool Parent Handbook

Please read thoroughly, initial under each section to indicate that you have read and understand it, and sign at the bottom. The terms “family, parent, and legal guardian are used interchangeably in this handbook and refer to the adult(s) with legal guardianship of the child or children in care)

### **Hours and Rates:**

-Our hours and rates for the 2023/2024 school year are as follows: 8:30am to 3:30pm, Monday through Thursday: \$1,200/month

-Tuition has been prorated to exclude vacations, holidays and a minimum of five emergency days (in case of inclement weather, staff illness, etc.) and divided into twelve equal payments. We follow Portland Public Schools’ calendar for holidays and seasonal breaks during the school year, as well as for inclement weather/emergency closures. Inclement weather/emergency closures will not be refunded and cannot be made up, however in extreme cases calendar adjustments may be considered when possible if closures exceed the five day allowance. We have a two week summer break that falls at the end of June/beginning of July each year and a three day in-service period at the beginning of each school year to deep clean the classroom and prepare for the new school year.

-Tuition is due between the 25th and the 30th of the month prior to attendance. After five days, a late fee of \$10 per day may be charged.

-Tuition is due in full, regardless of child’s attendance or school closures.

-Two full month’s notice is required of all families leaving The Peanut Garden Playschool and all schedule changes. Tuition for this ~60 day period is due, regardless of the child’s attendance or lack thereof. We are unable to prorate tuition for children who leave school mid-month, so please take this into account when submitting notice to withdrawal, as the full tuition for both months will be due. Days that school is closed for any reason cannot be excluded from the cost of tuition.

-For all newly enrolled children, including siblings of current or formerly enrolled children, a non-refundable deposit of the full first month’s tuition\* will be due at the time of enrollment in order to secure and hold a schedule. The deposit will be applied in full towards the child’s first month of attendance.

-Families planning on re-enrolling for the following school year must reserve their spots for the following summer and/or no later than February 10th, 2023 in order to guarantee them. Families who have reserved spots for the Summer must give notice by May 1st should they choose to give up their spots, or July tuition will be due in full. Families who have reserved spots for the Fall must give notice by July 1st should they choose to give up their spots or September tuition will be due in full. A non-refundable deposit in the amount of \$250 will be required to hold spots for summer (July and/or August) enrollment and will be applied towards July tuition in full. A non-refundable deposit in the amount of \$250 will be required to hold spots for fall enrollment and will be applied towards September tuition in full. Families continuing through summer and fall need only provide a deposit for fall. The deposit is due along with the schedule request form no later than February 10th, 2023.

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### **Snacks and Meals:**

-The Peanut Garden Playschool provides morning and afternoon snacks consisting of at least two food groups and are free of nuts, meat, and eggs.

-Families provide lunches. Food that requires heating must be packed in separate microwave safe containers with instructions. Lunches should come packed in an insulated lunch bag with cold packs. We cannot refrigerate lunches.

-Water will be available to all children at all snacks and meals and throughout the school day. Soy milk or fruit juice may be offered on an occasional basis.

-It is the family's responsibility to inform the school of any allergies, potential allergies, sensitivities or dietary restrictions. We are happy to work with families to accommodate dietary concerns, either by providing substitutions at school or serving snacks provided by families.

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### **Neighborhood walks:**

-As part of our program, we sometimes take small groups or the whole class on walks around the neighborhood or to Fernhill Park. These walks will be well supervised and we will be modeling and promoting safe pedestrian practices such as, looking and listening in all directions for vehicles, staying to the side of the road or on the sidewalk at all times, staying with our walking partners and with the group, learning about road and traffic signs and signals, being kind and respectful to our neighbors, and interacting safely with pets and wildlife.

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### **Attendance:**

-Attendance is not mandatory, but we ask that families contact us by phone or email if their child will be absent from school.

-If a child is home with an illness, families must provide the school with details about the child's illness, including a description of symptoms and when they first presented.

-We are unable to schedule make-up days or tuition credits for missed school. Full tuition is due regardless of a child's attendance in school.

-We ask that families be respectful of our daily routines and teachers' time by dropping off between 8:30am and 9:00am and picking up no later than 3:30pm. Families must notify the Peanut Garden Playschool by text or email of any special circumstance that require dropping off later than 9am or picking up earlier than 2:30pm.

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### **Immunizations:**

- Families are required under Oregon law to provide the Peanut Garden Playschool with current Immunization records and a completed and signed Immunization form prior to attendance and to update the Immunization form with any new vaccinations throughout the year. Children with medical or non-medical exemptions must have all necessary additional documentation and/or certificates on file at the school. All schools and childcares in Oregon must submit data on the vaccination and exemption rates annually to the Oregon Health Department. This data is publicly available, will be posted visibly in the classroom and provided to families via email.

-Families are asked to provide Covid-19 vaccination information for their child(ren), including the manufacturer of the vaccines, the date(s) given, and an image of the vaccine card or digital record.

