



Family Handbook
2022-2023

Welcome families,

It is a joy to welcome you into our program! Please take some time to read through this handbook so you will understand our expectations for our time together. You can always access the handbook from our website (under the 'resources' tab) or in hard copy form in the black policy notebook. The policy notebook also has more detailed information about certain topics, you are welcome to look through it and request copies of your own. As always, if you have any questions or concerns, please let us know. We would love to talk with you more about our policies and procedures and can schedule a meeting or phone call to open up a discussion.

Warmly,
Jeannie and Susan

Table of Contents

Mission	3
Inclusion and Anti-Bias Policy	3
Hours & Calendar	4
Preschool Daily Schedule	6
Sprouts Daily Schedule	7
Things to Bring From Home	10
Outdoor Policy and Gear Info	11
WPP Trading Days Policy	15
Waitlist	18
Health Policy	18
Illness and Injury Policy	19
Medication Policy	20
Toileting Policy	22
Rest Time Policy	23
Dietary Restriction Policy	25
Rules and Discipline Approach	25
Family Communication	26
Family Involvement	28
Child Records and Individualized Learning	30
Birthdays at Wild Pear Preschool	31
Plan for Meeting Potential Emergencies	32
Certificates and Affiliations	33
Mandated Reporting	34
Report complaint	34

Mission

At Wild Pear, our goal is to meet children where they are at developmentally and encourage them to move forward in their own unique way. With an emphasis on social and emotional health and grounded in a foundation of connected relationships, we engage in activities that invite children to practice a wide range of skill building. Providing time away from a busy fast-paced life, we offer space and time for holistic multifaceted education inspired by direct experiences with food, gardens, and nature.

Inclusion and Anti-Bias Policy

Wild Pear Preschool is an inclusive and welcoming school, meaning your family will be accepted and valued here. We will see and honor you and your child's race, religion, gender, ability, orientation, class, country of origin, immigration status, language, and education level. We respect all family structures; whether you are connected by blood, or law, or love alone, you are welcome here. We believe that diversity in our community gives us an invaluable opportunity to widen our perspectives and enrich our experiences. We also recognize that discomfort/confusion sometimes accompany newness, and there may be a learning curve when it comes to various presentations of diversity. We are glad to help point you towards some wonderful resources to help support your personal learning. Equally, we invite you to share resources with us that can better educate us to the beautiful breadth of experiences in your family. In order to help maintain an atmosphere of respect and safety we always ask for communication that honors the identities of the people in our community.

We actively teach anti-bias curriculum at WPP and like all aspects of your child's education you have a right and responsibility to know how topics are being presented. While we draw from a variety of resources, the work of Louise Derman Sparks, Katie Kissinger, Teaching Tolerance, and Rethinking Schools are a regular inspiration to us. As with all topics at school, anti-bias topics are presented and discussed in an age-appropriate and relevant manner. Some of the core goals and principles of Anti-Bias education can be found on the National Association for the Education of Young Children's website, which you can access with the following link: [Understanding Anti-Bias Education](#)

Anti-bias work, like most work with young children, is ongoing, ever growing, and requires intentional self-work and introspection on the part of the adults entrusted to teach them. We cannot say it's the easiest part of our work, but we feel it is perhaps one of the most worthwhile. We as individuals are still learning and will undoubtedly make blunders and missteps on our own journeys, but we are committed to keep walking forward towards justice and equity. If you ever feel that a part of your or your child's identity is being disrespected, ignored, or uncelebrated, please bring it to our attention and we will find a way to correct it.

We don't need to know all the personal beliefs, values, and practices of the families in our program, but we do ask that parents support this tender aspect of the work we do at WPP. If you have questions or would like help to find resources to support your own learning, please do

not hesitate to ask. If you find you are unable to walk in this direction with us, it's likely that Wild Pear Preschool is not a good fit for your family and we send you with love as you look for care elsewhere.

Hours & Calendar

We are open Monday through Friday 7:30 am until 5:30 pm. Our school year begins in September and runs until mid-June. We will remain open and offer Summer care during June, July and August. Summer enrollment varies annually and more information will be available mid-year.

WPP Calendar

September 2022

9/5 Monday, Closed for Labor day

9/6-9/7 Tuesday & Wednesday, Closed for inservice day

9/8 Thursday, First day of the 2021-2022 school year

9/28 Wednesday, Back to school night 5:30-7:30

October 2022

10/10 Monday, Closed for Indigenous Peoples Day

10/14 Friday, Closed at 3:00 for the Pumpkin Patch Trip

November 2022

11/11 Friday, Closed for Family Conferences

11/25-11/26 Thursday & Friday Closed for Fall Break

December 2022

12/2 Friday, Parent's night out 5:30-8:30

12/19- 12/31 Closed for Winter Break

January 2023

1/2 Monday, Closed for New Years

1/16 Monday, Closed for Martin Luther King Jr Day

February 2023

2/20-2/21 Monday & Tuesday Closed for Inservice

March 2023

3/27-3/31 Closed for Spring Break

May 2023

5/13 Saturday, Spring Fling
5/26 Friday, Closed for Family Conferences
5/29 Monday, Closed for Memorial Day

June 2023

6/16 Friday, Last day of the school year
6/19 Monday, Closed for Juneteenth
6/20 Tuesday, Closed for Inservice
6/21 Wednesday, Summer Care begins

July 2023

7/4 Tuesday, Closed for Independence Day

September 2023

9/1 Friday, Campfire Night (and last day for Summer care)
9/4 Monday, Closed for Labor Day
9/5-9/6 Tuesday & Wednesday, Closed for Inservice
9/7 Thursday, New school year begins!

Extreme weather and emergency closures

Winter Weather, Ice and Snow: We love the magic of having the children at school on snowy days where we will gear up and play outside as long as it is safe to do so. If the roads are dangerously icy in the morning, we may have a delayed start and will send an email out early in the morning or perhaps even the night before. If there is a forecast of heavy snow or icy roads in the afternoon we may close early. We love your children but have no desire to be snowed in with them overnight and want to ensure you have enough time to pick up and drive home safely. If there is a winter storm that presents a likely risk of power outages or falling trees we will be closed.

Summer Weather, Heat and Smoke: Summer days are glorious here and the combination of lush shade and a breeze off the creek creates a play space cool enough for even the hottest days. During wildfire season our air quality can be dramatically impacted. If the AQ is 150-200 (red) we will be open for a half day only (7:30-12:45), with pick up being directly after lunch. If the AQ is above 200 (purple or maroon) we will be closed. If the school is in a Level 1 evacuation status for wild fires we will remain open but will close immediately if we move to a Level 2 evacuation status. If the evacuation status jumps suddenly to a Level 3 while children are in care we will evacuate with them following our emergency plan detailed in a later heading.

Other unscheduled closures: We can operate in ratio as long as we have at least 2 staff members present for the preschool and 3 staff members for Sprouts, but if too many staff members urgently and unexpectedly need to be out at the same time we may need to close. If the school were ever to be without water, electricity, or heat we would need to close

immediately. Any flooding, fire, gas leak or other emergency would also result in immediate closure.

We understand and respect that for many families, preschool is more than an enrichment activity and it is often critical child care as well. In the rare case of an unscheduled closure, we will notify you as soon as possible and try our best to remain open if we can do so safely. However, **it is your responsibility to arrange for back up care in the event that we do need to close unexpectedly.**

Preschool Daily Schedule

Our school year schedule is meant to provide children with a reliable rhythm during their time with us. This allows children to know what to expect ahead of time and focus on the learning at hand. We also know that children's needs and focused learning fluctuate so we may choose to modify the schedule as needed.

7:30 Open, before care available

8:00 School starts, breakfast*

8:30 Welcome circle**

8:50 Classroom work

10:00 Outside work

12:00 Lunch

12:30 Half day children leave

12:45 Rest

3:00 Snack

3:30 Outside work

5:30 Closed

*If you'd like your child to eat breakfast at school, please arrive before 8:15.

