

NEW DISCOVERIES

Christian Childcare and Development

We are glad you have joined us at New Discoveries Christian Childcare and Development. We look forward to serving your family. We are a state-licensed childcare program serving students, families, staff, and the community. We provide care for children aged 6 weeks old through entering Kindergarten. Our licensed capacity is 71 children. We have 6 classrooms, Nursery, Wobblers, Toddlers, Early Preschool, Preschool and Pre-K. All of our classrooms that have children under the age of 24 months have a ratio of 1 teacher for every 4 children and a group size of 8 children. Classrooms with children under the age 36 months have a ratio of 1 teacher for every 5 children and a maximum group size of 10 children. Classrooms with children ranging from 36 months – 5 years old have a ratio of 1 teacher for every 10 children and a maximum group size of 20 children.

The Center’s classrooms are supervised by Lead Co-Teachers and assisted by support staff. Our teachers have extensive training in Early Childhood Education. The Center’s administrative staff also play an important role in the oversight of classroom teachers and assistants. Everyone working with the children must pass the required Central Background Registry

We take the responsibility for the education and care of your child very seriously. New Discoveries has a great deal of regard for the early years and the impact that a positive first school experience can have on a child’s future success.

Selecting the right program for your child can be a difficult decision for parents to make. For that reason, we are dedicated to building a close partnership with you, as parents, to share insights regarding your child’s development and needs.

NEW DISCOVERIES CHRISTIAN CHILDCARE AND DEVELOPMENT CONTACT NUMBERS AND INFORMATION:

New Discoveries Christian Childcare and Development

Address: 2080 19th St Springfield, Oregon 97477

Phone: 541-952-4769

IMPORTANT INFORMATION ON ACCESSING INSPECTION REPORTS, CENTER CERTIFICATION RULES AND THE CHILDCARE SAFETY PORTAL

Parents can access important information about childcare providers through the Safety portal, inspection reports, childcare licensing rules, contacting CCLD and accessing the child abuse and neglect hotline by visiting the Department of Early Learning and Cares website at <https://www.oregon.gov/delc/Pages/default.aspx.>

Fire and sanitation reports are also readily available for parents to view upon request.

**Our Core Values**

**Children - Christ - Community**

**Our Story**

New Discoveries began operating as a licensed Childcare facility in September of 2013. We are Church owned, and our care reflects that as a ministry and non-profit outreach of New Life Church.

There is a big need in our community for high quality full day Christian childcare, and we were called to fill that need.

It is our hope to share God’s love with children, families, and staff fostering a strong family-school connection that will have a lasting impact on the lives of the people in our community.

**Our Mission**

New Discoveries Christian Childcare and Development, as a ministry of New Life Church, exists to nurture a love for learning in the children; prepare the children for success in their future academic life; and build relationships with families by sharing God’s truth and love.

**Our Core Values**

* We are committed to help all children reach their potential by teaching a strong, developmentally appropriate academic curriculum.
* As a Christian preschool, we believe that God has an active part of all aspects of our lives. Therefore, we lead all activities with this in mind.
* Our professional staff models the school’s Christian philosophies to the children and families.
* Children and families of all faiths are accepted and loved unconditionally.
* We foster a family environment where every student/family/staff member is cared for.

**Our Philosophy**

New Discoveries Christian Childcare and Development’s philosophy is based on the belief that all children are a gift from God with unique God-given talents. We believe that young children learn by doing: What is meaningful and important to children is what they know, see and feel. All learning must begin there, building on what children know, helping them to understand connections and relationships.

Our teachers serve as role models to the children, as well as their families. They guide the children to express their thoughts and feelings in a positive, productive manner, including the use of prayer. The teachers also create a nurturing environment which encourages active learning and provides activities which nourish the children’s cognitive, spiritual, physical, intellectual, and social/emotional growth.

**Our Curriculum**

Our curriculum and its activities are implemented in a warm, supportive atmosphere where the uniqueness of each child is recognized and valued. This is accomplished by exposing the children to a large variety of hands-on experiences, appropriate to their age and developmental level. The curriculum also includes character lessons based on biblical values in order to help the children make sense out of the complicated world in which they live. We Incorporate Bible stories, Christian songs, prayers, grace before meals, and moral teachings into the curriculum while maintaining age-appropriate content. Christian holidays such as Easter and Christmas are celebrated teaching of the birth and resurrection of Jesus. We also celebrate fun aspects of the holidays such as Santa, Christmas trees and Easter egg hunts.  
  
**Goals**

Our goals for your child's growth, development and education at New Discoveries include:

* Developing concepts of Christian living and Christ's special love for His children.
* Becoming secure and trusting in their relationships with adults and other children away from the home environment.
* Developing an understanding and acceptance of themselves; resulting in a healthy and positive self-image.
* Developing independence.
* Developing an interest in words and reading.
* Expanding communication skills.
* Developing an awareness of the world around them through their five senses.
* Developing and challenging their physical skills, both gross and fine motor.
* Developing an understanding and acceptance of others, including their family and friends.
* Learn to share with others.
* Develop the ability to express their emotions in constructive ways.



# NON-DISCRIMINATION

New Discoveries does not discriminate against any child, regardless of sex, religion, race, national or ethnic origin, to our program. If a concern regarding your child's care cannot be resolved with the Director or the operator of this center, you may contact The Oregon Department of Early Learning and Care at 541-947-1400.



# OUR PROGRAM

## A DAY AT NEW DISCOVERIES

Throughout the day at New Discoveries, whether in small or large groups, individually, at free play, or together at circle time, children become confident learners. While using gross or fine motor skills, they gain spatial awareness. Through hands-on explorations or using only their cognitive skills, they make sense of the world around them. With the understanding that curriculum should shift and shape to meet children's needs and interests, our program provides a wonderful setting that encourages each child’s individual potential and readiness.

