

# PARENT / GUARDIAN HANDBOOK



LIVE WELL, DO GOOD, PLAY MORE!

Revised: December, 2025

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# ABOUT US

## MISSION STATEMENT

New Dream Family Center is a not for profit 501(c)3 organization that provides quality care and education for children 6 weeks - 12 years of age.

**The mission of the New Dream Family Center is to create social change through promoting strong families, healthy kids, community connections and economic security.**

New Dream believes that our teachers are the foundation of our organization. We invest in our employees by providing them with competitive wages, paid professional development, childcare, and a retirement program. We encourage all to apply, we believe that diversity should be celebrated.

## PHILOSOPHY

New Dream Family Center's philosophy is to provide inclusive Reggio-inspired environments with a strong focus on organic gardening, STEM, and sustainable practices. New Dream strives to provide our children with emergent opportunities for individuality, autonomy, and critical thinking while promoting respectful engagement between teachers, children, and families.

## EQUITY STATEMENT

New Dream Family Center welcomes and celebrates people of all races, ethnicities, languages, traditions, faiths, sexual orientations, gender, socioeconomic status, abilities, culture, and family structure and does not discriminate against any individual on the basis of race, color, national origin, sex, gender, political beliefs, or economic status. We maintain a safe and inclusive environment where all community members are accepted and respected for who they are.

## CENTER INFORMATION

### LOCATION

1295 W. 18th Ave, Eugene, OR 97402

### LICENSING

New Dream License Number: CC501823   Licensed Capacity: 117

New Dream Annex License Number: CF505138   Licensed Capacity: 16

Department of Early Learning and Care

**[Oregon.gov/DELIC](http://Oregon.gov/DELIC)**

1-800-556-6616

### CONTACT

Center Phone #: 541-344-1905

Email: [info@newdreamfamily.com](mailto:info@newdreamfamily.com)

Website: [www.newdreamfamily.com](http://www.newdreamfamily.com)

### HOURS OF OPERATION

New Dream Family Center is currently open Monday-Friday from 7:30 AM-5:30 PM.

### DATES OF OPERATION

New Dream is open year-round with the exception of the following holidays or days of observance and Professional Development Days. **Closure Dates are located in Appendix at the end of this handbook.**

**New Dream will close early the second (2<sup>nd</sup>) Friday of each month at 3:00pm. (The exception being months containing a Professional Development Day and December) We have arranged the schedule to allow for required monthly staff meetings to occur during employees' regular working hours. These dates are also included in the Appendix.**

This schedule is subject to change based on needs of the center.

If you intend to continue with New Dream after Pre-K, you must enroll your child into our School Age program.

*\* Space is Limited! Please notify us in advance if you intend to have your Kindergartener or School Aged child attend during the Spring, Winter and / or Summer breaks.*

### NEW DREAM MESSAGING & WEATHER ALERTS

In the event of hazardous inclement weather, New Dream's policy is to announce an unexpected closure by 6am each morning but only if there is a change to 4-J's regular schedule. (No news is good news in this case) Once they have made an announcement then New Dream will make our best effort to get the message out to all of you using Facebook, Email and Brightwheel®. The choice to close unexpectedly is subject to emergency, safety, staffing and ratio requirements, mandate by The Office of Childcare or Public Health Authority, or loss of appropriate utilities. New Dream Family Center reserves the right to close for any reason, with or without notice, deemed necessary to prioritize the health and safety of all children, families and staff.



## ENROLLMENT DETAILS

### FEES

Enrollment Fees: The enrollment fee of \$75 per child or \$100 for a family is due upon enrollment and thereafter every September.

Supply Fees: A Bi-Annual (October and March) Supply Fee of \$50 per child will be added to the coordinated months' invoice. We use these fees to make sure that the classroom has all the supplies that they need for a successful semester.

Waitlist Fees: \$35 (single child) or \$50 (family)

Pre-Registration Fees: We require 50% of expected first month's tuition as a deposit to pre-register for up to two months in advance. Upon enrollment, the deposit will be credited to the first **full** month's tuition. This is non-refundable if the choice is made to forfeit enrollment.

**A Late Pick-Up fee of \$1 per minute per child will be charged when a child is left past the center's closing time, and will be added to your tuition.** Continual late pick-ups can result in termination of services.

### SIBLING DISCOUNT

Keeping families together is important to New Dream. We offer a discount for siblings enrolled in our programs. The sibling discount is applied to the oldest child. The discounts are: 10% for the oldest child.

### TUITION

The center can only run properly and smoothly with tuition paid on a timely manner. Tuition is due no later than the 5th of each month. If the 10<sup>th</sup> lands on a weekend, then tuition will be due on the following business day with no fee penalties. If the tuition is not paid by the 10<sup>th</sup> of the month, your child's enrollment will be suspended until paid in full, unless other arrangements have been previously made. A late fee of \$30 will be added to tuition paid after the 10<sup>th</sup> of each month.

Brightwheel® offers direct automatic withdrawal of tuition. This payment option is preferred by New Dream. If you wish to have the convenience of online bill pay, ask a member of management to help you create your own account. Payments can be made electronically directly through your Brightwheel® app or web access account.

The other option that does not cost you any extra fees is if you write a check or money order for tuition. We will accommodate a personal check, cashier's check or money order by mail, or by giving it to a member of management. **Please make note of the month and name of child for which tuition is intended on the payment.** New Dream will not accept blank or unsigned checks. There will be a fee of \$25 for any returned or NSF checks. In the event that we receive more than one returned check, we will no longer accept a personal check for payment. As a safety precaution for all occupants of New Dream, no cash will be accepted.

If you choose to pay using a credit or debit card, you will be assessed a 2.75% service fee at the time the card is processed.

<https://help.mybrightwheel.com/en/articles/6314120-invite-families-to-pay-with-brightwheel>

*New Dream believes that all families should have access to quality childcare programs. New Dream gladly accepts and prioritizes families who are participants of ERDC / DHS programs. An account with ERDC / DHS must*

*be linked and verified as your provider prior to the New Dream providing services. If you wish to enroll before this has been established, all enrollment fees and tuition must be paid in advance.*

*Find out if you are eligible for child care assistance at:*

*<https://www.oregon.gov/dhs/assistance/child-care> to apply. Please contact your caseworker for any questions or concerns.*

Any enrollment fees, copays, overages, supply, and late fees are the sole responsibility of the enrolling family. New Dream is unable to bill ERDC for fees that are additional to tuition. You may, at your sole discretion, request ERDC to cover the cost of some or all additional fees. Please speak with your caseworker to get more information. These fees are due no later than the last day of the month.

***Tuition rates are subject to increase. Tuition Increases generally occur in September as an industry standard. Additional increases may occur based on inflation costs associated with the cost of operations. We will provide a 30-day written notice prior to tuition adjustment. You agree to pay the revised rate unless you notify the New Dream of a change in enrollment status. Please see the Tuition Rate Schedule for all tuition rates. See the Appendix for the current rate schedule.***

## LEAVE OF ABSENCE POLICY

New Dream does not offer credits, refunds or discounts for the following days:

- Vacations
- Holidays
- Sick Days
- Winter, Spring or Summer Break
- Weather-related closures
- Natural Disaster
- Public Health Emergency

**The New Dream Family Center is not responsible for credits or refunds due to absences for illness, required quarantine, and/or classroom and center closures as required and/or recommended by the health department or other governing agency. Tuition in those cases is due in full.**

## DOCUMENTS REQUIRED FOR ENROLLMENT

To enroll with New Dream, you will need to complete the paperwork in the enrollment packet:

- Enrollment form – must be signed
- Time slot / schedule form
- Immunization record
- USDA/ CACFP Enrollment and CIS forms
- Permission slips (photographs, sunscreens, neighborhood walks, etc.)
- Balance of any tuition and fees paid in full
- Signed Acknowledgment of having received and read Parent Handbook

## WINTER, SPRING AND SUMMER BREAK POLICY

Our school age program offers care for Spring Break, Winter Break, and Summer vacation. We require advanced registration from all families so we can appropriately fill slots. If you would like your child to attend these weeks, please provide a 2-3 months' notice so that we can plan for our food program, activities, and staffing. Spaces are limited and enrollment is first come first serve.

In an effort to keep our school age cohorts as stable as possible, children will have a stable schedule. We will not provide drop-in days for families not normally enrolled with New Dream.

## PROGRAMS

### CHILD / TEACHER RATIOS

New Dream adheres strictly to the caregiver: child ratio that has been determined by the Oregon Department of Early Learning Care. Approximate ages are based on individual child development and availability. We offer the following programs:

INFANTS .....	Infants (6 weeks to 18 months approx.)
TODDLERS .....	Toddlers Group (approx. 12 months to 30 months)
TWOS .....	Twos (24 months to 42 months approx.)
PRESCHOOL .....	Multi-Aged Preschooler Group (3 years to 5 years)
PRE-KINDERGARTEN and ANNEX...	Pre-K Group (4-5 years of age) - Enroll by Lottery
SCHOOL AGE .....	Attending Kindergarten 5- 12 years of Age

### INFANTS

Children enrolled in the Infant program range in ages from 6 weeks up to approximately 18 months of age with a caregiver: child ratio of 1:4 with a group size maximum of 8 children. Our Infants are on their own individual schedules based on the specific needs of the child. This means that each infant must be allowed to follow his or her own pattern of sleeping and waking periods, as mandated by the State.