**All children need to be at school, ready to learn by 8:30. Morning circle is a time for us to recognize each child, to share the plan for the day, and to set the tone for the day's work and it's important that your child joins us. If you arrive after 8:30, all the teachers will be engaged with teaching and will no longer be available to check your child in and your child will not be able to attend that day. Prearranged late arrivals to accommodate appointments are allowed.

Sprouts Daily Schedule

The Sprouts Program is meant to nurture and support our youngest community members and much of their scheduling is softer and more individualized than their preschool counterparts.

All children under 12 months will be on an individual schedule based on the desires of their parents and the child's expressed needs. Bottles and solids will be offered on a schedule and bottles will also be made available on demand. Children will be allowed to sleep when tired.

Children between 12 and 24 months will be gently nudged towards a regular schedule. Meals will be offered at regular times, along with a morning and afternoon snack. The meals will be available for about 45 minutes and snack for about 30. If a child needs a morning nap we will invite them to sleep wherever the group happens to be and allow them to sleep as long as they need to. Their afternoon nap will happen in a more sleep-inducing environment.

Children over 24 months will consistently be following the preschool schedule rhythm.

Arrival time and expectations are much more flexible at the Sprouts site and we encourage each family to determine what their normal routine will be and communicate directly to us about it so we all know what to expect. Please keep in mind that during breakfast, diapering, and transitions the teachers will be busy and may not have time to chat with you and/or deeply support your goodbye.

Family Expectations for Arrival and Departure

Any time you are here, you are welcome to park in our small lot, in the driveways, or on the street on our side, (the neighbor across the street can get a little fussy about people parking in front of his house and it's important to us to keep a good relationship with him). You can also park in the church parking lot.

There are several areas of the campus that are unfenced and are more or less left in their beautiful wild way. Please help us protect the plants and wildlife in these areas by staying on the graveled/barkchipped/paved parts of the unfenced yard. Because these spaces are less maintained, we often have insects and plants living there which may not be ideal for children to wander into. There are also 2 sets of stairs between the upper and lower yard that are not

maintained, not licensed, and thus not available for families to use. Instead, please walk on the gravel driveway/path or the right of way in front of the house near the street.

Similarly, the blue and green flags act as a fence to direct foot traffic away from the parking lot- do not go under or over them- instead always follow the path around them and make sure you are with your child when they are in the parking lot.

In order to secure the safety and well being of the children while on site, no children under age 5 are allowed to move around the campus without being directly accompanied by an adult. This includes going between sites, going inside to use the bathroom, or walking to their car. Also, please never leave a child under age 5 in your car, even if you're nearby and just need to snag a sibling real quick.

Arrival

Most days, preschool children and older Sprouts will be dropped off outside and younger Sprouts will be dropped off inside. You are welcome to let yourself in the gates and doors! Please help your child to wash their hands and sign them in for the day. Make sure they are set for the weather- sunscreen on, rain gear, layers, etc. We cannot send the preschool children up to the covered area alone to grab their jacket or switch shoes, and once you leave it may be an hour or so before a group can head up together. This is also why it's very helpful if you can have your child either use the bathroom right before you leave your house or bring them into the bathroom when you arrive at school.

If it's likely that your child will need the focused support of a teacher during drop off, we ask that you leave time for the goodbye transition to happen before 8:15. Once the school day starts teachers need to shift their attention to managing breakfast and circle time. All preschool children need to be at school, ready to learn by 8:30. Morning circle is a time for us to recognize each child, to share the plan for the day, and to set the tone for the day's work and it's important that your child joins us. Preschool children may not arrive after 8:30 unless a special arrangement has been made in advance. Sprouts children can have a more flexible arrival schedule that should be directly made with us so we know when to expect you. Please call or text us if an emergency or unexpected event delays your arrival, or causes you to be absent.

To us, "ready to learn" means that the child is fully awake, has had time to freshen up and has a clean body and clean fresh clothes on. A ready to learn child has either eaten a solid breakfast at home or has enough time to eat breakfast at school (For school breakfast they need to be here no later than 8:15). And a ready to learn child needs to have time to separate from their parent and join the group in a way that feels respectful and unhurried, if not always "happy". Children who are ready to learn are comfortable physically, emotionally, and socially, which allows their brains and bodies to shift into school mode and engage with the work at hand.

If your child is having a difficult time transitioning into their school day- don't worry! We view this as typical behavior and you have many different options:

- Stay for a few minutes while you read your child a book, or play a short activity
- Invite your child to wave to you through the window
- See if your child is interested in holding their family picture while you go
- Ask a teacher to hold your child's body or hand while you leave

We know leaving your child when they are upset can be tricky, especially if you're in a hurry. Rushing through drop off, leaving without saying goodbye, or showing your own discomfort can accidentally give your child the message that you're not sure if they will have a successful day at school. When it's time for you to walk out the door, we find it's best to give your child a clear message that you are leaving, that you will be back, and that you are confident they will have a good day at school.

Departure

Pick up will most likely happen outside for all children. You are welcome to let yourself in the gates and doors as needed. **You must sign out AND check in with a teacher before you leave with your child**, and it's kind if you double check if there are any materials your child should help clean up before they leave. Children are often tired and ready to head home when they see their parents, other times they might like a few minutes to finish their work or want to share something with you. You are welcome to stay for a while and watch your child play or chat with other adults. Please take time when you first arrive to greet your child and make a plan with them about how long you'll stay, limiting your time to 10 minutes.

We expect young children to be very curious about the consistency of rules and boundaries, it is important work for them to discover who has power and how flexible various limits might be. When you are here with your child, you are their number one grown up, and it is very likely that they will have some strong feelings about being separated from you during the day. At pick up, your child may be eager to reunite with you and lose focus of their prior work. If your child demonstrates behaviors that are increasingly loud, big, and fast, or they seem disengaged, distracted, or begin to clearly test limits and boundaries, we believe it is their way of saying "I'm uncomfortable because I'm unsure about who is in charge right now, I'm ready to shift." It's also not uncommon to see children escalate into conflict with their peers or have outbursts of big emotions signaling they are ready for you to take the lead and help them transition out of their school day. At this point, we encourage you to respect your child's message and cut your planned visit short, tell your child it's time to leave, and follow through promptly. We understand that this may mean that you need to leave without cleaning up or finishing a conversation. We want your priority to be reconnecting with your child and transitioning to the next phase of the day.

That said, we are also very excited to see you and have time with parents around! We hope to have time to update you on your child's day, share about experience or answer a question. Thank you for remembering that we are still at work actively supervising children, and can only listen with partial attention as we may need to walk away from a conversation to support the

children or check in with another parent. This will likely not be a good time for sensitive conversations or administrative type questions.

While you are on campus you will likely gain a new perspective of the friendships and play that happen at our school. You are welcome to play with your child or just watch them at their work. We do ask that you keep your interactions with other people's children to a minimum. Of course we invite you to be respectful and warm, greeting children and making introductions are encouraged! Beyond that, we ask that you redirect children back to their own work by letting them know you are here to spend a bit of special time with your child, and then asking them a question such as "What do you get to work on right now?" or "I wonder what you should be doing at this time?" We work hard to create a learning environment and a plan of engagement tailored to each child's needs and goals, and it's easy for well-meaning adults to interfere with those plans unintentionally. If another child seems particularly interested in engaging with you, feel free to check in with a teacher who can help that child rediscover their own work. If your child begins to collaborate with another child, great! We ask that you step back from the play and sit quietly while the children build their friendship. If you ever feel that there is a conflict, or other situation with another child that concerns you or might need the support of an adult, we ask that you alert a teacher right away and let us be the one to handle the situation. You are always welcome to step in with your own child, but we do ask parents to refrain from warning, redirecting, scolding, helping, or intervening with other children in our care.

Please do not take photos or videos while you are here, many children have specific photo release plans and are trusting us to protect their child's privacy.

If you are picking up in the middle of the day, please remember that the children who are staying at school are getting tired and many are very ready for a nap. This is one of the trickiest times of our day, with lots to juggle, meaning it may not be an ideal time to linger with your child, so please be extra aware of the energy of the group. You will need to transition off campus by 12:30.

