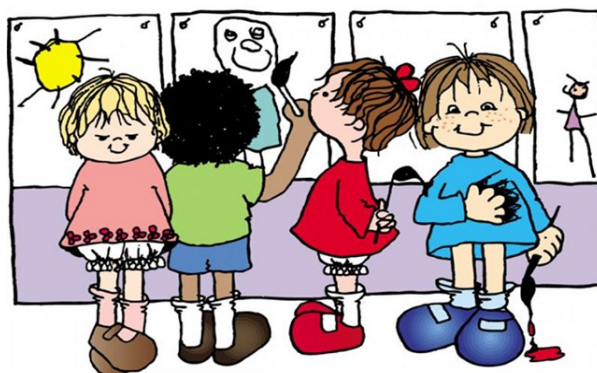


Little Wellspring

CHRISTIAN PRESCHOOL
& CHILD CARE CENTER

PARENT HANDBOOK



"Jesus grew in wisdom and stature, and in favor with God and men."

Luke 2:52

We are a nut-free school!

Wellspring Bible Fellowship

Kathy Hughes, Director

541.580.5450

2245 NW Kline St

Roseburg, OR 97471

541.672.6868

www.wellspringroseburg.org and

click on Little Wellspring



Dear Parents,

Welcome to Little Wellspring Christian Preschool and Child Care Center (Little Wellspring) a ministry of Wellspring Bible Fellowship. We are blessed that you have chosen us to care for and nurture your child.

Our goal is to provide loving care to your child. We understand the importance of providing a loving, clean, and secure environment where children can explore God's world, learn principles for living, and experience God's love.

Our aim is to provide Christ-centered, quality care for children from the age of 3 through 5. Our staff has experience working with young children. All of our teaching staff are required to have a minimum of fifteen hours of continuing education each year and to maintain their First Aid and CPR certification. The staff is professionally trained and has a desire to see children grown emotionally, socially, spiritually, physically and academically.

At Little Wellspring, children will enjoy a balance of indoor and outdoor free play, group activities, learning center activities and individual attention from our staff. We equip and furnish our learning centers with age-appropriate materials and curriculum. Your child will participate in a variety of learning center activities which include art, books, blocks, puzzles and manipulatives, nature, music and dramatic play.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families!

My door is always open and I would be happy to talk with you about any questions or concerns you may have. Feel free to call me at 541.580.5450 or email me at Kathy@wellspringroseburg.org.

Sincerely,

Kathy Hughes
Director

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MISSION AND PHILOSOPHY

Mission Statement

The mission of Little Wellspring Christian Preschool and Child Care Center (Little Wellspring) is to support the family by nurturing the whole child into becoming the person God has created them to be in the areas of physical, intellectual, emotional, social and spiritual development.

Philosophy

At Little Wellspring we believe all children are special creations of God, made in His image. Because of this, we value each and every child regardless of their background, behavior, or life situation. It is our desire to help each child develop mentally, physically, spiritually, socially and emotionally. Little Wellspring is committed to providing Biblically based, age-appropriate experiences to allow each child to progress in these areas at his/her level of ability while enjoying feelings of success. This is primarily done through hands-on activities in learning centers and positive Christ like role modeling of the staff.

We believe that God has given parents the sacred responsibility of raising children to honor the Lord, His creation, His Word, and to love others. Little Wellspring seeks to partner with, not replace, parents to help nurture their children into the people God created them to be.

ENROLLMENT POLICIES AND PROCEDURES

Enrollment Eligibility

Children from six weeks old through eleven years old are eligible for enrollment.

Notice of Non-Discriminatory Policy

Little Wellspring Christian Preschool and Child Care Center does not discriminate on the basis of race, color, national or ethnic origin in administration of its admission policies, educational policies, or programs.

Initial Application for Enrollment

To begin the enrollment process at Little Wellspring, an interested parent/guardian should make an appointment to meet with the Director to discuss the philosophy, policies, and procedures of Little Wellspring. This meeting provides parents the opportunity to learn about and tour Little Wellspring as well as have any of their questions answered. The child's specific program schedule will also be discussed at this time. If the parent/guardian and Director feel that Little Wellspring will meet the needs of their child then a contract will be signed. Contracts are necessary to maintain the best possible care for your child in assuring proper child to staff ratio. For each child accepted there is a \$25 initial registration fee.