Our infants are given opportunities during each day to move freely by moving about in a safe, clean, open, warm and uncluttered area. New Dream Family Center uses the creative curriculum to plan and develop curriculum that encourages the development of skills such as feeding and moving. The child's caregiver or parent receives a report each day with information pertaining to their feeding, diapering and sleeping times.

### TODDLERS

Toddler programs range in ages 12 months to approximately 30 months of age with a caregiver: child ratio of 1:4 with a group size maximum of 8 children. As they approach their second year, children have often begun to walk, talk and are able to sit independently at a table and self-feed, and are significantly more independent than their younger peers.

Our Toddler programs offer older Infants a natural transition from following their own pattern of feeding, sleeping and waking to a more daily routines in larger and more varied play spaces designed to meet their growing need to explore.

## OLDER TODDLERS/ TWO'S

Children enrolled in the Older Toddlers/Two's program are 24 months (2 years) to approximately three and a half (3.5) years of age. The caregiver: child ratio in this classroom is 1:5 with a group maximum of 10 children.

Students experience vast developmental growth in their 3rd year including such milestones as an interest in cooperative play, helping, turn taking, imaginative play, and making their first friends. Often during this year children develop stronger language development and begin speaking many words and phrases. This program offers support in toilet training for children who exhibit signs of readiness. This class offers a combination of free play and structured activities to stimulate these students' ever-increasing abilities and independence in preparation for preschool

## PRESCHOOLERS

Children enrolled in our preschool programs are three-five (3-5) years of age. The caregiver: child ratio in this program is 1:10 with a maximum size of 20. With this Increase in ratio, children in the preschool programs are required to be out of diapers and pull-ups and be relatively accident-free before they are allowed to enroll unless developmentally / medically required otherwise.

Our Preschool Programs offer students a wide variety of educational experiences in an environment that include a combination of free play, environmental enrichments, and formal structured curriculum. Teachers focus on providing and enabling fun play-based experiences designed to stimulate students' natural curiosities and innate interests in learning preparing them for a successful transition to kindergarten.

## PRE-KINDERGARTEN – ANNEX

Why is the Center's Pre-K program not set up for the lottery?

Children enrolled in this program are generally age four (4) by September 1st to five (5) years of age. The caregiver: child ratio in this program is 1:10 with a maximum size of 15. This program's fall enrollment is offered through lottery selection only. Children not selected by lottery will join our center's Pre-Kindergarten Program.

Our Prekindergarten Programs offer students a wide variety of educational experiences including a combination of free play, environmental enrichments, and formal structured curriculum. Teachers focus on providing and enabling fun play-based experiences designed to stimulate students' natural curiosities and innate interests in learning preparing them for a successful transition to kindergarten.

## SCHOOL AGE – AFTER SCHOOL CARE

Children enrolled in this program are age 5, attending Kindergarten and up to age twelve (12). The caregiver: child ratio in this program is 1:15 with a maximum size of 20 for our space.

Our After-School program offers an extension to the day for families and enables parents to have a full workday. It's a chance for children to get a break from school and mingle with their peers. This program provides opportunities for homework help and/or using the time to unwind or participate in a STEM activity derived from their interests. Walking transportation from Cesar Chavez is provided to pick up children at the regular district release time of their school day.

## SCHEDULED REST PERIODS

For Pre-Kindergarten Age and younger, child care centers are required to offer one or more regularly schedule rest periods. Rest periods allow the opportunity for each child to lay down on a cot or mat. Rest periods may take the form of children sleeping, being awake but inactive or participating in alternative quiet activities. If

children are unable to sleep after 30 minutes, alternative quiet activities is provided in same classroom as long as it is not distracting to sleeping children.

## WINTER, SPRING AND SUMMER BREAKS

Children enrolled in these programs are age 5, attending Kindergarten and up to age twelve (12). The caregiver: child ratio in this program is 1:15 with a maximum size of 20 for our space.

Our full day programs offer a way for children to have a full day experience while their public schools are not in session. A variety of large motor and small motor activities are available. Opportunities are provided to extend their learning and hands-on experiences into the outside natural world by involving themselves in our STEM gardening Program.

## EMPLOYEES, TEACHERS AND VOLUNTEERS

The Director, all childcare staff, volunteers, parent volunteers and any person 18 years or older, who may have access to children will be enrolled and must maintain an active Registry number in the Central Background Registry PRIOR to employment or volunteering. Any person not enrolled in the registry will have no unsupervised access to children.

All employees of New Dream will have the required training, education and/or experience required by the Oregon Department of Early Learning and Care for the position that they hold.

## VISITORS

Occasionally, individuals such as speech and support therapists will be onsite to provide one-on-one services to individual children. These type of services will have been scheduled with the families and New Dream prior to beginning and their staff are enrolled in the Central Background Registry through their agency. Vendors who provide a service for onsite learning activities and or trainings will not have any unsupervised access to children. ALL visitors must sign in on our Visitor log located at the front lobby.

## MANDATORY REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT

As providers and caregivers, all members associated with New Dream are mandatory reporters of suspected child abuse or neglect of a child enrolled at New Dream or elsewhere. Any suspected abuse will be reported to the Oregon Department of Human Services including law authorities such as Child Protective Services. Oregon Child Abuse and Neglect Hotline 855-503-SAFE (7233)

## BABYSITTING AND AFTER-HOURS SERVICES

Occasionally families request employees of New Dream to provide child care or other services outside of their scope of employment with New Dream. New Dream discourages this practice but realize that the child's teacher is often a person that families trust with their child.

If a New Dream employee is employed by your family, a Hold Harmless Agreement must be completed by the family, the employee and the Center Director indicating which activities you wish to endorse before outside services may begin. This completed form will be placed in your student's file. Requesting such services may not interfere with any employee's regular working schedule. Any soliciting of after hour services shall be communicated through private means and not during New Dream's business hours or to the employees New Dream email account or the Brightwheel® Messaging System.

The Babysitting and After-Hours Activity Hold Harmless Agreement is located in the Appendix.

## OUR APPROACH TO CURRICULUM AND ACTIVITIES

### RELIGIOUS AND CULTURAL PRACTICES AND ACTIVITIES

It is important to us at New Dream that we recognize and honor the diverse religious and cultural backgrounds and practices of the families and staff in our community.

Holidays and special events are also an important part of community building. We encourage and welcome all our families to share age-appropriate cultural practices that speak to their particular heritage within the center. Please talk with your child's teacher or the Director and share your families' cultural and religious practices.

### CURRICULUM

New Dream Child Care Center uses emergent, play-based classrooms focused on the self-guided process of learning. Our programs are inspired by the Reggio Emilia approach to learning which emphasizes the natural world around us. Teachers are encouraged to add their own elements to the classroom's monthly curriculum, as long as it follows New Dream Child Care Center's philosophy and follows the NAEYC Code of Conduct, NAEYC position for inclusion and equity, and NAEYC position on Developmentally Appropriate Practice.

We bring nature into the lives of children, both in the classroom and time spent outdoors. New Dream's Garden Specialist facilitates STEM-based nature lessons to all the classrooms starting with our toddlers.

Children enjoy hands-on experiences with nature and abundant opportunities to learn about planting, harvesting and composting. We encourage children to enjoy the delicious produce growing on our property. New Dream boasts various garden beds that produce a wide variety of fruits and vegetables including lettuce, kale, spinach, tomato, beans, grapes, peas, pumpkins, peaches, apples, figs and more. They interact with and learn about chickens while on our beautiful playground.

Daily focus on age-appropriate physical activities both indoors and outdoors is essential to our programs. All of our programs go outside rain or shine, and enjoy all kinds of Oregon weather. Sometimes this includes MUD! Your child will enjoy this time best with appropriate clothing for the weather.

Each classroom has a curriculum of activities posted in the classroom, and on your Brightwheel® account. A copy of the curriculum is available to you at any time you choose. The primary goal for each classroom is for the individual child to grow and learn in a safe and healthy environment, using developmentally appropriate practices, and environments that inspire children of all abilities to thrive.

Please feel free to talk openly with your child's teacher about the goings-on and daily activities of the day. We strive to have strong parent/child relationships and open all communications about your child's education and development with parents.

The infant, toddler, and preschool experience is a time for growth through self-discovery and exploration. We provide a wide variety of high-quality learning experiences through a mix of both structured curriculum and open play.

Our enrollment structure has been created to keep groups of children together long term for continuity of care without experiencing unnecessary transitions that interrupt their natural need for a primary caregiver and friendship bonds with their peers.

