

CPRD

Childcare Program

School Year 2023–2024
Parent Handbook

Grade School Childcare
Pre-K Childcare



1802 Haworth Ave., Newberg, OR 97132
cprdnewberg.org • 503.537.2909

Welcome

Dear Parents and Families, CPRD childcare is a recreational daycare and enrichment program operated by Chehalem Park and Recreation District. CPRD and the childcare program work to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. We offer a range of self-directed and group activities including supervised free play, sports, organized games, arts, crafts, quiet time, and help with homework.

We are always interested in improving this program to better serve the families of the Newberg Dundee area, and we welcome your comments about how our staff is doing. If you have questions or suggestions to make our program better, please talk to your site leader or the childcare program specialists.

Sincerely,

Erin Harrington, Childcare Specialist & Markets Manager
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Deanna Rice, Preschool & Childcare Specialist
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Mission

CPRD Childcare is a recreational daycare and enrichment program operated by Chehalem Park and Recreation District. CPRD and the childcare program work to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. We offer a range of self-directed and group activities including supervised free play, sports, organized games, arts, crafts, quiet time, and help with homework.

CPRD Childcare is a DHS Registered Licensed exempt program.

CPRD childcare is a DHS Employment Related Childcare registered program. The ERDC helps eligible low-income parents pay for childcare so they can work. If the parent is eligible for assistance, DHS will pay a portion of their child care bill directly to the family's chosen provider through the Direct Pay Unit (DPU) in Salem.

<https://www.oregon.gov/dhs/ASSISTANCE/CHILD-CARE/Pages/index.aspx>

Locations

Pre-K aged students (as young as 3 years old)

Monday–Friday

6:30am–6:00pm

Chehalem Community Center

502 E 2nd St, Newberg, OR

97132 503-538-1079 and 503-550-5927

Your child is offered a variety of activities during childcare hours. Children who attend Bonnie Benedict Preschool are walked to their preschool class and walked back to the childcare classroom. Participants must be able to use the restroom without assistance.

Kindergarten to 5th grade

Monday– Friday

6:30am until school begins and starting at school dismissal until 6pm.

We have Grade School age childcare sites at every public grade school in Newberg and Dundee.

When schools are closed due to holidays and teacher in-service days we combine all school age sites to one school site (location to be announced). We offer all-day recreational activities on these days.

Holidays

We are closed on these holidays: Labor day, Veterans Day, Thanksgiving (the Wednesday before, Thanksgiving day, and the Friday after), Christmas Eve and Christmas Day observed, New Years Eve and New Years Day, January 2nd, MLK Day, Presidents Day, Memorial Day, and Juneteenth.

Program size and locations

Site daily	Ratio	Location	Site Phone Number	DHS/DPU Number
Joan Austin	15: 1	cafeteria & gym	503-476-6713	EFJ00015
Crater School	15: 1	cafeteria & gym	503-554-8354	AFJ00015
Dundee School	15: 1	gym & stage area	503-554-0914	ZEJ00015
Edwards School	15: 1	cafeteria & gym	503-537-4100	BFJ00015
Ewing Young	15:1	cafeteria & gym	503-538-3789	DFJ00015
Mabel Rush	15:1	cafeteria & gym	503-209-0368	CFJ00015
Community Center	10: 1	502 E. Second St	503-538-1079	JYI00011

Admission & Enrollment

All admission and online enrollment forms must be completed and submitted seven days in advance of attending CPRD Childcare.

An enrollment fee of \$35 per child and the first tuition payment must be paid prior to your child's first day of attendance. These fees are not refundable.

Participating families are required to set up an online payment plan during the registration process. If you need assistance setting up your payment plan or wish to adjust your payment plan, please contact 503.537.2909.

EDRC Enrollments: If your family has already qualified EDRC's childcare assistance, please register at the registration desk at Chehalem Aquatic and Fitness Center. You will need to supply proof that you are accepted into the EDRC program. EDRC families will need to pay the non-refundable \$35 registration fee at the time of registration. But no other charges will be collected at that time.

Families who have an account credit from the previous school year should contact the reception staff at Chehalem Aquatic and Fitness Center, in order to apply their credit to this program - 503.537.2909.

Inclusion

CPRD Childcare program believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging to childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discriminatory

Equal childcare opportunities are available for all children, without regard to race, color, creed, national origin, gender, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws.

Staff Qualifications

Our childcare sites are led by qualified childcare leaders and leaders in training with a minimum of

one leader per every 15 school-age children (1-to-10 for our pre-k site). Our leaders are carefully screened and background checked. Some of our leaders are trained childcare professionals, and some are high school or college students interested in a career in childcare or a related field. Our staff all have received training on childcare health and safety, mandatory reporting for abuse and neglect, and CPR/ First Aid certified.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our childcare leaders outside the programs and services we offer is a private matter, not connected or sanctioned by CPRD or the childcare program.

Child to Staff Ratios

Our program complies with the state guidelines regarding child to staff ratios and maximum group size. We know that these requirements will change during the course of the year. We will be sure to notify you as these changes come.

Age Group	Student to Staff Ratio	Max. stable group size
Pre-K	10 children for every 1 staff member or better	20 students
Grade School	15 children to 1 staff member or better	30 students

ODE Early Childhood Development could change these ratios during the course of the year.

Communication & Family Partnership

Daily communication from our staff will keep you informed about your child's activities and experiences at the CPRD Childcare. Notes regarding upcoming events, holiday and closing dates, and general announcements will be placed in your child's backpack.

Open Door Policy

Our team will always do their best to speak with parents/guardians as children are dropped off and picked up each day.