The Director will acquaint the parent/guardian with the required enrollment forms which must be completed in order for their child to officially be enrolled. Children's records, which are maintained in the administrative office, are considered confidential.

Registration Forms

Upon acceptance into Little Wellspring, parents will be asked to complete and sign a number of forms. These forms will be kept in each family's file and updated on a yearly basis.

- Enrollment Form
- Contract and Schedule
- Individual Care Plan (if needed)
- Medical Plan Forms (if needed)
- Shot Record

Cancellation of Enrollment

Cancellation of enrollment requires written notification two weeks in advance of the last day of attendance. Parents who fail to do so will be charged for two weeks beyond the last day of the child's attendance. If a child's family chooses to no longer have their child be part of Little Wellspring, and then later applies to re-admit their child, a \$25 registration fee is charged again at the time of re-admission.

Hours of Operation

The hours of operation are Monday through Friday, 7:00 a.m. to 6:00 p.m.

Holidays

New Year's Day

Memorial Day

Fourth of July

Labor Day

Veteran's Day

Thanksgiving and Day After Thanksgiving

Christmas Eve and Christmas Day

Please communicate to the Director any changes in your child's schedule during holiday weeks so that staff may be released to have time off, especially in November and December.

Inclement Weather

In general, Little Wellspring will be open during times of inclement weather. The majority of the time we will follow the Roseburg School District decision. However, the Director will make all decisions regarding the closing of Little Wellspring for weather-related causes with the safety of children, parents, and staff as the main consideration.

TUITION AND PAYMENT POLICIES

Initial One-Time Registration Fee

For each child registered at Little Wellspring, there is an initial \$25 registration fee.

Tuition

Infant/Toddlers (6 weeks-35 months)

Full Time

5 Days/Week	\$155.00/wk
3 Days/Week	\$93.00/wk
2 Days/Week	\$62.00/wk

Part Time

5 Days/Week	\$105.00/wk
3 Days/Week	\$63.00/wk
2 Days/Week	\$42.00/wk

Preschoolers (3 years-5 years)

Full Time

5 Days/Week	\$130.00/wk
3 Days/Week	\$78.00/wk
2 Days/Week	\$52.00/wk

Part Time (8:30am-12:30pm)*

5 Days/Week	\$98.75/wk
3 Days/Week	\$59.25/wk
2 Days/Week	\$39.50/wk

**There are limited part time spaces available.*

Before School Care-Hucrest Elementary School Only (7:00am-8:30am)

\$5/Morning

Siblings-There is a 20% discount for each sibling on the lowest tuition.

Billing

We would like all tuition to be paid in advance of care. Upon enrollment you will choose which payment schedule best fits your financial situation. Your options are: **Weekly, Semi-Monthly and Monthly**. If at some time in the future you need to change this, please let the Director know so that we can update the information. Payments can be made to Wellspring Bible Fellowship's Office Manager or the Director.

Weekly Payments-due on Monday and are considered late by Wednesday afternoon.

Semi-Monthly Payments-due on the 1st and 15th of each month. They are considered late by the afternoon of the 3rd and 17th.

Monthly Payments-due on the 1st of each month and is considered late by the afternoon of the 3rd.

A \$10.00 late charge will be added to your balance after these dates, unless prior arrangements have been made with the Director. We accept cash and checks. Please make checks payable to *Wellspring Bible Fellowship*.

Returned Check Fees

There will be a \$10.00 service charge for all returned checks or whatever your bank charges (which is greater), in addition to a \$10.00 late payment fee. When Little Wellspring receives three returned checks from a parent/guardian, we will no longer accept checks as a method of payment from that family. Returned checks must be paid out before another check is taken.

Delinquent Accounts

If accounts are two weeks or more delinquent, the Director has the right to discontinue care until the account is made current. If accounts are more than two month past due then care will be discontinued until the balance is paid in full. When the balance is paid in full, children will be allowed to come back if space is available. Please be sure to communicate with Director Kathy to make payment arrangements.

Vacation Vouchers

When a family plans a vacation, you may be able to take advantage of Little Wellspring's vacation vouchers. Vouchers are provided to credit contracted tuition amount for up to two weeks per year and are available to only use in weekly increments. Our fiscal year is from September to August. We recommend using these during Thanksgiving, Christmas, New Year's, Spring Breaks and 4th of July holiday weeks. Vouchers must be turned in **two weeks in advance** to the Director.

