



*Serving Silverton and surrounding communities since
2010*

Welcome

Welcome to Circle of Friends Childcare center and After School Program. We are pleased that you have chosen us as your “partner” in the care and education of your child. We are a family owned and operated childcare center serving Silverton and surroundings communities since 2010. Our commitment is to provide a safe, secure, and loving family-oriented environment for your child to learn, laugh, and grow. Like you, we are interested in your child’s whole development. Circle of Friends fosters your child’s whole development through physical, social, emotional, and cognitive activities. Parents are a child’s first and most important teachers. While you are part of our family, we hope to develop a partnership, between home and childcare, which benefits the development and growth of your child.

This handbook is given to all parents at the time of enrollment and is designed to acquaint you with our policies and procedures. We ask that you read this handbook and feel free to ask questions.

Circle of Friends Childcare / After school program center does not discriminate based on sex, age, race, color, religion, physical or mental disability, creed, national origin, veteran status, sexual orientation, genetic information, gender identity, or gender expression in the programs or activities which it operates.

Mission Statement

Circle of Friends (COF) mission is to continually provide the community’s children with services which benefit their development and growth. To achieve our mission, we support a family culture where children know they are loved. Provide educational and structural services which support your child’s development and transition to school. Embed an atmosphere which encourages children to LEARN, LAUGH and GROW. Support our teachers with guidance and tools necessary to be successful and feel valued.

Philosophy

At COF, children are given the opportunity to explore materials and participate in a variety of experiences. Activities are carefully planned and implemented in an open classroom setting. Children are free to choose from age-appropriate activities including art, music, language & literacy, pre-math skills, science and nature, and dramatic play. The purpose of our approach is to foster competency in the young child. Children **Learn**, develop self-esteem, independence, and problem-solving skills as they make choices and assist in planning the environment and the activities.

At COF learning through play is viewed as the cornerstone of the curriculum. Our teachers provide security, stimulation, support, encouragement and affection. Children are respected as individuals within a child-oriented rather than teacher-directed program.

COF believes a classroom needs **Laughter** to make learning more freeing and fun for children.

COF believes children need a place where they can feel safe and confident as they play, learn and **Grow** together. We feel that a positive environment, praise and redirection from negative behavior is essential to a child's success.

Ages Served

COF childcare Center – 399 South water Silverton: 6 weeks - 5 years of age.

COF After school Program – 402 N water Silverton: 5 years - 12 years of age.

Hours of Operation

Childcare Center

Monday - Friday from 7:00 am to 6:00 pm

After School Program

Operates from 2:30 to 6 pm on normal school days. 1:30 to 6 on Early Release days and 7 am to 6 pm on non-school days. We have scheduled activities, crafts, stem projects and structured free time at various times throughout the day.

Observed Holidays

- News Year's Day
- Martin Luther King Jr Day
- Presidents Day
- Memorial Day
- Juneteenth
- July 4th and 5th
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day
- New Year's Eve (close at 4pm)

Your tuition will not be reduced during daycare closure. When a holiday falls on a weekend, COF will observe the holiday the Friday before or the Monday after. When a holiday falls on a Saturday the center will observe the holiday the Friday before and if the holiday falls on a Sunday, then the center will observe the holiday the following Monday.

Vacations

Circle of Friends childcare center is a family owned and operated business therefore, COF will close two weeks a year for family vacations. In January, each family will receive an updated holiday/vacation closure list for the entire current year. You must arrange and pay for your own back-up care.

These vacations and holiday closures do not change your rate. We base our tuition on a 4-week month which means that you are charged only 20 days of care each month. In months where there are more than 20 days you are still charged your normal tuition. **There are between 18 and 22 days depending on the year that you are provided care but are not charged.** This is what covers our vacation closures.

Inclement Weather

COF follows the Silver Falls School District (SFSD) for Inclement weather. If the schools run on a 2-hour delay or a school closure, we also will run on a 2-hour delay or close our schools. We will notify parents via email through the Brightwheel app. Usually, all decisions are made by 5:45 am.

Power outages are considered a weather-related issue that would call for a school closure.

