



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

Parent Reference Guide

Little Beavers Preschool, Inc.

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

Revised 7/2012

Children...

Love them,

Nurture them,

Teach them well,

And believe in them

For they are our future.

Welcome to Little Beavers

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

Our Mission

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

Where to Reach You

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

Operating Hours

Little Beavers Preschool is open year round Monday through Friday from 7:00 am to 6:00 pm. Hours for the Infant/Toddler Program are 7:30 am to 5:30 pm. A \$25.00 late fee will be charged to families arriving after closing hours to pick up their child.

Core Values

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

- Appreciate childhood as a unique and valuable stage of the human life cycle
 - Base our work on knowledge of how children develop and learn
 - Appreciate and support the bond between the child and family
 - Recognize that children are best understood and supported in the context of family, culture,* community, and society
 - Respect the dignity, worth, and uniqueness of each individual (child, family member, and colleague)
 - Respect diversity in children, families, and colleagues
 - Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect
- * The term *culture* includes ethnicity, racial identity, economic level, family structure, language, and religious and political beliefs, which profoundly influence each child's development and relationship to the world.

2005, National Association for the Education of young Children

You can view the complete NAEYC Code of Ethical Conduct at:

<http://www.naeyc.org/positionstatements/ethical-conduct>



Arrival & Departure

Children must be escorted into Little Beavers and signed in on the attendance sheet by a parent or guardian. Please do not leave the facility until your child has been welcomed or released by their teacher. Notify your child's teacher of any special instructions or concerns such as: medication, health symptoms or changes in child's life or schedule. Maintaining daily communication with your child's teacher will help us provide the best care possible.

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

A custodial parent has access to Little Beavers at all times during operating hours. We welcome you to be a part of your child's day!

What to Bring

Your child will have their own cubby to keep their personal items. Please make sure that all items are labeled with your child's name. Please bring the following items:



Infant/Toddler-

- Diapers/Ointment
- Baby Food or Lunch
- Comfort Items (pacifier, blanket, etc.)
- Blanket for sleeping
- Bottle/Sippy Cup
- Change(s) of clothes

Preschool-

- Lunch
- Full change of seasonally appropriate clothes
- Nap Blanket
- Water Bottle
- Sunscreen in the summer
- Toys from home should be brought **ONLY ON FRIDAYS**

Health & Safety

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

- Non-medicated temperature over 100.5° F



- Vomiting within the last 24 hours
 - Diarrhea within the last 24 hours
 - Unidentified or contagious rash
 - Constant runny nose with green discharge
 - Severe cough
 - Unusual discharge for eyes or lesion on skin
 - Communicable disease such as chicken pox
 - Illness, discomfort or unusual fussiness which impairs ability to function in class
- Head lice or nits, even if they have been treated. Little Beavers has a no nit policy

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

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

In case of an accident a teacher will complete an accident report form. This will let you know what happened and any first aid administered. Two copies of this form will be left in your child's mailbox. Please read the report, sign both copies, return one to the office and keep the other copy.

Behavior Management

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



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

Prevention

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

Intervention

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

Invention

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



To assure the safety and well-being of all children, a child will be sent home if he/she displays uncontrollable behavior that:

threatens to harm children or staff, or requires attention to the degree that the class as a whole is impacted.

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

On occasion a child may experience difficulty adjusting to a new environment. We will do our best to comfort your child and make the transition as easy as possible. If your child shows emotional distress with inconsolable crying without stopping for over an hour we will contact you and discuss a solution. This may include asking you to pick up your child early for the day, revising schedules or drop off routines.

Curriculum

Little Beavers implements Creative Curriculum providing age and developmentally appropriate environments and learning opportunities. Daily schedules and activities are posted in each classroom. Curriculum themes are noted in monthly newsletters, are handed out at the time of enrollment and may be requested from the office. Please note specific cognitive, social, emotional or any other goals on your child's enrollment form.

In order to support each child's growth, our teachers observe and document an ongoing assessment of each child's learning and development. Twice annually we will provide parents with a written Summary of Development and Learning for their child. This assessment tool corresponds with Creative Curriculum and considers social, emotional, physical and cognitive development. We encourage you to talk with your child's teacher regarding your child's learning experience. If needed, your child's teacher and the Director may help you access community resources for additional specialized assessment.

Snacks & Lunch



Snacks are served in the morning and afternoon. Every snack includes items from at least two food groups. Menus and any changes or substitutions are posted on the refrigerator in each building. Please send your child with a lunch from home. Please do not send items that need to be reheated.