Children will only be released to custodial parents and/or legal guardians unless specified otherwise on the Authorized Pick-Up Form. In order to give families more flexibility during emergencies or unexpected circumstances, we encourage parents to list at least one adult on their Authorized Pick-Up Form. All adults (including parents) not met in person before the child's start date **MUST** bring a photo ID the first time they pick up the child.

If your child is not picked up on time, you will be charged \$1.00 for every minute past 5:30pm/12:30pm that your child remains in care. That time will be based on the teacher's clock.

Things to Bring From Home

-One *full* change of seasonally appropriate clothes

-More extra clothes if your child is likely to need them due to toilet learning or a love of sensory play

-Outdoor gear for the weather:

Fall: Layers, waterproof jacket and rain pants or rain suit, boots

Winter: Warm waterproof coat (or a warm sweater and waterproof jacket), warm waterproof boots (or rain boots with double socks), hat/hood, gloves/mittens, rain pants/snow pants if there's snow on the ground

Spring: Layers, waterproof jacket and rain pants or rain suit, boots

Summer: Shorts, short sleeves/sleeveless shirts, thin fabric for long sleeve shirts/pants, sandals or sneakers, SPF shirts/hats

-Rest items must include a crib sheet and blanket. A small pillow and/or ONE stuffy if desired

-Water bottle

-Backpack/bag to store child's clothes during the day, a wet bag/plastic grocery bag for wet/soiled clothes, we'll provide a tote bag for rest items

***Please write your child's name or initials on all items. Lost items? Check the lost and found tub.**

Things to leave at home:

-All personal toys, games, books, technology gadgets

-Jewelry, makeup

-Tie shoes. While often stylish, affordable, and/or given as gifts, very few preschool age children can tie them independently. Please send them to school in shoes they can manage on their own, or replace the traditional laces with the curly "pull laces".

-Scarves

-All food, drinks, and snacks

-Topical medications (sunscreen, chapstick, diaper cream, lotion, etc) need to be labeled with your child's name and given to a teacher. Due to safety concerns, they cannot be kept in your child's bag/pocket.

Outdoor Policy and Gear Info

Chances are, you enrolled your child at this school in part because of our extended outdoor time. In order to be faithful to this, we are outside most of the day, in all kinds of weather, year round. Having the right gear and being able to put it on and take it off is a must. Some kids "run warm," some kids "run cold", and pretty much all of them run around the yard all day which keeps their blood pumping! The most important things to consider when choosing gear is keeping them DRY and giving them layering options. Talk with them about their different layers and when it may be a good time to take off the long sleeved shirt, pull on those mittens, or switch from rain boots to sneakers. Look at your weather app before leaving the house, look at the sky, and teach your child how to prepare well for their day. Bring their backpacks home

when the seasons change and remove any clothes that are too small or not a good choice for the upcoming weather. Restock it with “yes” options for the current season and check the lost and found for things that belong to your child. It is your responsibility to make sure your child has the appropriate gear to safely and comfortably work and play outdoors for several hours. Out of respect to all the other children and families who come prepared, we are not able to stay inside because one family forgot their gear, and we may ask you to provide it before your child can stay and participate.

Clothes: Anticipate that your child may get dirty, painty, marked, glued, or otherwise messy while at school. We choose washable art supplies and encourage children to be responsible with their play, but sending them to school in clothes they should “try to keep clean” is probably not going to end well and will likely hinder their work. Their clothes should be;

- Comfortable
- Easy to run, dance, and climb in
- Easy to put on and take off independently
- Clearly labeled with their name or initials

Shoes & Socks: While at school, your child will run, climb and walk on a variety of surfaces. It’s a good idea to keep an extra pair of shoes at school. Most kids wear sneakers or enclosed sandals throughout the summer/fall/spring. Avoid tie laces and buckles unless your child can fully manage them independently. They will also need boots for the fall/winter/spring; plastic rain boots and snow boots can work, but insulated rain boots seem to be a great multi-season option. Three-five pairs of “back up” socks should be plenty, wool-blend socks stay much drier and warmer than cotton.

Outerwear: Layers are super important for children to learn to manage their temperature. Make sure to keep some type of medium/light outer layer at school. Examples are a hoodie sweatshirt, a flannel, a cardigan, a fleece, etc. If your child runs cold, a pair of sweats or leg warmers are nice in the cooler months and on chilly summer mornings. If they sunburn easily, a UV protective rash guard is great for the summer.

Rain Gear: Lots of outdoor gear is water *resistant*, which will not hold up for a full day in the rain. Double check that everything is labeled waterproof, weatherproof, or rainproof. You can either choose a one piece rainsuit, or pair pants with a coat. It’s a good idea to have some back up rain gear if it’s going to pour during the day. It can be miserable to put a damp cold jacket back on after rest time.

Rainsuits: [tuffo/muddy buddy](#): Some families really like the rain suits since it covers most of their clothes and it's just one thing to keep track of, plus they can basically go swimming and only their feet will get wet. This seems like the best option for the really little folks (under 2.5) since they typically are still falling down often and are still fairly reliant on a teacher to help gear them up and make gear choices for them. We've found the suits to be a bit awkward for the older

children to put on and zip up themselves and tend to make kids too warm in the spring/fall and make it tricky to wear a coat in the winter. That said, a few of our preschoolers do have rain suits that work very well for them.

Two piece rain gear: On the bottom they'll need a good pair of rain pants which will not only protect them from rain, but also dewy slides, damp grass, muddy knees, and chilly air. If they run cold, snow pants or puffer pants are a great choice in the colder months. On the top a thin waterproof jacket that can be worn over a warm thick hoodie/sweater will easily allow them to adjust their layers. Fleece and wool sweaters are a great choice for colder months. This combo keeps them dry but not too warm year round. Those that run warm can opt for just their thin waterproof shell, but have the sweater handy if they get chilly. If they run cold or when the temperature is really low, then a warm waterproof winter jacket is a better choice. Double check the labels as many winter coats are not waterproof, and a wet puffer is heavy and cold.

Head/Hands: When it's warm and sunny it may be a good idea to send your child with a UV protection hat, especially if they burn easily. When it's cold, a wool/fleece hat or headband-style-ear-warmer is ideal. For their hands, mittens are way easier to put on and actually keep their hands warmer. Gloves can be tricky for the younger kids to put on by themselves, but do tend to be worn longer because of the increased dexterity. Either way, it's important to teach them to put their mittens/gloves in their pockets when not being worn, or invest in some glove clips.

Where to buy: The Columbia brand tends to be a crowd favorite for light weight, reasonably priced gear that works great and lasts forever (buying it second/third hand is perfect!), they also have an outlet store in Woodburn and lots of sales online. Oakiwear and Jan and Jul make great kid stuff too, cuter color choices and patterns, sometimes wears out faster, but it'll easily last until they grow out of it. LL Bean, REI and other "outdoor/sport" stores often have reasonable options as well. Double check your buy nothing groups, friends who have bigger kids, and things like craigslist/fb marketplace. Super Kids Resale is where I regularly buy gear for my kids, and clearly they're rolling around in the play yard more often than most. Of course, there are always the options of old navy, target, and miscellaneous amazon brands, which will likely hold up for a season but maybe not any longer. It's also a great idea to trade/sell gear with other WPP families and we are working on creating a space for this to happen onsite.

Tuition and Fees

We offer the following schedules with tuition due on the 1st of each month. These are the 2022-2023 school year rates. Tuition rates will be raised annually in September to accommodate for cost of living adjustments. The start of each school year also has an

enrollment fee of \$300 for new families, and \$200 returning families. You can work throughout the year to reimburse yourself for this fee, \$10 will be credited to your tuition account for every hour you volunteer.

