

WELCOME TO LANE CHILD AND FAMILY CENTER

The Lane Child and Family Center is a state licensed childcare program serving students, staff, and the community. We provide quality childcare in a learning environment for children ages 30 months through 5 years of age. Our center acts as a teacher preparation school for Lane Community College's Early Childhood Education (ECE) program. Dual goals of excellence in childcare and structured learning opportunities for students of ECE program are our primary focus. Working in cooperation with Lane's Early Childhood Education faculty and instructors provides our program with a wealth of current and high quality early childhood practices and staff.

The Center consists of five classrooms and is supervised by professional staff that have specialized training in Early Childhood Education. Each classroom is supervised by two Lead Co-Teachers. The Lead Teachers are assisted by Substitute teachers, ECE student teachers, Co-op parents, and Teacher Aide volunteers. All classroom assistants are supervised at all times by the Lead Co-Teachers and/or Substitute teachers. The center's administrative staff as well as the ECE Faculty and Instructors play an important role in the oversight of classroom teachers and assistants. Everyone working with the children has passed the required Criminal Registry History Background Check.

In addition to low adult-to-child ratios, our program offers exceptional facilities, materials, and a progressive educational curriculum. The quality and integrity of our program is maintained by the collective experience, creativity, and dedication of our professional staff. Each staff member has extensive training in the Early Childhood Education field, and shares a combined total of over 100 years teaching experience!

Program Philosophy

Our program philosophy is put into practice through an approach called "Emergent Curriculum". Emergent curriculum is a method which allows learning activities to evolve from the interests of the children. Emergent Curriculum is not built on children's interests alone; Lead Teachers and ECE students also have interests they bring into the classroom. Both adults and children have initiative and make decisions. The power to impact curriculum means teachers negotiate between what interests the children and what is necessary for their education and development. Emergent curriculum offers an engaging way for children to learn through play, doing, and self-directing.

Emergent Curriculum

- to be aware of and learn to express constructively one's feelings, needs and abilities
- to hear and respect the feelings, needs, and abilities of others
- to experience new things safely with one's peers
- to explore one's own interests
- to learn to make appropriate choices based on experience and cause and effect
- to develop the areas of: language, sensory, and fine/large motor skills

Above all, we offer a warm and accepting atmosphere in which the Children enjoy themselves.

Center Information

Please phone your child's classroom if they will be absent or will be more than 30 minutes late.

- Young 3's: Building 25 463-3076
- Pre-School 1 Classroom: Building 25 463-3175
- Pre-School 2 Classroom: Building 26 463-3188
- Pre-K 1 Classroom: Building 26 463-5524
- Pre-K 2 Classroom: Building 27 463-3183

Administration Office

Lane Child & Family Center Office: Building 24, 463-5519

For questions regarding the LCFC or classroom staff:

Georgia Soto, Child and Family Center Coordinator Bldg 24, 463-5794

For questions regarding enrollment, billing, or Early Childhood Education program admissions:

Michel Ronning, Child and Family Education Dept Coordinator Bldg 24, 463-3522

For questions regarding the Early Childhood program or the ECE students:

Jean Bishop, Early Childhood Education Faculty Coordinator Bldg 24, 463-5287

❖ Classroom Staff

- Lead Teachers: Each classroom is supervised by two Lead Teachers who are permanent staff. Our Lead Teachers are well-educated and experienced in the early childhood education field. The Leads work together to implement Emergent Curriculum in the classroom, form consistent relationships with the children, and supervise other classroom staff. Lead Teachers serve as the main route of communication for parents regarding their child and the classroom.
- Substitute Teachers: Our highly qualified and experienced Substitute Teachers work in the classroom filling in during Lead Teacher absences and other staffing needs. Substitutes are familiar with the children, and the classroom program.
- Early Childhood Education Students: ECE students from Lane's Early Childhood Education program work in the classrooms in a learning capacity. Student teachers are a valuable part of our program and enhance our curriculum. ECE students are of varying levels of education and experience and are under the direct supervision of Lead Teachers. ECE student teachers are never left alone with the children or in charge of the children.
- Co-Op Parents: Parents enrolled in the Co-Op Option work in the classrooms 1-4 hours per week assisting the Lead Teachers. Like ECE student teachers, Co-Op parents are never left alone with the children and are under the direct supervision of the Lead Teachers.

