

## WELCOME TO SONBEAM DAY CARE CENTER

We are proud to have you with us. This booklet should help answer those questions that remain after your initial interview and tour. If, after reading this booklet, you still have questions, please contact someone in our office.

SONBEAM is a non-profit organization developed by Temple Baptist Church as a ministry to working parents. The program is carefully planned to meet the spiritual, physical, emotional, educational, and social needs of preschool and kindergarten age children.

God loans children to parents for nurturing and training so they will grow up to love God and be productive adults. It is our desire to support and help parents fulfill this God-given responsibility. Our teachers have made a commitment to Jesus Christ and desire to serve God by working with children. We consider it a privilege to have your child in our program.

### GENERAL INFORMATION

#### **Hours of Operation**

SONBEAM day care opens at 6:30 A.M. and closes at 6:00 P.M. Parents picking children up after closing may be charged a late fee. Please arrange to have an alternate plan in case of an emergency when you cannot pick up your child.

We will be open each Monday through Friday during the year except for the following: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. We may choose to be closed for an In-Service day for our staff, a health emergency, inclement weather, or a reason that the Director, with the Board of Directors, has decided to be significant enough to warrant closure or a change in our regular schedule.

#### **Age of Children**

SONBEAM day care enrolls children from 2 1/2 years of age through kindergarten age during the school year and through 8 years of age during school vacation periods.

#### **Arrival / Pickup**

A parent or an authorized person must come with the child into the day care and wait for him or her to be greeted by a staff member. Children must be signed in and signed out each day at the front desk. A child will be released only to a parent or other person(s) authorized to pick up the child. There must be written or verbal authorization for any change in this regard. Also a picture I.D. will be required if no teacher is available who recognizes the person picking up the child. You have opportunity to authorize people to pick up your child on the application for enrollment. When a change from the usual pattern will occur, please notify the staff that another person will be picking up your child. We want to know that you are aware that someone else

will have your child. Should you have a sensitive situation that needs special handling with regard to who is able to pick up your child, please discuss it with our director.

## HEALTH

### Immunizations

Prior to admission, or within 30 days after admission, each child must have written evidence listing date of immunizations, including DPT, Polio, Measles, Mumps, Rubella, and HIB, in accordance with the schedule of immunizations from the Oregon Health Division. A signed statement is required for a religious or medical exemption.

### Illness

We believe that children can attend daycare and stay healthy. Everything possible will be done to ensure that your child has a clean and healthy environment while at SONBEAM.

SONBEAM is not equipped to care for sick children. Children who are not well enough to maintain their regular schedule are not well enough to attend. You are the best judge of your child's condition. However, if our staff does not feel that the effect of your child is acceptable, we may request that you make other arrangements for that day. This may include times when your child does not have any of the symptoms mentioned in our mandatory excludable list, but it is obvious by observation that he is not feeling well. It is not our intent to make hasty diagnoses to send your child home, but we are charged with protecting the health of all the children in our care.

The symptoms listed below are those that are defined by the Multnomah County Health Division and require exclusion from our program.

Diarrhea (more than one loose stool per day).

Fever greater than 101.5 degrees.

Vomiting (not stress related or spitting up).

Severe coughing (high-pitched croupy or whooping sound after cough).

Yellow color to the skin or eyes, dark urine or light colored stool.

Skin or eye lesions or rashes that are severe, weeping or pus-filled, including pox and pink eye.

Any of the communicable diseases which are listed as excludable.

Please do not bring your child with any of these symptoms because we are not able to care for sick children. If you are keeping your child home because of illness, please call to inform us. We appreciate knowing the types of illnesses so we can observe the behaviors of the other children for signs of similar symptoms. Should your child develop any of these symptoms during a day in our care, we will isolate him from the other children and notify you that he must leave our center. Please have arrangements for alternative childcare made in advance.

**Medication**

No medication, prescription or otherwise, will be administered without written permission. The parent will be notified that the child has received medicine during the day. If your child is required to have medication, we request that you discuss with the physician the possibilities of timing the doses so that you can administer the medicine yourself. However, if this is not possible, we require a Medical Treatment Form to be completed and signed by the parent. The medicine needs to be brought to SONBEAM in the original container with the medical professional listed with a phone contact number. Most pharmacies will give you an extra container with all the pertinent information.

**Dental Program**

A fluoride program is provided by the Multnomah County Dental Health Department and is free of charge to children through our center. A form is provided for you to sign acknowledging your desire to have your child participate in the program. Should you choose, your child may bring a toothbrush and toothpaste for his use after lunch. If children are able to brush their teeth by themselves, we will encourage them to do that before naptime.

