



Welcome to Kids Incorporated Learning Center!

We are delighted to partner with you in providing a high-quality early learning experience for your child. At Kids Incorporated Learning Center, our mission is to offer exceptional child care in a nurturing and enriching environment where each child can thrive. Quality is the foundation of our program, and we are committed to fostering a positive, engaging, and developmentally appropriate experience for every child.

Our approach emphasizes individual growth, exploration, and learning through play. We encourage children to interact respectfully with others, make thoughtful choices, and express themselves in a safe and supportive setting. We believe in nurturing the whole child socially, emotionally, intellectually, and physically through personalized care and educational opportunities that reflect each child's unique interests and abilities.

We deeply value open communication and collaboration with our families. Your feedback, involvement, and support are essential to the success of our program. We invite you to share your thoughts, ask questions, and participate in classroom visits and family events. Together, we can create meaningful experiences and lasting memories for your child.

This Parent Handbook provides an overview of our philosophy, policies, and operational guidelines. Familiarizing yourself with this information will help ensure a consistent and high-quality experience for your child. Should you have any questions, suggestions, or concerns, our management team is always available and eager to assist.

Thank you for choosing Kids Incorporated Learning Center. We look forward to growing, learning, and building a strong foundation together.

Warm regards,
The Kids Incorporated Learning Center Team

Mistee Wise, Owner
Taylor Barton, Operations Manager
(503) 956-6815
hello@kidsincorporatedlearningcenter.com

Jennifer Vasquez, Director
1771 SE Minter Bridge Rd.
Hillsboro, OR 97123
(503) 681-2273

Senorina Corona, Director
840 NE 181st Ave.
Portland, OR 97230
(503) 674-7804

Gaby Reyes, Director
18425 NW Walker Rd.
Beaverton, OR 97006
(503) 645-5437

Kids Incorporated Learning Center Parent Handbook

Philosophy

At Kids Incorporated Learning Center, we believe that childhood is a precious, once-in-a-lifetime journey, and we are committed to making it as joyful, meaningful, and enriching as possible. We recognize that the most powerful influence in a child's life comes from the caring adults around them. That's why we strive to create a nurturing environment where children feel supported, encouraged, and valued every step of the way.

Our program is built on the belief that children learn best when they are inspired, motivated, and given the freedom to explore their interests. Each activity in our thoughtfully designed, in-house curriculum is created to spark creativity, build critical thinking skills, and promote meaningful learning through play and discovery.

We are dedicated to providing a safe, inclusive, and welcoming environment where children are free to express themselves, develop independence, and grow into confident individuals. At Kids Incorporated, we celebrate imagination, exploration, and the uniqueness of every child. Our center stands firmly against hate, discrimination, and exclusion of any kind.

We deeply value the trust you place in us and take our responsibility to care for your children seriously. We are committed to offering an equitable and high-quality educational experience for all children, regardless of economic status, race, gender, background, or ability. Most importantly, we promise to listen to your children, respect their voices, and create an environment where they feel heard, seen, and empowered to grow.

The Program

At Kids Incorporated Learning Center, we offer a flexible yet structured program designed to promote learning, creativity, and development in a safe and nurturing environment. We believe that children thrive in routines that provide consistency while also offering variety and excitement. That's why our daily schedule includes a diverse range of engaging activities that change throughout the day, week, and seasonally, keeping your child both stimulated and comfortable.

Each classroom follows a thoughtfully designed curriculum tailored to the developmental needs of the specific age group. Our goal is to ensure that every child experiences a balance of fun and education through hands-on learning, group interaction, and guided exploration.

Your child will be greeted by the same caring and consistent staff each day, providing a sense of security and familiarity. While specific activities vary, the daily structure typically includes breakfast; circle time, which supports social skills and prepares children for the day; small group activities focused on age-appropriate learning experiences; outdoor play or indoor physical activity; lunch; rest time; an afternoon snack; an additional small group activity; a second outdoor or indoor physical activity period; and transition and preparation for departure.

For a more detailed schedule specific to your child's classroom, please refer to the parent board located within each room. These posted schedules provide insight into your child's daily routine and activities.

Nondiscrimination and Individualized Assessment

Kids Incorporated Learning Center does not discriminate against a child on the basis of race, religion, color, national origin, gender, marital status of a parent or guardian, disability, or need for special care, in accordance with applicable state and federal law.

When determining whether the center can provide or continue care for a child with specific needs, the center will complete an individualized assessment based on information from the child's parent or guardian, professionals knowledgeable about the child's needs when applicable, and center personnel.

The assessment will consider reasonable accommodations and reasonable modifications that may support the child's full participation in the program. If the center determines that a requested accommodation or modification cannot reasonably be provided, the reason will be documented.