Non-Weather-Related Closure

It would be rare for COF to close for a non-weather-related issue. The following list may be some reasons why the director would choose to close the program.

If there is an illness that is spreading through our school that requires staff to deep clean and disinfect the space. These may include but are not limited to Head Lice or Hand-Foot-Mouth. If multiple teachers are out sick. We are staffed very well and should not have this problem, but it can happen. We do have substitute teachers that may be able to help in this situation. The reason for this closure would be because we would not be honoring the law by keeping up with our classroom child to teacher ratio. There will be no reimbursement for this type of school closure and no making up of lost childcare time.

These are events that happen in our daily lives that are unpredictable and deserve understanding and flexibility.

Programs

Circle of Friends Childcare is proud to offer activities including circle time, story time, group activities, discussion, and crafts. We also incorporate outside play when weather allows.

Breakfast ~ 7:00 am to 8:00 am

Morning snack~ 10:00 am

Lunch~ 12pm

Nap/quiet time~ 12:30pm to 2:30

Afternoon snack~ 3:00pm

Infant /Wobbler Program

The infant program provides a loving and nurturing environment for 6-week to 23-month-old children. Our goals for the infant program include care, education, and love.

- We provide gentle care to meet the daily needs of diapering, feeding, and sleeping. By earnestly working to meet the infant's basic needs, we create a healthy and safe environment.
- We offer many different activities to enhance the infant's educational experience. Infants learn to explore in a safe and loving environment, at their own pace and in their own way.
- The love we provide for the children is conducive to emotional and physical security. We hold, rock, and spend one-on-one time interacting with the children.

Children learn through active involvement in play. We provide experiences that allow children to succeed. Children develop their senses and skills through exploring and playing. The essence of quality care for infants and young toddlers depends on the intimacy a caregiver develops in the relationship with a child. Working towards understanding and generously meeting infants' needs provides the best care possible for infants. Teamwork between home and the infant room is vitally important. The needs of infants are ever-changing, which means communication among adults is the best way to support each child's care and education. Our promise to you and your infant is to provide quality care, education, and love. We also make the transition to the toddler room easier for the children by initiating the bonding process early. A shared group playtime with toddlers and new teachers alleviates the stress of separation from the infant room environment.

Toddler

This program is designed to accommodate the development of self-help skills needed for children 18 months to 3 years. The children are introduced to new and exciting sensory experiences. A consistent program of developmentally appropriate activities helps to nurture a positive “can-do” attitude.

Teachers in the toddler area believe in the right of every child to a safe, nurturing, supportive environment where children can reach their full potential. Our goal is to facilitate the growth of each child through a carefully planned curriculum encouraging children in each area of development. Cognitive, emotional, physical, and social domains are developed using hands-on experiences and sensory activities focusing on the process, not the result. Each child can progress at his/her own rate in a developmentally appropriate environment based on best practice.

The program provides a well-balanced curriculum that includes teacher and child-initiated activities, large and small groups, active and quiet times, indoor and outdoor play, fine and gross motor fun, individual and group needs, and structured and unstructured activities. Children are allowed to choose from activities in various learning centers: art, blocks, dramatic play, language arts, manipulatives, music, reading, and sensory play. The child’s ability to choose activities fosters a positive outlook toward the learning process. During this time of constant growth and exploration by busy toddlers, we encourage a “can do” attitude to promote many self-help skills and to develop a healthy self-concept. Washing hands, participating in toy cleanup, clearing their table space after eating, and potty learning are a few of the self-help skills we work on with each child.

Since we believe that the Childcare Center is an extension of the home, it is crucial that parents are integrally involved in our program. The transition from home to school has remarkable results when all parties have an open communication system. A child’s self-esteem and happiness are enhanced when the care and education provided by parents and teachers are a team effort. Through the diversity of our program, it is our hope that each child will value the uniqueness of the people around them as they meet the day-to-day experiences of life.

Preschool

This program offers a variety of hands-on activities and experiences. Through play, children aged three to five create, explore, and pretend. Planned activities and consistent daily schedules are balanced with free time to create a developmentally appropriate setting that enhances the preschooler’s love of learning.