**Medical Emergencies**

When you register at SONBEAM, you will complete an Emergency Medical Consent form that will permit our employees to authorize necessary medical treatment for your child. This form has been prepared by a local hospital and will be used only if we are unable to delay treatment for your child until you are available.

Please keep us informed of changes as they occur in your contact information. It is imperative that we have current numbers for you and those people you list as emergency contacts should we need to contact someone.

The Enrollment Application also has opportunity to authorize us to transport your child to a medical facility for treatment. We require that all parents sign this so that we are not prevented from using an ambulance should your child have a life and death emergency in our facility or while on a field trip. A copy of this consent and the Emergency Medical Consent form will be carried by the teacher each time children leave our facility.

**Accidents**

We cannot tell you that your child will not get injured with bumps or scratches while at SONBEAM. We can tell you that we will take necessary precautions to assure that your child has a safe environment in which to play.

If your child's injury is minor, our trained staff will administer first aid and you will be notified with a note in your cubby. This note will request that you sign a form in our Accident Report Log. This form will explain what happened, what the teacher did for treatment and when it happened. Please sign the original copy of this form and take it with you. The copy remains in your child's file as a permanent record. All known accidents will be logged into this book.

If your child has a more serious injury, immediate first aid will be administered, you will be notified and we will agree on the next course of action. If we are unable to contact you, we will attempt to talk with the physician listed on your enrollment application or the persons listed as emergency contacts. Then we will transport your child by private vehicle or ambulance to

Emanuel Hospital. The Emergency Consent Form that we have you sign at enrollment is our authorization to have medical treatment begun in your absence.

SONBEAM, or Temple Baptist Church, will not be financially liable for costs incurred for medical treatment or emergency transportation as a result of incidents that occur while your child is in our care.

## **PROGRAM INFORMATION**

### **Daily Schedule**

A schedule of the daily activities will be posted in the center. The preschool and kindergarten programs begin at 8:30 A.M. It is highly recommended that your child arrive before that time to receive the most from the planned activities. Lunch is served between 11:30 - 12:00 P.M. Our children usually nap from 12:15 through 3:00 P.M. We provide alternative quiet time for children who have rested for an appropriate amount of time but are not able to sleep. The kindergarten class is scheduled to conclude at 3:15 P.M. Individual and group activities are planned for the early morning and late afternoon hours.

### **Things to Bring**

We ask parents to provide a small blanket and pillow for naptime. A small animal may be kept in the cubby for companionship at this special time of the day.

Parents should also provide a resealable bag with a complete change of clothes. Please keep this in the cubby and watch for when a soiled set needs to be taken home for washing. Should we need to use clothes from our emergency chest for your child, please wash them and return them promptly. You may also want to include a pair of canvas shoes for gym use. Children are less likely to slip and fall in rubber soled shoes, whether playing outdoors or in the gymnasium.

You may provide a toothbrush and toothpaste for your child to use before naptime.

### **Curriculum**

SONBEAM Day Care offers a complete preschool and kindergarten program using a developmentally based curriculum. Our desire is for the child to develop in all areas according to individual ability. The activities and environment are planned to be developmentally appropriate for children of certain ages with consideration to each child's individual needs. Care is given to enhance your child's development in the five areas of physical, emotional, cognitive, spiritual and social growth.

Physical development involves the body changes that children experience as they grow and mature. Our fenced play yard and gymnasium offer numerous opportunities for development of gross motor skills. A large climbing structure will aid and challenge the large and small muscle development and coordination. Indoor learning centers contain a wide variety of manipulatives to develop fine motor coordination.

Emotional development is the way your children think about themselves and their world as they change and mature. Our staff is nurturing and seeks to meet the needs of each child by providing him with the tools for dealing with people in social situations throughout his life. These tools include a feeling of security and belonging, a healthy attitude toward self, other children and adults, an ability to express emotions appropriately, persistence at a task, and self-management skills.

Cognitive development is the learning, or the changes and growth in thinking that take place inside the mind of the child. Children will be encouraged to develop an enthusiasm for learning, exploring, and first-hand experience. The future skills for reading readiness, organizing information, problem solving, and discerning the difference between fantasy and reality are assisted by the experiences your child has during directed play and discovery times. Visual and auditory discrimination, letter and number recognition, counting and a desire to read will be encouraged.

Spiritual development involves helping your child to understand God's love for him. Your child will become acquainted with God's message and have opportunity to express thankfulness and love to God for the provisions made for him through His creation. Biblical principles for daily living are encouraged with discussions around loving, giving, forgiving, etc.