### • Learning Through Play and Experience

From early interactions as infants, to developing friendships and problem solving, play is one of the ways children construct knowledge. Stimulating play gives children the freedom to explore their classroom environment, practice skills, and learn about themselves and their world.

### • Learning Through Small Group Investigations

Young learners gain knowledge through observation and conversation. As children interact and explore in a vibrant classroom of intriguing centers, they learn from each other as well as from teachers.

### • Learning Through Class Gatherings

Circle Times and All School Assemblies are opportunities to interact and share ideas with peers and adults. Within this framework children learn to take turns, to listen and respond. They ask and answer questions, fostering their language, cognitive, and social skills.

### • Learning with Thematic Explorations

New Discoveries takes the Project Approach to learning which builds on natural curiosity, enabling children to interact, question, connect, problem-solve, communicate and reflect. These monthly themes draw on their current knowledge and interests. Discussion, fieldwork, review, and culminating projects engage, challenge, and enrich our young learners. It essentially makes learning the stuff of real life and children active participants in, and shapers of, their worlds.

### • Learning through Readiness and Emergent Curriculum Instruction

Our curriculum material provides an accelerated learning opportunity. Our phonics based reading readiness program, and a multi-sensory approach to handwriting constructs the academic foundation critical to a child’s future school success. Our emergent curriculum allows for fun and spontaneous learning, engaging children in exploration and investigation.

### • Learning with Extra Curricular Activities

On occasion we will bring in trainers or entertainers in various subjects to enrich our learning experiences. These may include opportunities for creative expression (art experiences, music gathered at the piano or guitar), motor movement (Dance), linguistic instruction (Spanish), and skills enhancement. Incorporating these exceptional educational experiences into the child’s day, enhances intellect, promotes creativity and improves social skills.

### • Learning through Fine and Gross Motor Skills Development

Practice and encouragement are key to both fine and gross motor development. Scissors, puzzles, and manipulatives promote dexterity and help children develop the precise movements they need, such as cutting, grasping, and writing. Gross motor activities, on the other hand, foster spatial awareness and cognitive skills, as well as build "healthy bodies and strong minds."

# OUR CLASSROOMS

\*Children at our school are not guaranteed a spot into the next room but are given priority. Moving into the next room depends on enrollment. Your child may be held back in a room for at least a couple months if necessary**.**

**Daily Reports /Communication**

The classrooms use Brightwheel to document each child’s day. For children under the age of three, information about diapering, toileting, naps and food will be documented. All classrooms send information and parents can communicate any questions with staff.

New Discoveries uses Brightwheel as our communication platform. We use this platform for communication and Parent payment/Billing.

**Daily Communication**

1. \*\*Daily Updates:\*\* Teachers will share photos, videos, and updates with parents about their child's activities, meals, naps, and developmental milestones.  
  
2. \*\*Messaging:\*\* It allows direct communication between parents and teachers, enabling quick messages and notifications about a child's well-being or any specific needs.

**Communication During Emergencies**   
  
1. \*\*Emergency Communication Plan:\*\* New Discoveries has an established emergency communication plan. This includes notifying parents via multiple channels—such as phone calls, text messages, emails, and Bright wheel regarding emergencies like natural disasters, lockdowns, illness or accidents.  
  
2. \*\*Contact Information:\*\* We maintain up-to-date contact information for parents or guardians and have clear protocols for contacting them swiftly in emergency situations.  
  
Bright wheel, combined with telephone calls and other communication methods are used to assist New Discoveries staff in promptly informing parents about emergencies as per Oregon law, to ensure the safety and well-being of the children under our care.

## NURSERY/WOBBLER ROOM

Our Nurseries offer an exceptional setting for children six weeks through twenty-four months. We welcome our littlest learners into a gentle, nurturing environment where each child is respected and valued as a growing individual. Children who are 10 months and up will move into the Wobbler Room if space allows.

All rooms are designed with infant safety and comfort in mind allowing infants to move naturally and freely. Within this safe environment, we strive to achieve the perfect balance between adult interaction and independent exploration.

The enriching setting provides stimulating experiences and materials necessary for the progression through significant developmental stages. Our curriculum challenges little ones to explore and discover, build strength, coordination skills, and confidence.

Through daily communication, photographic displays, and baby connect parents are always included in everyday moments and developmental milestones. From first tactile awareness to first steps, to fundamental language skills, the joys of a child’s accomplishments are recognized and celebrated.

## TODDLER ROOM/EARLY PRESCHOOL

These classrooms are designed for active toddlers 1 ½- 3 years old with many sensory oriented activities offered to help them to foster inquisitive minds and essential gross motor skills. We also introduce creative arts through many mediums, and expressive arts through dramatic play to help them build social skills through fun playful interactions with peers and teachers. Building with manipulative toys helps them to develop problem solving techniques for future use.

Physical exercise is important in their development, and we offer this both outside on our playground, and inside through dance and music expression. We fill each day with love, excitement and a chance to grow in a positive learning environment.

### Potty Training /Toileting

New Discoveries is happy to assist and encourage potty training. The Toddler and Early Preschool rooms have a child size toilet to make potty training fun, easy and convenient. Parent and provider teamwork is imperative to successful potty training. Your child will receive praise and rewards (like hugs and stickers) for his/her accomplishments. Punishment and hard disapproval will not be part of potty training when accidents occur. With patience, consistency, routine, and gentle reminders, your child will have the opportunity for success. \*Potty chairs and cloth diapers/training pants are prohibited. Absorbent underwear will be allowed once potty training is deemed successful by your child’s teacher.