The purpose of the preschool is to provide a safe and caring environment for children, while meeting their individual creative, emotional, intellectual, physical, linguistic, and social needs. We believe this development happens by creating a warm and trusting

atmosphere where children can establish a sense of security through a combination of hands-on experiences and active involvement in play. We also believe in making every effort to involve parents in the education of their children. A child's self-esteem is to be valued and enhanced. We therefore use positive guidance techniques and look for the strengths within each child. We promote play as an important avenue for learning and enjoyment. Through play children discover, pretend, test, classify, organize, and interact with others. Play spurs imagination, initiative, and purpose.

We acknowledge the importance of a child's unique and intrinsic sense of wonder. We therefore provide a variety of hands-on activities and experiences to encourage exploration, manipulation, problem solving, and sharing. We believe in offering choices for children, giving them a sense of empowerment and self-control. This is carried out by balancing structured and unstructured daily activities, and offering individual, small, and large group interactions. Most importantly, we believe in and respect a child's right to be a child. We encourage discovery, fun, laughter, and success.

Arrival and Departure

Our Brightwheel app will be used to sign students in/ out as well as for most communication. If for some reason the app is unavailable, then paper sign in/outs will be used. All children preschool and younger must be accompanied by an adult and accepted by the teacher before the parent/guardian leaves. Please make certain that the teacher in charge is aware of your child's arrival. This enables the teacher to greet the child and help engage her/him in the activities.

Circle of Friends works hard to stick to a structured schedule. Due to this, we ask that all students 1 year of age and older arrive at the center by 9am. This helps with planning activities and meals. If you need to bring your child after the arrival time, please contact us beforehand. If your child has not arrived by 9 am and there has been no communication, we will assume that your child will not be attending that day.

If your child will not be attending COF on a particular day, it is IMPORTANT that you communicate this to our center before 8 am. Please call or email COF through the Brightwheel app if your child will be late or absent. We also ask that parents communicate any daily schedule changes to the teacher in charge (e.g., doctor appointments, early pickup, etc.).

For school age children arriving by bus, COF staff will sign children in when they arrive from school. **If your child will not be attending the ASP on any day, please contact us before the end of the school day. This is particularly important when the child is being transported from school via bus to COF locations.**

IMPORTANT

If you are under the influence of alcohol or drugs, we encourage you to not pick up your child from childcare. If you arrive under the influence and are visibly intoxicated, we will try to persuade you to leave your child with us, and we will provide an alternative method for getting your child home safely. PLEASE DO NOT PUT US IN THIS POSITION. If you insist on taking your child and you are driving, we will be forced to report the incident to the police and the Childcare Division. Under Oregon State law, all childcare providers are required to report any and all abuse, neglect, or endangerment regarding children.

Releasing your child

Only those people listed on the Information and Authorization form as having your permission will be allowed to pick up your child from Circle of Friends Childcare. Identification will be required when staff are not familiar with an individual picking up a child. Please notify the center if one of the people listed will pick up your child on a particular day.

If you are having someone that is not listed on the authorization form pick up, you MUST have written communication via Brightwheel app or text. We must have their first and last name and they must present identification.

Please do not share any building codes outside of those on the authorization list or with children.

Reminder: there is a late pick fee.

Rest Time

All children preschool age and younger will take part in an afternoon nap or quiet rest time. Children need this time to re-energize from active play. They do not have to sleep but do need to lie quietly. Each child will be provided with a mat.

- Provide your child with an appropriately sized napping blanket. Large blankets and oversized pillows are discouraged.
- Please remember to take home your child's blanket and pillow weekly for washing.

Toilet Training

We are always willing to help a child with toilet training. However, your child must be ready, and you must be ready as well. Training involves both childcare and home participation. Toilet learning must first begin at home, once your child has shown enough readiness and willingness, we will begin the training at daycare as well. This can often be a lengthy process as the child learns his/her bodily cues. Each child will have a cubby for them to keep 2 to 3 extra sets of clothes. Our toddler staff will help the child clean and redress. Your child's soiled clothes will be put in a plastic bag and sent home.