Other adults in the classrooms may include work-study students, volunteer teacher aides, Head Start teacher, or EC CARES specialists. Work-study students and volunteers are never left alone with the children and are in direct supervision of the Lead Teachers.

Center Administrative Staff and ECE Faculty work together to oversee the supervision of all classroom staff/assistants. Everyone working with the children in our program must first pass the required Criminal Registry History Background Check.

❖ Center License and Inspections

All current inspections and certifications from the Oregon Child Care Division (CDC), Lane County Health Department, and the Fire Marshall are kept on file and available for parents upon request. The State of Oregon Child Abuse Reporting Law requires that staff report any suspected cases of child abuse or neglect.

❖ Hours of Operation

The Center follows the annual Lane Community College Calendar and is open Monday-Friday from 7am-5:30pm. Summer hours/weeks may vary. The Center is open all year but closed for the following holidays: Veteran's Day, Thanksgiving, Winter break, Martin Luther King Day, President's Day, Spring Break, Memorial Day, Labor Day, Staff In-Service Day, and Independence Day. **The center is also closed every Friday of finals week each term.**

❖ Admissions

Lane Child and Family Center is open to students, staff, and community children ages 30 months to 5 years old (5TH Birthday after September 1). Enrollment is accepted on a first-come basis. There may be a waiting list and associated fees. The Center does not discriminate enrollment on the basis of race, color, national origin, sex, religion, or differing abilities and is committed to providing anti-bias education. We believe contributions by each individual make our community diverse and are essential to our program.

❖ Withdrawing from Childcare

Enrollment is for the entire school year. If you choose to withdraw your child from care at any point during the school year, you need to give 2 weeks written notice to the Administrative Office. If you fail to give 2 weeks written notice you will be billed for 2 additional weeks of care.

❖ Billing Procedures

Parents will be billed for the entire term at the beginning of each new term based on their child's schedule. Space is reserved for your child, whether you attend the entire schedule or not. Student parents receiving financial aid and have Title IV will automatically have your child care deducted from your financial aid disbursement at the beginning of each term. Parents can access their child care billing accounts through *Express Lane*, and clicking on "View account summary", term by term. You may pay your child care bill through *Express Lane*, or by using the drop box located at Enrollment Services in Building # 1. Payments can not be accepted in the Child and Family Center office. College policy states that ***"All prior term charges must be paid in full before new charges may be incurred for a new term"***. What this means for you is that your child will not be able to return for childcare the next term if you have any prior term charges, including the final billing of the term, outstanding on your account. **There are no refunds or discounts for absences due to illness or vacations. No refunds will be made for holidays or unplanned school closures such as inclement weather, or campus evacuation.**

❖ **Late Pick-up Fees**

- **Half-Day Morning Schedule Families:** Parents with this schedule are expected to pick-up their child by 12:00 noon. At 12:01, you will be considered **LATE**. Parents who are late will be billed for an extra half day of care.
- **Late Pick-Up After Closing:** The Center closes promptly at 5:30pm. Parents who are late will be billed for an extra half day of care.

The Center closes at 5:30pm according to the classroom clock, and the doors will be locked. If a parent is late to pick-up at closing LCFC staff will attempt to contact the parents or authorized persons listed on the child's registration form. If we are unable to contact an authorized person within one hour after closing time, the Lane County Sheriff or Child Protective Services will be contacted.

❖ **Child Care Scholarship and Funding Assistance Programs**

Child and Family Center / Co-Op Option

Full or part-time students of Lane Community College taking a minimum of 6 credit hours on the main campus may qualify for the Co-Op option. Parents participate in a wide array of duties (co-oping) and which reduces their child care fees. Spaces are limited and fill quickly from a waiting list. Contact Georgia Soto at 463-5794 for more information.

Child and Family Child Care Subsidy

Full or part-time students of Lane Community College taking a minimum of 6-12 credit hours on the main campus and are paying more than 50% of their child care costs themselves may qualify for a Child Care Subsidy. Contact Michel Ronning at 463-3522 for more information.