The Peanut Garden Playschool strongly supports immunizations as a necessary component to creating a safe and inclusive school environment for all children, families, and staff.

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### **Illness:**

-Children must be kept home with any of the following symptoms or health concerns until 24 hours have past since their last symptom without medication or they have been cleared by a medical healthcare provider to return to school.

-A fever of 100 degrees or higher.

-Vomiting or diarrhea.

-Any undiagnosed rash or skin condition.

-Conjunctivitis

-Severe coughing (barking, wheezing, or gasping for air).

-Extreme fatigue or lethargy.

-Lice (Checked and cleared by a healthcare provider or professional lice removal company OR treated, combed and rechecked after 24 hours with no signs of nits or lice)

Should a child present any of these symptoms at school, they will be separated from the group and made as comfortable as possible until a parent or caregiver can pick them up.

In order to minimize the spread of illness at school, we prefer families err on the side of caution and keep children home if a child is showing signs/symptoms of illness.

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### **Covid-19**

The Peanut Garden Playschool will adhere to the rules regarding Covid-19 as outlined by the Early Learning Division and the Oregon Health Authority. This includes protocols for health checks, masking, and exclusions from school for children and staff. These guidelines and rules will be provided separately and updates/changes will be shared with families as they are received by us. We reserve the right to implement rules or guidelines for our program in addition to those outlined by the Early Learning Division as we deem necessary for the health and well-being of our community of teachers, children and families.

Prior to attendance and periodically thereafter, The Peanut Garden Playschool will update families via email about our current Covid protocols, including any changes to our quarantine and isolation protocols, masking requirements, illness symptoms policies and testing requirements.

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### **Staff illness**

The staff will be held to the same standards for health and safety as the students and will not work if they have any of the symptoms listed above.

In the event that we are unable to adequately staff for the number of children present, due to an emergency or multiple illnesses, the Peanut Garden Playschool will be closed. Should this happen, the families will be notified as early as possible so that they have time to make other child care arrangements if necessary.

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**Medications:**

Any and all medications, including supplements, over the counter medications and herbal remedies must be brought to school in their original packaging and labels with written instructions from families that include the date, the schedule and amount of each dose and a signature. Prescription medication must also include the prescription label with the prescribing physician's name, the child's name and the dosage amounts and directions for administering.

Any new medication must have been administered and monitored at home or by a medical professional at least 24 hours prior to being administered at school.

**Parent/legal guardian agrees to permit the use of sunscreen and diaper wipes provided by the school or to provide a suitable alternative. If parents/legal guardians prefer a particular brand or type of either of these products, they may bring their own supply labeled with their child's name.**

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**Allergies:**

Families are required to provide The Peanut Garden Playschool with a complete and current list of all allergies, potential allergies and sensitivities to foods, medications, materials, etc along with a detailed medical plan for responding to known or suspected exposure to allergens or potential allergens. The Peanut Garden Playschool and its staff shall not be held liable for any reaction, illness, injury or death resulting from exposure to an allergen or potential allergen.

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**Injury:**

Injuries that occur at school will be logged and reported to families, including any treatments given (ice, bandage, etc.). Families agree to report to teachers any injuries that have occurred outside of school that may require ongoing observation, rest or treatment.

Children with diagnosed medical conditions, including but not limited to, asthma and severe seasonal or food allergies, must have an individual emergency plan on file at The Peanut Garden Playschool and all medications/prescriptions must be current and provided to the school with original packaging, dosing instructions and prescribing physician's information. Any medications given during school hours, whether regularly or as-needed, will be logged and reported to families. Families must report to school any prescription or OTC medications given prior to drop off, including name of medication, time and dosage given.

If an illness, injury or allergy has occurred at school that requires follow up with a medical professional, Families will be contacted immediately for pick up and the child will be made

In the event of a serious injury, illness or allergy that requires immediate medical attention, Parents/legal guardians give The Peanut Garden Playschool staff permission to call for emergency transport to the nearest hospital at the Parent/legal guardian's expense.

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### **Discipline Policy**

Discipline will be constructive in nature and will include such methods as:

Redirection/Diversion.

Modeling of appropriate behavior and language.

Separation of child or object from situation.

Shifting child, children or entire group to an activity more appropriate to their energy level.

Adjusting the classroom environment to support the emotional/developmental needs of the children present.

Helping children identify and reflect upon their emotional needs and the emotional needs of their classmates.

Seeking to address unmet physical, emotional or intellectual need that may be root of dysregulation or behavior.

Discipline will never be enforced by:

Corporal punishment including, spanking, striking, pinching and shaking.

Isolation from adult sight or contact.

Humiliation or verbal abuse.

Deprivation of food, water, bathroom use or diaper changes,

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### **Touch Policy**

The Peanut Garden Playschool recognizes the importance of physical contact to child nurturance and guidance and also the need to respect personal privacy and space of children.