	Preschool	PS half day	Inf/Toddler	I/T half day
5 days	\$1,250.00	\$775.00	\$1,750.00	\$1,025.00
4 days	\$1,110.00	\$675.00	\$1,600.00	\$925.00
3 days	\$950.00	\$575.00	\$1,450.00	\$825.00
2 days	\$800.00	\$475.00	\$1,300.00	\$725.00

We gladly welcome families enrolled in DHS/ERDC programs or who plan to pay for childcare using a government/military subsidy. Families will be responsible for paying any required co-pays as well as any tuition rate differential.

Find a friend! If you refer a family to our program and they decide to enroll their child, you will receive a \$50 credit to your account during their second month of enrollment.

You can pay us using all forms of checks, money orders, or using Zelle (find us listed under our email address). We do not accept cash. Tuition payments should be placed in your child's sign in tab, placed in the mailbox, or sent digitally/by mail. Please make sure your child's first name is written somewhere on the check. All payments must be received during business hours. Payments made after business hours will not be processed until the next business day, which may cause payments to be late and accrue late fees.

Tuition payment for the month is due on the 1st day of that month. Payments not made in full by the 5th of the month will accrue a \$25 late fee. Returned checks will accrue a \$25 late fee. If the account is not paid in full by the 10th of the month the child may not return to care until the account is brought current. Accounts remaining unpaid beyond the 10th of the month may be grounds to terminate the contract.

The first two weeks of care are a trial period, during which time either party may terminate without advanced notice. After the trial period, any modifications families would like to make to their contract, including termination will require a written notice thirty days in advance.

Children are not allowed to be dropped off before 7:30am. Children are required to be picked up before 5:30pm/12:30pm. Late pick ups will acquire an additional \$1 fee for every minute the child is left in care past 5:30pm/12:30pm. The time will be determined by our clock. After the third late pick up the child's enrollment may be forfeited and their slot may no longer be held for them.

WPP Trading Days Policy

We know that families cannot always attend on their scheduled days, and other times they may need childcare on a day they aren't currently scheduled for. In order to help families get the care they need we have partnered with one of our skilled preschooler parents, Daniel Ray, to develop the day trader app. Once you set up your account you can freely buy/sell/trade days with other families in our community. Here are a few tips to keep in mind as you navigate the process:

1. When you buy/sell days using the day trader app, the transaction happens entirely between families and WPP isn't directly involved. Some exceptions to this is when Susan's children are involved in the trade, a brand new family is involved in the trade, or WPP is the one actually buying/selling the specific days. We consider the day to be owned by the family who paid us tuition for it until either A) we get a notification from the app that says the day has been *paid for* by another family, or B) we get a text/email from the selling family telling us that another family bought a day. A child may only attend care if they currently own the day, so please take care not to bring your child on a day you have sold to another family.

2. It is up to the "selling family" to clearly state what they are selling, the price/trade they are asking for, and how they want to be paid. (ex- we are selling my child's day on 5/20, it's a full day and you can give us \$50 for it, cash/Venmo@ nasiombefam21, or we would love to trade the day for a playdate during the next WPP closure.)

3. It's up to the "buying family" to be sure they want what is being sold and to both indicate they want the day and make the payment directly to the selling family.

4. Once the day is paid for, it's the responsibility of the selling family to either mark "verified payment" on the app and it will notify us, or if not using the app they need to send us and email/text that says "my child will not be there on this date, this family bought their day!"

5. Once we hear from the app/selling family, then we change it on our attendance and the buying family now owns the day and that child is who we'll accept into care that day.

Wild Pear DayTrader Getting Started Guide

Where to get it

- The DayTrader app runs as a web application here: <https://wildp.herokuapp.com>
- It's designed to work on any internet-connected device. You can access it from your computer, smartphone, tablet, etc.
- If you would like to add it as an "app" on your Apple iOS or Android device for easy access, see the 'Installing on your smartphone' section below.

How to signup

- If you haven't already, just go to the link above and click the 'Signup' button. You'll be prompted for your name, email address and a password. **Your email address and password are both case-sensitive** and will be used as your login credentials going forward. I suggest using all lowercase for your email address to avoid any confusion.

- Your account will then need to be approved by WPP and you'll receive an email when that happens stating your account is ready for use.

First steps once your account is approved

1. Click the 'My Profile' button. This will display the information about your account. Click the 'Edit' button to make changes. There are three settings related to emails (recommended to keep all of these set to 'yes'):

- 'Email about days selling or buying' - this sends you an email when any change is made to either a day you're buying for your student or a day of your student's which you're selling.

- 'Email when days are listed for sale' - this sends you an email whenever a new day is listed for sale. Keep in mind you won't see many of these if your student attends all five days of the week. These emails are only sent to parents whose student doesn't normally attend on the day listed for sale.

- 'Email when days are requested to buy' - this sends you an email whenever someone requests a day to buy. These emails are only sent to parents whose student normally attends on the day requested.

2. Click on your child's name (either from your profile or the 'Students' menu button). This displays the information about your student. From this screen you'll want to use the 'Add Payment Method' button to attach methods of payment to your student. This is how people will know where to send money when purchasing a day you're selling. Several payment methods can be saved for your student (whoever is buying a day from you will have the option to use any of the payment methods you specify). You will not be able to list a day for sale until you add at least one Payment Method.

3. Click the 'Buy/Sell Days' menu button. This is where you'll come to buy and sell days. There are five sections on this screen:

- 'Days People Would Like to Buy' - this displays any future days which other people have requested to buy. Click a day in this list to sell one of your student's days to the person who requested it.

- 'Days Currently For Sale' - this displays any future days which other people have listed for sale. Click a day to begin the process of buying one of these days for your student.

- 'Days I'm Selling' - this displays days that have been sold or are currently for sale for your student. Click a day for more information or to take any required action.

- 'Days I'm Buying' - this displays days that you are purchasing from someone else or that you have purchased. Click a day for more information or to take any required action.

- 'Days I've Requested' - this displays any days that you have requested to buy (requesting to buy a day let's everyone else know you're interested in buying that day for your student).

4. While on the 'Buy/Sell Days' page.

- Click 'Sell a Day' - this will provide you with a form to select the date and set a price for the day you would like to sell. Once saved, the day will be listed in the 'Days Currently For Sale' section and available for other people to purchase it.

- Click 'Request a Day' - this will provide you with a form to select the date you would like to buy for your student. Once saved, the day will be listed in the 'Days People Would Like to Buy' section.

About buying and selling days

- Once you list a day for sale it will be available for other people to purchase for their student.

- Once a day is purchased, it is put in a reserved state and is displayed as 'Awaiting Payment'. In this status the day can not be purchased by anyone else. The purchaser of the day will then have a 'Pay' button available when viewing the details of the day. Please refrain from buying/reserving days unless you're positive you want to buy it. It's not fair to others if you purchase days you "might want" and then don't follow through with the transaction.

- Clicking the 'Pay' button will show the purchaser a list of all Payment Methods that are accepted for the Student selling the day. Selecting a Payment Method will give you detailed instructions for submitting payment to the seller. Once the payment has been made, the purchaser will click the 'Payment Sent' button. This informs the seller that payment has been made and places the day in a 'Awaiting Payment Confirmation' state.

- The seller is expected to then use the 'Verify Payment' button on the day details to confirm that they have received the payment from the seller. The day is then put into a 'Complete' state and the process is considered done.

- Note that if a day you're selling has been in the 'Awaiting Payment' process for an extended period of time there will also be a 'Relist' button available on the day details page. Clicking this button will allow you to remove the current buyer and make the day available to others again. Please only use this option if you've tried to contact the buyer to get them to submit payment and they are not responding or they inform you they no longer wish to buy the day.