SCHEDULING AND COMMUNICATION

Regular Schedule

When registering your child you will indicate the time block needed. The time block your child is registered for, whether it's full time or part time, is your child's schedule. A regular student schedule will be established from the time blocks indicated in your contract.

Permanent Schedule Change

If you would like to change your child's time block you will need to communicate this to the Director as soon as possible and fill out a new contract. We will do our best to accommodate your request if space is available.

Holidays

Prior to federal, state, and school holidays, sign-up sheets will be posted for parents to communicate their child's schedule. The Director will use this information to staff Little Wellspring appropriately. For this reason, any change to your normal schedule **must** be communicated in advance in order for Little Wellspring to accommodate your request. This information is important for scheduling staff and honoring vacation requests.

Illness

If your child will not be coming in for the day due to illness, please contact Director Kathy either by text or phone at 541.580.5450 by 8:15 a.m. When you call, be sure to communicate what symptoms your child is experiencing. This helps the staff to monitor the health of other children at Little Wellspring.

Emergency Contact

Parents will fill out an emergency contact section on the enrollment form when registering their child. This section includes the family's home phone number as well as parent's work numbers and cell phone numbers, if applicable. Parents also need to include an alternative emergency contact. This person is someone who would be available to come and care for the child in the event of an emergency when the Little Wellspring staff is unable to reach either parent.

Monthly Communication

At the beginning of each month, the Little Wellspring staff will give each family a packet. The packet will include:

- Monthly Newsletter
 - * There is a Christian theme within Little Wellspring's program with skills and traits being taught. The monthly newsletter will keep parents informed of these themes as well as activities, projects, upcoming dress-up days, and important information. The newsletter also includes parent tips, upcoming events and other information that parents may find helpful.
- Monthly Snack Menu
- Other appropriate material

ARRIVAL AND DEPARTURE PROCEDURES

Check-in and Check-out

Family members and other authorized persons must come to the classroom and sign the children in and out on the child's sign-in sheet. The family member or authorized person will record time of arrival and time of departure. All children must be accompanied to their rooms and cannot be dropped off at the front doors or the office. All children must be picked up by 6:00 p.m. (see "Late Pick up Fee").

Please inform the teacher of how your child is doing when you drop him/her off and if there are any special instructions or any information the staff needs to know. Please plan enough time at the end of the day to check with the teacher about your child's day and to collect any projects that need to go home.

Authorization to Pick Up Children

A space is provided on the Enrollment Form for the names, addresses and phone numbers of people who may or may not pick up your children. Please inform Little Wellspring of any changes. New forms will be sent out on a yearly basis to update this information. If someone other than a pre-authorized person will be picking the child up, a parent must call or send a written note to inform Little Wellspring staff. That person will need to check in with the Director or Assistant Director and will be asked to show ID. Little Wellspring will only release the child to those stated as authorized on the child's enrollment form unless otherwise communicated by the parents. **Children will not be released to siblings or babysitters under 13 years of age.**

We adhere to legally served court orders. A notarized court order must be on file regarding custody matters. It is also helpful to have a picture of any person who is NOT allowed contact with your child.

STAFF INFORMATION

“Let the little children come to Me, and do not hinder them, for the kingdom of God belongs to such as these.” And He took them up in His arms, laid His hands on them, and blessed them. Mark 10:14b, 16

Jesus took time to let the children come close to Him, to hold them, and to touch their lives. He blessed and encouraged them with a heart full of love. We, the Little Wellspring staff, serve as your hands extended as we show love to your children. Our priority is to care for the children in a manner that is healthy, safe, pleasant, and conducive to learning.

Who are we?

We are a professionally trained team of early childhood educators who provide quality care with many opportunities for children to learn and grow. We provide each child a clean and safe environment with love and care, respect, support, and encouragement. We value each child as an individual. We support parents by assisting in meeting their childcare needs and by providing frequent communication about their children and information about normal growth and development.

Each staff member’s goal is to base their lifestyle on Biblical standards of conduct, reflecting the Biblical perspective of integrity and appropriate relationships, business conduct, and moral behavior.