## INTEREST AREAS OF EXPLORATION

In addition to the structured curriculum offerings, our classrooms are designed with a wide variety of activity centers and open-ended play learning materials. Each room is stocked with materials and toys appropriate to the developmental ages of the children and the specific needs of each group

## COGNITION & LOOSE PARTS MATERIALS

Children are provided with materials that help them explore number concepts, sorting, classifying, sequencing, estimation, and more. Through fun games, loose parts and manipulatives, children are stimulated to think, observe, reason, investigate, experiment, question and be creative.

## LANGUAGE ARTS

Language arts activities range from baby sign language to identifying letters of the alphabet, phonics and a wide range of literacy concepts through books and shared storytelling.

## WRITING CENTER / FINE MOTOR SKILLS

Children are exposed to different tools and toys to strengthen the small motor development of their wrists, hands and fingers. Over time, they develop these skills using paper, pencils, pens, scissors, stencils, tape, stamps, mini chalk boards, and more.

## SENSORY CENTER

Water, shaving cream, cornstarch, rice, flour, clay, water beads, sand, play dough, moon sand, and goop (just to name a few) provide children with rewarding experiences in exercising muscles that build control in their fingers, hands and arms. Sensory activities give children the opportunity to experience how it “feels”, “smells,” etc.

## ARTS AND CRAFTS CENTER

Children explore a variety of mediums and are given the opportunity to freely design and create. Paint, glue, watercolor, chalk, markers, crayons, colored pencils, tissue paper, pipe cleaners, feathers, sequins, and colored sand are only the beginning of the creative resources children love to use bring their creations to life.

## PHYSICAL ACTIVITY AND OUTSIDE PLAY

Our beautiful natural playscapes include a variety of engaging spaces to encourage gross motor play with the opportunity for morning and afternoon outdoor play for at least 90 minutes of active play for preschool age and up to 60 minutes of active play for infants and toddlers (thirty minutes of which may be moderate to vigorous indoor activities.)

When considering outdoor play, it is imperative to provide you child with weather appropriate clothing such as hats, coats, rain boots and gloves. In Oregon, rain is inevitable, prepare accordingly and ensure your child has at two sets of clean and dry changes of clothes to transition into after outdoor play that soils their clothing.

When determining if it is safe for outside play we refer to the Child Care Weather Watch Chart.

<https://www.c-uphd.org/documents/wellness/weatherwatch.pdf>

## PARENT – TEACHER COMMUNICATION

As a team, we are committed to working together to give all of New Dream's children first-hand experiences with love, understanding, patience and guidance. New Dream prioritizes creating relationships with families by embracing their cultures, traditions, family structures, and values. We encourage strong family connections and communication. When you enroll your child with New Dream, you become part of our community family.

Parents have direct access to their child's teacher or any staff member by email, using 'yourteachersname'@newdreamfamily.com. We also utilize **Brightwheel®**, which you would have been introduced to at the time of registration. All teachers and staff realize the necessity of maintaining open lines of communication with students, co-workers, and parents/guardians. This begins with enrollment and remains a critical part of each child's experience while here.

It is important to us that your family and child's culture is represented in our program. If there is something that we can incorporate that supports that, please let us know! We love having parents share their family's interests with us, and your child feels especially wonderful when they are celebrated.

## DAILY PICK-UP AND DROP-OFF

Each day during pick up and drop off, we encourage parents to check their child's cubbies for essential items (bedding, clothing, etc.), collect artwork, check parent boards, and work with staff to transition their child to the classroom and prepare the child to pack up to go home. At drop off, both parents and teachers must perform a health and wellness check as well as convey any information relevant to the child's care including the last time the child ate, slept or any other relevant information regarding how the child is feeling.

Our staff works diligently to provide the highest quality care for each child, so we ask parents to avoid interrupting regular classroom duties. Additional time can be scheduled between parents and staff if needed to have more in-depth discussions. If you have questions or concerns, please be mindful of other children or adults who may be in the classroom. Please see the director with billing questions, paperwork updates, or student files.

## ATTENDANCE

We plan our day expecting every child who is scheduled will be present. Please call or notify us by 9:00 am if your child is not coming in or if they will be late. To avoid disruption in the day for the children, *we do not allow drop off during rest time*. If your child is out due to illness, please inform us of symptoms, as we are required to notify all parents if a child is absent due to a communicable disease.

## APP-BASED COMMUNICATIONS

To increase communications between parent(s)/guardian(s) and teachers, the Center utilizes Brightwheel® a parent teacher communication software, to provide updates throughout the day. In addition to meal/snack times, diaper changes, milestones, and moments, parents/guardians receive updates and critical information through the app.

All parents participating in New Dream Family Center's Preschool and Daycare programs consent to the use of Brightwheel® including the photographing / videoing of students for the purpose of sharing activity updates and relevant information throughout the day as well as for electronic sign in/out attendance procedures.

Brightwheel® is not intended to replace communication in regards to changes to schedule, pending absences, tuition, behavior management or any new information that otherwise must be communicated with



Administrative staff. Communication for personal matters not pertaining to New Dream business is to be avoided.

## PARENT BOARDS

Each classroom has a specific location in their classroom that is outlined as a Parent Board. Our teachers regularly update parent boards with weekly / monthly curriculum offerings, daily schedules, illness exposure notice, evacuation map, your child's wonderful creations and the curriculum standards and/or learning milestones the work achieves. This allows children to see their work and progress while also providing parents an opportunity to celebrate milestones while encouraging their children as they continue learning and growing.

## PARENT / GUARDIAN INVOLVEMENT / OPEN DOOR POLICY

Parents are encouraged to help in the classrooms as well as attend and help for special events. Parents are welcome to visit or observe the classrooms. If you want to volunteer on a regular basis in the classroom, you are required to enroll in the Criminal Background Registry with the Department for Early Learning. Please consider that your presence may be disruptive to your child or other children in the classroom so be respectful if you plan to be in a classroom.

## CHILD GUIDANCE AND BEHAVIOR POLICIES

The staff at New Dream Family Center shall provide each child with guidance that helps the child acquire a positive self-concept and self-control, as well as teach acceptable behavior. Discipline and behavior guidance used by each caregiver will be constructive, positive and suited to the age of the child.

The behavior guidance policies and procedures are as follows:

1. Children are presented with positive models of acceptable behavior.
  - Staff actions and interactions set the tone through their actions, body language, and voice level, as children copy what they see and hear. Since we wish to provide a peaceful and cooperative environment for children to grow and learn, we must demonstrate this in our actions and voice. When voice levels are soft and calm, the children set their tone in a similar fashion. Adults need to model appropriate expression of their feelings.
2. Behavior guidance standards are developed based upon the developmental needs of the children in attendance.
  - It is staff's responsibility to understand the developmental level of the children in their classroom and to recognize that expectations and practices of certain behaviors vary in accordance with that developmental level. Young children should be exposed to activities and experiences that will help them meet staff and program expectations. Games that emphasize waiting long periods of time, taking turns, and winning and losing should be de-emphasized.
3. Redirection and constructive solutions are the techniques used by the teaching staff.
  - Emphasis on the positive is essential in guiding young children.
  - All staff build on the positive, providing attention and encouragement when positive interactions are taking place. The word "no" and "do not" are used only in emergencies and rare situations.
  - Encouragement, intervention, and reconciliation are positive goals to strive for in classroom relationships.
  - Cooperative games and team-building activities are emphasized

4. Children are taught how to use acceptable alternatives to problem behavior in an effort to reduce conflict.
  - Behavior that is unacceptable is considered by the staff as “mistaken” behavior. The staff reinforce reasonable limits, and teach children “what to do” instead and not just “what not to do.” Staff realize that everyone makes mistakes and when they do are capable of taking care of their mistakes (with staff guidance).
  - We reinforce limits and teach alternatives and understand that acceptable behavior takes time to learn. Opportunities to problem-solve and work through mistaken behavior is incorporated as part of the child’s curriculum, both individually and in group situations.
  - We provide a safe and secure environment for both children and staff. Ground rules are established for the general Center community. Our ground rules are established based upon respect for the individual, the environment and other people, as it is important that children clearly understand correct boundaries. Age-appropriate ground rules are introduced on each child’s first day and reinforced throughout the year. This provides security for the young child.
  - When a child tests the rules, staff members immediately remind him/her of the ground rules and use the assistance of the children involved in the incident to reinforce the ground rules. The rights of the child and the staff member must be respected.
  - Consequences for unacceptable behavior will be handled in the following way:
    - The Teacher first respects and protects the rights of the child or children
    - Order is restored without loss of child’s self-esteem
    - The child is redirected to another activity area, or to a specific area
    - Natural consequences follow the mistaken behavior. When this is not possible, logical consequences are used.
    - Children are encouraged to verbalize their feelings, rather than demonstrate them physically
5. Separation from the group
  - A child may be separated from the group only when less intrusive methods of guiding their behavior have been tried and proven ineffective. A child is only separated from the group when their behavior causes concern for their safety or that of other children.
  - When separated from the group, the child will remain in an area of the room where their physical presence can be seen and heard by the teaching staff. When a child has been removed from the group, they may return to the group when the behavior has been brought under control and the child is no longer a threat to themselves or to classmates. The child will be returned to the group at the earliest possible opportunity
6. Physical Restraint

If above measures for redirection de-escalation have been exhausted and a child’s behavior continues to be a threat to themselves or the safety of others then temporary physical restraint may be required.