\*Parents are responsible for keeping an ample supply of diapers and pull ups, and extra clothing at the center at all times. If we must use some of our spare clothing/supplies, they must be returned or replaced. A charge will be added to your monthly tuition for replacement diapers/pull ups. Please provide an ample supply with your child’s name clearly labeled on individual items or you may bring a labeled diaper bag packed daily with supplies. Teachers will try and give notice to parents when the child is running low. If you would like to bring a month’s worth a diapers/pull ups, please do. Please label all belongings.

\*Children who are potty-trained go two weeks at school without having any accidents. Preschool children who are not all the way potty-trained will have additional fees. Please see tuition and rates.

## PRESCHOOL 3 YEARS /PRE-KINDERGARTEN 4-6 YEARS

At New discoveries, we believe that a child should have a healthy balance of both play and fun academic learning. Play is a child’s work. Parents aren't forced to choose between protecting a child's play time and making sure she/he is ready for kindergarten. Our primary goal at New Discoveries is for each child to grow in skill, understanding, and confidence and to experience the joy and adventure of learning! Our preschool and pre-kindergarten class encourages relationships, hands-on exploration, and celebration of the natural world. Children enrolled in our full-day program have an active curriculum morning followed by a wholesome lunch and rest time. Whether it is an activity expanding on the morning’s learning or a special project developing from the children’s interests, afternoons provide extra time for enhanced and emergent curriculum. For children entering Kindergarten, care will end on August 30th and there will be a graduation party.

Children entering Kindergarten are welcome to come celebrate on this day.

Children will graduate into the next classroom based on age and availability. Children generally graduate a few months before to a few months after turning 4. For enrollment and potty-training purposes un-potty trained 4 year old’s will remain in the Preschool room until fully potty-trained. If a child needs more one-on-one monitoring behavior, they may also be kept in the 3-year-old classroom in the lower child to staff ratio until teachers feel that the individual child is ready to make the transition.

# MEALS/SNACKS

## FOOD PREPARATION

All food served to the children will be prepared in our facility's state approved kitchen or will be purchased from a store.

All prepared food brought into the facility, (i.e.: cookies, cupcakes) must be first approved by New Discoveries and purchased from a store, labeled with ingredients, and dispensed from its original container.

Those employees preparing and serving food are trained and qualified in the safe and sanitary administration of food preparation and are familiar with USDA nutrition requirements.

All dishes are washed and sanitized after each use.

Child size dishes and utensils are used. Children are taught good habits and are discouraged from sharing dishes and eating utensils.

Because of food allergies and health standards, outside foods, drinks, or snacks are prohibited unless prior approval is given. This includes candy and gum. No peanut/tree nut products may be brought in, nor will they be served to children at the center. The only exception is with a doctor’s note for almond milk and that will be closely monitored if we have children in care with a sensitivity to tree nuts. If your child has special food needs such as food supplements, special diet, food allergies or intolerances, we will work this into his/her meal. It is very important that this information be filled out on the provided health forms at the time of enrollment or at the time of onset. Doctor notes may be required for menu adjustments.

For infants it is the parents’ responsibility to provide clean bottles daily that are labeled with the child’s full name, and breast milk or formula for bottles. Formulas and breast milk must always be labeled and dated with clear instructions. If a child uses a pacifier, parents can provide one, and they will be sent home for proper sterilization and cleaning as needed.

Parents who are breastfeeding are welcome to feed in the classroom or a private space will be made available to do so if requested.

Children will always have access to drinking water.

## MEALTIMES

Breakfast is served at 8:30 am. After 15 minutes, meals will no longer be served. If you would like your child to have breakfast, please have them at school at the appropriate time. Lunch is at 11:30 am. Snack is served between 2:30-3:00 pm, which is after quiet time/nap. The nursery and wobblers group will have snack around 10:30 and after the quiet time/nap as well.

\*No outside food or drink unless it has been previously arranged with a teacher/doctor’s note.

**Infant food is an exception to this rule.**



## QUIET TIME/NAPTIME

Quiet time is a two-hour session in which children are encouraged to nap. Usually children are lulled with soft sounds, music or a calm reading. Though we strongly encourage naps, we will not force children to sleep. However, “quiet time” will be enforced. If a child has difficulty going to sleep after a reasonable amount of time, he/she will be encouraged to read a book or work on other quiet time activities for the remainder of naptime. Please note that we are not permitted to purposefully keep your child awake. With understanding and compassion, we will help your child find a comfortable and effective routine.

Children are assigned a two inch Kinder-Mat, cot, or crib every week depending on the child’s age. The mats, cots, or cribs are cleaned with a sanitizing solution or Clorox wipes. Blankets are provided and are washed weekly and stored separately. Children are welcome to bring a soft stuffed animal to rest with.

\*If your child is disturbing rest time and keeping other children awake, you may be called to have your child picked up.

**Safe Sleep Policy**

Our objective is to ensure the safety and well-being of children during sleep hours in our child care center by adhering to Oregon regulations and following AAP guidelines on safe sleep practices.  
  
Key Guidelines:  
  
1. \*\*Back to Sleep:\*\* All infants under one year of age will be placed on their backs to sleep, unless a doctor provides written instructions for an alternate sleep position.  
  
2. \*\*Safe Sleep Environment:\*\* Cribs will be free from soft bedding, toys, and loose items. Mattresses will be firm and fit snugly within the crib. Room temperature will be maintained for comfortable sleep. • Infants who can roll from back-to-front or back-to-side may remain in the sleep position they assume.