SUPPLIES NEEDED FOR YOUR CHILD

Infants

- 3 to 4 bottles with Lids (They will stay here)
- Diapers
- 2 pkgs of wipes (monthly)
- 3 to 4 changes of clothes
- Can of formula or Breast milk
 - Note if using breast milk, bags must be labeled with ounces, child's first and last name and date.
- Binky (if needed)
- Arms free sleep sack (if needed)
 - We are not allowed to swaddle
- Diaper cream
- Until infants are ready/ able to eat center provided snacks all meals must be provided by parents.

Wobblers

- Diaper/wipes
- Diaper cream
- Water bottle/spill proof sippy cup
- Blanket and crib sheet for napping mat (will be sent home on Friday to be washed)
- Binky (if needed)
- 3 to 4 changes of clothes
- Rain jacket/ boots
- Ice pack in lunch box

Toddler

- Diaper/wipes
- Diaper cream
- Water bottle/spill proof sippy cup
- Blanket and crib sheet for napping mat (will be sent home on Friday to be washed)
- Binky (if needed)
- 3 to 4 changes of clothes
- Rain jacket/ boots

Preschool

- Blanket and crib sheet for nap mat
- Spill proof water bottle (to be left here)
- Full size backpack with at least 2 changes of clothes
- Ice pack in lunch box

School age

- Water bottle
- Lunch with ice pack
- Rain jacket/ boots

Proper Attire

We ask that all clothing be appropriate for childcare. Please dress your child in play clothes/ weather proper attire. We do many fun and messy projects and outdoor play. We do not want to ruin anything that is special to you or your child. We will go outside daily rain or shine, except in severe weather. We discourage open style sandals or flip/flops as they come off while running and cause pain and discomfort. Sandals that buckle around the ankle are a safer choice. Always label everything with your child's name.

Meals and Snacks

Breakfast ~ 7:00 am to 8:00 am

Morning snack~ 10:00 am

Lunch~ 12pm

Afternoon snack~ 3:00pm

- COF will provide breakfast and Am/Pm snack per USDA guidelines.
- Parents shall send ready to serve lunch in a lunch box with ice pack
- Microwaves and refrigeration are not available
- Per State regulations Each lunch **MUST INCLUDE** all food groups: (protein / grain / 1 fruit / 1 vegetable or 2 vegetables) COF will provide milk
- Please do not send in any sugary snacks such as candy or cookies or juice.
- If your child needs an alternative milk source parents must provide.
- If your child is not here and misses a meal it is the parent's responsibility to ensure they are fed before they come.

Birthdays Celebrations and Holidays

COF celebrates all culturally relevant holidays for the children in our care. Families who wish to share a birthday celebration may bring items that are store bought and in their original container.

Illness/Sick Child Policy

If your child will be absent due to illness, please call the center or email through the Brightwheel app to let us know. If your child contracts a communicable disease, please let us know immediately so that we may inform staff and other parents to watch out for symptoms.

We understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child into care. Parents and staff share the responsibility for reducing exposure to, and the spreading of, communicable diseases. Our illness policy, developed in consultation with Marion County Health Department, states that children need to be free and clear of the following symptoms/illness. You will be called and asked to pick-up your child if your child exhibits any of the following symptoms. If the parent cannot be reached, the person designated as the Emergency Contacts and then Alternate Contacts will be notified.

We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive. A doctor's note may be required to return if symptoms persist, or the child has been exposed to another known diagnosed illness.

This is not an all-inclusive list. **Examples of associated symptoms include, but are not limited to:**

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spreading harmful diseases to others.

- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody within the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge until on antibiotics for 24 hours.
- Impetigo, until 48 hours after treatment.
- Strep throat until 48 hours after treatment.
- Head lice until treatment **and all nits are removed.**
- Scabies until 48 hours after treatment.
- Chickenpox until all lesions have dried and crusted.
- Hand, Foot & Mouth until all lesions are dried and crusted, if in the mouth, until gone.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus until one week after immune globulin has been administered.
- Amebiasis Diphtheria
- Homophile s Influenza Giardiasis
- Hepatitis A & type unspecified Polio
- Meningococcal Disease Salmonellosis
- Staphylococcal Streptococcal
- Covid-19
- Tuberculosis until a health professional indicates the child is not infectious.
- Rubella, until gone.
- Mumps until gone.
- Measles until gone.
- Sore throat, hacking or continuous coughing, runny nose (other than clear).

***Any child sent home sick is to remain home the next day for observation. Once they have been observed for the day AND they are 24 hours symptom-free (for most illnesses, except those listed above), they may return to care. Symptom-free means: they are back to their normal energy level, they have eaten a normal-sized meal, and other illness symptoms are gone.**

To attend the program, your child must be able to participate fully in program activities, including playing outside. If your child has mild cold symptoms which do not impair his/her functioning, he/she may remain in the program.

We have the right to refuse a child who appears ill.

In the event of **closure and/or exclusion** from care due to **exposure or diagnosis OR A NATURAL DISASTER** COF will continue to charge full tuition for **up to the first 14**

days. If an exclusion lasts longer than 14 days, **credit will be issued at 50% of monthly tuition** for the duration of the exclusion period.

Medications

If your child is on medication and it must be administered while at daycare, the medicine must be in the original container and labeled with the child's name, doctor, name of medication, required dosage and when it is to be taken. There will be a form for you to sign giving COF permission to administer the medication to your child. Children are not allowed to administer medication themselves. Please do not send or leave medication in your child's backpack/diaper bags. This includes but is not limited to cough drops, ChapStick, hand sanitizer or sunscreen etc. A written log will be kept of medication, dosage and time administered. Parents must sign this log each day that the medication is given.

Sunscreen is important protection for young children because they are susceptible to sunburn. Sunscreen is considered a non-prescription medication and will be administered only if the parents give written consent.

Mandatory Reporter

As a childcare provider, all staff at Circle of Friends are mandatory reporters. This means that we are required by the State of Oregon to report all suspected abuse or neglect, whether this abuse is physical, psychological, sexual, or financial. Our number one priority is to advocate for young children who cannot advocate for themselves. All child protection concerns will be reported.

Transportation/Field Trips

We do not plan to transport children on a regular basis; however, we will take occasional field trips with our preschool and school age groups. Such field trips might entail trips to Pumpkin Patch, Tulip Festival, and Oregon Gardens. In these cases, we will use bus services provided by our local bus organization. Parent volunteers may be needed and are always welcomed. You will be notified and asked to sign a permission slip in advance. Each child will wear an identifiable item that lists the name and telephone number of the childcare center. We will also go on many walking trips as we are located across from the park, library, and pool.

Fieldtrip Bathroom Procedures

When the Preschool and School-Age children are on a fieldtrip we will manage toileting needs in the following ways:

We will assign each adult who is assisting and accompanying the group to be responsible for a specific number of children. When a child needs to use the restroom facilities, the assigned adult and the other children in that group will all go into the restroom area. If there is a group of children from different “groups” they will be combined, and an adult will be assigned to monitor the bathroom and wait for all children to finish. The supervising adult will notify the Lead or Assistant they are going to the restroom, and who they are taking.

If we are in small groups and it is primarily younger children each group will take a turn to use the facilities. Lead and Assistant Teachers will always be notified of the restroom attendance of anyone on a field trip. There will be a head count performed after each facility’s usage, and multiple times throughout the trip.

Emergency Plan

Evacuation procedures for Circle of Friends have been established and are practiced monthly. In the event of a major emergency that would necessitate removing children from the site, our procedures are as follows:

COF Center 399 S Water St Silverton, Or 97381

Each teacher will evacuate their classroom taking with them their attendance books to ensure all children are accounted for and their preparedness kit. Each class is equipped with a disaster preparedness kit that has items including but not limited to snacks, water, first aid kit, emergency numbers, phone, medications, diapers, wipes, and other items necessary depending on the age group of the children.

