



**Little Beavers
Preschool Inc.**
Est. 1973

Parent Reference Guide

Little Beavers Preschool, Inc.

SERVING FAMILIES IN THE CORVALLIS AREA WITH
QUALITY AND COMMITMENT SINCE 1973

Revised 04/2023

Children...

Love them,

Nurture them,

Teach them well,

And believe in them

For they are our future.

Welcome to Little Beavers

This reference guide is to provide you with information that will help you make the most of your experience with Little Beavers. Please familiarize yourself with the information provided and keep it handy for future references of policy and procedures. Please let us know if you need to receive this information in a different format due a difference in language, literacy or ability.

Our Mission

Little Beavers Preschool is committed to providing quality childcare in a loving environment. We believe in partnering with families; working together to help each child reach their social and academic potential. Our teachers are a caring team of educated and experienced professionals who interact with children and teach using developmentally appropriate environments, curriculum and methods. We welcome all children without regard to race, color, creed, sex or national origin.

Where to Reach You

You or someone authorized to pick up your child must be available by phone while your child is at Little Beavers. Please notify us of any change in your location or phone number even if it is temporary (i.e. out of town, day off work, out of office for the day).

Operating Hours

Little Beavers Preschool is open year round Monday through Friday from 7:30 am to 5:30 pm. A \$25.00 late fee will be charged for every 10 minutes families arrive after closing hours to pick up their child.

Core Values

Little Beavers Preschool adheres to the NAEYC Code of Ethical Conduct. The Seven Key Elements/Core Values are as follows: Standards of ethical behavior in early childhood care and education are based on commitment to the following core values that are deeply rooted in the history of the field of early childhood care and education. We have made a commitment to

- Appreciate childhood as a unique and valuable stage of the human life cycle
- Base our work on knowledge of how children develop and learn
- Appreciate and support the bond between the child and family
- Recognize that children are best understood and supported in the context of family, culture,* community, and society
- Respect the dignity, worth, and uniqueness of each individual (child, family member, and colleague)
- Respect diversity in children, families, and colleagues
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect

* The term *culture* includes ethnicity, racial identity, economic level, family structure, language, and religious and political beliefs, which profoundly influence each child's development and relationship to the world.
2011, National Association for the Education of young Children



Arrival & Departure

Children must be escorted into and from Little Beavers parking lot to the entrance gates. There is a blue-tooth doorbell and ring camera for you to use. Staff will greet you at the gate to escort the children safely to their classroom and sign them in on the attendance sheet in the child's classroom. Please do not leave the facility until your

child has been welcomed by one of our staff members at the front gates. This policy has been put into place since the start of Covid-19 to help mitigate the spread of any sickness and illness. This policy also helps keep our facilities clean and maintain better sanitation. Furthermore, this policy is also a security feature to avoid any strangers entering our center to keep our children safe. Moreover, the children stay more focused with the teachers through their daily activity schedule without the interference of parents coming in and out of their classrooms throughout the day. Notify your child's teacher of any special instructions or concerns such as: medication, health symptoms or changes in child's life or schedule. Maintaining daily communication with your child's teacher and management will help us provide the best care possible.

A custodial parent has access to Little Beavers at all times during operating hours for the following reasons: breast-feeding your child, making a tuition payment, meeting with your teacher or director, visiting your child's classroom upon first enrolling, for any emergency or special request like attending your child's birthday celebration. We welcome your communication to arrange a visit from you.

A child may only be released to an adult authorized on the child's enrollment form which has been completed by the enrolling parent. This information may be updated at any time. Please inform your child's teacher or director if someone different is picking up your child. If the authorized person is unfamiliar to staff, picture identification will be requested.