If physical Restraint is used it must be and only:

- Limited to holding the child as gently as possible to accomplish restraint
- Limited to the amount of time necessary to control the situation; and
- Developmentally appropriate

Under no circumstances will the use of bonds, ties, blankets, straps or weights (including the weight of an adult) to physically restrain a child.

If at any time during physical restraint a staff member senses a feeling of loss of their own self-control or concern for the child, the physical restraint must immediately be discontinued.

If restraint is used, New Dream will:

- Report the use of physical restraint pursuant to OAR-414-305-0270
- Immediate notification will be provided to parents.
- Physical Restraint Report Form that includes information of the incident in child's file with the date, time, duration, staff involved, and what happened before, during and after the incident.
- Review circumstances of incident to determine if the decision to use physical restraint and its application were appropriate.

If the use physical restraint is used on a specific child more than once, a written plan will be developed with input from individuals who have knowledge of the child's behaviors, including, but not limited to the primary care provider, mental health provider, counselor if available and parents or guardians to address underlying issues and reduce the need for further physical restraint.

New Dream will notify Child Care Licensing Division that a written plan has been developed.

## PROHIBITED ACTIONS

New Dream and its staff prohibit punishment that includes, but is not limited to:

- **Corporal Punishment:**  
Corporal punishment includes, but is not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking.
- **Emotional Abuse:**  
Emotional abuse includes, but is not limited to, name calling, ridicule, shaming, yelling, or making sarcastic or derogatory remarks about the child or child's family, forcing a child to remain silent or inactive or remove from all activities, and using language or tones that threatens, humiliates, or frightens the child.
- **Other Prohibited Actions:**  
Confining a child in an enclosed area (e.g., a locked or closed room, closet, or box), forcing or withholding meals, snacks, rest, excessive physical exercise, exposing a child to extreme temperatures, or necessary toilet use; or belittling a child for or forcing a child to clean up after toileting accidents.
- ***The center staff shall not accept parental permission to use any form of punishment listed.***

## BITING POLICY

Biting is a very common behavior among children birth to three years of age. We believe that by understanding the developmental stages of the children in our care and their individual needs, we can prevent many biting behaviors by adapting the environment (this could mean adding or replacing toys and materials, rearranging furniture, adjusting the schedule or routine, adjusting the teacher's approach, providing new and different opportunities, etc.).

We also know that even with all of our knowledge of child development, many things can contribute to this behavior and that we may not be able to prevent all occurrences. We understand that children biting other children is one of the most common and most difficult behaviors to deal with in group childcare settings because of its effect on everyone involved, which is magnified due to the severity of the injury that can occur. It can occur without warning, can be difficult to defend against, and, understandably so, provokes strong emotional responses in the biter, the victim, the families, and the caregivers involved. For many toddlers, the biting stage is just a passing phase. Toddlers may try it out as a form of communication. They are in the process of learning appropriate social behavior. For other children, biting is a persistent and chronic problem. This and other challenging behaviors may occur for a variety of reasons: teething, frustration, boredom, developing language

skills, stress or change in the environment, a need for emotional release, feeling threatened, or to feel a sense of power.

If biting occurs, we will take the following steps:

- Wash the area with soap and water
- Offer the child ice to apply on the bite
- Inform all the parents of the incident through an Incident/Accident Report (all Information on Individual children will remain confidential)

A resource below:

Understanding and responding to Children Who Bite:

<https://families.naeyc.org/learning-and-development/child-development/understanding-andresponding-children-who-bite>

## SECURITY

### ENTERING AND EXITING

The main entrance to New Dream is through the east entrance. Parents/Guardians and visitors may park in this lot for drop off and pick up. **Please refrain from entering and exiting from exterior perimeter doors other than the main entrance/exit as it increases the risk of doors being left open or ajar.** Our main entrance is a security door installed to ensure the safety and privacy of our students and families. The code will be provided upon enrollment.

The door code changes annually or when security reasons deem it necessary and will be communicated through the Brightwheel® app as well as with a printed card for your convenience.

The safety of the children is imperative. Please do not share this code with your children or any other Individual who is unauthorized for access.

### RELEASE OF CHILDREN

For the safety of the children in our program, each child is released only to the parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency, if the parent(s) cannot be reached. An up-to-date list of parents and guardians is maintained in Brightwheel® and can be found in the emergency binder located in each classroom. New Dream requires at least two emergency contacts.

If a parent or legal guardian would like to authorize an additional adult to pick up the child from the center other than the normal pick up/drop off persons, then a new authorization form must be filled out. It is required that the parent/guardian notifies the Center if someone other than the regular pickup person is going to pick up the child.

**If we have not received advance notice, and an unauthorized adult attempts to pick up a child, we will NOT release the child and will call the Parent/Guardian to pick up the child.**

The person picking up must be an adult who is 18 years of age or older and must present photo Identification (valid Driver's License or ID) at the time of pick up. Failure to provide proper ID will result in denial of removal of child from premises.

If the parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s) fail(s) to pick up a child at the time of the Center's daily closing, the center shall ensure that:

- The child is supervised at all times.
- Staff members will attempt to contact the parent(s)/guardian(s) or person(s) authorized by the parent(s).
- An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s)/guardian(s), have failed, and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Department of Early Learning and Care (DELIC) at 1-800-556-6616 to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s)/guardian(s) is able to pick up the child.
- If the parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that, the child may not be released to such an impaired individual.

## CUSTODY-RELATED PICK-UP AND VISITATION POLICIES

If a non-custodial parent/guardian has been denied access, or granted limited access to a child by a court order, the center **must be provided** documentation to that effect, and will maintain a copy on file, and comply with the terms of the court order.

If the child's parent(s)/guardian(s) are married and have not taken legal action to separate, even if the parents do not live together, either one may enroll or remove the child in the program. Otherwise, only a parent/guardian with legal custody or the child's legal guardian may enroll or remove the child.

New Dream cannot prevent any parent from removing his or her child from the center if there is no court order on file. If there is a court order restricting a parent from visiting or picking up their child, then a copy of the court order **must be provided** to New Dream, which will be placed into the child's confidential file.

## SAFE PICK-UP POLICY

If any person attempts to pick up a child from the center and in the opinion of New Dream staff they appear to be intoxicated or present a risk to any child in the Center, they will be denied access to the Center and will not be allowed to remove any child(ren) from New Dream. In such cases, Center staff will immediately contact the parent/guardian(s) or other authorized person to inform them of the situation, and to pick up the child.

All staff employed by New Dream are mandatory reporters of suspected child abuse and neglect. The safety of the children will always remain our top priority.

## SIGN-IN/SIGN-OUT PROCEDURES

To ensure parents can quickly move in and out of the Center, it is imperative that you personally connect with the teacher(s) that you are either leaving your child in their care or removing your child from their care by verbally communicating. This allows the teacher to sign your child in/out on a mandatory roster PLUS be aware of the children in their care at all times.

***\*You are required to use the method above for your child to be checked in and out each day they attend.***

## WE ARE A PEANUT/ NUT FREE CENTER

Please refrain from bringing any items that contain or may contain nuts of any kind. This is for the safety of children enrolled who may have allergies to such items.

If your child requires a special diet for medical purposes, a specific form must be filled out by your child's physician, and appropriate substitutions will be provided. You may request that your child be served soy milk and a written request can be made. Please see a member of management and we will provide appropriate forms for you.

If you have a food preference that New Dream is unable to reasonably accommodate, you may supplement your child's meals and snacks under agreed-upon terms. We ask that parents refer to the daily menu and provide items of like or similar nature as to what is to be offered. Please speak with a member of management to discuss an option plan that can be reasonably met by both parties.

We strive to provide nutritious foods and do not use processed meats or cheeses. When at all possible we prefer to buy organic and local produce.

## SPECIAL EVENTS AND BIRTHDAYS

Events such as birthdays are important to a families, children and staff, so often we celebrate with traditional methods by offering desserts such as cupcakes, cake, cookies or other treats. Due to the increase in dietary restrictions for medical and preferential reasons, we ask that families refrain from bringing outside foods to celebrate their child in the center.

We do permit fresh fruits and vegetables with prior approval from the teacher. The teacher will notify parents in advance and families must provide permission in order for their child to participate.

We suggest that parents who wish to share holiday or birthday celebrations in the center avoid providing food, and instead consider bringing non-food items like stickers, cards or art to share with the students and staff.

## USDA/ CACFP SPONSORSHIP - NUTRITIONAL GUIDELINES

**Nutrition and USDA & CACFP (United States Department of Agriculture) & (Child and Adult Care Food Program):**

The New Dream Child Care Center is a proud sponsor of the USDA Food program. Upon enrolling you will also be enrolling into the USDA Food Program. There are two forms required with enrollment that pertain to the USDA/CACFP Food Program. The USDA Food Program supplies the center with government funding to benefit the children in our care.