Staff-Child Ratios

In order to provide the best possible care for your children, we adhere to staff-child ratios required by the State of Oregon. For children:

- ⇒ 6 weeks to 23 months the staff/child ratio is 1 to 4
- ⇒ 24 months to 35 months the staff/child ratio is 1 to 5
- ⇒ 3 years to 5 years the staff/child ratio is 1 to 10
- ⇒ School Age the staff/child ratio is 1 to 15

These ratios are guidelines to determine the number of staff needed to properly care for the needs of the children at Little Wellspring.

Staff and Volunteers

All paid staff and volunteers have registered with Oregon's Central Background Registry, and are required to attend an orientation meeting. Volunteers are welcome and are encouraged to participate with the children. Volunteers are not placed in charge or left alone with children.

GENERAL CHILD CARE

Taking care of children's natural needs is a priority at Little Wellspring. When children have eaten and slept well, they are more likely to be healthy and happy at home and in childcare. Staff and parents work closely together to make sure the children receive excellent care.

Nutrition

Little Wellspring will provide morning and afternoon snacks, which are served at 9:00 a.m. and 3:00 p.m. Lunch time is at 12:00 p.m. in the child's classroom. Little Wellspring provides milk but does not provide a meal at lunchtime; therefore, parents are to provide their child's lunch each day. Lunch must be brought on a daily basis in a lunch box or bag that is **labeled** with your child's name. Unfortunately, Little Wellspring is not able to store additional food for children's lunches. Lunches need to be nutritious and include items from each of the following food groups: dairy, meat or meat alternative, grain product, fruit and/or vegetable equal to a full serving.

General

- Please clearly label **all** lunch containers with your child's first and last name.
- Please send easy-to-serve foods to avoid large messes and help lunch go smoothly.
- If your child's lunch contains perishables, Little Wellspring has a refrigerator in our kitchen for lunches. These items must be labeled with the child's first and last name and the date.
- If your child has food allergies or special menu requirements, we need to receive written directions from the child's health care provider and the parents to best care for the child. We ask you to identify any foods the child is allergic to and specify alternative foods they may have instead. We will endeavor to accommodate, if at all possible. If necessary, we may require parents to supply food for supplements and special diets.
- Food brought in by parents for special occasions (i.e., birthdays) must be store-purchased and left in their original containers.

Infant

- **Formula**

If your child uses formula please provide at least two cans of formula. The second can is for backup so when the first one is emptied your child will not be out. We will let you know when we finish one so that you can bring another backup. The formula will be labeled with the date it was opened and will not be used for more than one month.

- **Breast Feeding**

You may keep clearly labeled breast milk in the freezer in the kitchen for up to two weeks. Milk must be labeled with the child's full name and the date you bring it. If you wish to come and nurse your child, please communicate your feeding schedule with the Infant Head Teacher. We ask that you still provide breast milk or formula as a backup in case you don't get to Little Wellspring as planned or the needs of your child change.

- **Bottles**

Please supply two bottles, including nipples and nipple covers, for each infant. Bottles will be used one time between washings. They will be washed and sanitized daily. Infants will be given a bottle when they are hungry. We will only serve formula that is age-appropriate and not expired. Bottles will be warmed under warm tap water and the temperature of the milk will be checked before giving it to the infant. After the infant is fed, the remaining milk will be thrown away. Because we are concerned with the safety of your child, infants will not be put to bed with bottles, nor will we prop a bottle with pillows, blankets or anything else.

- **Infant Cereal**

When your child begins eating infant cereal we ask that you provide age-appropriate cereal for them. We will store boxes of cereal for your child and will let you know when your cereal supply is low. Little Wellspring provides bibs, bowls and spoons for your child.

- **Milk**

Once your child begins drinking milk, Little Wellspring will provide whole milk for children under two and 2% milk for children older than two. We will ensure that milk is not expired before serving it to the children. The staff will only serve whole milk to children under two unless there is a written Doctor's note that a child should drink something else. You will need to label any beverage you supply with your child's full name and the date you brought it in.

Toddler/Infant

- **Partial Self-Feeders**

Between six and eight months, infants begin eating simpler finger foods. You may send semi-solid foods in the child's lunch when he/she can sit without support, chew food, sip from a cup, and grasp and hold small things. Lunches should be put in refrigerator or on a hook in the classroom and must be labeled with the child's full name and the date. Our staff is happy to spoon feed any messy foods such as applesauce or yogurt, and continue feeding the child infant cereal as long as you would like.

- **Self-Feeders**

These children use a spoon well and need little assistance with their lunches. However, we ask you to please send easy-to-serve foods to avoid large messes and help lunch go smoothly.

