

# Cherry Blossom Preschool and Childcare Guidelines & Policy Handbook



\*Please note that the handbook does not contain all requirements,  
but serves as a guide.

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## **Introduction**

Cherry Blossom Preschool & Childcare is licensed by the Early Learning Division of Oregon Department of Education. This government organization has regulations designed to protect children's health and safety. The regulations address a wide range of matters related to Cherry Blossom's operations, including staffing requirements, staff-to-child ratios, capacity, health and safety requirements, equipment, and record keeping and reporting systems.

## **Classroom**

### *Environment/Curriculum*

The curriculum is built around the strengths, needs, and interests of the individual children. Our classroom equipment and materials are arranged and designed to clearly define areas of interest or individual, small group, and large group experiences.

Teachers prepare the environment; from making observations of each individual child's interest and developmental levels, by planning age and developmentally appropriate activities, by interacting with children in ways that introduce them to new concepts, and continuously build upon prior experiences.

This philosophy is grounded in solid research, theory, and practice and promotes standards set by the National Association for the Education of Young Children.

We believe all children share certain needs and can benefit from a program that will foster social, emotional, cognitive, psycho motor development, and language development through a broad range of services; in using a child-centered approach and in providing an environment that promotes learning.

Some of the skills and competencies that the children are acquiring in the learning centers are; problem solving skills, literacy skills, competence and confidence with physical abilities, social skills, communication skills, and ability to deal constructively with emotions.

## **Staffing**

Cherry Blossom Preschool and Childcare are staffed with professionals who bring education and experience in the field of early childhood education. All teachers are required to have yearly mandatory 15 hours of training in early childhood education and/or development, valid CPR and First Aid license, Food Handler certificate, and be enrolled in the State of Oregon Central Background Registry.

The number of caregivers and group size will be determined by the number and ages of the children in attendance in accordance with the State of Oregon Early Learning Division:

Up to 23 months – 1:4

2 years to 5 years – 1:10

*Examples of what is acceptable are;*

-1 teacher with 8 children, all are above 2 years old except 1 child is 23 months and younger.

-1 teacher with 6 children, half are 2 years old and above, and the other half are 23 months and below.

## **Drop Off and Pick Up**

Drop Off - Children should not arrive any earlier than stipulated in the agreement. There are charges if past this time which is in our agreement. We encourage parents to say a “Goodbye” to your child upon your departure. It is healthy and fair to your child to establish a routine of a non-sneak out approach. It is normal for your child to cry on arrival, please make your goodbye brief and tell your child exactly when you will be returning. The crying usually stops within seconds of your departure. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider), and this situation will be tested at one time or another to see if the rules still apply. We will remind your child if inappropriate behaviors are being displayed. Children of all ages adjust to transitions

from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart. If you plan to not attend for any reason, please notify us by calling or texting the business phone number 503-352-4113. There are a couple of important reasons why parents should let us know of any absences. We make some preparations in the morning for our meals, crafts, and activities. Also, contacting us will help prevent "Leaving Child In Car," a nation wide problem amongst Americans.

**Pick Up** - If a parent is more than 15 minutes late, fees will be assessed. Please see our agreement for specific details. Due to limited parking we ask parents to make pick up as quick as possible. Please, refrain from asking for water or anything from the teachers, they need to attend to other children. It is good practice for children to wait until they get home to get a drink, this teaches patience. You are responsible for your children once you are here. Do not let your child wander off. Children are not allowed in certain areas of the premises for safety issues.

**Open Door Policy** - You are welcome to visit anytime your children are present without notice. Parents will only be allowed to visit with their own child in a designated area away from other children. This is usually the porch in the front entrance. We ask that you keep your children in control and keep the visit to 15 minutes. You are asked to avoid visiting during Nap/quiet time (about noon-3pm), as much as possible. Please knock, ring the doorbell, call, or text us. Parents are also free to call at any time. If we do not answer, please leave a message and we will call you back as soon as we are finished with the current activity. We keep the door locked for safety reasons, but will quickly answer the door as soon as you arrive. The time we clock out the child is when you leave our front door, not when you arrive.