• 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. There must not be any items (e.g., blankets, tents, sheets) placed over the top or on the sides of a crib, portable crib or play yard. Items that may cause suffocation or strangulation such as headwear (e.g., hoods, hats, 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 or other clothing or covering that restricts the infant's arm or leg movement is always prohibited, even if the child is not sleeping.

• If the caregiver is engaged in an activity with childcare children and is carrying a sleeping infant in a structured infant carrier, the caregiver must move the infant to a safe sleep surface as soon as the activity is finished. 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.

3. \*\*Supervision:\*\* Trained staff will conduct regular checks on sleeping infants, ensuring proper positioning and addressing any concerns promptly.  
  
4. \*\*Education and Training:\*\* All caregivers and staff will undergo training on safe sleep practices based on AAP guidelines, staff will be updated regularly to ensure compliance and understanding.  
  
5. \*\*Parental Communication:\*\* Parents will be informed about safe sleep practices during orientation and provided with resources to reinforce these practices at home.  
  
6. \*\*Documentation:\*\* Detailed records will be maintained for each child's sleep patterns, including sleep times, and any observations during sleep hours.  
  
7. \*\*Emergency Procedures:\*\* Staff will be trained in responding to sleep-related emergencies, including sudden infant death syndrome (SIDS) or other sleep-related issues.

8. \*\*All Children\*\* While sleeping, all children must be monitored frequently to ensure they are breathing, not overheated, not in distress, and do not need assistance.Childrens faces should not be covered. Lighting should be enough to be able to clearly see all of the children in care. Children must be on a flat, firm, non-inclined surface for sleeping. **Weighted blankets, weighted clothing, or other weighted objects must not be placed near any sleeping child at any age.**  This poses safety concerns, as weighted blankets may pose risks for infants, toddlers and young children due to their weight and potential for suffocation or difficulty in removing the blanket independently. A prescription or IFSP is required for any child using these items. The prescription requirement ensures professional assessment and guidance for safe use in specific cases where it could benefit the child.

\*\*Compliance and Monitoring:\*\*

- Regular audits and assessments will be conducted to ensure compliance with Oregon regulations and AAP recommendations.  
- Continuous improvement will be sought through feedback from staff, parents, and regulatory updates.  
  
\*\*Conclusion:\*\*  
The safety of the children entrusted to our care during sleep hours is paramount. By implementing these safe sleep practices in accordance with Oregon rules and AAP guidelines, we aim to create a secure and healthy sleep environment for every child at our center.

 **Guidance and Discipline Policy**

1. \*\*Philosophy Statement:\*\* We believe in fostering a positive and nurturing environment that encourages children to develop self-discipline, social skills, and respect for themselves and others.  
  
2. \*\*Positive Guidance Approach:\*\* Our center promotes positive guidance techniques that focus on encouraging appropriate behavior rather than punitive measures. We use strategies such as redirection, positive reinforcement, and modeling desired behaviors.  
  
3. \*\*Expectations and Rules:\*\* Clear and age-appropriate rules are established and communicated to children and parents. These rules encompass safety, respect for others, property, and the environment.  
  
4. \*\*Consistent Implementation:\*\* Staff members are trained to consistently enforce rules and expectations. Responses to behavior are fair, consistent, and proportionate to the child's age and understanding.  
  
5. \*\*Conflict Resolution:\*\* Our center employs conflict resolution techniques that encourage children to communicate their feelings, listen to others, and find solutions collaboratively with guidance from staff members.  
  
6. \*\*Non-Punitive Approach:\*\* We do not use physical punishment, humiliation, or any form of verbal abuse as disciplinary measures.  
  
7. \*\*Documentation and Communication:\*\* Incidents involving behavior management are documented, and parents are informed promptly and involved in discussions about behavioral issues.  
  
8. \*\*Staff Training:\*\* Ongoing staff training on positive guidance techniques, child development, and conflict resolution strategies is provided to ensure consistency and quality in our approach.  
  
9. \*\*Individualized Approach:\*\* Recognizing each child's unique needs, our center tailors guidance strategies to suit individual developmental stages, abilities, and temperaments.  
  
10. \*\*Review and Evaluation:\*\* This policy is regularly reviewed, evaluated, and updated in accordance with Oregon's child care center standards and best practices.

Our objective is to:

* prevent problems by establishing consistent rules of behavior
* demonstrate coping skills
* provide an attractive and safe environment
* offer a variety of constructive and engaging activities with the child’s needs in mind
* be consistent and fair about rules, taking all things into consideration
* distract or redirect children from potential problems
* remind children of rules
* help children with problem solving by discussing choices and consequences

1. Redirection or discussion is the first course of action. Teachers may use their own classroom management system with incentives to help promote good behavior and choices.
2. Time-outs are used to help a child gain self-control or when needed for safety concerns. The child will be separated from the group in a designated area within the classroom. Though he/she will not be permitted to participate in activities, he/she will be given adequate attention from the teacher. Time outs are 1 minute for each year of the child's age.
3. When there are repeated behavioral problems or problems that risk the safety of others, the child may be sent to the director. In serious situations parents will be called immediately to come down for a conference and it will be decided between the parents and director if a child will be permitted to stay. The teacher may also be a part of this conference.
4. If a behavioral problem persists, New Discoveries may require that parent works with EC CARES to come up with an improvement plan. We may find that it is in the best interest of both students and classmates to request the withdrawal of the child. However, every effort is made to find a workable solution.
5. Good communication between school and parent is vital. Problems at home most often show up at school in the form of behavior, and vice-versa. Any concerns or issues should always be addressed with our Director or teaching staff. It is always our goal to partner with parents.



