



grandma's place
Child Development Center

Mission Statement

Grandma's Place Child Development Centers are family owned and operated child development centers that value individual families and their children's unique needs and learning styles by providing a loving, developmentally appropriate and professional environment.

Philosophy

Grandma's Place Child Development Center's program is based on the philosophy that families are the primary and most important providers of care and nurturing for young children.

We believe parents and teachers are partners in children's care and education, and respect family's values and their right to make decisions for their children.

We value the relationships of mutual trust with the families we serve. In order to best serve the needs of families in our community, Grandma's Place offers options in care from full-time to part-time for infants, toddlers, preschoolers and before and after school care.

Grandma's Place recognizes and respects the unique potential of each child. As child care professionals we strive to create and maintain a safe and healthy environment that fosters children's social, emotional, intellectual, and physical development through using developmentally appropriate practices.

We work to build each child's self esteem and dignity by respecting their contributions to the classroom.

Welcome

Thank You for choosing
Grandma's Place Child development centers

Early experiences play a major role in a child's growth and development. We feel we can provide the best care for your child in our safe, loving, and enriching environment. Every child is a special, unique individual. Therefore our developmental program is geared to the social, emotional, intellectual and physical growth of each child.

We believe that established guidelines and interaction by our professional teaching staff allows development to progress smoothly. We carefully select, train and evaluate our staff to insure the best learning experiences for your child. Our teachers create a caring and nurturing atmosphere to foster the best learning environment possible. They also encourage your child's creativity and positive self-image.

We look forward to a long, rewarding relationship with your family in developing a happy, well-rounded child.

Thank you and Welcome!

Site Locations and Hours of Operations

Center Village

5845 NE Hoyt, Suite 100
Portland, OR 97213
503-238-0123
M - F 6:30am - 6:30pm

Full and part-time care for children one year to 5 years old

Rose Quarter

1730 N. Flint
Portland, OR 97227
503-281-6800
M - F 6:30am - 6:00pm

Full and part time care for children 6 wks -5 years old.
Before and after school care with

Columbia Knoll

8212 NE Sandy
Portland, OR 97220
503-517-8888
M - F 6:30am - 6:30pm

Full and part week care for children one year to 5 years old
Before and after school care with transportation to select schools
In-service Day Care and Summer Camp

Clark Family Center

2740 SE Powell Blvd.
Portland, OR 97202
503-249-7533
M - F 6:30-6:00pm

Full and part time care for children 6wks-5 years old
After school care with trans. to Creston
In-service Care and Summer Camp

Parent Communication

Open Door Policy

Parents are encouraged to visit the center during the day, whether to observe in We believe parent involvement is very important to our program. We have developed methods for keeping communications open between parents and staff.

A "What We Did Today" summary is posted daily in the entryway for preschoolers and up. Each teacher summarizes the day's happenings in their classroom for you, the parent, to read. The infant and toddler teachers write individual reports for the parents daily. We also offer seasonal newsletters and frequent announcements posted by the sign-in area. We encourage you to read and/or take home a copy of our newsletter or other bulletins! We also have a parent board used to display community events, articles, messages and other useful information.

We encourage you to schedule conferences with your child's teacher and/or the director anytime you wish to discuss your child's progress or any concerns you may have. You may find it difficult to talk with your child's teacher during class time because she is interacting with the children; his/her first responsibility. If she/he seems busy, please schedule a conference time to have the teacher's undivided attention.

You have the right to review your child's file at any time. You also have the right to see our certification inspection reports from the Child Care Division. Please contact the director for more information of if you have any questions.

Your child's classroom, have lunch with your child, or to put your child down for a nap. Parents have free access to the center at any time that their child is in attendance.

Parent Involvement and Volunteers

Grandma's Place believes building strong children and families is not something we do alone. We believe parents and extended families play an important roll in making early childhood development a positive experience. Please know that all of your time and skills are welcome and appreciated, whether they be volunteering on a field trip, reading to a small group of children, doing an art project or sharing your family's culture.

We ask that parents who would like to regularly volunteer in the classroom fill out a background check with the State of Oregon Child Care Division.