ADDITIONAL INFORMATION

Licensure

Little Wellspring is licensed by the State of Oregon Department of Human Services and is inspected regularly by the Douglas County Health Department and the Roseburg Fire Department.

Parent Participation

We encourage you to be involved with the activities at Little Wellspring. You are welcome to visit any time. We would love for you to participate in any special events, field trips, or any other fun activities.

Room Transition Conferences

Parents may request a Room Transition Conference when your child is ready to move to a new classroom. This meeting will be a brief one-on-one meeting with new classroom staff/Head Teacher and the parent. It is a great time to discuss your child's transition and express any concerns or questions that you may have regarding the transition. Room Transition Conference requests should be initiated through the classroom Head Teacher.

Children's Attire

Children should be dressed in play clothes. They play hard and shouldn't need to worry about staying clean. Dressing children in layers of clothes provides them great comfort for cold winter weather and allows them to cool off on those days that start out cold and get warm later in the day. We will make every effort to keep track of your child's things but are not responsible for lost clothing and other articles. A change of clothing should be left at Little Wellspring in your child's cubby at all times as back-up for when accidents occur. Please **label** everything with your child's name.

Toys from Home

We prefer that children do not bring toys from home to play with at Little Wellspring. We are afraid that they may get broken, ruined or lost.

Changing Diapers

The staff follows Universal Precautions. Staff will wear a new pair of gloves for each child and disinfect the changing pad after each diaper change, followed by washing hands thoroughly with soap.

Toilet Training

Consultation between Little Wellspring and the parents is important when beginning to toilet train your child. Training will be done with positive reinforcement, not using foods for reinforcement, and will follow a routine established between the parent and staff.

Hooks and Cubbies

Each child has his or her own labeled hook and cubby in their rooms for coats, extra clothes, lunches and other items. If your child's clothing should get too dirty or unsanitary, we will change your child's clothes and put the soiled clothes in a plastic bag and leave it on your child's hook. If your child does not have extra clothes, Little Wellspring will provide a change of clothes. These clothes are labeled and should be returned to us after laundering.

Nap Mats

Nap mats will be disinfected after each use with a bleach solution and stored in our storage area.

Transportation

Little Wellspring Staff will walk Kindergarten children back and forth from Hucrest Elementary School for both morning and afternoon sessions. School age children will be walked by Little Wellspring staff to Hucrest Elementary School in the morning.

Field Trips (Summer Day Camp Only)

Little Wellspring Staff and/or volunteer will provide transportation for field trips. A staff member will be present at all times and carry the health history and emergency information for each child. At least one adult will have a cell phone with them. The driver will be at least 18 years old, hold a current driver's license and have a safe driving record (must provide copy of driving record from DMV). The vehicle of transportation will have a current license, vehicle registration, proof of insurance, and a first aid kit. The vehicles are maintained in good repair and safe operation condition. The staff-to-child ratio will be maintained and children will not be unattended at any time.

General

Compliance with basic standards of health and safety for both facility and operations shall always be maintained. Emergency, safety and health requirements are met, including:

Fire prevention	Food handling requirements
Fire extinguishers	Hygiene standards
Evacuation plans and procedures	Little Wellspring cleaning schedule
Fire alarm equipment	Management of communicable diseases
Disaster plans	State and local requirements relating to child abuse and neglect
Current First Aid and CPR certificates	

Immunizations

State law requires that immunizations be kept up-to-date if a child is to remain in the care of a child care center. When your child receives an immunization, please let the Director know so your child's immunization record can be updated.

Parents choosing to not immunize their child for personal or religious reasons are required to sign the exempt portion of the Oregon Certificate of Immunization Status form. A health care provider's signature is required for medical exemptions.

Hygienic Procedures

- √ Each staff person washes his or her hands with hot water and soap upon entrance to Little Wellspring, before meals and snacks, after contact with bodily fluids, and as needed.
- √ Disinfectant is used to clean the changing mat after each child is changed. It is also used to clean equipment, like larger toys, furniture, etc.
- √ Doorknobs are disinfected daily.
- √ Children's hands are wiped or washed before and after snacks and lunch, after using the toilet or diaper change, after outdoor play, and after touching bodily fluids.
- √ Tables and counters used for food preparation are cleaned and sanitized before and after each meal and snack.
- √ Toys are washed and sanitized daily and/or as needed.