Installing on your smartphone

The Wild Pear DayTrader app is designed to automatically add an app icon to your smartphone's home screen to make it easily available just like any iOS(Apple App Store) or Android(Google Play Store) native app. Just follow the steps below to do so (you'll want to make sure you already have an active account and can login to the app before doing this):

For Apple iOS or iPadOS:

- 1) Open the Safari browser
- 2) Navigate to <https://wildp.herokuapp.com/daytraderapp/home>
- 3) Login using your email address and password
- 4) Click the 'Home' button at the top (below the Wild Pear logo)
- 5) Once you are logged in and on the homepage of the app, click Safari's "share" button and then find the "Add to Home Screen" option. For a visual example, see detailed instructions here: <https://www.macrumors.com/how-to/add-a-web-link-to-home-screen-iphone-ipad/>

For Android:

- 1) Open the browser of your choice
- 2) Navigate to <https://wildp.herokuapp.com/daytraderapp/home>
- 3) Login using your email address and password
- 4) Click the 'Home' button at the top (just below the Wild Pear logo)
- 5) Once you are logged in and on the homepage of the app, follow the instructions for your browser here:

<https://www.wikihow.com/Set-a-Bookmark-Shortcut-in-Your-Home-Screen-on-Android>

Waitlist

Families wishing to enroll their child at Wild Pear Preschool can be placed on the waitlist if there isn't an immediate opening. In order to be waitlisted, families need to submit a completed waitlist form and a non-refundable \$20 fee. Being placed on the waitlist does not guarantee enrollment at a later date. It does, however, guarantee that the child will have priority to enroll in any open slots as they become available.

When a slot becomes available, we will consider which family on the waitlist would be the best fit, with a goal to create well balanced cohorts of children while striving to coordinate each family's preferred schedule. For this reason, we do ask that parents give us as much information as possible on their waitlist form and notify us of any changes that come up.

Once offered a slot, families will need to make a choice to either enroll or pass. If they choose to pass, they will remain on the waitlist and the slot will be offered to another family. In most cases families will have up to one week to decide if they want the available slot. If they do, they will need to pay the \$500 non-refundable deposit which will hold their slot for up to 3 weeks. \$300 of the deposit will cover the annual enrollment fee, while \$200 will be applied to the first month's tuition. Payments can be made by check or through the Zelle app by tagging our email address.

Priority is given to currently enrolled families, as such, a current family looking to change their slot or enroll a sibling will be added to the top of the waitlist and is not required to pay the \$20 fee.

Health Policy

We follow the Health Department exclusion policy. This means that we can care for mildly ill children, however, there will be times when you cannot bring your child to school due to illness. If your child has a fever, green/yellow mucus, diarrhea, vomiting, or an unexplained rash, you must keep them out of care until those symptoms have resolved for 24 hours, without the use of

medication. Additionally, if they are lethargic and slow to respond or generally unable to participate in their regular school day activities they cannot be at school. If your child develops any of these symptoms while in care, we will ask you to come pick your child up immediately. If you are unable to pick up your child you will need to arrange for someone on their Emergency Contact List list to come get them.

Additionally, if your child has head lice they will need to be picked up immediately and will not be allowed to return to care until nits and eggs are no longer present.

Communicable Disease Plan

While we are no longer operating as Emergency Childcare as we were during the COVID pandemic, we recognize that COVID will likely continue to be a threat to our community and we will protect ourselves in the following ways:

- All staff will be up to date on their COVID-19 vaccination
- All custodial parents of enrolled children will be up to date on their COVID-19 vaccination
- All eligible children will be up to date on their COVID-19 vaccination
- We will maintain diligent handwashing, environmental sanitation, and extended amounts of time outdoors and fresh air circulation indoors.
- Susan will be the designated COVID-19 point of contact and will notify the Local Public Health Authority as well as all enrolled families of any confirmed cases of COVID among children or staff.
- We will continue to exclude children who exhibit symptoms of COVID or who have been exposed to COVID in a way that is consistent with Oregon Health Authority and Child Care Division rules.
- We will continue to keep records to assist with contact tracing.
- We will comply with all governmental and authority guidance on operations and will end program activities if cases or risk level warrant.
- We will have a WP COVID policy that we will occasionally update and email out to families.

Illness and Injury Policy

While health and safety is a priority at Wild Pear Preschool, it is still likely that your child will obtain small cuts and scrapes, bumps or bruises while in our care. The following is our minor injury and illness protocol:

Illness:

- Upset stomach; encourage children to try and use the bathroom, drink warm/cold water, eat a few crackers, rest
- Headache; encourage children to drink water, rest
- Stuffy/runny nose; encourage children to blow nose often

-Sore throat/cough; encourage children to drink warm/cold water

Injuries:

-Small open wound, cut, or scrape; wash with soap and water, bactine and a bandage.

-Small bump, bruise or red mark; cold washcloth, ice pack.

-Minor burn; cold running water, ice pack.

-Sliver; child attempt to remove with tweezers/tape, wash with soap and water, bactine and a bandage.

-Blister; cover with a bandage, wash with soap and apply bactine if it ruptures.

-Pain with no noticeable mark; cold/warm washcloth, icepack

If the injury/illness gets more serious, the child complains of increasing discomfort, or if they are unable to participate in our daily activities you will be called and asked to pick them up.

Immunization

In general we do require all students to be up to date on their required immunizations unless they have a medical waiver. Here is a link for [Oregon Child Care Vaccination Rates](#). You can find our program's vaccination rates by searching for "Wild Pear Preschool" or "Wild Primrose Preschool" for 2019-2020 and earlier. You can also view the [Child Care Immunization rates by County](#) here.

Medication Policy

Prescription RESCUE Medication

- Prescription medication must be brought to the program in its original container and include the child's name, the name of the medication, the dosage, the number of times per day and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.
- The program will not administer any medication contrary to the directions on the label unless authorized by written order of the child's physician.
- The parent must fill out the Authorization for Medication Form before the medication can be administered.

Prescription Non-Rescue Medication

Our program does not administer this type of medication. Parents are welcome to come administer the medication to the child on site.

Non-prescription Medication

Our program does not administer this type of medication. Parents are welcome to come administer the medication to the child on site.

Topical Ointments and Sprays

Throughout the year a few topical medications will likely need to be applied to your child including sunscreen, bug repellent, lotion, and antiseptic. Due to the high frequency of use and the inability to predict when they will need to be used, we ask for you to sign a blanket permission slip for the application of these topical medications that will be effective for one year unless otherwise revoked in writing.

Sunscreen : During "sunburn season" we ask that your child come to school with sunscreen already applied. We will reapply sunscreen after nap or as needed. We will notify you of the specific sunscreen before it is used.

Bug Repellent: During "mosquito season" We ask that your child NOT come to school with bug repellent on, as we do not want pesticides in our learning environment. We will apply a natural, plant based bug repellent as needed. We will notify you of the specific bug repellent before it is used.

Lotion : Throughout the year children often get dry skin due to frequent hand washing and dry weather. We will notify parents of the specific brand upon request.

Antiseptic : For small cuts and scrapes we will have children wash the area with soap and water. After that we will apply a spray of "Bactine" (Active ingredients; Benzalkonium and Lidocaine). This is the only medication we will be applying to cuts and scrapes unless your doctor requests an alternate.

Chapstick: If you feel that your child needs to use chapstick at school, please write their name on it and give it to an educator. We will keep it in the first aid kit and provide access to it throughout the day, either at planned intervals or upon child request.

All Medications

- All medications must be given to the Educator directly by a legal guardian.
 - All medications will be stored out of the reach of children. All medications that are considered controlled substances must be locked and kept out of reach of children.
 - The Educator will be responsible for the administration of medication.
 - The program will maintain a written record of the administration of any medication (excluding topical ointments and sprays) which will include the child's name, the time and date of each administration, the dose, and the name of the person administering the medication. This completed record will become part of the child's file.
- All unused medication will be returned to the parent if possible, or disposed of in accordance with Department of Public Health guidelines.

Toileting Policy

Most children will be on their way towards independent use of the toilet by the time they are in a preschool cohort. However, we welcome children with all levels of mastery and constancy. We practice Elimination Communication (EC). Human waste will be discussed as a normal everyday part of life and children will learn about elimination as a biological response to the many functions of our amazing bodies. We will also respect the complicated task of mastering the use of the toilet and will never respond with disgust or an attempt to shame or embarrass children who are still working towards consistent toilet use. We will use the actual names of body parts involved with elimination including penis, urethra, vulva, and anus.