# HOURS OF OPERATION

## 7:30 am – 5:30 pm

Each child needs to have a written Drop Off and Pick Up time stated on their contract. It is very important to follow your schedule because staff schedules are based on these written Drop Off/Pick Up times. The classrooms start their curriculum at 9:00. Please have your child dropped off before curriculum time. Contact New Discoveries if your child is going to be late. We don’t serve breakfast to children after 8:45. Please have your child dropped off before that time if you wish for them to be served breakfast. Our Quiet time is from 1:00-2:30 pm, and 12:00-2:30 for our nursery groups. No drop offs during nap please. If your child has an appointment during this time please wait to drop back off after 2:30 pm. If your child is not going to be picked up at the time indicated on the Drop Off/Pick Up form, please contact management.

We are closed in observance of major holidays and for 3 teacher in-service days.: Holidays/Days off may change year to year. Always check the calendar to see the days we are closed during the year.

### CLOSURES OR DELAYS

In the event of inclement weather, New Discoveries Christian Child Care will follow the Springfield School

Districts ruling on school closures and delays. If schools are closed, we follow Willamalane programs.

If the Springfield School District is closed and the director of New Discoveries feels the school can open, the school will be on a delay and an email or announcement on Brightwheel will be sent out to parents as soon as possible regarding our decision. We reserve the right to close additional days due unexpected emergencies (i.e., power outages, natural disasters, illness outbreaks etc.)

Pre-planned in-service days and holidays observed are listed on our current school year calendar.

### DAILY ATTENDANCE RECORDS

We are required by the state to keep Daily Attendance Records. Please record and sign arrival and departure times on the clipboard provided at entrance by child cubbies. Time and signatures are required at both the beginning and the end of your child’s day. Please indicate children’s first and last names

### PICK-UP POLICY

We have a very strict “pick-up” policy. Only authorized people may pick up your child. There may be some instances where ID is required. Although in some ways it may seem like a bit of a nuisance, a strict policy is in place to protect your child. We would very much appreciate your cooperation and the cooperation of those listed on the authorization sheet. Please make sure they understand this procedure, as it sometimes seems intrusive.

### AFTER HOURS/LATE PICK UP

Parents need to stay within contracted scheduled times indicated or late charges will apply. Time slots will be specified on contracts. Please make sure that you have arrangements for someone to pick up your child on time. Late pick up will result in a $2.00 \*per minute\* late fee and an additional $20.00 after every 15 minutes. Late fees are based on contracted times.

### OPEN DOOR POLICY

We want you to feel welcome in our center at any time. We encourage parent involvement. Custodial parents may visit their child in the center during operational hours and may drop by for lunch with their child on any day. Please make sure to sign in on our visitor log. We do appreciate parent cooperation in following rules and regulations while in the center.



# TUITION & FEES

## BILLING POLICY

New Discoveries bills in advance on the first of every month through Brightwheel. Tuition and Copays are due by the 5th of each month and a $20.00 late fee will be assessed on the 20th if payment has not been received.

Enrollment will be forfeited if account balance is not paid in full by the 25th of the month.

A 30 day notice is required for any billing adjustment or withdrawal from the school. Payment options for tuition are through Brightwheel using ACH or card. ACH has no additional charge but using a card will have a fee that is automatically charged to the parent.

In the event that New Discoveries requests withdrawal of a child for reasons other than account delinquency, we will refund any unused portion of tuition.

## MISCELLANEOUS FEES

Late pick up fees $2.00 per minute plus $20.00 for every 15 minutes late. Emergency supply fees may be charged when center supplies must be used. If a check is returned for non-sufficient funds, the person will be charged $25.00.

## REGISTRATION FEE

A non-refundable, one-time registration fee of $50.00 confirming your child's enrollment is due prior to their first day of attendance.

## ANNUAL SUPPLY FEE

A $125.00 Annual Supply fee is due in September and will be billed annually. If your child is not enrolled in September, you will be charged a prorated amount and then billed $125.00 in September going forward.

# PERSONAL BELONGINGS

Children are provided with comfortable bedding. These items will be provided for your child and will be laundered weekly by center staff. **All New Discoveries bedding must remain at the center.**

A change of clothes that is seasonally appropriate is also required. Children in the process of toilet training will require several changes of clothes and extra shoes. Shoes must be safe to run and climb in. **No flip flops.** Children will not be permitted to run or climb on play equipment without appropriate shoes. Children over the age of 1 will need to be provided with shoes or else the parent will not be permitted to drop off their child. This is for the safety of the children in an emergency evacuation.

Personal items such as toys, video games etc. will be stored in a child's backpack or personal cubbies along with other personal items and they will not be permitted to remove them until time of dismissal. Generally, it is better for everyone if these items are left at home. (Please see Safety Policy below.) If your child is dependent on a specific item to bring them comfort, please talk with us ahead of time so that we can find a practical solution. Your child’s comfort is very important to us. Cups are provided for all children along with access to drinking water.



# HEALTH/SAFETY/FIRST AID

## HEALTH

The health and well-being of all children and family members are of the utmost importance. The state requires a very strict policy regarding the health and safety of our students and guardians. It is for the protection of everyone that New Discoveries must insist on strict adherence to this policy. Please read it carefully:

## NO SMOKING

Smoking is prohibited within the center, within 100 feet of the center and within 100 feet of any area designated for use by children. Those who do not abide by this rule will be asked to leave.