- √ Cloth toys, nap blankets and dress up toys are laundered weekly.
- √ Carpets are vacuumed daily.
- √ Carpet cleaner is used on spills, messes, and accidents.
- √ Floors are swept and mopped daily.
- √ Garbage is emptied after lunch, at the end of the day, and when otherwise necessary.
- √ Bathrooms are sanitized daily including the sinks, toilets, counters and floors.
- √ The illness policy, as outlined in the parent handbook (see Illness Policy), is enforced.
- √ Sick children are separated in the office until the parents can pick the child up from Little Wellspring.
- √ Children will be checked weekly for lice on either Monday or Tuesday mornings depending on which day starts their week.

Illness Policy

Ill children typically recover faster if they rest and receive personal care at home. Keeping ill children at home promotes a more healthful environment for all the children. The staff will follow the same exclusion criteria as children and will not come to work or will leave when signs of illness develop.

Children and staff with the following symptoms will be excluded:

- **Fever** of at least 100° F **AND** who also have one of the following:
 - ◇ Vomiting
 - ◇ Diarrhea
 - ◇ Headache
 - ◇ Earache
 - ◇ Sore throat
 - ◇ Brown/green drainage from nose
 - ◇ Rash
 - ◇ Fatigue that prevents participation in regular activities
 - ◇ Unusually fussy or inconsolable
- **Vomiting** on one or more occasions within the past 24 hours
- **Diarrhea:** three or more watery stools, or one bloody stool, within a 24-hour period
- **Pinkeye**
- **Any suspected communicable skin infection** such as impetigo and/or scabies
- **Open or oozing sores,** unless properly covered and 24 hours have passed since starting antibiotic treatment, if treatment is necessary.
- **Difficulty breathing or shortness of breath**
- **Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without fever**

- **Child requires more care that the school staff can safely provide**
- **Any of the childhood diseases**
- **Mites, lice, or pinworms**

If a child exhibits any of the above symptoms, parents will be contacted and asked to take their child home immediately. Sick children will be separated in the office to reduce exposure to other children. If your child gets sick at Little Wellspring and has slept on his or her mat, Little Wellspring will wash it.

We will notify parents in writing when their children have been exposed to infectious diseases or lice. The notification may consist of either a letter to parents or posting a notification for parents in a visible location.

Following an illness, children will be re-admitted to Little Wellspring when:

- √ They no longer have the above symptoms or
- √ After 24 hours or starting antibiotic treatment, or
- √ No longer have significant discomfort and are ready to participate in regular activities, or
- √ After 24 hours of last vomit or diarrhea.

As a licensed childcare facility, Little Wellspring is required to report communicable diseases to the Douglas County Health Department. A list of these diseases is in our Health Care Policy. You can get a copy of this policy from the Director.

Medications

Little Wellspring must have written consent from a parent before we will give medication. We require parents to fill in **all** the blanks on the Medication Administration Form located in each classroom or the office. The Medication Administration Form is only good for the number of days stated on the form. Prescription medications, medications without specific dosages, and some others must have written instructions from and signed by a health care provider with prescriptive authority.

Medications must be labeled with the child's name, must be in the original container, must have instructions and dosage for the child's weight and age (or a health care provider's instructions), and is not expired.

Parent Consent Medications

- Antihistamine
- Non-aspirin fever reducer/pain reliever
- Non-narcotic cough suppressant
- Decongestant
- Any ointments or lotions for dry skin or wound care, or those specifically intended to reduce or stop itching
- Sunscreen for children over six months of age

Health Care Provider's Consent Required

- All other over-the-counter medications not listed above or medications without instructions or specific dosage for the child's weight and age
- Prescription medications

A health care provider's consent may be given in 3 different ways:

- 1) The provider's name is on the original pharmacist's label (along with the child's name, name of the medication, dosage, duration and expiration date);
- 2) The provider signs a note or prescription that includes the information required on the pharmacist's label; or
- 3) The provider signs a completed Medication Authorization Form.

Lice Policy

Children will be checked weekly for lice on either Monday or Tuesday mornings depending on which day starts their week. Since lice is easily transmitted, whenever there is cause for concern about an outbreak of lice:

- √ A letter will be sent out letting parents know there is a concern
- √ All children will be checked daily by their parents before being allowed to enter Little Wellspring as long as there is reason for concern.
- √ A child who is found to have lice will not be permitted at Little Wellspring.
- √ Any child with lice must be "nit-free" for three days before returning to Little Wellspring.
- √ Before the child will be re-admitted to Little Wellspring, a staff member, usually the Director must check the child who has been "nit-free" for three days.