As you enter and exit Little Beavers Preschool:

- Check to make sure all latches on the gates are secure
- Adults only may open and close gate latches
- Escort children all the way to and from your vehicle to the school entrance gate.
- Do not leave children unattended in vehicle
- Turn off vehicle engine when parked

What to Bring

Your child will have their own cubby to keep their personal items. Please make sure that all items are labeled with your child's name. All bottles will be sent home daily for sanitization. Please bring the following items:

Infant/Toddler-

- Diapers/Ointment
- Baby Food or Lunch
- Comfort Items (pacifier, blanket, etc.)
- Blanket for sleeping
- Approved Sleep Sac by the ELD
- Labeled Bottle/Sippy Cup
- Change(s) of clothes



Preschool-

- Lunch (following the FDA/USDA Food Guidelines)
- Full change of seasonally appropriate clothes
- Nap Blanket
- Water Bottle
- Sunscreen in the summer
- Toys from home should be brought ONLY ON FRIDAYS

Health & Safety

To maintain a healthy and safe environment, children may not attend Little Beavers if the following symptoms are present:

- Non-medicated temperature over 100° F
- Vomiting within the last 24 hours
- Three diarrheas within the last 24 hours
- Unidentified or contagious rash
- Constant runny nose with green discharge
- Severe cough



- Unusual discharge from eyes or lesion on skin
- Communicable disease such as chicken pox or HFMD
- Head lice or nits, even if they have been treated. Little Beavers has a no nit policy

If you are uncertain, please call the Site Director or your child's teacher for clarification. Please be available at all times. If your child develops any of these symptoms while at Little Beavers, you will be notified and asked to pick up your child **within thirty minutes** to prevent the spread of illness.

Teachers will dispense medication after parents have completed a medication form including name of medication, dosage, time to be given and reason for medication. **It is very important that you bring the medication in the original container clearly marked with the child's name.** All medication must be given to the teacher by the parent, never by a child. Please do not send cough drops, eye drops, inhalers or Tylenol in a child's backpack. All medication must be authorized if taken at Little Beavers and will be stored in our locked medication box. Please take any unused medication home when it is no longer needed.

In case of an accident a teacher will complete an accident report form. This will let you know what happened and any first aid administered. Please read the report and sign one copy for the center. You will keep the other copy for your records.

Our bath-rooming procedure is that the bathroom door will remain open for supervision unless a staff member is accompanying a child that needs privacy with the door shut. Any soiled clothing from an accident will be sent home in a plastic bag to be laundered.

Behavior Management

Little Beavers uses a problem solving approach with children. We encourage children to use these problem solving skills to

create positive interactions with other students and staff. In order to prevent unnecessary conflicts, our policy is:

Prevention

- Set up an appropriate environment
- Have realistic expectations and schedules
- Get to know individual children
- Observe interactions with other children
- Communicate daily with parents
- Redirect inappropriate behaviors



Intervention

- Partner with staff
- Develop and try alternatives
- Evaluate effectiveness of alternatives
- Consult with parent(s)
- Remove child from activity

Invention

- Brainstorm new ideas
- Involve parent(s) in finding solutions

To assure the safety and well-being of all children, a child will be sent home if he/she displays uncontrollable behavior that: threatens to harm children or staff, or requires attention to the degree that the class as a whole is impacted.

We at Little Beavers want to partner with you in your child's growth and development. If your child has been sent home, a conference meeting with the teacher and/or director will be held to discuss the behavioral plan and strategies. If a child's behavior continues without progress, he/she may be dismissed from Little Beavers.

On occasion a child may experience difficulty adjusting to a new environment. We will do our best to comfort your child and make the transition as easy as possible. If your child shows emotional distress with inconsolable crying without

stopping for over an hour we will contact you and discuss a solution. This may include asking you to pick up your child early for the day, revising schedules or drop off routines.

Curriculum

Little Beavers implements creative curriculum providing age and developmentally appropriate environments and learning opportunities. Daily schedules and activities are posted on your Class Dojo. Curriculum themes are noted in monthly newsletters, are handed out from your child's teacher and posted on Class Dojo. Please note specific cognitive, social, emotional or any other goals on your child's enrollment form.