**PARK YOUR CAR/TURN OFF YOUR ENGINES.**

It is important to remember that you must PARK your car and turn off your engine when dropping off or picking up children. This will protect students, staff and guardians from harmful emissions from your car’s exhaust. Please park your vehicle in designated parking areas. Do not leave your vehicle for any length of time in roadways. There must be clear access at all times. Never leave children unattended in a vehicle during pick up or drop off.

**Immunizations**

The State of Oregon Certificate of Immunization and Enrollment forms must be completed and returned before children can attend care. All children must have current immunizations on record and updated as required to attend the center. Parents who choose not to have their child immunized must follow State of Oregon guidelines for medical and non-medical exemptions. See office staff for appropriate forms requiring doctor signature. If a child is not immunized for a vaccine preventable disease and there is an outbreak of that disease in the program, the child will be immediately excluded from the program until the Health Department determines the child may come back.

**Excluding Sick Children/Illness Response**

**Please read the following carefully:**

To maintain the well-being of our children, staff, and families, this policy outlines the procedures for excluding children with illnesses as per the guidelines outlined in Oregon childcare regulations (OAR 414-305-1010). A child's temperature is taken when there is a concern. A child's temperature is not taken rectally at any age. Mercury and glass thermometers are not used. We will not accept a child into care who is diagnosed as having or being a carrier of a childcare restrictable disease, as defined in Oregon Health Authority administrative rules, except with the written approval of the public health administrator or a licensed health care provide. Children on the premises complaining of illness, or found to be ill, will be allowed to rest in a comfortable area separate from the other children. Parents will be notified immediately. Please refer to the Emergency policies and procedures for detailed procedures. Depending on the severity of the illness, parents may be requested to pick up their child as soon as possible. **Pick up must be within 1 hour of notification.** If you arrange to have someone pick up your child, please make sure the person is already on your child’s “Emergency Information” form. We cannot release your child to any unauthorized persons. Please verify with the administration who will be picking up your child. It is much better to add any/all possibilities to your pick-up list at the time of enrollment.

Any child determined to be carrying a communicable infection (Measles, Chicken Pox, Head Lice, etc.) shall be isolated from others until the child is picked up. Parents will be requested to pick up their child immediately in these situations. (If a child is sent home for Head Lice they will not be able to return until they are lice and knit free. Children will be checked upon arrival to determine whether they can return to school.)

Procedures:

1. Illness Assessment:

• Children will be observed for signs and symptoms of illness upon arrival and throughout the day.

• Staff members trained in recognizing common childhood illnesses will assess children who exhibit any symptoms of illness, including but not limited to fever, diarrhea, vomiting, rash, persistent cough, or unusual lethargy.

2. Exclusion Criteria:

A certified childcare center must not accept a child into care who:

Is diagnosed as having or being a carrier of a childcare restrictable disease, as defined in Oregon Health Authority administrative rules, except with the written approval of the public health administrator or licensed health care provider; or has one or more of the following symptoms of illness, except with the written approval of the public health administrator or licensed health care provider:

* Fever over 100.4°F. A child with a fever over 100.4°F may return if fever free for 24 hours without the aid of medication.
* “Diarrhea”, which means three or more watery, bloody, or loose stools in 24 hours, the sudden onset of loose stools, or a child is unable to control bowel function when previously able. A child with diarrhea may return 48 hours after diarrhea resolves or with written clearance from a licensed healthcare provider.
* Vomiting at least one time, where there is no explanation for the vomiting. A child who vomits without explanation may return 48 hours after the last episode of vomiting or with written clearance from a licensed healthcare provider.
* Severe or persistent coughing. A child with severe or persistent coughing 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. A child with an unusual yellow color to skin or eyes may return to care with written clearance from a licensed healthcare provider.
* Rash, or open sores or wounds discharging bodily fluids. A child with open sores or wounds discharging bodily fluids may return to care after rash is resolved, when sores and wounds are dry or can be completely covered with a bandage, or with written clearance from a licensed health care provider.
* Stiff neck and headache with one or more of the symptoms listed above;
* Uncharacteristic lethargy, decreased alertness, increased irritability, increased confusion, or a 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 health care provider.
* Difficulty breathing or abnormal wheezing. A child with difficulty breathing or abnormal wheezing may return to care after symptoms are improving for 24 hours.
* Complaints of severe pain. A child with complaints of severe pain may return to care after symptoms are improving.
* Eye lesions that are severe, weeping, or pus filled. A child with eye lesions that are severe, weeping, or pus filled may return to care after symptoms resolve or with written clearance from a licensed healthcare provider.
* Colored drainage from the eyes requires 24 hours on eyedrops with no more drainage or a doctor’s note.

3. Parent Notification:

• Parents or guardians will be notified immediately if their child exhibits any of the exclusion criteria mentioned above.

• Parents will be required to arrange for the prompt pickup of their child from the center.

• Parents will be informed of the specific symptoms their child exhibited and the center’s policy regarding re-admittance after illness.

4. Sanitization and Preventive Measures:

• All areas and items that the ill child came into contact with will be promptly cleaned and sanitized to prevent the spread of illness to other children.

• Staff will encourage and facilitate proper handwashing and hygiene practices among children and staff members.

**If your child has had a temperature of at or above 100.4, please keep him or her at home until their symptoms have been clear for 24 hours. If a child is experiencing vomiting or diarrhea, exclusion is 48 hours after the last episode.**

### MEDICATION

Under penalty of State Law, New Discoveries cannot dispense and/or administer any medication without the expressed written consent of the child's parent(s) or legal guardian(s).