### **Guidance/Discipline Policy**

AT NO TIME WILL A CHILD BE SUBJECTED TO PHYSICAL PUNISHMENT, SHAMING, FRIGHTENING, HUMILIATING METHODS, ANY TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS OR DEPRIVATION OF A MEAL. NO CHILD WILL EVER BE PUNISHED FOR TOILET ACCIDENTS.

Children will be treated with courtesy, respect, and patience. Discipline will be according to age and understanding level. Younger children, babies and toddlers, will be redirected to another activity. Older children will be given “Chill Out/Calm Down Time” depending on the severity of the offense (almost always 1 minute per year of age). If a child becomes a persistent behavior problem, we will address it with you and we will try to resolve it together. Sometimes, a child will have to be dismissed for the day or disenrolled if they are disruptive or have bad behavior.

## **Meals**

We provide nutritionally balanced meals and snacks for your child. Please do not send any food or drink with your child without prior approval through the providers. If your child arrives after a meal or snack has been served, he/she will wait until the next meal/snack time to eat. Children are encouraged to use this time to share their experiences with each other. Manners are taught and practiced during this time as well. Please list on the child information sheet any food allergies the child may have. If your child needs a special diet, the parents must furnish these foods. For children not yet on table food, all food and formula/breast milk is to be provided by the parent.

We serve hormone free milk and when possible organic and local vegetables and fruits. We believe nutrition is important for the young developing minds. We encourage wholesome and healthful foods and saving sweets to special occasions. If you do bring food from home we ask that you not bring peanuts and other nuts. We are enrolled in a food program called NW Food Nutrition Service. It is a federally funded program of the Food and Nutrition Service (FNS), and United States Department of Agriculture (USDA). They help cover the cost of groceries so that your tuition stays lower, help educate the staff, and monitor us with unannounced visits.

Food will be brought from home when there are diet restrictions or allergies. Children are either on board with our meal program or they can bring food from home, but not both at the same time.

## **Nap Time**

By law we are required to provide a nap time/rest time. Little ones can take a nap while older ones if after 30 minutes cannot nap then they can either relax or participate in quiet activities. When a child is disruptive during rest time they will be removed into another area to quiet down so others may rest.

## **Services**

When parents request anything outside of what we offer this can over burden staff and our system which we have tailored through the years and found to be the most functional. Sometimes the request rises to the occasion of a nanny service and we have to often remind parents we are unable to provide that level of care. Our goal is to provide the safest and best care for your child.

Needs Assessment - If your needs exceed our level of service and business model, it may possibly lead to conflict. We receive many requests across the board from cutting toe nails, dolling up for events, wanting special meals cooked at a certain time in a certain way and the list goes on and on. We understand that it never hurts to ask, but please do not take offense when we must turn such requests down. As we have to remind everyone many such requests fall under a nanny service or we are unable to do them, due to the burden they place on staff and/or regulations. This would be considered an a-la-carte service which we cannot comply with.

## **Pictures**

All enrolled families must consent to giving permission for their children to have their photos taken while at daycare, on field trips, or during activities. We use the photos sometimes for social media, daily reports to the child's parents or guardians, and Cherry Blossom's website content. It becomes difficult to separate children from those that do not want their pictures taken.

## **Clothing/Items from Home**

Please bring a few sets of clothing for soiled clothes if your child needs it. Check the front entrance area for dirty clothes or soiled sleeping bags. Borrowed clothes from the facility needs to be washed and returned in a timely manner. Please, put names on clothes and sleeping bags.

We don't allow children to bring toys from home into the classroom. If you bring a backpack or bag to school we are not responsible for any items in the bag that you bring.

Please dress your children according to the weather and dress them in easy to change clothes. No shoe laces if they cannot do it themselves and no overalls unless it is for infants with buttons at the bottom. If your child loses socks often, please take it off at the front and either leave it in the shoes or put it in their bag.