In order to support each child's growth, our teachers observe and document an ongoing assessment of each child's learning and development, which considers social, emotional, physical and cognitive development. We encourage you to talk with your child's teacher regarding your child's learning experience. If needed, your child's teacher and the Director may help you access community resources for additional specialized assessment.

Snacks & Lunch

Snacks are served in the morning and afternoon. Every snack includes items from at least two food groups. All milk served is 2% or whole. Menus and any changes or substitutions are posted on your Class Dojo. As a part of our health and nutrition curriculum we use the "two bite club" to help introduce children to healthy food choices that may be a new taste experience.

Please send your child with a healthy lunch following the FDA/USDA Food Guidelines from home daily. We will encourage your child to eat what you send and repack any



large portions of leftover food so you can see what was consumed. Please label **all** lunch and storage containers with your child's name. Please do not send items that need to be reheated. Due to lack of refrigerator space, please include an ice pack in your child's lunch as needed. The Child Care Division requires that we monitor lunches to ensure there is adequate nutritional value, please make sure that your child has a variety of nutritious foods to choose from.

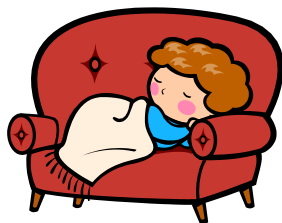
Please make a note of all food allergies in your child's enrollment form. All teachers serving food have this information.

Field Trips and Transportation Procedures:

To provide enrichment and recreation for children, field trips are planned periodically. All field trips will be posted in the sign-in area at least two days in advance. If transportation is necessary, children will ride in the Little Beavers bus which is in compliance with state and local motor vehicle laws.

Vehicles are maintained in a safe operating condition and are driven by our certified staff holding a current CDL. A

First Aid kit is stored on the bus to ensure proper first aid when needed. Attendance will be taken on and off the bus or dependent upon location and activity. All child / teacher ratios will be maintained at all times. Also, if needed a staff member will accompany a child to the bathroom whether there is a public bathroom or outhouse monitor hand-washing.



Rest Time

All children ages 12 months through 4 years of age must have a daily quiet rest time. Children who nap/rest on individual cots/mats and are encouraged to sleep with soft music as

teachers rub the children's backs. Kindergarten Readiness preschoolers who do not sleep will have a 20 minute quiet time with books. Please describe any special sleep routines on your enrollment form.



Special Events

We are proud to partner with Osborn Aquatic Center to offer swimming lessons. We offer a session in the winter for preschool children who are potty-trained ages three and up. Swimming is also a part of our Summer Day Camp with classes for eight weeks. Safety procedures will be followed according to the Corvallis Osborn Aquatic Center.

Throughout the year we celebrate holidays and the growth of your children. These may include: Pumpkin Patch Field Trip, Christmas Program, Easter Egg Hunt, Kindergarten Readiness Graduation and our Independence Day Parade. You are welcome to bring a treat to share with your child's class on their birthday.

Closure Dates

Little Beavers is closed on the following days. Please see your contract or calendar for dates specific to this year:

- Labor Day
- Veteran's Day
- Thanksgiving Holiday
- Christmas Holiday through
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth National Independence Day
- Independence Day

Sometimes we experience severe weather conditions which may force a temporary change in Little Beavers operating hours. During severe weather conditions, we will follow the delays and closure decisions made by the Corvallis 509J School District. In the case of a school closure, Little Beavers will also be closed. In the case of a 2 hour delay, Little Beavers will also open 2 hours late at 9:30am. You can find this information on the Flash Alert website for the Corvallis School District where you may also sign up for an email alert <http://flashalert.net/news.html?id=500>

All changes or closures will be announced on Little Beavers voice mail and our website at: www.littlebeaverspreschool.com. Please understand that our primary concern is the safety of our staff and the families we serve.