Disaster Preparedness

In the event of an emergency or natural disaster, parents will be contacted by either a staff member or by the Pastoral staff of Wellspring Bible Fellowship. If Wellspring should become

unsafe or a lockdown is in place, when it is safe a staff person will contact you to pick your child up. A full explanation of our policy is in our Disaster Preparedness Handbook, which you can get from the Little Well-spring's office.

Pesticide Policy

Little Wellspring will post a sign notifying parents of our intent to use pesticides 48 hours in advance. There will be no notification if pesticides are used on a weekend.

Child Abuse and Neglect

In an effort to protect the well-being and safety of children, the State of Oregon requires anyone who suspects child abuse and neglect to report it to the proper authorities. Little Wellspring staff has been trained to identify the signs and symptoms of abuse and neglect. All suspect indicators will be documented and reported. Little Wellspring is required by law to cooperate with any investigation of child abuse and neglect. You will be notified if your child is questioned as part of the investigation.

We are required to report immediately:

- A death or a serious injury or illness that requires medical treatment or hospitalization of a child in our care. This must be reported by telephone and in writing to the parents, Child Care Division, and child's social worker if applicable.
- Any instance where a staff member has reason to suspect the occurrence of any abuse or neglect as stated above. This must be reported to the Department of Human Services Child Welfare (DHS) or to a law enforcement agency.
- If there is immediate danger to a child.
- Any occurrence of food poisoning or reportable communicable disease, as required by the state board of health, to Douglas County Health Department and to the licensor, by telephone.

Parent Conferences

If at any time during the school year, either the parent or the Little Wellspring staff feels a need to meet to discuss your child, a meeting will be scheduled. Otherwise parent conferences will be offered at least once a year. During these conferences, the staff will share information about the progress your child is making and show you samples of your child's work. These conferences are very important to insuring close communication between Little Wellspring and home.

BEHAVIOR MANAGEMENT AND DISCIPLINE POLICIES

Discipline

The early years are critical in a child's development. Little Wellspring believes it is important to model and teach appropriate behavior from the first day your child is in our care. A child's ability to succeed in relationships with others is strongly influenced by their ability to interact appropriately in a social environment. Our desire is to help the children to learn acceptable behavior in a place where they feel security, peace, and joy.

We believe that discipline and guidance should be consistent and based on an understanding of individual needs and development. A positive guidance technique promotes self-discipline and acceptable behavior.

Positive guidance techniques used by Little Wellspring staff will include but are not limited to:

- Recognizing and encouraging appropriate behaviors
- Developing reasonable and clear rules and expectations in each group
- Explaining the consequences of inappropriate behaviors
- Redirecting children into positive behaviors
- Modeling pro-social behaviors
- Enforcing limits and rules consistently and fairly
- Helping children to identify and express feelings in acceptable ways

Little Wellspring will provide positive guidance, re-direction, and set clear limits designed to help each child develop self-control, self-esteem, and respect for others. These shall be fair, consistently applied, timely, and appropriate to the age of the child. To promote developing good social skills we are going to observe the following three rules in all environments of Little Wellspring:

- 1) Be safe**-*"God wants us to do what is right and good"* Deuteronomy 6:18
- 2) Be a friend**-*"A friend loves at all times"* Proverbs 17:17
- 3) Be a helper**-*"God wants us to help people"* Deuteronomy 15:11

These guidelines reflect Jesus' teaching about loving others. Children will be encouraged to use the "Take a Break" chair when they feel out of control. If a child is continuing to have difficulties following the rules a meeting with parents/guardians and staff will be scheduled to develop and implement a specific plan to assist the child in being successful at Little Wellspring.

Infant/Toddler Program

The interactive atmosphere of our Infant/Toddler classroom aims to make a child's first transition away from home successful for both the child and their parents. We incorporate a weekly lesson plan that is full of both indoor and outdoor activities that stimulate a developing child.