All children and staff will walk to First Christian Church at 402 N First St. and will take shelter there until parents are able to come to pick up their children. We have wagons, strollers, and baby carriers to help assist in evacuating children too young to walk or any children with special needs. Once we have safely evacuated and all children are accounted for parents will be notified via phone call or group text message. If phone lines are down, there is an alternate number: 503-400-4458. This is an **emergency number only** and is only to be used if phone lines are down.

If there is cause for a lockdown, all children in the Infant/Toddler wing will shelter in place keeping away from all windows. Students in the preschool wing will move to the Pk5 classroom and shelter against the back concrete wall. All doors will be locked, and curtains closed. Attendance books and disaster preparedness kits will also be taken and 911 will be called. Children will be provided quiet activities until the threat is over.

COF After School Program 402 N First St Silverton or 97381

Each teacher will evacuate their classroom taking with them their attendance books to ensure all children are accounted for and their preparedness kit. The class is equipped with a disaster preparedness kit that has items including but not limited to snacks, water, first aid kit, emergency #'s, phone, medications, wipes, and other items necessary depending on the age group of the children.

Children will be relocated to Circle of Friends at 399 S Water St.

Once we have safely evacuated and all children are accounted parents will be notified via phone call or group text message. If phone lines are down, there is an alternate number: 503-939-3593. This is an **emergency number only** and is only to be used if phone lines are down.

If there is cause for a lockdown, all children will be escorted to our practiced location. Attendance books and disaster preparedness kits will also be taken and 911 will be called. All doors will be locked and barricaded from the inside and children will be provided quiet activities until the threat is over.

Injury Policy

Minor injuries will be treated as needed on sight including washing, ice packs, and applying band-aids. An accident form will be filled out and the parent/guardian will be notified and need to sign the form at pick up.

The Director/staff will assess major injuries. COF will try to contact parent /guardian first and move down the emergency contact list unless doing so endangers the child's life. In that case proper medical attention will be administered. This includes but is not limited to calling 911 or transporting a child to hospital by ambulance. If a child is taken to the hospital, a COF staff will go with the child until parent/emergency contact arrives.

COF requires all staff to be CPR/ FA certified and First Aid kits are always available and on site.

Guidance and behavior policy

Circle of Friends will guide children through positive problem-solving techniques to enhance the child's self-concept, self-control, and sense of cooperation. Problems will be managed through redirection, discussion by the children, modeling appropriate behaviors and when needed, time away from the situation to calm their bodies. COF teachers will work with the child in a positive and encouraging manner allowing space for individual problem-solving techniques. Some guidance may need to involve a firm voice with clear expectations that encourage the child to follow the teacher's plan. The teacher will use a

count down from 5 method. Using the five second countdown allows the child adequate time to think about the choice they need to make.

As we promote safe and calm bodies for the children the same expectation is required of teachers working with children. Teachers working at COF will not use corporal punishment as a choice of guiding a child's behavior.

Our Procedure

- Lower your body to meet the child's eye level.
- Approach and communicate with the child with a calm body.
- Speak to the child in a tone that encourages feedback.
- Pause after finishing a sentence allowing the child to process what they are being asked.
- Offer some choices to aid in calming their body. (water, ice pack, or hug)
- When the child is calm begin helping the child develop a safe solution for the problem.
- Use the check in method when appropriate.
- If the child needs alone time offer a safe place and check in often to see if the child is ready to problem solve.

If behavior becomes too extreme to be controlled, parents may be called and asked to pick up their child within 1 hour.

Listed below are behaviors that may result in immediate suspension/dismissal from the center. These include but are not limited to:

- Use of profanity, vulgarity, or obscenity in a lewd manner
- Endangering the health and safety of others
- Continuing to disrupt programs / Refusing to follow center rules staff direction.
- Biting

Consistent Behavior Policy

The purpose of our behavior policy is to ensure the safety of the children, teachers, and staff at our center. It is our goal to provide a safe, healthy, secure environment for ALL children and staff in our facilities. We aim to work with each child in a positive manner. Our goal is to encourage children and have teachable moments. If a trend of inappropriate behavior is established (3 or more occurrences), a conference will be scheduled. Our goal is to create a plan that supports our understanding of behaviors, collaborates with parents/care givers that works to lessen/eliminate the occurrences.