Bring a bag daily so clothes or crafts can go home in it.

Bring sleeping bags for 2 and older.

Soiled items will be put in plastic bags to take home. Please, do not reuse those bags and bring it back (it is contaminated so it must be disposed of). We accept recycled plastic grocery bags for this use.

## **Donations**

We welcome donations related to daycare items such as new or gently used toys, blankets, and clothes. We also accept donations of diapers, wipes, etc., and any other items that may be of use to our school.



## **Birthdays**

We celebrate birthdays with a party and a cake. The parents will provide the cake. Please let us know when you will bring it. Goodie bags are encouraged but not necessary.

## **Toilette Learning**

We understand that the potty learning process is different for each individual. We will start helping the child when they can tell us they need to go. Also we have times throughout the day when we take children for potty time and hand washing time. We never force the child to go on the toilet and we always praise when a child starts to learn how to go to the toilet. Until they can tell us they have to go to the bathroom on their own, the children need to be in diapers or pull-ups. Children must show they are dry for two weeks without reminders in order to be in underwear at daycare, not at home.

Please dress children in easy to take off pants when potty training. No skinny jeans, tight buckles, tight pants, and the like.

## **Communication**

Communication is key to any successful relationship. Therefore, the program will promote an open channel of communication in many ways.

Verbal Communication - Daily verbal communication between parents and teachers can take place in person, email, and/or through telephone calls.

Family Events - Family events are held during the year to encourage families to join together in social manner and provide a sense of belonging to the program.

Bulletin Board - It may include items such as school events, policy reminders, changes in procedures and school closures.

Emails/Text - We check daily Monday - Friday. We will answer as soon as we are able as long as it is during business hours.

Daily Reports - We will do our best to give a general daily report via email that includes how much they ate through out the day, how long the naps were, if they were wet or had a bowel movement, and how their mood was. If possible we will try to include pictures.

Please, feel free to call the provider or teachers during the normal business hours at any time. If, we cannot get to you we will call you back as soon as we are available.

## **Health and Safety**

Children may not attend or will be sent home if they exhibit any of the following symptoms; vomiting, diarrhea, lice, rash that is contagious, sore throat, difficulty swallowing or breathing, fever of 100.4 degrees F or above at present or within the past 24 hours, cold symptoms, coughing, constant runny nose that interferes with activities, and an earache that has not been checked by a physician.

The policy is posted at the front entrance at all times. Medication that needs to be administered here at the facility will need to sign an authorization form.

Pets - The animals at this child care facility have been carefully selected for their care, temperament, health risks, and suitability for young children. Children will not have access to any pet supplies, medications, or food. All of our pet's records (health, vaccines, licensing, and so on), are kept on file. When handling animals, children will be closely supervised. Before and after handling or feeding an animal, children will promptly wash their hands. Staff will supervise hand washing.

## **Accidents and Injuries**

All staff members are trained in CPR and First Aid. If a minor injury occurs the teacher will assess the situation and act accordingly. If, the injury seems at all serious, the parent will also be called immediately and will sign an accident report form. The Teachers will not hesitate to call for an ambulance for any emergency and will always accompany the child in the

ambulance. Every parent or guardian is required to sign a liability waiver form. The day care is well child-proofed and the children are consistently well supervised. However, accidents do happen. The parents assumes all risk of injury or harm to the child associated with participation in the daycare program and agrees to release, indemnify, defend and forever discharge Cherry Blossom Preschool & Childcare and it's staff (See waiver form for more details).

## **Weather and Emergency Procedures**

We are equipped with smoke detectors and fire extinguishers. The staff and children participate in a monthly emergency drill to facilitate the safe evacuation of all participants.

We will operate unless the weather is deemed so sever that staff and children may be in danger or harm. We will let parents know of any emergency closures. We will post information to the Cherry Blossom Face Book page for notices.

We do not put sunscreen on children. Please put it on in the morning on your children on sunny days.