Preschool Program

Our preschool program helps prepare children for school and offers opportunities for children to explore their independence while learning how to cooperate with their peers in a more structured environment. Our curriculum focuses on skills that the Preschooler will need to be successful in school, such as: letter and number recognition, cutting, patterning, learning spatial concepts, participating in group activities, social development and more. Preschoolers also learn about God and the Bible and are taught important Biblical values, such as: forgiveness, respect, responsibility, honesty and integrity.

School Age Program

During the school year, School-Age children arrive to Little Wellspring in the morning before school. There will be a teacher planned activity each morning before children are walked to school.

Summer Day Camp

At the beginning of the summer, a schedule will be distributed to the parents outlining activities for the summer. A wide variety of activities are offered during the summer including: Devotions, Outdoor Play, Trips to the Library/Park, Art Projects and Structured Games.

Dailey Schedule/Learning Units

Please ask for a copy of your child's classroom schedule and/or learning units from the Director or Teacher. You can also view our classroom schedules at www.wellspringroseburg.org and click on Little Wellspring, then the name of your child's class.

It is the aim of Little Wellspring to provide a solid, spiritual, social, emotional, physical and academic foundation in order to prepare children and families to succeed in the upcoming years of formal education. We will endeavor to help your child grow:

Spiritually

- Understand who God is:
 - ◇ God created everything
 - ◇ God loves everyone and desires relationship with them
 - ◇ God is good and deserves our worship through song and prayer
- Understand who Jesus is:
 - ◇ Jesus is the Son of God
 - ◇ Jesus came to earth as a man
 - ◇ Jesus died for the sins of all men but rose again
- Understand what the Bible is:
 - ◇ The Bible is God's Word and it is very important
 - ◇ The stories in the Bible are true and show God's relationship with men
 - ◇ The Bible shows us how to act toward others and toward God
- Understand what God can do:
 - ◇ God is everywhere, knows everything and can do anything
 - ◇ God can forgive us, hear us when we pray, help us and heal us
- Understand what God wants:
 - ◇ God wants us to love and obey Him
 - ◇ God wants us to love others
 - ◇ God wants us to be thankful for what He's done

Socially/Emotionally

- Learn the value of following rules and instructions
- Develop a sense of responsibility for their actions
- Learn to express themselves in socially acceptable ways
- Develop social skills of cooperation and negotiation to resolve interpersonal problems
- Develop relational skills:
 - ◇ Express needs and feelings in words
 - ◇ Develop manners
 - ◇ Learn to show empathy to friends and family
 - ◇ Learn to share and take turns
- Develop a concept of citizenship
 - ◇ Take responsibility for the classroom environment
 - ◇ Find ways to be helpful
 - ◇ Recognize the importance of giving and sharing resources

- Develop social and cultural awareness:
 - ◇ Learn the value of relationships within the family
 - ◇ Develop friendships with those who may be a different gender, race, age or who may have different abilities
 - ◇ Understand holidays
 - ◇ Be introduced to the roles of community helpers

Academically

- Develop a positive attitude toward education/school
- Learn new skills:
 - ◇ Counting
 - ◇ Quantitative concepts (more/less, full/empty, etc.)
 - ◇ Classification and Patterning
 - ◇ One-to-one correspondence
 - ◇ Ordering, sequencing (short, shorter, shortest and story sequencing)
 - ◇ Number recognition
 - ◇ Measurement
 - ◇ Fractions
- Develop curiosity, creativity, and problem-solving ability:
 - ◇ Making comparison (same/different; big/bigger/biggest)
 - ◇ Classifying
 - ◇ Noting sequence
 - ◇ Understanding cause and effect
 - ◇ Making inferences
 - ◇ Predicting outcomes
- Develop ability to use and understand language:
 - ◇ Rhyming
 - ◇ Oral communication and vocabulary development
 - ◇ Dictating stories (having their own stories written down)
 - ◇ Classification
 - ◇ Alphabet recognition
 - ◇ Left-to-right progression
 - ◇ Whole/part relationships
 - ◇ Comprehension
 - ◇ Using positive words
 - ◇ Opposites
- Understanding God's universe and the people of the Word:
 - ◇ The earth
 - ◇ Living things

PARENT AGREEMENT

I, _____, whose child _____ is enrolled in Little Wellspring Christian Preschool and Child Care Center, have received a copy of the *Parents' Handbook*. I have read and understood the policies and guidelines as described in the Handbook, and I agree to abide by them.

(Signature of Parent/Guardian)

(Date)