Head Start of Lane County

The Child and Family Center has a limited number of on-site Head Start community slots. For more information contact the Head Start office at 747-2425 or visit them on the website at <http://www.head-start.lane.or.us/>

Other Oregon Child Care Assistance Programs:

DHS Child Care Subsidy

The Department of Human Services (DHS) (formally known as Adult and Family Services (AFS)) helps low-income parents pay for child care. These are parents or caretakers who need child care because they are employed or preparing for employment. Parents apply for child care assistance, or subsidy, at a local DHS office in their area. The amount of subsidy is based on a number of factors, including the family's income, type of child care and how many hours of care are needed.

If the parent is eligible, the subsidy is paid directly to the child care provider by the Direct Pay Unit (DPU) in Salem. You can determine if you are eligible by going to the DHS child care calculation website at <http://www.oregon.gov/DHS/children/childcare/main.shtml>

Oregon Student Block Grant Child Care Subsidy

Student families may be eligible for financial help to pay for child care costs. The Student Child Care Program gives the State of Oregon a limited amount of funds to help students pay for child care. Parents must meet specific criteria for eligibility for this program. For additional information visit the website at http://www.getcollegefunds.org/child_care_grant.html

Department of Defense wants to help you pay for child care

Contact Child Care Aware at (800) 424-2246 or at childcareaware.org.

For other helpful links, please also see:

- Assistance programs - <http://www.oregon.gov/DHS/assistance/>
- Northwest Commission on Colleges & Universities (NWCCU) - <http://www.nwccu.org/Directory%20of%20Inst/State%20Map/Oregon/Oregon.htm>
- Oregon Student Assistance Commission (OSAC) - <http://www.osac.state.or.us/>
- Get College Funds (OSAC) - <http://getcollegefunds.org/>
- Free Application for Federal Student Aid (FAFSA) - <http://www.fafsa.ed.gov/>

❖ Accident Insurance

The college requires accident insurance for each child enrolled in the Lane Child and Family Center. The insurance fee is included in the \$50.00 Material & Supply fee billed to your parent account on the first billing of each term. If your child is injured at school and needs to go to the doctor please stop by the office for insurance forms prior to taking your child to the doctor.

❖ Compliance Agreement

All parents will sign a Compliance Agreement at the time of orientation, stating that they received, read, understand, and agree to follow the center policies and procedures.

❖ Billing to Outside Agencies

Regardless of which outside agencies may be providing financial assistance to a particular family, the parent is ultimately responsible for the payment of child care services provided. We will be happy to process the necessary paperwork, claims and vouchers you need, however it is the responsibility of the parent to keep current on any fees, co-payments and deposits required. All deposits for child care are required to be paid in full prior to the child's attendance in the facility.

❖ Tax Information

Parents are responsible for keeping their own records of child care expenses. No formal statement will be issued from the Child and Family Center. All of your account information is available to you 24 hours per day via *Express Lane*. **The Federal Tax Identification Number for Lane Community College Child and Family Center is #93-0546223**

❖ Enrollment Forms/Immunizations

Enrollment is for the full year with a space reserved for children. All children must have current immunizations on record and update as required to attend the center. Parents that chose not to have their child immunized must sign a religious exemption. A physician must provide a signed statement for immunization delays or exclusion.

Schedule requests and changes are accommodated on the basis of availability. Change of schedule requests are made by the family, all enrollment forms are completed and returned, and all outstanding monies owed to Lane are paid in full by the deadline. **All requests and forms/schedules must be submitted to Michel Ronning in the Center office (Bldg. 24).**

❖ Arrival and Departure

Parents are REQUIRED to sign-in and sign-out their child on both the computer (ProCare CheckIn) and the paper form. Children must arrive in the classroom under the supervision of the parent/authorized person, and be signed in before the Center assumes responsibility for the child. To reduce the spread of illness please assist your child in washing their hands upon arrive each day. Please make certain that the teacher in charge is aware of your child's arrival/departure. Please be extremely careful in the parking lot; there is a great deal of traffic during arrival and departure times.