In your enrollment packet is a volunteer sheet. Please take some time and thought in filling this out. This is not mandatory but very much appreciated

Arrival and Departure Procedures

The USDA food program requires that each child be signed in and signed out each day they attend our center. Therefore, each time you bring your child, you must sign in the time your child arrives and leaves the center. The sign in/out book is located in the entryway. Each child will be listed with his/her classroom. If you do not see your child's name please see the director.

Without your child signed in, we cannot be responsible for your child being at the center.

To assure your child's safety, we also ask that you escort your child into the center and to the proper classroom. Also, please inform the teacher in the room that your child has arrived and remain with your child until the teacher accepts him or her. At the end of the day be sure to sign your child out of the center and check with the teacher in the room before you leave, he/she may have important information for you.

When someone other than a custodial parent will be picking up your child, we must be notified in advance. Only people listed in your child's file as authorized to pick-up your child will be permitted to take your child from the center. If the teacher releasing your child does not know the person picking up, they will be asked to provide photo I.D. This regulation is strictly enforced for your Child's safety.

It is important for children to have a consistent schedule and to regularly participate in school activities. For these reasons we ask that children arrive by 9:00am. This is not a requirement, however if your child will be coming in after 10:00 am, due to an appointment, you must call to let us know for staffing and food preparation reasons.

Children will not be accepted into the center between 11:30am and 2:30pm during our quiet time.

Illness

We follow Child Care Division and County Health Department guidelines. Copies of the CCD handbook are available upon request. Children who have been ill within the previous 24 hours will not be accepted into the center. If a child becomes ill during the day, his/her parent will be notified to pick up the child. The child will be kept away from the other children until the parent arrives. Please respond promptly when you have been notified to pick up your sick child.

Children are considered ill if they have the following symptoms: fever of 100.5 or higher, harsh dry cough, vomiting and/or diarrhea, skin or eye lesions or rashes that are weeping or puss-filled, yellowing of skin or eyes. Also you will be notified to pick up your child if they have a stiff neck or headache with one or more of the symptoms listed before or uncontrollable running nose with any of the symptoms listed before, and if your child has difficulty breathing or wheezing, and/or complaints of severe pain. Children with minor colds who are able to participate in normal child care

activities are welcome. If your child is not eating well or having normal sleep patterns, or is not able to participate in outdoor activities please keep you child home to get the necessary rest to fully recover from his/her illness.

If your child has been sent home with a communicable disease he/she will not be readmitted to the center until it is determined that he/she is no longer contagious. A doctor's release may be requested.

Medication

If your child requires medication during the day, whether it is prescription, nonprescription, diaper rash cream, or sunscreen, a consent form must be completed stating the dosage of the medication, time to be given, and giving permission for the teacher to administer it. All medication must be labeled with your Child's name and date, and must be in its **original** container. If the medication is prescribed the prescription must be for your child, we can not give any medication that is prescribed to another person. Any medication requiring a measuring spoon to administer must come with the appropriate measuring spoon.

All children must have their immunizations up to date. Parents are required to fill out the county immunization form and up-date the form as your child gets current shots.

Minor Injuries/Emergency Procedures

Parents will be given a written report of all injuries on the day the injury occurs. We ask that you sign the report acknowledging that you have **read and understand it**. Grandma's Place, by regulations, must keep the original in your child's file, but you are more than welcome to request a photo copy of the report.

All of our teachers and aides have first aide and CPR training. Parents must sign an emergency release authorization form allowing Grandma's Place to obtain emergency medical treatment if necessary. Parents will be notified as soon as possible of any injury or a medical emergency. Children will be taken to the best hospital to treat your child; as determined by emergency services. A staff member will accompany your child to the hospital and wait for parents to arrive. This may mean after emergency medical treatment has been obtained and the situation is under control. Parents are responsible for all costs of medical treatment and ambulance transportation.

In the event of a fire or other emergency requiring us to vacate the center, the children will be evacuated to a safe place and parents will be notified. If you can not reach your center by phone during an emergency please try one of our other centers, we will leave a message with the other centers to give to parents. Center Village 503-238-0123, Rose Quarter 503-281-6800. The following are the businesses or places we will evacuate to in case of emergency: Center Village – Center Commons, Rose Quarter – NW Cancer Specialists, Columbia Knoll-The height at Columbia Knoll. It is very important to keep your emergency information updated so we are able to get a hold of you in case of emergency.