If a child needs to be administered medication while at the center, a medication form must be completed and signed by the parent and staff. Until we have all required information, we may not administer any medication. All medication must be given to the director and will be placed in a gallon size zip lock bag with appropriate forms. Non-prescription medication, such as Tylenol, cough medicine, etc., must be labeled with the child's name, and must include the instructions and dosage. Over the counter medications must also be kept in their original box and include the pharmacy label. We are prohibited from giving any more than the recommended dosage, by child’s weight, as directed and printed on the container label. All prescription medication must be in the original container with the original prescription label intact and legible. The label must include the child's name, dispensing instructions, and the doctor's name in order for our staff to administer it to the child. A medication authorization can be printed or provided by management and must be filled out completely with dosage, time for dispensing, and parent's signature. Additional forms are required for medications used to treat allergies or asthma. No substituting medication prescribed for another family member is allowed.

If your child has taken any medications before arriving, please let your child’s teacher know and document it in brightwheel. If your child should have an unexpected reaction to medication, it could be vital that we know what medicine and how much he/she has taken. It is also important to record when the last dose was given. These medications include Ibuprofen, Tylenol, cough/cold medicine, etc. These medications will not be given to children under the age of one without a doctor’s note.

**DO NOT leave medications of any kind in your child’s diaper bag or cubby.**  Medications must be stored in a locked cabinet or area inaccessible to children. The authorization form is to be completed each day your child is at the center and medication is required. A written record will be kept of each dose.

**SUNSCREEN AND DIAPER CREAM**

New Discoveries provides Banana boat baby 50 sunscreen for warm days with prolonged sun exposure that parents may sign medication consent forms for, or parents can choose to provide their own sunscreen and indicate the type on the medication form.

New Discoveries provides A&D ointment diaper cream. Parents may sign medication forms for A&D provided by the school, or parents can choose to bring their own diaper cream and indicate the type on the medication form. Medication forms for sunscreen and diaper cream will be good for one year.



### SANITIZING PROCEDURES

**HAND WASHING**

Children are taught the proper methods of hand washing. They are taught the importance of hand washing particularly after using the restroom, wiping noses and before and after meals.

Staff and children will wash hands: after diaper changes, toileting, nose wiping, after coming into contact with bodily fluids, and before/after food preparation.

Staff and children will wash their hands with soap and warm running water after using the toilet, after diaper changing, after assisting someone with toileting, before and after eating and before assisting with feeding.

Staff and children will either wash their hands with soap and warm running water or use hand sanitizer with alcohol content between 60-95% after wiping the nose, after coughing or sneezing, after outside activities, and after handling pet toys or touching animals other than dogs and cats and sanitizer must be stored out of reach of children. Hand sanitizer will not be used on children under 24 months of age. Application of hand sanitizer on older toddlers and preschool-age children will be supervised by an adult.

When hand washing is not possible, but required such as on the playground, moist towelettes and hand sanitizer with alcohol content between 60-95% will be used together. For children who are not able to wash their own hands, staff may wash children’s hands with a single-use cloth rather than under running water.

**SOILED LAUNDRY**

Soiled clothing will be placed, without rinsing, in a closed bag and returned to parents for laundering.

**DIAPER CHANGING**

**Parents will provide diapers. New Discoveries will provide baby wipes unless parents choose to provide their own. Staff will let parents know if diapers are running low and need to be restocked.**

The following is the procedure used by New Discoveries staff:

1. Wash hands
2. Gather necessary materials
3. Change diapers - without leaving child unattended at any time
4. Dispose of diaper (disposable in covered container, cloth in a plastic bag to be sent home)
5. Clean and disinfect changing pad with chlorine solution of 1/8c per quart of water
6. Wash child's hands
7. Wash own hands



## SAFETY

**We embrace the principle that “An ounce of prevention is worth a pound of** **Cure”**

**It is with this attitude that we proceed through our days. Safety is always a priority and we are prepared for the unlikely event of a medical or fire emergency.**

We must follow all the safety and fire rules and regulations required by the State. Our staff is familiar with and prepared with EMERGENCY PROCEDURES approved by city Fire & Life Safety. Our toys are age-appropriate. We have strict sanitizing policies, monthly drills, and a safe and secure inside/outside play area.

**VEHICLE HAZARDS**

Our parking lots on all sides of the building can be full of children and guardians at any given time. A 5 MPH speed limit on our church premises is always enforced. NO EXCEPTIONS. A child can break free from even the most careful and observant parent and dart across the lot. **DRIVE SLOW, USE CAUTION and STOP AT CROSSWALKS**. Please watch and be mindful of those who may have their hands full. Be patient and courteous.

### ROOM CAPACITY/RATIOS

We ask that parents and guardians use good judgment when dropping off or picking up. To keep transition time smooth and practical, please keep the following precautions in mind.

1. Each classroom has capacity limitations. Please limit the amount of people you bring for drop off and pick up.
2. Congestion in hallways should always be avoided.
3. Drop off and pick up time is not a good time to play or visit. Please feel free to visit in our lobby or foyer.

### PERSONAL POSSESSIONS AND SHARING

Please keep all children personal toys at home; each classroom has more than enough toys for the children to play with. Personal toys only cause fights and unhappy children when others want to play with it. Instead, we have periodical share days for the toddler and preschool classrooms. On sharing days, they can bring an item from home to share with the class during the circle. Your child will get a chance to verbally share their items with the class and develop speech and language skills. Please do not send any toys, video games, food or candy with your child. These items tend to cause disruptions or may pose a danger to another child.

New Discoveries cannot assume responsibility for lost or broken items that are in your child’s care.

### FIRST AID/EMERGENCY ASSISTANCE

Each of our teachers must complete CPR/ First Aid and Safety training. A complete first aid kit is located in each classroom and on the playground. First aid supplies are checked regularly by the facility director and replaced as needed.