Due to lack of refrigerator space, please include an ice pack in your child's lunch as needed. Children may purchase a pizza lunch on Fridays at the cost of \$2.00. All milk served is 2%.

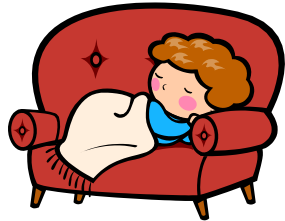
Please make a note of all food allergies in your child's enrollment form. All teachers serving food have this information.

Field Trips and Transportation

To provide enrichment and recreation for children, field trips will occur periodically. All field trips will be posted in the sign-in area at least two days in advance. If transportation is necessary, children will ride in the Little Beavers bus which is in compliance with state and local motor vehicle laws. Vehicles are maintained in a safe operating condition and are driven by teachers holding a current CDL.

Rest Time

All preschool age children have a daily quiet rest time. Children who nap rest on individual mats and are encouraged to sleep with soft music as teachers rub the children's backs. Children who do not sleep are in a group that will have a 20 minute quiet time with books. Please describe any special sleep routines on your enrollment form.



Special Events

We are proud to partner with Osborn Aquatic Center to offer swimming lessons. We offer a session in the winter for preschool children ages three and up. Swimming is also a part of our Summer Day Camp with classes for eight weeks.



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

Closure Dates

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

- Fall Teacher Preparation
- Labor Day
- Thanksgiving
- Christmas Holiday
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day



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

<http://www.csd509j.net/en-us/districtinformation/emergencyinformation/flashalert.aspx>

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

Enrollment, Absences & Disenrollment

To enroll your child at Little Beavers, please pay the \$75 family registration fee and complete, sign and return enrollment documents to the office. Enrollment documents may include forms for: Immunization, Information, Authorization, Participation, and a Contract. All families will have the opportunity to tour the facility and meet staff prior to enrollment. Each child is guaranteed a pre-placement visit of at least ½ hour. Because instructional programs are in place whether your child is able to attend certain days or not, there are no reductions for absent

days. For an extended absence please talk to the Site Director regarding your schedule. If you wish to dis-enroll for the summer you may pay \$75 to hold your child's space in the program until the fall. Little Beavers requires an advance thirty day written notice if you wish to discontinue services or change to a less than full time program. Verbal communication with a teacher is not sufficient notice.

Emergency Procedures

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

- Secure the safety of all children
- Apply first aid as necessary
- Call 911 (Child will never be transported by anyone other than 911 staff)
- Call parent
- Relocate children to a safer location, please note this designated location at your Little Beavers site



Communication and Participation

Each family will have a labeled mailbox cubby located in the sign-in area of your child's building. Please check here daily for communication including newsletters, billing statements, accident reports, and other information regarding your child's day. In this area you will also find the daily attendance log, payment box, and posting of Little Beavers and community events. Our current license, closure dates, policies and contact information are posted in this location. A quarterly update of educational opportunities and articles by Family Connections is available here or may be requested from the office.

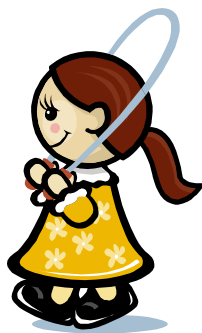
Your child's teacher will provide a monthly newsletter to notify you of upcoming events and classroom news. Daily verbal communication is very important to us; please check in with your child's teacher daily for an update on your child's day. A meeting with your child's teacher or the Director may be scheduled upon request. Little Beavers also requests your input through a midyear survey; we value your participation and feedback.

Throughout the year there are many opportunities for parents to be involved in the classroom. Please use the Participation Form to express your areas of interest. Your unique contributions add to our children's learning experience!

Grievance Procedure

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

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



Finances

Please mark on your contract if you would prefer to receive your statements in your child's mailbox or via email. All payments/co-pays are due on the first of the month prior to services. A \$10.00 late fee will be assessed if payment is not received by the tenth. All accounts must be current to continue child care services into the next month. A thirty days advance written notice is required if

you wish to discontinue services or change to a less than full time program. Receipts may be requested from the main office.

Staff

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

Director: Jan East

Operations: Sue McGrath

Business/Administration: Ann Miner



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

Stephen Covey

Little Beavers Preschool, Inc.

4940 NW Hwy. 99W
Corvallis, OR 97330

Phone (541) 754-8899
Fax (541) 207-3195
Email [growingup@littlebeavers
preschool.com](mailto:growingup@littlebeaverspreschool.com)

Web site address
www.littlebeaverspreschool.com