Guidance Policy

We believe in age appropriate limits to help children become responsible for their actions. Children are encouraged to verbalize their feelings, thus learning to positively work through their emotions. Teachers act as role models and use positive reinforcement to encourage constructive behavior and cooperation

When inappropriate behavior does occur, teachers help children understand why the behavior is inappropriate and how to change it. We use re-direction to help the child find a new appropriate activity. With older children, repeated problem behavior, may result in the teacher finding a “cool down” activity for the child.

If inappropriate behavior becomes a repeated problem a conference will be set to meet with your child’s teacher and the director. At his meeting we will work together to develop a plan to address the behavior in a clear, consistent way.

Personal Belongings

Because we offer a wide range of activities, it is recommended that children come to school dressed in washable, comfortable clothing. Children are taken outdoors and should be dressed accordingly. All children should have an extra set(s) of clothing at the center marked with child’s name. If clothes are sent home for some reason, please return a clean set the next morning.

Children must keep a sheet or blanket at the center for naptime. Blankets and sheets will be sent home at the end of the week to be washed. Security items, such as a blanket or a small stuffed animal, may be brought from home. Please make sure they are labeled with your Child’s name.

Please leave all toys, candy and gum at home!! Gum will not be allowed in the center! Sharing day is the only day your child should bring toys or special items from home; please make sure they are labeled with your Childs name and are a reasonable size.

Toy guns and weapons of any type are not allowed in the program, either from home or to be made from building materials in the center

When personal items are brought into the center, the child assumes all responsibility for that item and Grandma's Place is not able to replace the item.

Grandma's Place maintains a lost and found box at each center. Please check it regularly if your child has lost any items.

Birthdays and Special Occasions

We acknowledge every child's birthday as well as other holidays and special occasions during the year, and encourage parent participation for such events. If you wish to provide treats for a special occasion, please let your child's teacher and the director know at least one week in advance.

According to the state health policy, we **cannot** serve home baked goods. You may purchase treats from a **store or bakery** for special occasions.

If for any reason you do not want your child's birthday celebrated we will honor your request, please mark this on your enrollment form. We will also talk about seasonal holidays and recognize religious holidays through out the year. We try to recognize all cultures and religions and welcome families to share their culture and religion with our center. Grandma's Place is a non-domination child development center.

Nutrition Our schools are a NUT free Environment

Breakfast and lunch and two snacks are provided by the center. A menu is posted your Childs classroom and on the main parent board. If your child is a vegetarian, please let the director know at time of enrollment and a vegetarian choice will be provided. If you would like to pack your child a lunch it must meet USDA guidelines. We will not serve your child soda, candy, or other sweets at childcare so please don't pack it. Please see the enclosed copy of USDA guidelines; it is a state regulation that all children follow these guidelines while in our care.

Breakfast will be served between 7:30am and 8:00am, if you want your child to have the center breakfast he/she must be at the center by 7:45am. Lunch will be served at 12:00 noon. Snack times will be 10am and 3pm.

Non Discrimination

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free, (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

Field Trips

Field trips and nature walks are an important part of our educational program and are conducted regularly for preschoolers and pre-kindergartners. You will be notified in advance of all scheduled field trips and will be asked to sign a permission form. Your child cannot go on the field trip without a signed permission form you. There may or may not be a fee involved for field trips depending on activity. Parents are always welcome to join us on field trips.

Grandma's Place has a 14 passenger mini-bus and a 13 passenger van that are used for field trips not on the MAX line or are too far to walk. All of our drivers keep a driving record on file in the center. Only drivers with a valid driver's license and a good safety record will be allowed to drive our vehicles. Parents must provide the appropriate car seats for field trips when using our van and mini-bus.

Children with Special Needs

Grandma's Place complies with the American Disabilities Act and applicable Federal, State, or Local law in providing services to children with special needs or disabilities. Our objective is to serve the needs of the individual child within the structure of our program while providing a safe and healthy environment for all children and staff. Children with special needs are assessed on an individual basis, and a written plan is developed between the parent and the center. Outside specialists will be used as needed to assess the specific needs relating to the care of the child.