Should these occurrences continue, or the behavior endangers staff or students, then COF reserves the right to terminate care.

Toys/ Property Policy

We ask that all toys, except for a soft sleepy time toy, stay at home. This ensures they will not be lost or broken while at school. COF is not responsible for lost or broken toys that may make their way to school.

Toys / property do get broken by accident and through everyday wear and tear. If your child is misusing a toy / property of COF, the teacher will give two warnings to use the toy “appropriately or gently” and may redirect the child to other play options. If your child does not listen to the teacher’s warnings and or intentionally damages COF toys / property, parents will be held responsible for replacement.

Childcare payments/Fees/Adjustments

We bill in advance monthly; your monthly childcare rates are outlined in your *Financial Agreement*. A financial agreement will be given with each child’s monthly tuition rate noted, this agreement must be completed and returned on or before your child’s first day of school.

Payments can be made through our childcare app (Brightwheel). Checks are also an acceptable form of payment.

- All payments are due on the 1st of the month and will be considered late if not received by the 5th of the month. You also have the option of paying bi-monthly. These payments are due on the 1st and the 15th. Please note that payments are due even if your child is not in care on that day.
- A non-refundable \$100 registration fee (per child) is due at time of enrollment.
- Materials fee \$100 per child due annually each September
- Tuition late fee: \$50
- Late pickup fee: \$5 per minute per child after 6 pm
- Non-refundable deposit for all spots held beyond 30 days. (½ month of tuition)
- Should a check come back due to non-sufficient funds, you are responsible for all bank charges incurred, a \$25 fee and the full amount of tuition that is due. Should this occur more than 2 times in a 6-month period, cash or a money order will be required for future payments.
- If COF is unsuccessful in obtaining payment, contact with a collection agency will be made, or further action if necessary. Upon signing the contract, the

parents/guardians agree to pay all legal and collection fees Circle of Friends may incur in collecting payment.

- Sibling discount: 10% off oldest child (full time enrollment only)
- Rate adjustments: Circle of Friends will increase rates 3% -5% annually due to cost of living/inflation. This will be adjusted at the beginning of each February.
- **WE RESERVE THE RIGHT TO RE-EVALUTE OUR RATES AT ANY TIME.** If at any time we decide it necessary outside of the annual rate adjustment to increase rates parents will receive at least one-month advance notice.

End of Care/Termination

If you choose to drop any days or terminate your contract a 30-day written notice is required. You will have to pay during the 30 days even if your child does not attend. COF reserves the right to terminate your contract if your child is a danger to others or him/herself or COF feels our contract agreement is not being met successfully.

Communication

All mass communication is through our Brightwheel app. You will receive a report daily and sometimes pictures taken that day. You can message your child teachers and COF administrative staff anytime through Brightwheel.

It is our goal to always have an open line of communication with you. Communication and parental/guardian involvement are essential to the well-being and development of each child in care. If you at any time have questions/concerns, please do not hesitate to contact us. Please feel free to come to either of our directors in an honest and open manner. The best way to contact us is through the Brightwheel app or you can also email or call us. The best time to call is after 9 am.

Directors / Program coordinators

Jennifer Clark

Marcus Clark

Phone: 503-679-5319

Email: Circleoffriends123@yahoo.com

Welcome to Circle of Friends Childcare!

AGREEMENT

I have read and fully understand the Circle of Friends Childcare Center Parent Handbook. I now agree to enter into this agreement with Circle of Friends Childcare center. I understand that the contents of this contract may be changed at any time by Circle of Friends providing two weeks' written notice to me. Anytime a change is made, I will be given a new contract if I intend on continuing childcare at Circle of Friends Childcare center. I have received an exact copy of this Parent Handbook for my own records.

Upon signing this I also agree that I have been informed of all postings on the Parent Board, have been made aware of the Center's emergency evacuation procedure and have seen and reviewed a copy of Circle of Friend's current License.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Provider Signature _____ Date _____