Appropriate touching includes, hugs and lap-sitting (at the child's request or with their freely given consent), reassuring and comforting touches on shoulders and backs, and responses that affect the safety and well-being of the child.

Inappropriate touching that exploits a child's lack of knowledge, that is for the satisfaction of the adult's needs and the child's expense, that is violation of laws against sexual contact between adults and children, attempts to change child's behavior between adults and children, or attempts to change child's behavior with adult physical force applied in anger is not permitted.

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## **Abuse and Neglect**

All certified child care staff are mandatory reporters of child abuse and neglect in the state of Oregon and must report and evidence or reasonable suspicions of abuse or neglect to the Oregon Department of Human Services and/or local law enforcement agencies.

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## **Documentation**

As part of our commitment to documenting activity within the classroom as well as the ongoing learning and growth of each of the children in our classroom, we take many photographs and videos. We use these images in a variety of ways, including creating classroom yearbooks, adding to children's personal portfolios, in-class documentation, teacher reflection, professional education and development, ongoing digital documentation on our school's website, in school publications online and in print. These images provide valuable support for the work we do and support our ongoing communication with the families we serve.

In order to maintain privacy and security, we will not tag family members in pictures posted on social media, we will identify children by first name only (or a last initial if we have two or more children that share a first name) and we will not post our school's address on our website or elsewhere online.

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## **Culture and Curriculum:**

The Peanut Garden Playschool is committed to creating a welcoming, safe and affirming environment for all of our children, their families, and our staff, and we celebrate the diversity of race, religion, ethnicity, languages spoken, gender identity, sexual orientation, family structure, differently abled and all of the other wonderful attributes that make our community vibrant and magical.

We utilize media and technology for its potential as a creative tool and resource for research and information. We may employ the use of media and technology in the classroom in the following ways: Documenting, editing and viewing experiences and areas of inquiry; creating multimedia sensory and play experiences; utilizing online educational tools and resources to extend learning; listening to music and audio books; building and strengthening connections between home and school. We do not engage in the use of passive media consumption, such as watching television shows or movies during the school day.

The Peanut Garden Playschool is Reggio-Emilia inspired playful inquiry based learning environment. We employ an emergent curriculum in our program, which is primarily generated through the children's interests, curiosity and explorations as expressed through questions, conversations and play in the classroom. We encourage children to bring their whole selves to school and we do not avoid discussing and exploring challenging and complex topics when they present themselves through the children's experiences and observations of the world around them. Through classroom discussions, storybooks and inquiry-based learning experiences, we have explored such topics as climate change, civil rights, racial and social justice, different physical and developmental abilities, gender identity and expression, consent, divorce, death, adoption, homelessness, incarceration, different cultural and religious practices, immigration, human anatomy and biology, US government and elections, and more. As with all of our teaching and learning, all information and resources are provided using simple, clear and developmentally appropriate language, and children are encouraged to ask questions, share their ideas and observations, and explore concepts at their own pace. These discussions will be shared with families

though documentation and email, including the resources and language we are using in the classroom. Additionally, we hope you will consider us a resource for any and all questions and life events that occur outside of school.

The Peanut Garden Playschool is designed to be a socially enriching and developmentally appropriate part of the lives of the children in our care. Families are encouraged to communicate openly with The Peanut Garden Playschool staff about any concerns, suggestions or questions they have concerning the care of their child.

Families are welcome to visit, observe and participate in our classroom. All visitors to the classroom must follow all applicable health and safety rules and regulations, including but not limited to, those pertaining to mask wearing, hand washing/sanitary practices, and social-distancing. All visitors to the school must sign in and out in the visitor's log as mandated by the Early Learning Division.

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**Licensing and school information:**

Our license is current, as are all associated requirements for our physical space and our staff. Families can view the licensing history of our school or any other licensed program in the state of Oregon here: <https://childcaresafetyportal.ode.state.or.us/portal/> Our current certification is posted near the school entrance and a PDF is provided to families with the enrollment paperwork.

I have received and viewed the current licensing certificate for The Peanut Garden Playschool

**Sign here:** \_\_\_\_\_ **date:** \_\_\_\_\_

I have received viewed the current lead testing results for The Peanut Garden Playschool

**Sign here:** \_\_\_\_\_ **date:** \_\_\_\_\_

I have received viewed the current Emergency Plan for The Peanut Garden Playschool

**Sign here:** \_\_\_\_\_ **date:** \_\_\_\_\_

By signing this, I, the parent/legal guardian of \_\_\_\_\_ [child(ren)'s name(s)] acknowledge that I have read, understand and agree to the policies listed in this handbook:

\_\_\_\_\_(Parent/Legal Guardian name printed)

\_\_\_\_\_(Parent/Legal Guardian name signed)

agreed to and signed on this date: \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_(Parent/Legal Guardian name printed)

\_\_\_\_\_(Parent/Legal Guardian name signed)

agreed to and signed on this date: \_\_\_\_\_, \_\_\_\_\_.