If there is a concern that the child's presence may pose a direct threat to the health or safety of others, that determination will be based on the individual circumstances of the child and documented as required by Oregon law.

Staff

The day-to-day operations of Kids Incorporated Learning Center are overseen by our Center Director, who ensures that our programs run smoothly and in alignment with state regulations and our center's mission. In addition to our director, we are proud to employ a team of dedicated, well-trained, and passionate educators, many of whom hold professional credentials and certifications in early childhood education.

All staff members receive specialized training to ensure they are fully equipped to provide high-quality care and learning experiences. Required training includes Recognizing and Reporting Child Abuse and Neglect, Introduction to Child Care Health and Safety, Prevention is Better than Treatment, Safe Sleep for Oregon's Infants, Foundations for Learning, Food Handlers Certificate, Pediatric First Aid and CPR, and a minimum two-hour orientation covering state licensing requirements and center-specific policies.

Each staff member completes a minimum of 20 clock hours of early childhood training annually. To promote continued professional growth, we fully cover the cost of these training hours. This investment encourages our staff to go beyond the minimum requirement and seek out professional development opportunities, especially when they encounter challenges in the classroom.

All staff members age 18 and older are enrolled in the Oregon Central Background Registry. This registry involves an extensive background check and fingerprinting process conducted by the State of Oregon to verify eligibility to work with children. No staff member is permitted to be left alone with children unless they are fully enrolled in the Background Registry.

In addition to required training, all teaching staff are placed on one of three professional development pathways:

1. **Pathway 1:** Staff who have already obtained a Step 7 or a Child Development Associate (CDA) credential.
2. **Pathway 2:** Staff actively working toward achieving Step 7 through ongoing training and coursework.
3. **Pathway 3:** Staff currently pursuing their CDA credential.

Similarly, Aide II staff members are also supported through three pathways, with a focus on achieving a Step 3 credential. Regardless of the path chosen, all costs associated with professional development and credentialing are covered by the center, reflecting our deep commitment to excellence in early childhood education.

Licensed Capacities & Ages

Hillsboro:

License Number: CC502040

Licensed Capacity: 116

Ages: 6 weeks-12 years

Portland:

License Number: CC503034

Licensed Capacity: 114

Ages: 6 weeks-12 years

Beaverton:

License Number: CC502465

Licensed Capacity: 121

Ages: 6 weeks-12 years

Enrollment and daily attendance vary by location and classroom. The number of children in care will not exceed the licensed capacity of the center, and all classrooms will operate within applicable staff-to-child ratio and group size requirements.

Hours of Operation & Closures

Kids Incorporated Learning Center is open Monday through Friday during the following hours:

- **Beaverton and Portland locations:** 6:00 a.m. – 6:30 p.m.
- **Hillsboro location:** 6:30 a.m. – 6:30 p.m.

We are closed on weekends and observe the following major holidays:

- New Year's Day (January 1)
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving Day
- Christmas Eve (December 24)
- Christmas Day (December 25)

Kids Incorporated Learning Center operates year-round, except for scheduled holidays, planned closures, and emergency closures described in this handbook.

Weather-Related & Emergency Closures

On rare occasions, we may close due to inclement weather, poor air quality, or other emergency circumstances. We do not make these decisions lightly and prioritize the safety of our children, families, and staff. When evaluating whether to close, we typically follow the decisions made by the local school district where the center is located. When weather-related closures are expected, please check the website of the local school district where the center is located for closure information. On non-school days or during school breaks, the center must make an independent closure decision.

To find out if the center is open or closed during non-school days or breaks, please check our website. We strive to update closure information by 6:00 p.m. the night before, but in rapidly changing conditions, updates may be posted as late as 5:30 a.m. on the day of closure.

Parent Responsibilities

Parents and guardians are responsible for keeping all required information in their child's file current and accurate. This includes contact information, emergency contacts, authorized pick-up persons, health information, immunization or exemption documentation when needed, allergy information, medication authorizations, and any custody or court documents that may affect the child's care or release.

Parents and guardians are also responsible for providing any personal items requested by the center for their child, such as diapers, extra clothing, sunscreen, medication, bottles, or other individualized supplies.

Families should notify the center as soon as possible of any changes that may affect their child's health, safety, care, or participation in the program.

Parent and Center Communication

Open, honest communication between families and staff is essential to your child's success and happiness. We encourage you to share any changes at home or insights about your child that may help us better support them throughout the day.

Each classroom features a posted daily schedule, curriculum information, updates on the day's activities, and displays of your child's work. You're always welcome to call or visit during your child's scheduled hours. If a staff member is unavailable when you call, your message will be returned as soon as possible.

For urgent matters, please contact our Operations Manager, Taylor Barton, at (503) 956-6815.