In the event of a medical emergency the following procedures will be followed:

1. Appropriate first aid will be applied immediately to injured child
2. Emergency rescue call (911), if needed
3. Parents immediately contacted and informed of situation (please refer to the Emergency policies and procedures for further details on procedures)
4. Designated emergency contact person contacted in the event parents cannot be reached
5. Center's accident report is completed and signed by the following: teacher on duty at time of accident, day care director, and parents/legal guardian
6. A report is filed with appropriate authorities.

### EMERGENCY ASSISTANCE

In the unfortunate event that a child is injured, we will make every effort to contact a parent. If we are unable to locate the parents and the injury appears serious, we will call the paramedics if warranted. New Discoveries uses PeaceHealth Sacred Heart Medical Center River Bend Hospital in emergency situations. If needed, in the opinion of the paramedics, an ambulance will be utilized for transport. All costs incurred will be the custodial parent’s responsibility.

In the event of a fire or city-wide emergency, we will follow the procedures and instructions of emergency personnel.

Your child’s safety will be our number one priority. The Clinic located adjacent to the south side of the building, will be used as our first evacuation site.

\*New Discoveries Christian Childcare and Development is bound by State Law to report to the proper authorities’ evidence of any one of the following:

* Any serious injury occurring on the premises including but not limited to injuries involving stitches, casting, or hospitalization. Reports are made to: Licensor, responsible relative, and/or child's placement worker. (if applicable)
* Any occurrence of food poisoning or communicable disease will be reported to the State Board of Health.
* Any unexcused or unexplained absence will be reported to the placement agency (if applicable) or a responsible relative.
* Any suspicion of child abuse will be recorded and reported to Social Services.

**MANDATORY CHILD ABUSE AND NEGLECT REPORTING**

All citizens have a responsibility to protect those who cannot protect themselves. Members of the general public may report suspected abuse and neglect if they choose. Oregon state law, however, mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. These people are called mandatory reporters, and they are a crucial link in the system to protect Oregon’s most vulnerable citizens. By law, mandatory reporters must report suspected abuse or neglect of a child regardless of whether or not the knowledge of the abuse was gained in the reporter’s official capacity. In other words, the mandatory reporting of abuse or neglect of children is a 24-hour obligation. If any employees at New Discoveries suspects a child under the age of 18 is being abused or neglected, they are required by law to report the abuse to local authorities: Oregon Child Abuse Hotline (ORCAH) 24/7 1-855-503-SAFE(7233) or the Lane County Sheriff’s Office at 1-541-682-4150. You may remain anonymous. There could be criminal and civil penalties for failure to report. If any employee fails to report suspected abuse or neglect, they can be terminated from employment.

**TOBACCO, ALCOHOL and DRUGS**

Tobacco use is prohibited within 10 feet of entrances, exits and windows at our facility. Alcohol, and drugs are not allowed on New Discoveries property. Your family may be terminated from enrollment if this policy is violated. If you need assistance with finding helpful information on any of these topics, please see the center director.

**PARENT/GUARDIAN BAHAVIOR**

If a parent or guardian exhibits behavior that is detrimental to the health and well-being of the children or staff in a classroom or negatively interferes with the normal functioning of the classroom she/he will be given one week’s notice and asked to find alternate childcare services. In an instance in which a parent (or other adult) is deemed verbally or physically hostile, abusive, exhibits erratic behavior, or is considered to pose a potential threat to others, childcare may be terminated immediately. The Center reserves the right to take measures to maintain a harmonious and safe Center environment. Public Safety will be contacted as necessary in such instances.

# ARRIVAL/DEPARTURE PROCEDURES

The person bringing a child to the center must remain with the child until the child is accepted by a New Discoveries staff member. In order to have an accurate record of children in attendance, children must be signed in and signed out each day of attendance. We will only release a child to a parent or a person specifically named and identified by the parents authorized to pick up. We will verify identification of any person, other than the parent, who picks up a child. For more information see “ILLNESS” section of this manual.

All Children must be picked up by their scheduled arrival/departure time stated on the contract.



# TRANSPORTATION

New Discoveries does not provide transportation at this time.



**FIELD TRIPS AND WALKS**

New Discoveries will not be engaging in any activities outside of the New Life Church premises.

**SCREEN TIME/ELECTRONIC MEDIA**

Our normal daily routine may include limited screen time/electronic media. We use screen time for educational purposes and special occasions limited in duration and not used more than two hours a week in any classroom. Students are not permitted to use any personal electronic devices in the facility. If children arrive with one or more of these items, they will be required to be placed in their backpack or in a safe location until departure.

**PHOTOGRAPHS/VIDEO/CELL PHONE**

New Discoveries staff take pictures of the children participating in our program daily. Many of these photos may appear on the classroom walls, sent home with the child, in our newsletter, or on our school website or facebook page. We will not use any child’s photo for external publicity without the parent's permission. Please be aware that during special events and concerts your child may end up in pictures taken by other parents. New Discoveries is not responsible for photos/video posted on social media by others.

**COMPLAINTS**

One of our goals at New Discoveries is to work as a team to meet every need of your child. If families have any educational concerns, you are encouraged to promptly discuss the issue with your classroom teacher first, so we can resolve any issue that may have arisen. If there are any billing issues, please talk with the Business Director promptly. If you would like to access public information regarding our licensed center or if you have concerns about the facility that the Operations Director is unable to resolve you are encouraged to call the Department of Early Learning and Care at 1-503-947-1400 or access their website. https://www.oregon.gov/delc/Pages/default.aspx