New Dream recognizes and honors that eating well and being physically active are key to maintaining a healthy lifestyle. We believe developing and establishing healthy habits at a young age helps children continue these habits into adulthood when they will be at risk for developing chronic diseases. Children partake in practicing healthy habits and nutrition starting on their very first day in our program.

We are committed to the health and well-being of all the children at our Center. We recognize the importance our staff members play in helping children as they learn to live healthy lifestyles. Our staff members promote healthy habits in children by demonstrating positive role modeling behaviors, providing encouragement and giving positive reinforcement when children demonstrate healthy habits.

Fresh and nutritious meals and snacks will be served to your children throughout the day. Breakfast will be provided from 8:00-9:30am. Lunch will be provided from 11:00am-1:00pm. An afternoon snack will be served at 2:00-3:30pm. Please refer to your child's classroom schedule as service times vary for each class.

## USDA NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 6329992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

## WELLNESS POLICIES

We ask for your cooperation, collaboration and proactive methods in maintaining a safe and healthy environment for all children in our care. The policies and guidelines provided below help us create and maintain a healthy environment and reduce the spread of infectious illnesses and diseases.

## ARRIVAL HEALTH EVALUATIONS

At the time of dropping off your child, staff will conduct daily wellness checks. You will be asked how your child has been feeling and a staff member will observe your child's coloring, temperament, eyes, and temperatures may be taken when deemed necessary.

If we believe a child is potentially ill, New Dream reserves the right to not allow a child into the Center. This is for the safety of all the children, teachers, and staff in the Center.

Overall, if your child is not feeling well and is not able to participate in regular activities then they should not be in our care.

## ILLNESS AT THE CENTER

When a child becomes ill, they will be removed from the classroom and provided a safe place to rest and the child's parents will be notified. Until the child is picked up by the parent/guardian, the child will remain isolated from the other children/teachers in an area of the center away from other children, and the parent will be notified to pick up the child ***within an hour***.

If the parent cannot be reached, we will contact the person indicated by you on your child's emergency care form. Parents need to ensure that the emergency contact(s) listed on your form are available and up-to-date.

A parent, guardian or emergency contact will be contacted to pick up a sick child when the child exhibits any of the following symptoms at the Center:

1. Is diagnosed as having or being a carrier of a child care excludable disease; or
2. Has one of the following symptoms, or combination of symptoms, of illness:
  - Fever over 100.4 degrees F. A child may return if fever free for 24 hours without the aid of medication.
  - Diarrhea: Three or more abnormally loose, runny, watery or bloody stool in 24 hours. A child may return 48 hours after the last diarrhea resolves or with written clearance from a licensed healthcare provider.
  - Vomiting; One or more occurrences where there is no explanation for the vomiting. Child may return 48 after last episode of vomiting or with written clearance from a licensed healthcare provider.
  - Severe or persistent cough; child may return after symptoms are improving for 24 hours or with written clearance from a licensed healthcare provider.
  - Unusual yellow color to skin or eyes; child may return to care with written clearance from a licensed healthcare provider.
  - Open sores, wounds or rashes discharging bodily fluids; child may return to care after sores, wounds and rash is resolved, when sores and wounds are dry, or with written clearance from a licensed healthcare provider.
  - Stiff neck and headache with one or more of the symptoms listed above; or
  - Uncharacteristic lethargy, decreased alertness, increased irritability, increased confusion, or behavior change that prevents active participation in usual school activities. A child with any of the above symptoms may return to care when symptoms resolve, return to normal behavior, or with written clearance from a licensed healthcare provider.
  - Difficulty breathing or abnormal wheezing. A child may return to care after symptoms are improving for 24 hours.
  - Complaints of severe pain. A child may return after symptoms are improving.
  - Eye lesions that are severe, weeping, or pus-filled. A child may return to care after symptoms resolve with written clearance from a licensed healthcare provider.

## REQUIRED QUARANTINE TIMES/RETURNING TO CARE

If you are unsure when it is permissible for your child to return to care, please discuss diagnosis and symptoms with any member of management to assist you clarifying.

## COMMUNICABLE DISEASES

Each year we experience various communicable diseases (e.g. influenza, Covid, RSV, Pink Eye, Hand Foot Mouth) in our community. If any child in our program is exposed to any communicable diseases parents and staff will be notified in writing via Brightwheel® as well as posted in the classroom. An outbreak of a childcare-restrictable disease shall be reported to the local health department and posted for the parents of all children who attend the facility. Parents with concerns should notify the Director.

Symptoms of communicable diseases include fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Nausea, vomiting, and diarrhea are also common in children experiencing



onset of illness. Communicable diseases are spread from person to person through coughs and sneezes and indirectly touching contaminated objects and then touching one's nose, eyes, or mouth. Each year, local and state public health authorities will advise the community as to the severity of any diseases we should be mindful of in our area. Exposures to known cases will be made to parents.

Additional steps include:

- Children and staff continue hygiene practices that prevent the spread of illness (hand washing, covering sneezes and coughs, proper disposal of tissue, staying home when ill, cleaning and sanitizing frequently touched objects and surfaces).
- Check all children upon arrival for flu symptoms before parents leave the child care. Any children with symptoms of illness should not be permitted to stay at child care and should be asked to leave with the parent/guardian. Follow your exclusion policy for sick children and staff.
  - All staff, parents, and children should wash their hands with soap and warm water upon entering the child care.
- If a child or staff member develop flu-like symptoms while at child care, separate the sick person from others and have parent/guardian pick them up as soon as possible. Sick children will be cared for in an area located at front office.
- Call parent/guardian to pick up their child immediately. Inform parent/guardian as to when child can return to child care following the Center Illness Policy.
- Send sick staff home with instructions as to when they can return to work.
- Staff will limit contact with the ill child to the greatest extent possible. Hand hygiene will be practiced after having contact with ill person or the environment in which the ill person was in.
- Provide plenty of fluids for ill children.
- Clean and sanitize the environment in which the sick child/staff has been cared for, including any toys or objects and any bedding handled by the ill child.
- Soiled dishes and utensils should be cleaned and sanitized as usual.

If a center-wide or community wide increase in diseases becomes severe and increased numbers of children or staff are affected, New Dream will notify public health authorities. They may recommend additional actions to protect the health of the community. This may include keeping children out of care for a period of time. Public Health authorities will only use these kinds of measures in severe situations. In such a situation:

- Consult with your local health authority for further information and guidance (when parent notification letters, closure may be needed, availability of vaccine for pandemic strain, etc.).
- Tune to local news (TV/radio) for updates and instructions from health authorities.

## MILD COLDS

We understand that occasional colds occur. If a child has mild cold symptoms that do not impair his/her functioning, the child may remain in the center and the parent(s) notified when they pick up their child.

## SEASONAL ALLERGIES

Since we live in the Willamette Valley, seasonal allergies are a common problem. Symptoms such as clear nasal discharge or occasional dry cough will not prohibit your child from attending school.

A written care plan must be developed at the time of enrollment or when an allergy is identified for each enrolled child who has an allergy that poses a threat to the child's health, safety and well-being. The plan must include instructions regarding the allergen and steps to be taken to avoid the allergen; signs and symptoms of an

allergic reaction; and a detailed treatment plan including the names, doses, and methods of prompt administration of any medication in response to allergic reactions.

## HEAD LICE POLICY

New Dream follows recommendations from The American Academy of Pediatrics and The Center for Disease Control regarding head lice. We have a “no live lice and nits” policy. The essential components of a “no-live lice and nits” policy are the following:

- Early detection of head lice infestations through routine screening by parents and/or caregivers
- Treatment of children found to have live lice
- Distribution of educational materials to center staff and parents on head lice, nit combing and treatment. (If lice and/or nits are found on a child at the Center the child's parent will be called and asked to pick their child up. This policy allows the parent to treat overnight. The day following treatment the child will be re-examined and admitted if no live lice and nits are present.)

## MEDICATION POLICY

New Dream will **not** administer any pain or fever relieving medications, antibiotics, controlled substances or any other medication that is not prescribed as a lifesaving drug. We strictly prohibit Parents/Guardians from using fever-reducing medications that mask symptoms prior to admitting child(ren) for care.

New Dream will only administer life-saving medications such as epi-pens, rescue inhalers and/or allergy medication, with the exception of topical ointments such as sunscreen, lotions and diaper ointment.

Children with prescribed life-saving medication must have a CURRENT emergency plan in their file, provided by their doctor. There must be a completed Authorization to Administer Medication form in order to administer any medications to children.

All life-saving medications must be checked into the front desk to ensure that all required authorizations and medical plans are in place. All Prescribed medications must be in the original packaging with name of child, dosage and expiration clearly printed. Medications must be appropriate for the age of the child. Medications will be securely stored for immediate access in each child's classroom emergency backpack. Expired medication cannot be administered and will be sent home. Medications will be sent home by the date specified on the Administer Medication form, or at expiration, whichever comes first.