Children at all levels of independence will be encouraged to participate and learn relevant skills during toileting. This includes removing their own clothes, cleaning their own bodies, dressing themselves and cleaning up any soiled items as they are able. Once children are able to walk we will transition them from lay down changes to stand up changes. Children will receive clear instructions regarding holding toilet paper/wipes to properly clean themselves. By the time a child is 4 we will encourage them to do most of their toileting/diapering on their own. If there is a situation where a child has a large amount of poop on their bodies that is too messy to clean with a few wipes, we may ask the child to undress and step into the shower so we can rinse them off with running water. If this happens we will let you know.

We will not coerce or bribe your child to use the bathroom at certain intervals. Instead, we will give them lots of information, encourage them to listen to their bodies, provide lots of opportunities to use the bathroom, and point out the natural consequences of their choices (both desirable and undesirable). We understand that there may be times when you as a parent have strong preferences regarding your child's toileting frequency or method (diaper vs toilet). While we understand and respect this, we are unable to enforce such preferences at school. You are more than welcome to encourage your child to toilet in the way you prefer, and we can remind them of your wish, but ultimately the choice will be theirs.

If your child isn't totally consistent in their ability to use the toilet, we ask that you send at least one additional change of clothes to school each day (totaling two or more). Children at the Sprouts site will be provided with cloth diapers to use at school, and you will need to send one clean "go home diaper" with them for their last diaper change of the day. You will also need to provide any diapering cream you'd like us to use.

If your preschool age child does not yet use the toilet, you'll need to provide pull-up style diapers. We expect preschool age children to understand why their diaper needs to be changed regularly and be willing to participate and allow changes to happen as needed. If your child refuses a diaper change we will contact you. Children refusing to change a wet diaper can remain at school as long as the diaper is not leaking. If your child refuses to change a diaper containing poop, you may need to come pick the child up.

Diapers must always be changed in the bathroom at school. We ask that any diapers you change at school be done in the same style we use when a teacher changes them (stand up or lay down). You can find instructions for the stand up method inside the diaper cupboard as well as in the policy notebook.

Rest Time Policy

Engaged learning can be exhausting, and a midday rest is the way we honor the hard work our bodies and brains do during the day. After lunch, each child is asked to spend time relaxing quietly on a cozy resting cot that is set up with a sheet, a blanket and perhaps a pillow of stuffie. During the beginning of the rest period a teacher may read aloud, sing or play an audio book. Then children will be given some time to rest independently, and sleep if they need to. Soft music will be played during this part of rest time, and teachers will maintain supervision while also moving in and out of the room- cleaning and preparing for the afternoon. Towards the end of the rest period, children who are awake will be invited to do some quiet work on their resting mat which might including reading books, writing in a journal, drawing, doing yoga, or working on a puzzle. Finally, children who are awake will be asked to clean up their resting materials and children who are asleep will be allowed to keep sleeping.

We will not coerce your child to fall asleep or attempt to wake them early. Instead, we will give them lots of information, encourage them to listen to their bodies, provide the opportunity to rest quietly, and point out the natural consequences of their choices (both desirable and undesirable). Our consistent message to children at rest time is "You do not *have* to sleep, listen to your body and do what's best for you. You only need to lay quietly on your cot for a bit so that your friends can fall asleep if they need to. Soon it will be time to play again." We understand that there may be times when you as a parent have strong preferences regarding your child's daytime sleep, while we understand and respect this, we are unable to enforce such preferences at school. You are more than welcome to encourage your child to sleep or stay awake, and we can remind them of your wish, but ultimately the choice will be theirs.

We ask each family to bring a crib sheet and a small blanket for their child to rest with. A pillow and small “stuffie” are optional. We will send napping items home weekly to be washed and returned to school on Monday.

Children under 12 months old will be allowed to sleep wherever they are tired, and will be provided with a safe and secure sleeping space in accordance with the Oregon Safe Sleep Laws. Because of these laws, we are unable to swaddle infants or use blankets in their beds. You are welcome to send a wearable blanket that does not constrict their arm movements. We are also unable to use a pacifier with a stuffed animal or other clips attached to it for sleep. Please send only a pacifier, without any attachments.

Meal Information

While at school, children are served breakfast, lunch and an afternoon snack. Children under 18 months will also often be served a morning snack. These meals are included with tuition and are an integrated part of our Food and Nutrition Curriculum. As per the USDA food program guidelines, each meal includes an age appropriate portion of various food groups.

The food is cooked onsite by the teachers and seasonal, local, and organic food is prioritized as well as food grown onsite. Children are invited to participate in food preparation as often as appropriate including a weekly ritual of making soup and bread for our lunch. We eat “family style” and children assist in setting the table, serving themselves and clearing their place when they’re finished eating. Meals are a social time, when teachers eat with children and everyone is encouraged to enjoy the food and time together.

During meals, children are all asked to join the group at the table and put some of each type of food on their plates. However, children always get to decide which foods they try and how much they eat. At each meal we learn about the foods being served, including the nutritional benefit of choosing to eat it. We always encourage children to listen to their bodies, especially when it comes to eating and feeling full. Everyone clears their own space after meals; composting uneaten food, stacking dirty dishes, cleaning up spills and washing their hands and faces.

Children in the Sprouts program will be offered solid food no sooner than 6 months of age. Between 6 and 12 months solid foods will only be offered in conjunction with parental permission, using a form that will be hung in the kitchen and updated regularly. Food offered to children under 12 months will be whole foods, and almost always what the other children are being served. We are thoughtful to offer only foods that can be safely chewed/gummed, and slice food into “french fry shape” to make it easier to grasp, bring to their mouth, and manipulate in their mouths without choking. We do not feed children baby purees or baby cereals.

We understand that there may be times when you as a parent have strong preferences regarding your child’s food consumption, while we understand and respect this, we are unable to enforce such preferences at school. You are more than welcome to

encourage your child to eat a certain amount or try food in a certain way, and we can remind them of your wish, but ultimately the choice will be theirs.

Dietary Restriction Policy

At WPP food is important to us, and serves as a regular aspect of our curriculum. We want each child to feel good about nourishing their bodies during our meal and snack times. We also want families to feel good about what food is being offered to their child during the day and we will work together with families to make a plan for a child that has dietary restrictions due to allergies, medical conditions, or moral, cultural, or religious exemptions.

We are proud to participate in the USDA food program, which helps reimburse us for the cost of food we serve the children. As participants in this program we are required to follow their guidelines for meals that insure all children have access to a variety of healthy food in developmentally appropriate portions. We depend on this reimbursement to help subsidize the rising cost of high quality food we serve in our program.

USDA will fully reimburse us for any child who receives modified meals due to an allergic/medical restriction that is confirmed by a Doctor to be necessary. Families who request food substitutions for other reasons can work with WPP to figure out a detailed plan of which foods need to be substituted and who will be responsible for providing them.

Rules and Discipline Approach

At Wild Pear Preschool we have only four rules; Be Safe, Be Respectful, Be Kind, and Be Responsible. They may seem like big concepts for young children. Here are some examples we use to explain what each rule means.

Being safe means nobody's body is hurt, nobody's feelings are hurt.

Being respectful means helping everyone to feel important, taking care of materials.

Being kind means touching gently, speaking compassionately, and waiting patiently.

Being responsible means taking care of yourself, following directions.

While we will be clear to establish the rules and behavioral expectations with your child, they will always view you as the "number one boss." You can help provide them with security and confidence by reminding them of the rules during your morning commute and by modeling appropriate behaviors while you are here. When your child sees you washing your hands at arrival, speaking warmly to other children and helping to pick up materials before you leave, they will be more likely to act that way while you are gone too.

We believe that there is no such thing as a "bad kid" or even "bad behavior." Instead, we view all behaviors as attempts by the child to get their needs met. It's from this perspective that we are able to creatively partner with children to shift their behaviors towards actions and expressions that are safe, effective and appropriate for a school setting.