Enrollment, Absences & Disenrollment

To enroll your child at Little Beavers, please pay the \$100 family registration fee and complete, sign and return enrollment documents to the office. Enrollment documents may include forms for: Immunization, Information, Authorization, Participation, and a Contract. All families must make an appointment



to tour the facility and meet staff prior to enrollment. Because instructional programs are in place whether your child is able to attend certain days or not, there are no reductions for absent days. For an extended absence please talk to the Site Director regarding your schedule. If you wish to dis-enroll for the summer, we cannot guarantee a reservation of your child's space in the program in the fall or otherwise. Please talk with the Director regarding class availability. Little Beavers requires an advance 30 written notice if you wish to discontinue services or change to a less than full time

program. Verbal communication with a teacher is not sufficient notice.

Emergency Procedures

The safety of all children is our first priority, thus assessments and decisions are ongoing to prevent accidents. All teachers are certified in First Aid and CPR. The following steps will be taken in the event of a real emergency:

- Secure the safety of all children
- Apply first aid as necessary
- Call 911 (Child will never be transported by anyone other than 911 staff)



- Call parent
- Relocate children to a safer location, please note this designated location at Little Beavers.

Communication and

Participation

Daily communication may include daily reports, newsletters, billing receipts, accident reports, and other information regarding your child's day. Staff utilize the App, Class Dojo to post information of the children's activities in their class. Class Dojo is free of charge and is a method to privately interact with your teacher and learn of classroom news. This may include lesson plans, snack menus, newsletters, closure date and event reminders as well as any pictures, videos of them inside our center and outside on our playgrounds. Our current license, closure dates, policies and contact information are posted on the parent information board and is available via email to any parents. An update of educational opportunities and articles by Family Connections are sent out to parents through email.

Daily verbal communication is very important to us; please check in with your child's teacher daily in person at pick-up or through Class Dojo for an update on your child's day. A meeting with your child's teacher or the Director may be scheduled upon request.

Throughout the year there are many opportunities for parents to be involved in the classroom. Please sign-in on the volunteer board, state the purpose and check in with a staff member before volunteering in the classroom. All teachers are aware that they are responsible for visitors not having access to children alone. Your unique contributions add to our children's learning experience!

Grievance Procedure

If you have a comment or concern, please notify your child's teacher first. Many issues may be easily resolved once communicated to your child's teacher. If you still feel your needs have not been met, please contact your Site Director during business hours. We encourage you to communicate the needs of you and/or your child to enable you to have a positive and wonderful experience at Little Beavers.

All reports concerning this facility are available for inspection by any custodial parent. We understand that all grievances may not be easily resolved and a parent may wish to contact the certifier for this facility. The Child Care Certifier's name and phone number are listed on the parent bulletin board in each building and posted via email. They would be glad to assist in any matter.



Finances

All billing statements will be emailed to parents prior to the first of the month. Please notify your director if you will need a

paper receipt for your tuition payments. All payments/co-pays are due on the first of the month prior to services. A \$25.00 late fee will be assessed if payment is not received by the 5th of the month. All accounts must be current to continue child care services into the next month. A 30 day advance written notice is required if you wish to discontinue services or change to a less than full time program. We accept credit card or debit card payments in the office, cash, money orders and checks. There is a locked payment box in each building for staff to receive payments and store them securely. We accept Employment Related Day Care (ERDC/DHS/TANIF) payments from the Department of Human Services. Please talk with the Office Manager regarding DHS forms and payment prior to enrollment or at the time of change. Receipts may be requested from the main office.

Staff:

Our staff is here to serve you! Please do not hesitate to contact us with any questions:

Owner: Jan East

Staff Director: Sue McGrath

Business Director: Shannon East

Substitute Directors:

Preschool Building: Amber David

Infant/Toddler Building: Kim Espinoza



“To give encouragement, to impart sympathy, to show interest, to banish fear, to build self-confidence and awaken hope in the hearts of others, in short—to love them and to show it—is to render the most precious service.”

Stephen Covey

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