Outdoor Play, Outings & Field Trips

Weather permitting; we conduct supervised outdoor play and/or walking trips around the neighborhood. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package. For these reasons we request that you dress your child appropriately for the season and children should bring a coat. Additionally, walking shoes are a must. Flip flops and sandals are not appropriate for walking and will make it difficult for your child.

GUIDANCE

General Procedure

CPRD Childcare is committed to each student's success in growth within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is included in your enrollment package for you to review and sign.

Challenging Behavior

Children are guided to treat each other and adults with self control and kindness.

Each student at the CPRD Childcare program has a right to:

- Learn and play in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program. On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care.

Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

TUITION & FEES

A nonrefundable registration fee of \$35 per child is due annually.

Pre-K Age Childcare

- **Full-time Rate (4–5 days): \$210 per child, per week**
- **Part-time Rate (2–3 days): \$155 per child, per week**
- **Daily Rate (1 day a week): \$60 per child, per day**

Grade School Age Childcare

- **Full-time Rate (4–5 days): \$155 per child, per week**
- **Part-time Rate (2–3 days): \$130 per child, per week**
- **Daily Rate (1 day a week): \$60 per child, per day**

Families contract for a specific weekly schedule as indicated on the Enrollment Agreement Form. Payment for this contracted schedule is required every month whether or not your child attends; this enables us to pay our staff a stable wage every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

Adding Extra Days

This only applies to part-time families. Any added days are contingent on prior agreement of days of care needed. When your family surpasses three days a week, you will be charged the full-time weekly rate.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control.

- At the time of registration, you will be prompted to make 1 payment. This payment will include your \$35 enrollment fee and your first weeks tuition. These fees are non refundable.
- You will then need to schedule an automatic payment plan for your remaining balance.

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by cash, check, or credit card. To set up automatic, reoccurring payments, please contact the reception staff at Chehalem Aquatic and Fitness Center 503.537.2909. Or automatic payments can be scheduled independently by logging in to your Activenet Account.

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue large balances. Late payments will result in the imposition of late payment fees. Failure to pay childcare payments will result in child care services being terminated.

If payment is not received on the day that it is due, a late fee of \$25 will be added to your next

tuition payment for each day that it is late. Repeated late payments will result in your family being required to set up automatic payments or credit card payments.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date. If payment is more than 120 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a third-party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Late Pick up Fees

All children need to be picked up no later than 6pm. If you have an emergency or unforeseen circumstance, call your care site directly to inform the care leader of your situation. Then try to arrange one of your backup people to pick up your child on your behalf. If it is after 6 p.m. and we have not heard from you the following will happen.

- *At 6:15 p.m. you will be charged an additional \$5 per min.*
- *At 6:30 p.m. you child will be transported to Chehalem Aquatic and Fitness Center, 1802 Haworth Ave.*
- *At 7:15 p.m. the police will be notified and they will take over the responsibility of finding the guardians.*

Repeated late pick up may result in childcare services being terminated.

Credits & No Credits

- Families contract for a specific weekly schedule as completed on the Enrollment Agreement Form. Payment for this contracted schedule is required every month, yearround whether or not your child attends; this enables us to pay teachers a stable wage and ensure we have the staffing necessary run a safe program for your child. to every week all year. No credits are given for sick or vacation days, holidays, closure due to inclement weather, infectious disease (except as noted below), or weather-related or environmental issues.
- Weather-related or Environmental Disaster or Pandemic – in the event of a serious crisis during which we are prohibited from operating, families shall pay %25 for the next tuition until we are able to reopen the program. Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.
- Credit may be given for Serious Illness/Injury in the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease, or serious illness or injury, credit may be issued. A written doctor's note is required to receive a credit.

Withdrawal and Attendance Schedule Modifications

Provide a written two week notice of plans to withdraw from childcare is required to avoid scheduled tuition charges. If we do not have written notification of your plans to withdraw, we will staff the center as if your child is attending. We will not offer refunds or credits retroactively.

Modification to a child's attendance schedule must be made 7 days in advance in order for them to be enrolled. Families can modify their child's schedule by logging into their Activenet Account or by contacting the registration desk at 503.537.2909. Staff at the childcare site are not able to make these adjustments for you. If we do not have notification 7 days in advance, we will not offer a refund or credit retroactively, and your child will not be enrolled for the day.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on the Newberg School District Website, as well as local news outlets.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP OFF AND PICK UP

General Procedure

We open at 6:30 a.m. Please do **not** drop off your child prior to the opening. Parents are expected to accompany their children to the door.

We close at 6:00 p.m. Please allow enough time to arrive and leave by closing time.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. If we can not contact anyone on the emergency contact list, we will transport your child to the Chehalem Aquatic and Fitness Center at 6:30 p.m. for pick up. If you have not picked up your child by 7:15 p.m., we will contact the Newberg Police Department for assistance.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

What to Bring

- Pre-K: at least one change of clothes, socks and shoes.
- Graderschoolers: appropriate play clothes and a bottle for water.

Please label all items brought from home with your child's name (clothes, bottles, lunch bag) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Toys from Home

We request that you do not allow your child to bring toys from home into the center.

NUTRITION

CPRD Childcare program will participate in the school districts meals program. Families are also encouraged to send student with snacks from home, especially if your child has restrictive dietary concerns or is a picky eater.

Foods Brought from Home

Food brought from Home Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life-threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to the program. Our staff has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but they will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever of 100.4 degrees
- Diarrhea
- Vomiting
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require written permission and instructions signed by the child's primary care physician. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellent require a note signed by the parent or guardian, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Communicable Diseases

When an enrolled child or an employee of our program has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Covid19
- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the building's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object which—by the manner it is used or intended to be used—is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises. In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our program will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child and police will be notified.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation.



To connect and enrich our community through parks, recreation, open spaces, natural areas, and educational opportunities.