Social development is the way a child learns to get along with others. Throughout the day at SONBEAM, your child will be encouraged to learn social problem solving, sharing, and resolving disagreements by talking, while developing a respect for other points of view. The goal will be to develop positive behaviors such as kindness, sharing, and fairness through reward and modeling.

### **Meals and Snacks**

We cook our meals at SONBEAM, and we provide nutritious meals and snacks that your child will enjoy. Your child will be offered breakfast, lunch and two snacks daily. All foods served meet or exceed the USDA requirements and nutritional standards. A copy of our menu will be posted in the reception area for your information. (See statement of non-discrimination under the "You are Always Welcome" section)

If your child has special dietary needs or particular food allergies, you will need to supplement his diet whenever necessary to provide for a balanced diet.

Please do not send food with your child for him to have in his cubby or to have as they choose during the day. It is not safe for food to be stored in the cubby or for children to be eating unsupervised.

If your child arrives so that he can eat during our scheduled breakfast hour, we will be pleased to supervise breakfast. However, if our breakfast hour is over, and you bring food for your child, you must stay with your child while he eats.

### **Birthdays and Special Times**

We enjoy celebrating your child's birthday at SONBEAM. Each class makes it's own decisions about how to celebrate. Please make arrangements with your child's teacher concerning your involvement. You can choose to be as involved as you like, whether that includes your presence at lunch or snack, or sending something special as a treat. Please

remember that we cannot serve homemade treats to our children. All items need to be store purchased, as long as the Multnomah County Health Department has that restriction, to prevent the spread of hepatitis.

### **Toys from Home**

Our program is designed and our toys are purchased to encourage your child to use imaginative play and discovery. We plan our areas of play to stimulate small and large motor skill development as well as organizational abilities. Your child will learn very quickly the basic rules of play at our center, and then will be free to enjoy our selection of activities. We have found that when children bring toys from home, it usually is disruptive to our daily program because the children do not have specific guidelines for incorporating these toys into the program. Some classes may choose to have a “Show and Tell” time for the children to learn from talking to the group about their toy; this is permitted and encouraged. Your child’s teacher will keep you informed about opportunities like this and the guidelines for successful participation.

### **Lost and Found**

We collect many unclaimed items each month at SONBEAM. We have a Lost and Found crate in the reception area where we store these treasures. Each month, we will remind you to look through this box or we will display the contents for you. Any remaining items may be donated to our emergency clothes chests or given away at our discretion. Please label as much of your child’s property as possible so that we may return it, rather than donate it.

### **Field Trips**

Your child will have the opportunity to participate in field trips with his class. The teacher will schedule activities away from the center that accent the discovery and learning processes. You will be informed in advance of the activity of the date and time, the transportation when necessary, and the cost for your child. Your signature is required to acknowledge that you have been informed of the activity and that you have given us permission for your child to participate.

## **DISCIPLINE PHILOSOPHY**

It is our goal that children will learn skills toward self-management that will remain with them throughout life. We believe that each child has individual needs, and we attempt to handle each child with respect and consideration.

Our staff is trained in positive redirection and time-out methods for discipline using guidance and teaching techniques that promote good behavior and promote self-esteem and self-control. Specific reasonable limits are defined and emphasized by the teachers to protect the children and allow them the opportunity for self-management.

Basic rules will be explained to the children and reviewed regularly. If children break a rule or demonstrate inappropriate behavior, they will be given a warning and encouraged to modify that behavior. If children fail to respond to the warning, or display aggressive behavior, they will be removed from the group for a “time-out” period of two to five minutes. At all times

children will be under adult supervision and dealt with in a respectful manner. At the conclusion of this time, the teacher will talk to them and permit them to choose to return to the activity. Physical punishment, verbal abuse, forcing or withholding food will not be used as a means of discipline.

All children will be expected to meet our five basic behavior requirements, and parents may be requested to sign an acknowledgment of these expectations. A child who is unable or unwilling to meet these requirements may need to be excluded from our program. Our five basic requirements are:

1. Play appropriately with toys that are designed for the developmental age of the child.
2. Understand the rules of the day care center.
3. Obey the teacher so the child's safety is not threatened.
4. Obey the teacher so that the safety of the other children and the teacher is not threatened.
5. Participate in the regular routine of the class where he/she is assigned.

An attempt will be made to communicate with the parent whenever a pattern of misbehavior begins to become obvious. Discussion will revolve around possible solutions and techniques that may be helpful.