It is the responsibility of the parent to proactively notify management in writing of any changes to dosing, administering times, and medication changes. Parents are responsible to know when refills are due, and with providing us with additional medication. New Dream is not responsible for notifying parents for needed refills. A new medication form must be completed if a.) The log is full, b.) the medication left the center, or c.) the medication has expired.

Management staff is responsible for giving emergency medication, unless on a field trip or otherwise away from New Dream property. Lead teachers are responsible for administering medication in the absence of management staff. Management staff will require a second signature from staff before administering medication.

If your child requires medication other than listed in the above examples, a parent/guardian is welcome to administer during the day to maintain a medication schedule. (for example antibiotics, nebulizer treatments, eye drops).

## ALLERGY CARE PLAN

If an enrolled child has been identified with an allergy that poses threat to the child's health, safety and wellbeing and requires lifesaving medication, a completed Allergy Care Plan is required. This form is completed by a licensed healthcare provider detailing the allergy and symptoms to watch for of an allergic reaction; and includes a detailed treatment plan including the names, doses, and methods of prompt administration of any medication in response to allergic reactions.

If an enrolled child has an Active Allergy Care Plan, any potential exposures or suspected allergic reactions the parent will be notified immediately.

If lifesaving medication, such as epinephrine is administered, emergency medical services will be contacted immediately. Oregon Department of Early Learning and Care will be notified within 24 hours of being administered.

All staff involved in the care of the child and any staff who prepares food will be notified of and trained on the Allergy Care Plan.

***It is an enrolling family's responsibility to keep the center informed of any updates or changes to the Allergy Care Plan.***

[https://www.oregon.gov/delc/providers/CCLD\\_Library/PR-0482-Allergy-Care-Plan-EN.pdf](https://www.oregon.gov/delc/providers/CCLD_Library/PR-0482-Allergy-Care-Plan-EN.pdf)

[https://www.oregon.gov/delc/providers/CCLD\\_Library/PR-0482-Allergy-Care-Plan-SP.pdf](https://www.oregon.gov/delc/providers/CCLD_Library/PR-0482-Allergy-Care-Plan-SP.pdf)

## DISCRETIONARY ILLNESS POLICY

New Dream will make the decision and authorization about when a child may return for some illnesses such as hand-foot-mouth, head lice, or generally overall not feeling well for example. If your child is unable to participate in daily activities such as outside play, then your child is not well enough to be at New Dream. It is vitally important that anyone who is ill or exposed to the illness stay home from the center.

## IMMUNIZATIONS

New Dream must comply with Oregon Health Authority's (OHA) administrative ruled relating to immunization of children. (OAR-333-050-0400). Families must provide current immunization history on Children at time of enrollment into New Dream under the age of 5 years and not attending Kindergarten. As your child receives updated immunizations, you are required to provide the update to New Dream. On an annual basis OHA requires a collective on immunizations data per age of children enrolled. An exclusion date is set and any child not up-to-date on immunizations will not be permitted to attend.

The exception being to this rule being Medical or Religious Exemption, which requires proper documentation for Exemption.

Upon completion of Annual Immunization report, this data report will be made available to the public.

## SUNSCREEN PERMISSION

If you wish that a member of New Dream apply sunscreen on your child, prior authorization must be completed with a Sunscreen Authorization form. Sunscreen is optional and must be provided by families labeled with your child's name and in its original container. It is recommended that sunscreens have an SPF of 30 or higher. Insect repellants are not permitted.

## ACCIDENTS/INJURIES

### **All New Dream Staff are trained In Pediatric First Aid and CPR.**

Whether indoors in the gym, on the playground or on a walk outside the Center, the children are watched carefully. Accidents, though, occasionally occur. Even though every effort is made to avoid injuries, sometimes they still happen.

In case of an injury, your child will be given immediate attention by one of their teachers including first aid if necessary. Any accident/injury will be detailed by the teacher on an Accident/Injury form. This report made by the teachers requires a signature by a parent/guardian. This original report will be kept in your child's file. Administrative Staff will determine the severity of the injury, and will decide if the parent/guardian should be notified. In the case of an injury that may need evaluation by a physician or impact to a child's head will be reported to the child's parent immediately and documented.

Notification may also come as a notice through Brightwheel® and ask that a parent notifies New Dream that they have reviewed the electronic notification within 48 hours.

If a child has an injury that results in sought medical attention, New Dream will notify DELC by 5pm the following day.

## EMERGENCY MEDICAL PROCEDURES

In case of a Medical/Dental Emergency we will immediately notify Emergency Services, call 911 and then attempt to contact the parent/guardian. We will allow emergency medical personnel make determination:

- If an injury is life threatening or emergency medical personnel deem it necessary to transport the child, staff will accompany the child to the nearest hospital where emergency treatment is administered, if necessary. The staff will remain with the child until a parent/guardian arrives. In the event neither parent can be reached, the child's physician will be contacted.
- For any injury necessitating medical treatment, an incident report will be filed with state licensing with supporting documents (medical reports, statements) placed in the child's file.

## FIRST AID

In case of less serious injuries such as minor cuts, scratches and bites from other children, staff are required to administer basic first aid (clean with soap and water, apply ice, bandages, etc.). Each room contains current first aid kits for such minor injuries, kept inaccessible to children. Ice packs are available for children should swelling be a concern.

When a child does not require emergency medical assistance, but the accident is one in which parent(s)/guardian(s) will need to be notified (head injuries, excessive bleeding, open wound), the following will be completed by a teacher or staff member:

- Teacher will apply first aid using protective gloves and follow universal precautions
- Staff will notify the director of the situation and treatment
- The parent(s)/guardian(s) will be contacted (via phone and/or Brightwheel®)
- An accident report will be completed (copy provided to parent for signature at pick up)

## ACCIDENT REPORTS

While we strive to ensure the safety of each and every child, accidents do occur. All injuries and/or incidents (unsafe play, biting, etc.) require staff members to complete an incident form indicating the cause, location, and details of the situation. All accidents and documentation are directly reported to the director who works with the staff to contact the parent(s)/guardian(s) and communicate the situation.

Accidents involving significant injury (head injury, heavy bleeding) will be reported by phone and/or via Brightwheel® indicating their occurrence, whereas smaller accidents and injuries may be reported at the end of a day (for minor bumps and bruises). At the time of pick up parents will be provided with the written report and an in-person update as needed. The parent/guardian signs and returns the form where the director maintains a copy in the child's record.

## CENTER EMERGENCY PLAN

***A Full Comprehensive Emergency/Disaster Plan is available for review upon request and at front desk.***

### EMERGENCY MEDICAL CARE LOCATION

In a medical emergency response New Dream Identifies Peace Health at River Bend as its location for emergency medical services. The address is 3333 River Bend Drive, Springfield, OR 97477.

### FIRE, BUILDING EVACUATION AND DRILLS

In the event that the Center must close and evacuate the building due to fire or other emergency, we have designated several spots in which to evacuate depending on the severity of the emergency. If we are in need of evacuating for an extended period and the facility is deemed unsafe to return, parents will be notified of how to be reunited with their child as per our Emergency Plan. All staff are trained in emergency and evacuation procedures. Fire drills are performed on a monthly basis and another form of drill (evacuation, lock-down, earthquake, etc.) are performed once every-other month as per required by Oregon's Early Learning Division.

#### **Evacuation Locations:**

**PORCHES IN THE GARDEN** (*if needed for temporary minor evacuation*) Located on the large playground on opposite side of driveway 1244 W. 17th Ave (porches at the Annex), 1270 W. 17th Ave., and 1290 W. 17th Ave;

**EMMAUS LUTHERAN CHURCH** (*if needed for a greater distance and longer stay of evacuation*) Located across 18th Ave at 1250 W. 18th Ave (541)344-1150

**CESAR CHAVEZ ELEMENTARY SCHOOL** (alternative evacuation site if greater distance is needed for safer and long-term evacuation) 1510 W. 14th Ave (541)790-5300.

We will make every attempt to notify parents in the event of an emergency evacuation, attempts using Brightwheel®, email and telephone when possible. We will also post the location of where we are located on the front door. Please make sure that you have a clear understanding that **we will only release your child at the reunification process to a prior-authorized pick-up person.**

#### **Drills**

Drills are conducted on a monthly basis. These consist of announced and unannounced drills and the day and time varies. At the sound of the fire alarm, teachers will calmly gather up the children in their rooms, visually sweep the room and make sure all children are present by doing a quick head count based on role sheet, take

their emergency backpack, and emergency binder, and escort children to the designated gathering place. Evacuation Cribs are used to transport non-mobile infants (load them up x3-4 per crib and wheel the entire crib out). Staff ensure all doors are fully closed and locked as they leave the classroom.

Upon arriving at the designated spaces teachers should line up the children take full role including head count and by name basis and be prepared to report this information to the director.

Administrators will also take an emergency backpack as well as a master enrollment binder, visually sweep the entire facility checking all bathrooms, classrooms, and hallways prior to proceeding to the meeting places. Classes must remain at their safety location until they have been released by a member of management announcing the all clear and the safety to return to the building.