## **Closures and Early Dismissal**

Winter Hours - During the winter (November-February), every Friday we will close earlier. The earliest being 3:30PM. We will post the times and have reminders at the entrance. Again, it is only Fridays. It is non-negotiable and tardiness is unacceptable, First offense is a strong warning, second time you are no longer enrolled and you forfeit any monies. It is important you come before the closure time. There are no "Oops, I forgot," or "Traffic was backed up."

Holidays - The child care program will be closed on the following days each year; New Year's Holiday (December 31st and January 1st), MLK Day (3rd Monday in January), Memorial Day (last Monday in May), Independence Day (July 4th), Labor Day (first Monday in September), Veterans Day (November 11th), Thanksgiving Holiday (Thursday and Friday), Christmas Holiday (December 24th and 25th), President's Day (3rd

Monday of February), If a holiday falls on a Saturday, the childcare will be closed the day before (Friday). If a holiday falls on a Sunday, the childcare will be closed the next day (Monday).

### **Provider Sick/Personal Days/Training Day**

The provider will arrange a substitute for her sick/personal days. The parent is responsible for arranging backup care for the provider's sick/personal/training day. We will notify at least 2 weeks in advance of any closures, however there are times where we may be required to close immediately due to unforeseen circumstances. Provider will take up to 5 paid personal/sick/training days. We occasionally will have early dismissal days.

### **Financial Arrangements**

Payment is always due on the 1st of every month. We have a grace period until the 5th. Please see agreement for details.

By the end of the month, before we close our books, we will notify every parent that has not paid for that month. We will need to see payment immediately at that point. If payment is not made before starting we have the right to immediately cancel care.

Please know that we have an obligation to run the business and pay our employees. We try to keep the cost as low as possible for parents without ruining the quality of the cooperation.

We accept PayPal, ACH transfers, checks, Venmo, Cash App, cash, and money orders.

Reserved Care - When you enroll you are agreeing to pay for the tuition regardless of absence, holiday, closures, or vacations. We charge by spots and not based on attendance. Please see agreement for details.

Reserved Care - This allows families to pick the days they want and have a guaranteed spot every week.

Drop Ins - The provider offers drop in care on a day to day basis. The fee is a non-refundable \$85 per day charge. Drop in care is due immediately to reserve spot. Parents are responsible for paying the full amount for the hours of drop in care requested even if the child does not attend for the entire time. The client will be responsible for paying the normal rate during vacations, school vacations, school snow days, school bad weather closings, unforeseen closures, child illness, teacher service days, and school early dismissal days.

When the child turns 2 years old, it is the following month they get the lower tuition rate.

Payment is due immediately to secure your spots and is non refundable.

Cancellation for enrollment and/or changes to days will need 30 days notice.

## **Volunteers**

On occasion, we ask for volunteers who are willing to share their abilities, interests, and talents to help accomplish our mission of providing quality care.

Guidelines for Conduct - the major focus is the safety and well-being of the children entrusted to our care. Volunteers will be supervised by a member of the staff if they are directly involved with children. At no moment should they be left alone with children. This includes escorting a child to and from the bathroom, classrooms, playgrounds and so on.

Volunteers have the opportunity to be fantastic role models, and they are expected to lead by example in behavior, language, and appearance. Volunteers should expect to be treated with respect, courtesy, kindness, and compassion, and they should do the same for children, parents, staff, and other volunteers.

Volunteers should carry out the obligations indicated in their position descriptions and explained by their staff supervisors. The staff will give any relevant training.

All volunteers must be back ground checked by the Office of Childcare's Central Background Registry (CBR).

### **Main Contact Information**

Daycare phone number - 503.352.4113 (text or phone calls)

### **Emails for Main Teachers**

Mi Mi - [info@cherryblossomlearning.com](mailto:info@cherryblossomlearning.com)

Masami - [masami@cherryblossomlearning.com](mailto:masami@cherryblossomlearning.com)