Holidays and Vacations

Tuition is based upon a yearly cost divided into 12 months. Some months have more days of care than others, we do not up charge for those long months nor do we credit for short months or holidays during the month. This also includes days the center is shut down for weather reasons. These days have already been figured into the yearly cost. We also do not exchange closed holiday days for an extra childcare day. The only time that we allow you to exchange a day is if your child is ill on one of his/her regular days. If requested, we will check to see if there is available space on a non scheduled day within the same week. If your child is sick on a Friday we will allow you to use the next week for the make-up day. Please remember that these make-up days are only available if there is space in you child's class.

Grandma's Place does offer one week vacation credit a year for each enrolled child. For example if your child attends daycare 3 days a week, you will receive 3 days of vacation credit. This does mean that your child will be absent the days you have chosen to take as your vacation days. Vacation requests must be given to the director, in writing, one month in advance.

Grandma's Place childcare is closed every year the following holidays.

1. New Year's Day
2. President's Day
3. Memorial Day
4. Labor Day
5. Independence Day
6. Thanksgiving
7. The Friday after Thanksgiving
8. Christmas Day*

*We close at 2pm on Christmas Eve at our full time centers.

We will be taking a poll for Christmas Eve, the day after Christmas and the day after New Years for attendance and staffing purposes. If by chance there are less than 6 children signed up, we may choose to close for the day. Any closure days are subject to change upon owner's discretion. A notice will be posted on the parent board. If you have any questions please see your director.

Closures

Grandma's Place Child Development Centers will post closures on ABC, CBS, and NBC's websites. We also update our answering machine by 6:00am announcing weather or not your center will be open.

Enrollment Forms

Included in the new family packet are the enrollment forms required to enroll in our program. Please fill in all of the information as completely as possible. These forms are important as we use them to determine individual needs of each child, to provide appropriate care for each child, to reach you in case of emergency and to provide adequate medical history in case of an medical emergency. Some forms are double sided, both sides must be filled out and returned before your child's first day.

Below are the enrollment forms due by the first day of care:

- Grandma's Place Enrollment form
- Emergency Medical release
- Parent Questioner for appropriate age group
- Immunization Form
- Fee contract
- Emergency card
- USDA Enrollment, and Confidential Income Statement

As a certified child development center in the state of Oregon we are required to have immunizations on record for all children. If your child has not received his/her immunizations for medical or religious reasons the state form must be filled out and signed in the appropriate section on the right of the form.

It is important that you update your information as needed with new addresses, phone numbers and new emergency information. Emergency medical authorization must be resigned each year.

Personal checks will not be accepted with out complete information on the enrollment form.

Fees and Tuition

At the time of enrollment a deposit of the first months' tuition is due along with the registration fee of \$65.00. All childcare is paid in advance.

Monthly tuition is based on a 10-hour day: for example, if you are dropping you child off at 6:00am you will need to pick him/her up by 4:00pm. Please let the director know your regular hours you intend to use the center. This allows us to staff accordingly.

Families enrolling two or more children will receive a 10% discount off the oldest child's tuition fee on current accounts.

Tuition is due on the first of each month for that months' care. If payment is not made by the 5pm on the 3rd day of the month, all applicable discounts are void, and late charges will be assessed at \$35.00. On the 10th of the month, if payment has not been received, your child will not be accepted into care until your account is brought current.

A late fee of \$1.00/minute will be charged for **each** child picked up after the scheduled closing time.

There is a \$25.00 charge for any check returned for NSF. If your check is returned for NSF, you will be required to make all future payments by money order, cash or credit/debit card.

AFS and Third Party Billing

Third party eligibility and billing arrangements need to be confirmed prior to child care being provided. Please allow two weeks for this process. Once coverage has been confirmed and a co-pay or parent portion is determined, payment is due on the first of the month or on the first day of care. A late charge of \$35.00 will be added to accounts after the 3rd of the month. If the parent portion and any late fees are not paid by the 10th, your child will not be accepted into care until the account is brought current. Your director will have a work sheet to help you determine your parent portion.

Changes and Withdrawal

In order to allow adequate time for billing and staffing Grandma's Place requires 14 days notice to change days of enrollment, or any other change resulting in a change of fee. Please submit changes in writing on a Change Request Form directly to your center director.

Grandma's Place requires thirty days notice in writing to withdraw from the program. If your child should stop attending the center before the thirty days is up you are financially responsible for tuition for the full thirty days. Final tuition payment is due at time of notice.

Thank You for choosing Grandma's Place Child Development Centers.