### **Earthquake & Evacuation Procedures**

**In the event of an earthquake, the following cautionary procedures will occur:**

- Do not leave the building;
- Take cover under desks and get into “duck and cover” position;
- Stay away from windows;
- If outside, move away from buildings and trees;
- When the earthquake has stopped, evacuate the building and line up as practiced in earthquake drills;
- Designated first aid personnel will remain with any students who are injured and unable to move;
- Designated personnel will shut off the gas valve and water valve;
- Designated personnel will unload and set up the first aid treatment area;
- Approval must be received from officials of the Fire Department and Utility companies before entering damaged buildings;
- Children will be released from the site once the school director has decided it is safe for pick-up

## **SHELTER IN PLACE / LOCKOUT PROCEDURES**

### **Alert Levels**

In the event that we are presented with a situation in which you are faced with the threat of an unauthorized individual either on the premises or entering the facility this procedure is to help guide staff through the event.

An intruder is defined as any unauthorized individual who, through act or deed, poses a perceived threat to the safety and welfare of children and employees.

The different levels of alert are the following:

**CODE YELLOW LOCKOUT-** If there is suspicious or criminal activity outside the facility, the Center will go into CODE YELLOW lockout procedure. All children and staff that are outdoors will immediately come inside. Doors to the outside will be locked and access restricted, but staff and children will be allowed to move between the classrooms inside the building.

**CODE RED LOCKDOWN/LOCKOUT-** If the intruder is already in or attempting to forcefully enter in the building alert CODE RED lockdown/out and procedure. No person shall enter or leave the premises during and active CODE RED lockdown until a CODE GREEN has been assigned.

**CODE GREEN-**is the alert for “All Clear”. The threat of or danger has been lifted and the Center may return to normal activity.

## WEATHER CONDITIONS

New Dream will continuously observe weather conditions and other possible hazards to take appropriate action for child health and safety. Conditions that pose a safety risk may include:

- Heat in excess of 100 degrees or advice of local authority.
- Cold less than 20 degrees or advice of local authorities.
- Lightning storms, tornado, hurricane or flooding if there is immediate or likely danger
- Earthquake
- Air quality emergency ordered by local, state or federal authority on air quality of public health.
- Lockdown notification ordered by Public Safety Authority

## NON-EMERGENCY CLOSURES

The choice to close unexpectedly is subject to emergency, safety, staffing and ratio requirements, mandated by the Department of Early Learning and Care or Public Health Authority, or loss of appropriate utilities. **New Dream Family Center reserves the right to close for any reason, with or without notice, deemed necessary to prioritize the health and safety of all children, families and staff.**

## SANITATION AND HEALTH PRACTICES

### HAND WASHING

Hand washing is the single most important line of defense in preventing the transmission of disease-causing organisms and is essential to maintaining a sanitary and healthy environment for the children in our program. New Dream staff are required to implement the following proper hand washing procedures for themselves as well as assist the children in their care to ensure hands are fully and thoroughly washed each time.

#### HANDWASHING METHODOLOGIES TAUGHT TO YOUR CHILD

1. Use warm, running water and the liquid soap located at all sinks
2. Wet the hands prior to applying a small amount of liquid soap to the hands
3. Rub the hands together vigorously with the soap for no less than 20 seconds
4. Wash all surfaces of the hands, including the backs of hands, palms, wrists, under fingernails, and between fingers
5. Rinse hands under water running fully removing all soap
6. Dry hands with a paper towel
7. Turn off the faucet with the paper towel
8. For children who are unable to wash their own hands, a single-use cloth may be used rather than under running water.

#### WHEN SHOULD HANDS BE WASHED?

##### Staff

- Employees must wash hands upon arrival at the childcare center
- Immediately before handling food, preparing bottles, or feeding children
- After handling food
- Before handling clean utensils or equipment
- After using the toilet, assisting a child in using the toilet, or changing diapers
- After handling of body fluids (e.g., saliva, nasal secretions, vomitus, feces, urine, blood, secretions from sores, or pustulant discharge)
- After handling soiled items such as garbage, mops, cloths, and clothing

- Whenever hands are visibly soiled
- After removing disposable gloves

#### **Children**

- Children are required wash hands upon arrival at the childcare center
- After each diaper change or visit to the toilet
- Immediately before and after eating meals or snacks
- Before and after water activity
- After playing on the playground
- Whenever hands are visibly soiled

## **DIAPER CHANGING**

Many of our enrolled children are wearing diapers or pull ups in their early years as developmentally required. Our trained staff will ensure that children have clean diapers that are routinely checked a minimum of every two hours or more frequently to meet the individual child's needs.

Cloth or reusable diapers are acceptable and supported within the center. For health and sanitary reasons, we are not permitted to rinse or launder any soiled cloth diapers or clothing. Parents must provide a secure, moisture-proof bag for storage of soiled cloth diapers. All must go home at the end of day for proper laundering. An approved Diaper Changing Procedure will be followed by each staff member performing the change which are posted near each designated diaper changing area.

Following diaper changes children are encouraged to wash their hands independently if age appropriate or their caregiver will cleanse hands with an appropriate disposable wipe.

## **BATHROOMS/TOILETING GUIDELINES OUR STAFF FOLLOW**

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults. No child will be potty trained until fully settled and secure within the center environment. Potty training will not be introduced at New Dream until the child is showing interest as well as recognizing and/or aware when they are wet or have had a bowel movement. Children will be encouraged not forced. Each child will be individually monitored and parents will be informed of the child's progress. Initially your child will slowly be encouraged to use the toilet/potty at home. If your child successfully uses the toilet on a regular basis and is beginning to understand when they feel they need to go, only then will parents request potty training to begin at New Dream.

- During the transitional period, it is paramount that each child's self - esteem and confidence remains high
- A record of each diaper change will continue to be logged on daily
- Children training will be gently encouraged to sit on the toilet/potty every time they are changed
- Once they are ready, children will transfer from diapers to underwear (or pull-ups if necessary) and escorted to the toilet regularly. Staff will support children in self-cleaning skills as needed.
- We will ask you to ensure there are always 3 full sets of spare, labelled clothes in your child's bag in case your child needs to be changed on more than one occasion. (The center will not accept responsibility for unlabeled lost items)
- Parents will be asked to dress their children in sensible clothing, easy to take on and off independently, no onesies with snaps, one piece outfits or tricky buttons
- Children will be reminded to go to the toilet every 20-30 minutes by a member of staff and a record will be kept on their toileting throughout the day



- Accidents will be dealt with sensitively, although children will be encouraged to undress and redress themselves, staff will be there to offer support and offer reassurance
- If persistent accidents continue, we will advise that you may need to delay potty training for a short while and resume at a later date
- Staff will always give positive praise and encouragement after each visit to the toilet, reward charts may also be used
  - Please note that children must be 3 years of age and toilet trained prior to enrolling or transitioning into any Preschool Programs at New Dream. Exception being that child has a medical reason for inability for bathroom independence.

## TOY SANITATION POLICY

New Dream staff are required to routinely sanitize high touch surfaces, toileting and handwashing areas using a bleach solution.

- All toys in the infant area (0-18 mos.) are required washed at least once a day (more frequently if mouthed).
- All toys in the Older Infant/Toddler Room (12-24 mos.) and Toddler (24-36 mos.) are required to be washed at least twice a week (daily if mouthed).
- All toys in the Preschool Classes (3-5 years) are sanitized weekly (daily if mouthed).

During the months of the year when we see an uptick in illnesses, extra precautions are taken with increased cleaning and sanitizing as needed.

## SAFE SLEEP POLICY

All child care providers at New Dream follow safe sleep requirement for infants to reduce the risk of Sudden Unexpected Infant Death (SUID). An infant is defined as birth to twelve (12) months of age.

The following safe sleep practices are followed:

- Each infant sleeps in a crib, portable crib, or play yard with be fitted with a clean, not-absorbent mattress. All cribs, portable cribs, and playpens comply with current Consumer Product Safety Commission (CPSC) Standards
- While sleeping, Infants must be monitored frequently to ensure they are breathing, not over heated, not in distress, and do not need assistance.
- Sufficient lighting
- A tightly fitted clean sheet is provided for each child.
- Infants must be placed on their backs on a flat, firm, non-inclined surface for sleeping.
- Infants who can roll from back-to-front or back-to-side may remain in the sleep position that they assume.
- No child is routinely left in a crib, portable crib except for sleep and rest
- Except for a plain pacifier, there must not be any items (e.g., pacifier clips, bottles, toys, pillows, stuffed animals, blankets, bumpers) in or attached to the crib, portable crib or play yard.
- Infants must not have their heads or faces covered by items such as blankets or linens at any time. No items of the same nature shall tent over the top or sides of crib, portable crib or play yard.
- Items that may cause suffocation or strangulation such as headwear (e.g., hoods, hats, and headbands), bibs, necklaces, and garments with ties or drawstrings must be removed from the infant and sleep equipment prior to laying an infant down to rest.