Transition from home to school can be made easier for the child if the parent establishes a good-bye routine, such as:

- Consistent arrival time
- Help your child put their coat away in their cubby
- Check in with the staff
- Help your child get involved in an activity
- Remember to always say "Good-bye" to your child before leaving for the day

❖ Release of children

Only those persons listed on the authorization form and issued ProCare ID codes by the staff will be allowed to pick up your child. The teacher will verify the identification of any person, other than the parent/guardian, who picks up a child. **Any changes made to the authorization form/authorized pick-up persons must be made in person.** Children's safety comes first. In case of separation or divorce, legal evidence of the party holding custody must be on file at the Center.

❖ Emergency Procedures

Emergency Evacuation Plans: In the event of a building evacuation the children will be taken to the LCC gym in Building 5, or another available safe space. If time permits, a note will be placed on the classroom door, giving you specific information on where to pick-up your child. The staff will make every attempt to contact you through your student schedule or emergency phone numbers. It is vitally important for you to inform the Center of any schedule/contact changes.

Fire and Emergency Drills: All classrooms practice fire drills each month. We also practice other emergency drills such as earthquake, gas leak, or lockdown. If you arrive for drop-off or pick-up during an emergency drill please wait in the parking lot until the drill is over.

Lockdown Procedures: In the event of a lockdown the outer doors to all the classrooms will be locked. Children and Staff will move to the interior of the buildings away from the windows. Please do not try to enter the building. Parents will be notified and contacted in the manner listed above.

Severe Weather:

The Center follows the closing routines established by the College. Information about college closure due to severe weather conditions will be announced on KLCC 89.7 FM as well as other local radio and television stations. Parents need to keep in close communication with LCFC when changing weather conditions may warrant early closure. Parents may need to pick-up children immediately if the Center needs to close.

❖ Guidance Procedures

Our guidance philosophy is developmental; that is, we believe children progress through different stages as they grow, and we must use guidance techniques suited to each particular stage. We believe encouragement and praise for positive behavior are more effective than punishment for unacceptable behavior. We make the health and safety of the children the primary concern at all times.

Here are some examples of the positive guidance techniques that your child's teachers will use in the classroom:

- Focus on what the child can do, rather than what they cannot.
- Praise the type of behavior you wish continued. This is called "positive feedback".
- Avoid situations that encourage competition between children.
- Step into a conflict between children only when necessary to prevent injury or suggest a socially appropriate way of solving the problem (let the child problem solve).

In rare circumstances, a child may exhibit on-going, non-typical, and unsafe/out of control behavior. This behavior is one in which the staff must intervene to help the child gain control of her/himself. Under these circumstances the staff will:

1. Share with the parent the situation and how it was handled.
2. Schedule a follow-up meeting with the parent to discuss and put in writing an intervention strategy for managing the behavior/situation in the future.

If the intervention strategies are not successful, the Child and Family Center Administration personnel may terminate child care enrollment.

❖ Termination of Enrollment

It may become apparent that our program is not an appropriate match for a particular child or family. In this situation, the Child and Family Center may terminate care after discussion with the parents. It may be determined that additional guidance, observation or evaluation from an outside agency, in a time frame determined by the Child and Family Center, will be required in order for the child to continue to be enrolled.

❖ Mealtimes

Breakfast, lunch and snack are provide and are included in the price of care.

Mealtimes are as follows:

- Breakfast 8:30-8:50am
- Lunch 11:30-11:50am
- Snack 2:30-2:50pm

To ensure your child is able to participate at mealtimes, please have your child arrive before meal is scheduled to end. If your child has a half-day afternoon schedule (drop-off at noon), they will need to have eaten lunch prior to arriving at school. If your child is going to miss a meal within her/his regular schedule, please call in advance so we may advise the cook regarding the meal count.

No outside food will be served. Children with food allergies, food intolerances, or a religious exemption must have the USDA form "Medical Statement for Food Substitutions" filled out by a recognized medical authority and returned. Forms are available in the center office.

The United States 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, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD) or (888) 271-5983 Extension 516 (toll free). USDA and the State of Oregon are equal opportunity providers and employers.