## **FINANCIAL INFORMATION**

### **Deposit**

A deposit of \$50 is required once the center staff and parents have agreed upon a beginning date for child care. The center will refund the deposit only if, for any reason, there is not space available on the agreed entry date. The deposit amount will be considered as partial payment for the first month of care.

### **Monthly Fee**

Fees are to be paid by the 5<sup>th</sup> of each month for the current month of child care. Special arrangements can be made with the director for exception to this requirement; otherwise a late fee of \$25 will be added on the 5<sup>th</sup>. If an account is not fully paid up by the 10<sup>th</sup> of the month and no plan has been agreed upon for payment, the child will be unable to attend until the balance due, including late fee, is paid in full.

### **Fee Schedule**

The rates for childcare will be determined by the SONBEAM Day Care Board. Rates will be determined for full time attendance and part time attendance, including half-day rates when the child attends less than 5 1/2 hours per day. Full time rate will be charged without reduction for days absent, or closures due to a holiday, inclement weather or illness. Part time rate will be at least the minimum plus additional days charged at the daily or half-day rate.

**Late Pick-up Fee**

We reserve the right to charge a late fee of \$1.00 per minute whenever a child is not picked up by the 6:00 pm closing time. This late fee must be paid before the child can return to Sonbeam, I.e. either when the child is picked up late or when the child is dropped off the next day we are open; otherwise the child will not be able to receive any care until the late pickup fee is paid in full. Also, in order to minimize the time our staff needs to stay after 6:00 pm, there will be a maximum allowed cumulative late pickup time of 30 minutes per month. If more than 30 minutes of late pickup time accumulates in any given month, the child will be denied care until a plan is developed to prevent this from happening in the future.

**CONCERNS ABOUT CARE**

You may at any time speak with your child's teacher or the administration if you have a problem with the care your child is receiving at SONBEAM. If you have a concern that is not being satisfied, you are welcome to contact a member of the Board of Directors of SONBEAM or call the Oregon Department of Employment, Child Care Division and speak with our Certifier.

We also have a Parents' Advisory Meeting that meets regularly, and we would invite your attendance. We appreciate the opportunity to hear your suggestions and concerns during the meetings or in a private meeting. You can be assured that the people at our meetings have much in common with you in that they have preschool age children.

**YOU ARE ALWAYS WELCOME!!**

You are always welcome to visit SONBEAM. You may choose to join us for lunch, or just observe your child in our environment. Please feel comfortable visiting any time during our regular hours of operation.

Families are admitted to SONBEAM without discrimination. "The U.S. Department of Agriculture (USDA) and the State of Oregon prohibit discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, religion, or disability."

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 or (888) 271-5983 Extension 516 (toll free). USDA and the State of Oregon are equal opportunity providers and employers."

**ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)****Education**

Our daycare will strive to provide appropriate information to teaching staff, parents, and students regarding the nature of AIDS and its transmission. Information should reflect Christ's

teaching regarding care and concern for the ill and afflicted and should emphasize Christian responsibility for one's own health and for the health of others.

### **Admission**

Each AIDS infection case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected child will be based upon the behavior, neurologic development, and the physical condition of the individual child. The expected type of interaction with others in the daycare environment and the probability of contagion will likewise be considered. However, it may be necessary to exclude from the daycare infected preschool age children, neurologically handicapped children who lack control of their bodily secretions, children who display unusually aggressive behaviors such as biting, those children who have un-coverable oozing lesions, and any other child whose behavior or symptoms may indicate a risk of transmitting the virus, or being infected with serious diseases through contact with others.

A child known to be infected shall be admitted to the school subsequent to the unanimous approval of a screening committee composed at least of the child's physician, a public health expert or consultant chosen by the daycare director, the child's parents, and the director. If the screening committee reaches no agreement, the matter should be referred to the day care board for further consideration and a decision after consultation with appropriate medical experts and the child's parents.

A child previously excluded from daycare may be admitted or readmitted, pursuant to reevaluation under the admission procedures specified above if there is sufficient improvement to warrant admission.

### **Exclusions**

Short-term exclusions may be used where, either in the judgment of the screening committee there is need for additional medical diagnostic appraisals, or, in the judgment of the director, there is a situation of such a serious and urgent nature that temporary removal of the infected person from the daycare environment is in the best interest of all concerned.

More extended exclusions may be necessary where the child, based on the best medical advice available, presents a risk of infection to others or would be subjected to serious risk of infection from others.

Where either short-term or more extended exclusion is required, the director should do everything possible to maintain confidentiality in the entire procedure and deal with the child and the parents or guardians in a way that exemplifies Christian compassion and concern.