- Swaddling and other clothing or covering that restricts the infants arm or leg movement is prohibited at all times, even if the child is not sleeping.
- Weighted blanket, weighted clothing, or other weighted objects are prohibited.
- Only authorized sleep sacks are permitted. Sacks must allow for feet and arms to move freely. Please refer to Sleep Sack Guidance 414-300-0300(6)(i)
- A caregiver may hold a sleeping infant provided the caregiver can immediately observe, see, or feel any signs of distress. The caregiver must be awake, alert, and focused on the infant.
- Car seats are to be used for transportation only. Children who arrive and are asleep in a car seat or falls asleep in a place other than their crib, portable crib or play yard, the caregiver will immediately remove the infant to an appropriate sleep surface.

## NON-DISCRIMINATION POLICY

### TEACHER'S RIGHTS AND PARENT/GUARDIAN /STUDENT CONDUCT POLICY

New Dream Family Center is committed to creating an environment where employees, volunteers, parents, children, providers or any other person who comes to New Dream is treated with respect and professionalism at all times. We have instituted the following teacher's rights to preserve the excellence and integrity of our program.

All staff and volunteers of New Dream have the right to be treated with respect by children, parents, guardians, and coworkers as well as have safety on the Job. In the event that any student, client or non-client engages in any type of unacceptable conduct towards a New Dream Family Center employee or volunteer, New Dream Family Center reserves the right to immediately deny, suspend or terminate services. Unacceptable behaviors include, but are not limited to:

- Fighting, physical harm, threats of or attempted harm towards a New Dream family Center employee or volunteer engaged in New Dream business (being kicked, hit, bit, spit at, pushed, threatened, etc.)
- Making sexual flirtations, advances or propositions; engaging in verbal abuse of a sexual, racial or ethnic nature; making graphic or degrading comments about an individual or his or her appearance.
- Engaging in offensive or abusive verbal or physical contact
- Cursing, use of swear words or other abusive or vulgar language directed towards a New Dream Family Center employee or volunteer
- Yelling or speaking in an aggressive raised voice
- Bringing or possessing firearms or weapons or any hazardous or dangerous device on New Dream Family Center premises or event
- Possession, sale, use or being under the influence of an unlawful or unauthorized substance on New Dream Family Center premises or event
- Any posting, defacing, or removing of notices or signs on New Dream Family Center premises
- Misappropriation of New Dream Family Center funds, property or other material proprietary to New Dream Family Center
- Deliberate or repeated violations of security procedures or safety rules

### FORMS REQUIRED FOR CONTINUED ENROLLMENT

Annually in September, updating enrollment forms and USDA/CACFP CIS and Enrollment forms for accuracy is needed for continued enrollment.

Parents are required to maintain and provide a copy of all required Immunization updates. We will provide a schedule or you can ask your child's physician. **We are required to provide an update to Lane County Public Authority the vaccination status of children enrolled in our programs.**

It is essential that each child's Emergency Contact/Parental Consent be kept up to date, including phone numbers, addresses, and a list of authorized adults who may be contacted in case of an emergency. If there is a change in your contact information, please notify the center promptly.

## PARENT PERMISSIONS

The following is a list of permissions that New Dream is required to obtain when applicable:

- Sunscreen application.
- Special Occasions where food is served outside of planned Breakfast, Lunch and Pm Snack.
- Neighborhood walks

## PHOTO RELEASE

New Dream Family Center requests your permission to reproduce through printed, audio, visual, or electronic means activities which your child has participated in their education program. Your authorization will enable us to use specially prepared materials to promote our school through the use of media, displays, brochures, websites, etc. Please make your choice on the permission form in enrollment packet.

## LIABILITY RELEASE AND INDEMNIFICATION

New Dream Family Center maintains an insurance policy with its liability for any injury, loss, or damage that may occur to your child, or your child's property as a result of a fire, storm, or other cause. You hereby waive and agree on behalf of yourself and your child to release any claims that you, your child, or you and your child's representatives may have against the center, and its directors, officers, members, staff, employees, volunteers, agents and representatives, or who volunteer for, or perform work for, the Center, arising from or related to any injury, loss or damage that is not covered by the insurance policy(ies) maintained by the Center. You also understand that the Center does not assume any responsibility for or obligation to provide financial assistance or other assistance to you or your child, including but not limited to medical, health, or disability insurance in the event of injury, illness, death, or property damage. You further understand and expressly waive any such claim for compensation or liability on the part of the Center beyond what may be offered voluntarily and freely by the Center, its authorized representative, or insurance company in its sole discretion in the event of such injury or medical expense.

You also agree to be responsible for and to indemnify and hold harmless the Center, as well as any employee, volunteer, or other Center agent, from and against any and all claims, liabilities, damages, judgments, and costs (including attorney fees, and court costs) that may be brought against or incurred by the Center and its directors, officers, members, staff, employees, volunteers, agents and representatives, or who volunteer for, or perform work for, the Center, arising from or related to any act or omission on the part of you or your child. New Dream Family Center is also not responsible for any personal items lost, stolen, or broken while in our care.

## COMPLIANCE WITH CENTER POLICIES AND PROVISION OF AUTHORIZATION AND INFORMATION

You agree that you and your child will comply with all policies of the center, as those policies may be amended from time to time. You agree that you will promptly deliver to the Center all signed authorizations and any and all documents and information, including without limitation; authorizations and information related to the emergency medical care for your child, as may be required by the center from time to time.

## TERMINATION OF CARE

In the event that you should wish to discontinue your child's enrollment with New Dream Family Center, we require a written and dated notice of cancellation to the Center Director **30 days** prior to such termination of services. No refunds will be given for unused pre-paid tuition. You will be required to bring your account up to date if delinquent. Accounts not brought up to date will be sent to collections.

New Dream reserves the right to dismiss any child for disruptive and/or damaging behavior to person and/or property at any time while enrolled at the Center, with or without notice. This policy is without regard to race, color, national origin, sex, gender, political beliefs or income and is instituted so that we can ensure the children attending the Center a safe and comfortable atmosphere in which to grow and develop.

# ACKNOWLEDGMENT OF POLICIES AND RECEIPT OF PARENT/GUARDIAN HANDBOOK

## NEW DREAM FAMILY CENTER

The rules and regulations of the New Dream Family Center are set forth in this Parent/Guardian Handbook. Our goal is to provide children a safe, fun, active, and healthy environment while they are here at our center.

Comprehensive program information and policies are found in the provided parent handbook. It is the responsibility of all parents to read and follow the policies, provisions, and procedures contained in the Parent Handbook.

As with any center, we are constantly striving for improvement. The contents of the Parent Handbook are subject to change and will be revised in accordance with changes to the rules and regulations of state and federal governing bodies, or at the discretion of the Board of Directors at New Dream Family Center. Any such revisions will supersede, modify, or eliminate the current contents of the handbook. Information on revisions and changes will be made available to families as soon as possible after adoption. Contact the Center Director for any questions about the contents of the Parent/Guardian Handbook.

By signing this form, you are confirming that you have received, read, fully understand, and are committed to following the policies of our program. You understand that failure to follow the above rules and regulations can lead to termination.

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Center Director Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center Director Signature



## APPENDIX

## 2026 CENTER CLOSURE DATES

1/1/2026 New Year's Day

1/19/2026 Martin Luther King Day

2/16/2026 Professional Development Day

5/22/2026 Professional Development Day

5/25/2026 Memorial Day

7/1-3/2026 Short Summer Break- 4<sup>th</sup> of July

9/4/2026 Professional Development Day

9/7/2026 Labor Day

11/11/2026 Professional Development Day-Veteran's Day

11/26-27/2026 Thanksgiving and day after

12/23-25/2026 Christmas Break

## 2026 EARLY CLOSURE DATES

The center incorporates early closure days the second Friday of each month. The exception will be months that there is a scheduled Teacher Professional Development Day as well as December.

The purpose of these early closure days is to allow for required monthly staff meetings and trainings. The following days we will close at **3:00pm**.

1/9/2026

3/13/2026

4/10/2026

6/12/2026

8/14/2026

10/9/2026



## BABYSITTING HOLD HARMLESS AGREEMENT

I, \_\_\_\_\_ understand that while \_\_\_\_\_ is employed by me as a caregiver, or otherwise in contact with my child, outside of the New Dream Child Care Programs, s/he is not considered a New Dream Family Center staff and is not covered by New Dream's insurance or worker's compensation. New Dream Child Care does not endorse or recommend any New Dream staff or volunteer outside of their current New Dream positions.

Please initial the activities you wish to endorse for this staff member.

\_\_\_\_\_ Babysitting

\_\_\_\_\_ Transportation in personal car

\_\_\_\_\_ Installation of child's care seat or booster

\_\_\_\_\_ Online Community (Social Media)

\_\_\_\_\_ Other Online Contact

\_\_\_\_\_ Use of personal telephone communication

\_\_\_\_\_ Other: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

New Dream Staff Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

New Dream Center Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Make three copies of this form. One for the employee, one for the family, one for the New Dream.