❖ Extra Clothing

Every child will need to have at least one complete change of clothing in his/her cubby. Water play in the summer, rainy days in the winter, toileting accidents, messes from mealtimes and activities, etc. all require a clean change of appropriate clothing. Please check your child's cubby regularly for soiled clothing, and to replace out-grown or out-of-season clothes.

❖ Illness policy

The goal of the illness policy is to prevent contagious conditions from entering the Center environment, and to keep children home when they are not feeling well. While children may seem to have mild symptoms at home, these same symptoms often increase when their activity level increases at school. ***Children who are ill will not be accepted. If your child becomes ill at school they will need to be picked up within 30 minutes.*** If for any reason you are unable to pick up your child yourself, it is your responsibility to make arrangements for one of your authorized persons to pick up the child within 30 minutes of being notified.

The Center complies with the Health Division standards. The following list contains the most common, but not limited to, situations that occur at the Center in which your child may be sent home or will not be accepted for the day:

- a) Complaints of severe pain, stiff neck or headache, difficulty breathing, abnormal wheezing, or pale listless behavior. For these symptoms, we ask that your child see a health professional, or you observe them at home until symptoms dissipate and behavior returns to normal.
- b) Rashes with the characteristics of a contagious disease (severe, weeping or puss-filled), or unusual yellow color to skin or eyes, we ask that a health professional look at the rash before your child returns to school, and that you bring a note from your doctor stating that your child is well enough to return to child care. You may choose to keep your child home until the rash is gone.
- c) Pink eye or infections in the eye: We ask that a physician look at the eye and that the child be on medication for 24 hours and have no eye discharge before returning.

- d) Stomach flu symptoms (diarrhea, vomiting, or nausea): We ask that you keep your child home until they have retained solid foods, and are back on their regular diet. They must be free from these symptoms for 24 hours prior to returning to school. Diarrhea is considered having more than one abnormally loose, runny, or watery stool.
- e) Your child must be kept out of the Center if their morning temperature is over 100 degrees. Children will not be allowed in care with a fever that has been minimized with medication to reduce a fever.
- f) Head lice, scabies, ringworm and/or any other contagious condition: We check children weekly for head lice. If head lice or nits are found, a staff member will advise you of what procedures you will need to follow. Your child must be free of lice and all nits removed before they will be allowed to return. A staff member will check the child's head before they may be signed in for the day.
- g) Colds: Occasional runny noses go with the age group, however if your child is constantly sneezing, coughing, or has a continuous runny nose, we ask that you keep home for the day. The child may return to school when all of these symptoms slow up.
- h) ***If your child is well enough to be at school, they are well enough to play outside and to participate in all school activities.***

❖ Prescription Medication

All prescription medications to be administered at school must be stored in the original medication box received from the pharmacy stating the prescribed medication name, child's name, date, and dosage instructions. Additional Center forms must be completed and signed by the parent before Center staff can administer medications to your child. In cases of prescribed antibiotics for an illness preventing your child from attending school, your child will need to be on the medication for 24 hours before returning to school.

❖ Publicity Release

On occasion, our Center is selected for photo, voice and news release opportunities within the college community and local media. Parents will have the option to indicate permission for publicity release for their children at the time of their orientation to the Center.

❖ Outside Play

Outside physical activity allows for the release of excess energy, large muscle development, and exploration of our natural environment. All classrooms go outside to play everyday rain or shine. Our playgrounds have a covered play area and covered sandboxes to allow for protection from sun and rain as needed. During extremely hot, cold or rainy days staff will choose to keep the children indoors. Remember weather appropriate items such as raingear, sun hats, warm mittens and caps, coats, etc. Helmets are provided and children must wear appropriate foot wear to ride a trike or scooter. Flip flops, sandals, and slip on type shoes are not appropriate for trike or scooter riding.