We will not ever use corporal punishment, verbal assault, shaming, guilt, coercing, threatening, or isolation in attempt to change a child's behavior. We don't even see a need to use time out or bribes at school.

Instead, we make sure children develop a strong understanding of appropriate ways to express needs and feelings, and help them learn to be aware of the needs and feelings of others. We discuss the natural consequences to their chosen actions and help them develop plans to avoid unwanted reactions while reaching their desired outcomes. There are discussions and reminders daily about what kinds of behaviors are expected and appropriate for our school setting.

If a child is really struggling, we may invite them to process their feelings in a safe space, away from other children or particular activities, or perhaps very close to a teacher. When the child is ready and able, we will debrief what happened and make a plan to avoid it in the future.

If there is a conflict between children, teachers will be in very close proximity but will only intervene if it begins to feel physically or emotionally unsafe. Our goal will always be to allow children to fully express their feelings and needs to one another, and to collaborate in reaching a solution that works for them. We will also advocate for restorative justice, which at this level often means refraining from requiring children to apologize and instead encouraging children to ask some basic questions of one another:

1. Are you ok?
2. What do you need to feel better?
3. Did that fix it?

In the unlikely case that a child's behavior is regularly unsafe and/or requires excessive amounts of teacher attention, the child's behavior will be closely documented and their family will be asked to become involved in helping to resolve the situation.

Family Communication

While we will be glad to see you at arrival and departure, your child will likely need our support and attention during this transition time, and we ask that all conversations happening in front of the child also include them.

Write it in the book

There is a space in your sign in sheet where you can leave and respond to quick written notes that can help us all be informed about your child. This is a perfect spot for you to indicate upcoming vacations or planned absences, as well as any days you have traded with other families. Noting who is picking up and approximately when that pick up will happen can give us useful information for children who become anxious about that part of their day.

Texting/Emailing

During the school day, texting is the most convenient way for us to touch base with you. We ask that you do not text the teachers directly, which can be distracting for them while they are with children. Instead, please text the directors (Jeannie and Susan) on a joint thread and we will make sure the communication keeps flowing. For longer messages, email is a great choice. We regularly send out group emails that will have information that is critical for all families to know, please make sure emails from us aren't headed to your spam file.

Sprouts Daily Forms

Younger children at Sprouts will each have a daily chart that makes it easier for parents and teachers to share critical information about the child's sleep, diapering/toileting, and food intake.

Social Media

We will be posting photos and some informational updates on our website, facebook, and google business page. We invite you to follow us, like us, and rate us! Please note, we will not be using social media platforms to have individualized communication with enrolled families.

Photo Sharing

While your child is at school we will regularly be taking photos of them for a variety of reasons. It might be to document the learning that is happening, to show families and/or the wider community what is happening at Wild Pear, or to use for advertising. We always want to use the photos of your child in a way you are comfortable with and will only use them according to the permission you indicate on your enrollment form for that school year. We also ask that all families be respectful by asking parent permission or cropping out other faces before sharing or posting photos that include other people's children.

Policy Notebook

The policy notebook has a hard copy of this family handbook, a copy of the state licensing rules, reports from our various licensing visits, lead test results, food handler cards, and some other miscellaneous and detailed policies we are required to give you access to but didn't feel were critical to include in the handbook. This book is always available for you to view, just let us know and we will run and grab it for you.

Family Involvement

We've said it before and we'll say it again- your family is the number one source of education for your child! The better partnered we are, the more consistent your child's learning and growth can be.

Family Activities

Each school year we have a handful of events and activities that we invite you to be a part of!

Family Conferences: These two mandatory conferences provide valuable time for parents to connect with teachers and share information regarding growth and goals of individual children. Please arrange early for childcare as our school will be closed. We started conducting conferences via zoom during 2020 and we really liked the flexibility the platform provided us with and have decided to keep it that way!

Volunteer Days: Families are often invited to come help us keep our environment in tip-top play condition. Tasks may include cleaning, yard work, book/toy repair, organizing materials, etc. This is a great way to get in your volunteer hours if you are hoping to work off your enrollment fee.

Family Events: All family events are free and fun for the whole family! While you are not required to attend, we'd love for you to join us and spend time with our learning community. For the pumpkin patch trip we close early and each family drives their own child (or carools!) and we meet up at the patch for an evening of fun. The parent's night out is exactly that- you leave your children with us for the evening and go have fun while we do activities, eat pizza, and watch a short movie. Spring fling is a social time for us to gather and celebrate the changing seasons. The camping trip is a particularly favored event, come for a night or two or just visit for the day! Finally, our campfire night is a special ceremony to mark the transitioning school year.

Family Visits

Most of the time, children are asked to exist in a world made for adults, and preschool is one of the few spaces where adults are asked to exist in a world made for children. While you're here, you can show respect for the children's work by staying low and on the periphery. This means sitting on the ground (or on a stool if you're unable to manage the floor), crouching down when you're engaging with children, and hunkering down against a wall or fence in a way that is not blocking materials or the paths of children.

Another thing we ask of all adult visitors is that they keep their interactions with other children to a minimum. Of course we invite you to be respectful and warm, greeting children and making introductions are encouraged! Understandably, this expectation is different while you are sharing an experience, leading an activity, or spending time in a situation that invites small conversations (like a meal). Beyond that, we ask that you redirect children back to their own work by letting them know you are here to spend a bit of special time with your child, and then

asking them a question such as “What do you get to work on right now?” or “I wonder what you should be doing at this time?” We work hard to create a learning environment and plan of engagement tailored to each child’s needs and goals, and it’s easy for well meaning adults to interfere with those plans unintentionally. If another child seems particularly interested in engaging with you, feel free to check in with a teacher who can help that child rediscover their own work. If your child begins to collaborate with another child, great! We ask that the adult steps back from the play and sits quietly while the children build their friendship. If you ever feel that there is a conflict, or other situation with another child that might need the support of an adult, we ask that you come to a teacher right away and let us be the one to handle the situation. If you feel that your own child needs to be redirected or reminded of expectations, we invite you to handle that in a way that feels most appropriate to you.

Please do not take photos or videos while you are here, many children have specific photo release plans and are trusting us to protect their child’s privacy.

New Child Acclimation

We believe that starting a new school can feel tricky for some families, and we provide up to three acclimation visits for new children to help ease them into their school experience with us. The first two visits should happen during low-transition work-learning times, either in a classroom or lower yard. Typically this will be from 9:30-11:30. The visit right before regular attendance should be during the morning routine, so that the child (and adult) can walk through arrival, transitioning upstairs, breakfast time, circle time, and the beginning of classroom work. This morning routine visit should be from 8:00-10:00. During these visits we ask that any adults joining the child review the family handbook so they have a good sense of what routine elements and expectation surround the time of day they’re visiting. These visits are to help the child learn about the school with a bit of extra support from a trusted adult, so it’s important that the adults are modeling the appropriate behaviors that we are expecting the child to demonstrate the following day. We ask that grown-ups wash hands, sit at the table and eat meals, explore and clean up materials with their child, and participate in circle time with the same enthusiasm and respect that they hope their child will! If the adult is ever unclear about the expectations, they can model for the child how to check in with the teachers to gain clarity. While you are present your child will recognize you as the primary authority figure, and you can help transfer some of that authority to the teachers by asking about and following the school plans and rules.

This is also a useful time to help your child figure out where to keep their water bottle, rest time items, and outdoor gear. It’s also important they know where the bathroom is! You can help your child learn the names of other children and both teachers, as well as giving them a few strategies to ask in case they forget.

These visits are not required for enrollment and your child is welcome to simply be dropped off on their first day if that is what works best for your family!