❖ Rest/Nap Time

Rest/sleep is essential for the health and well being of all children. We are unable to accept children for care between 12:30 and 2:00pm, please arrange with classroom staff if you must pick-up your child during nap time between 1:00 and 2:00pm. The Center provides children with sheets and cots for rest time; your child may choose to bring a blanket, pillow, and "loveys" from home. The

classroom staff will assist children in preparing for nap by reading stories, and playing soft music. On occasion, there may be children who have difficulty resting quietly. If this becomes a pattern of behavior a meeting will be scheduled with parents to discuss options which may include requiring parents to pick up their child during nap so that other children may sleep/rest peacefully.

❖ Toileting

Children may use the toilet at any time. Staff always supervise the children while in the bathroom and assist when needed. The staff will work with children transitioning from diapers to the toilet. Diapers and wipes are provided. ECE student teachers and classroom aides are closely supervised by Center staff at all times.

Young preschoolers can be more prone to toileting accidents, so we ask that you bring your child to school wearing easy to change clothing. Please avoid clothing with complicated fasteners.

❖ Toys from Home

Children may bring one "lovey" to rest with. All other toys should remain outside the classroom. Toys from home can get lost or damaged and are not always appropriate for the classroom. Also, other children may want to play with your child's toy and can cause stress for some children. Absolutely no weapons or weapon-play will be allowed at school.

❖ Visits and Observations

Our center has an open door policy for all custodial parents/guardians. You are welcome to visit and observe your child at any time during open hours. Most classrooms have an observation room that parents may utilize to observe their child while remaining unnoticed. **All other visitors MUST be authorized, provide identification and sign-in at the Center office (Bldg. 24).**

❖ Parent Involvement Opportunities in the Child and Family Center

Parents are valued in our program and can contribute to the Child and Family Center by becoming involved in the Child and Family Education Advisory Committee, assisting on field trips or becoming a classroom volunteer. Student parents also have the option of working in the center as a Co-Op parent. See center office for additional information.

❖ Staff and Family Communication

We believe open and mutual communication is key to a successful relationship between center staff and our families. We will communicate with parents in a variety of ways, including: brief discussions upon drop-off/pick-up, messages in parent ProCare system and parent mailboxes, information for all families posted on the sign-in sheet, classroom door, or computer area, a monthly Center newsletter placed in your mailbox, or a phone call. Conferences may be scheduled to address specific concerns by either the parent or staff. You are always welcome to drop into the office and speak with Georgia or Michel, or contact us by phone. Each classroom has a phone which will direct you to leave a message for that particular teacher.

❖ Complaint Procedures

Lane Child and Family Center staff appreciates hearing your positive feedback and any concerns. We aim to bring all concerns to a satisfactory conclusion for all parties involved. All complaints will follow the steps outlined below.

Step 1: Parents/Guardians are urged to communicate directly with their children's Lead teacher(s). Lead Teachers will make every attempt to communicate with parents/guardians at drop-off and pick-up times. You may schedule a conference with the Lead Co-Teachers to further discuss concerns.

Step 2: If your concerns are unresolved please contact the Child and Family Center Coordinator, Georgia Soto at 463-5794. Your concerns will be investigated and you will be contacted within 5 working days. Parents/Guardians may request a response in writing. Parents are strongly encouraged to meet with all parties involved.

Step 3: For unsatisfactory outcomes or reoccurring problems, you can make a formal complaint in writing. Forms are available in the LCFC office and will be investigated by the Child and Family Education Manager, Sue Norton 463-3301. Parents/Guardians can expect a written acknowledgement of receipt of the complaint, as well as indication of how and when the complaint will be addressed, within 5 working days. You can expect ongoing communication and strategies implemented until resolution is reached.

Step 4: If you are not satisfied with the outcome, parents/guardians should contact the Director of Child and Family Education, Nancy Hart at 463-3010, whom is responsible for matters which cannot be resolved by the steps listed above.

Questions pertaining to the quality of care or specific licensing infringements may be addressed to the Lane County Child Care Division (CDC) licensing specialist at 687-7392. Any parent/guardian who has reason to suspect abuse by a staff member may report his/her concern to the CDC, Lane County Child Welfare Protection Agency, or the Police Department.

We are glad to have you join us at Lane Child and Family Center and look forward to serving your family. If you would like any additional information regarding our child care program or the child care subsidies that you may qualify for we can be reached at 463-5519.