Family Activities

If you'd like to come visit in a more intentional way, we invite you to join us for a particular activity. Most of the time these activities will last 15-45 minutes, and all need to be scheduled at least a few days in advance. Here are a few ideas:

- Join us for a meal or snack
- Sing or play an instrument for the group
- Share about an experience such as your work, hobby, trip, or holiday tradition
- Share a special skill with us such as art, gardening, cooking, building, dancing
- Teach us a game
- Share photos at your child's Birthday circle
- Sign up to be a mystery reader!
- Attend the school/community festivities and events WPP hosts

If you are leading an activity, be prepared and have your materials ready to go, as the children will be eager to experience what you are sharing with them. Make sure you speak clearly and slowly, and signal a teacher to handle any children who are uninterested or unable to engage in your activity. If you are here for a group time such as meals, circles, or transitions where all the children are moving locations together, we ask that you join the group physically and model the same behaviors we are asking the children to demonstrate.

Observation

Sometimes adults may want to come and simply observe the way we work and learn at Wild Pear. This can be particularly beneficial to current or prospective parents or those studying to become early educators. We welcome observations and ask that out of respect for the children's work you remain quiet and come without your children.

Child Records and Individualized Learning

All children will have a private file that contains all of their enrollment paperwork and any records pertaining to the child. This file is available for you to review by request.

With a group of children, it's important to us each individual child is being encouraged to grow and learn in their own way and on their own timing. Part of our work as teachers is to carefully observe children and take notes on their work. We record this in many ways and use it as a base to create your child's learning goals. We then use these goals to guide our activity and curriculum planning.

We will be documenting the ways your child is learning and growing and will be eager to share this with you in a variety of ways, including family conferences. The dates for conferences will be given to you in the annual calendar so that you can have ample time to arrange for time off work and alternative child care. Ideally, all parents would be able to attend the conference, but at least one parent must attend. We know that children like to say to their teachers on the

computer (what a silly situation!) and will not be able to have a full and honest conversation about the child if they are joining us on screen or are playing within ear shot. Because of this we ask you to make it clear to your child that they can say hi and then need to go do a different activity. During your conference, we will share information about your child's growth and together we will set individualized goals for your child and work together to help your child find ways to thrive. These conferences often feel too short, so please come prepared with any information we ask you to provide and let us know beforehand if there is something you'd like to take time to discuss. Finally, please understand that these conferences cannot be rescheduled.

Throughout our time in the field, we have not found it successful to treat early education as "kindergarten prep," perhaps with the exception of the few months directly preceding the big transition. What we have repeatedly found is the brilliant, astounding development that occurs when children and adults engage in an exploration of the world and grapple with what it means to live together with others in a respectful loving community. This means you won't likely find uniform crafts or mandated handwriting activities amongst your child's school work. Instead, we will use a variety of methods to document and share the work that happens during our days, including photos, transcription, and ongoing documentation of learning over time.

Birthdays at Wild Pear Preschool

We want to honor and celebrate each child's birthday, and so at Wild Primrose Preschool we invite the birthday child to be the center focus of our special 15-20 minute "birthday circle". We will begin the circle by showing a photo of the birthday child when they were a newborn baby, and reflecting on how small, new, and dependent they were. Then the child will carry a globe for one trip around "the sun" while we sing a song:

The Earth goes round the sun
The Earth goes round the sun
Another year is done, is done
The Earth goes round the sun
(Tune of Farmer in the Dell)

Then we will show a photo of the child at age 1, and talk about how they changed, the new skills they mastered, etc. And again, they will walk around the sun while we sing. Next will be a photo and discussion of the child at age two, etc. When we reach the child's current age we will reflect on the many exciting things that might be in store for them in this new year of life and offer predictions and advice, cheers and claps as we welcome them into their new age.

Family is welcome, but not required, to attend the birthday circle. We will make sure and take lots of pictures to share either way. On the day of your child's birthday circle, please send a picture of them as a newborn, one around their first birthday, one around their second birthday, etc. Please let us know if they are photos that can be handled by children (we'd love to pass

them around) or if they are precious “only copies” in which case we will make sure and display them safely out of reach.

Plan for Meeting Potential Emergencies

This document lays out the plan of action should a disaster/emergency happen during Wild Pear Preschool hours of operation. We will be alert to emergency warnings, and will follow the instructions of law enforcement and other designated authorities. We will use our training along with our best judgment to assess the situation and make the choices needed to keep ourselves and the children in our care safe and healthy until they can be reunited with their parents. In the event of any disaster/emergency, we will first contact emergency services and second we will call and text all custodial parents. If phones are not working we will send emails and post updates on facebook.

In the event of a medical emergency:

A medical emergency is an event where one or more children need urgent medical care from a hospital.

We will first contact emergency services, perform first aid/CPR on the child having the emergency and ensure the safety of the other children in care. As soon as we are able we will call the child’s parents and notify them of the emergency. We will ensure that either a teacher or a parent remain with the child at all times, including if the child needs to be transported to the hospital. The other teachers will remain with the group of children, keeping them safe and calm.

In the event of a shelter in place emergency:

These are events that make it safer to remain sheltered inside than to be outside or evacuate and may include severe storms, dangerous person threat, chemical/radiation exposure, power outage, and earthquakes.

All parents will be notified. Teachers will remain with students on site until they are picked up by a parent or authorized adult. Teachers will have access to attendance records, emergency paperwork, rescue medication, a first aid kit, and an emergency kit that includes food and water, temporary toilet, child activities, and other emergency supplies. We will shelter in place upstairs in the main classroom, unless it is safer to be in the basement.

In the event of an evacuation:

These are events that make it safer to leave the main school building and may include flood, fire, gas leak, dangerous person threat, chemical/radiation exposure, and earthquakes.

All parents will be notified. We will bring the first aid kit, attendance records, and emergency kit with us. If the evacuation is short term, the entire group will move out to the studio and/or the green house. We will remain there until it is safe to re-enter the building and/or the children are picked up by their parents. If the evacuation is long term, we will post a note on the door explaining where we have evacuated to. We will walk to the Milwaukie City Planning Building

(6101 SE Johnson Creek Blvd, Portland, OR 97206) or the Wichita Center (6031 SE King Rd, Milwaukie, OR 97222) If we need to urgently evacuate from the wider area we will load our emergency supplies and all children into our personal vehicles and drive to a shelter designated for the emergency where we will contact parents and remain with the children until they are all reunited with their parents or authorized pick-up people.

In the event of an earthquake:

We will drop and take cover until the shaking stops and it is safe to move. We will then follow the evacuation procedure.

In the event of a lock down:

This is an escalated dangerous person threat whereby we believe the children are in direct danger.

All parents will be notified. One teacher will move all children into the main classroom, turn off the lights, and close the windows. The other teacher will lock all the doors and windows and get the first aid kit, attendance book, and emergency kit before joining the group. If needed, the entire group will move into the bathroom where the door can lock. If it is safer to remain outside, we will shelter in the dining hall. We will then follow the shelter in place procedure.

Certificates and Affiliations

Jeanise Suihkonen:

Associates Degree in Early Education
Master Trainer for OCCD
Infant and Child First Aid and CPR
Food Handlers License

Susan Nasiombe:

Bachelor's Degree in Elementary Education
Master's Degree in Education, Leadership and Management (focus on Social Justice Education)
Community Trainer for OCCD
Infant and Child First Aid and CPR
Food Handlers License

Wild Pear Preschool

Certified by the Oregon Department of Early Education
City of Milwaukie Business License
Clackamas County Health Inspected
USDA Food Program
DHS approved Provider
Oregon Family Child Care Network (OFCCN)

Professional Resource Organization (PRO)
Oregon Association for the Education of Young Children (OAEYC)

Mandated Reporting

All teachers and directors are legally required to report concerns of child abuse and neglect.

Report complaint

We are licensed as a Certified Family Child Care and we abide by the applicable Oregon State Rules and Regulations. We have a copy of the rules on hand if you'd like to review it. You can also find them online via a link to the Oregon Early Learning Website on the Resource page of our website.

If you have a question, complaint or a problem we would love to have a discussion with you. If you do not feel comfortable with that and feel that it is serious, you may make an official complaint to the Office of Child Care's Central Office at 1-800-556-6616. You will speak to a compliance specialist who will take your information and refer it to a local child care licensing specialist to follow up on. You may also check our program's complaint and compliance history by following a link listed in the resource page of our website.