If you have a concern or question about a staff member or classroom issue, please speak directly with the Center Director. If needed, or if your concern is not resolved, feel free to reach out to Taylor Barton for further support. We are committed to being your partners in providing outstanding care for your child.

Drop-Off and Pick-Up

For your child's safety, please ensure they are signed in and out daily on our check-in system. For children dropped off and picked up at the center, our responsibility begins when the child is signed in and ends when they are signed out by an authorized adult. For children transported by the center, responsibility begins and ends in accordance with the Transportation of Children Policy and Oregon child care licensing requirements.

When dropping off or picking up:

- Make eye contact with your child's teacher.
- Ensure your child is safely in the care of a staff member.

Children will only be released to individuals listed on their authorized pick-up list. If someone else will be picking up your child:

- Inform staff in advance (by phone or in person).
- Make sure the individual brings a valid photo ID.

If the individual is not listed or lacks ID, your child will not be released until we receive confirmation from you.

Drop-Off Guidelines for Challenging Transitions

We understand that drop-off can be a difficult transition for some children. Our goal is to work with families to make arrival as safe, consistent, and supportive as possible.

If a child is upset at drop-off but can safely remain in the classroom, staff will support the child with comfort, reassurance, redirection, and developmentally appropriate strategies to help them transition into the day.

If a child's behavior at arrival creates an immediate serious safety concern that cannot be safely managed using available strategies, the parent or guardian may be asked to remain with the child while staff and management assess the situation and determine the safest next steps.

When necessary because of an immediate safety concern, the child may be temporarily unable to remain in care. For young children, any temporary removal or exclusion from care will be handled in accordance with the Temporary Removal for an Immediate Safety Concern section of the Child Behavior Policy and applicable Oregon child care licensing requirements.

Families are encouraged to maintain a consistent drop-off routine and regular attendance whenever possible, as consistency can help children adjust to transitions. Families are always welcome to contact the center later in the day to check on their child after a difficult drop-off.

Ensuring Safe Ratios

We understand that mornings can be a busy time, and we appreciate your cooperation and patience during drop-off. Our team is thoroughly trained on state licensing regulations regarding staff-to-child ratios, and we take these guidelines seriously to ensure your child's safety.

Since family routines can vary and drop-off times may shift from day to day, we do our best to maintain a buffer of additional staff during the morning hours. However, there may be rare instances when we reach our classroom capacity before all scheduled staff are present. If this occurs, you may be asked to briefly wait with your child until another staff member is able to join the classroom.

To help make the drop-off process smooth and efficient for everyone, we ask that families follow these daily guidelines:

- Walk your child into the classroom.
- Greet and make eye contact with the teacher to ensure they are aware of your child's arrival.
- Encourage your child to put away their belongings and wash their hands upon entering.

If you plan to drop your child off after 10:00 a.m., please call us by 9:45 a.m. to let us know. After 10:00 a.m., extra staff are dismissed for the day. Without advance notice, we will not be able to accept late arrivals. In most instances, drop-offs are not permitted after 11:00 a.m. to avoid disrupting lunch and nap time.

Our team works proactively to avoid any drop-off delays by:

- Monitoring and maintaining awareness of the number of children in their care at all times.
- Notifying management when their classroom is approaching capacity so that additional staff can be brought in promptly.

We appreciate your partnership in helping us maintain a safe and supportive environment for all children in our care.

The following table showcases the state staff-to-child ratios that we follow:

Age of Children	Minimum Number of Staff to Children	Maximum Number of Children in a Group
6 weeks to 24 months of age	1:4	8
24 months to 36 months of age	1:5	10
36 months to School-Age	1:10	20
School-Age	1:15	30

There are a few exceptions to these ratios which either require lower ratios or allow for higher ratios or group sizes. Some examples include during rest time, during field trips, and during outside play.

Personal Belongings

To minimize lost or damaged items, please limit what your child brings each day to:

- A change of clothes
- A blanket for rest time, when permitted for your child's age and classroom
- Any required items (e.g., medication, sunscreen)

Please label all belongings with your child's name. We are not responsible for lost or stained clothing, though we take care to use washable art supplies. Blankets should be taken home every Friday to be laundered and returned on Monday. Notify staff right away if an item goes missing so we can help locate it quickly.

Infant/Toddler Belongings

If your child is not yet potty trained, please provide a supply of diapers (preferably in bulk to avoid daily forgetfulness). We provide unscented wipes but welcome you to bring your own if preferred.

Pacifiers are allowed for:

- Infants under 1: throughout the day
- Children ages 1–2: during nap time only

Pacifiers are sanitized daily and stored in a labeled container. We prefer pacifiers to remain at the center for consistent sanitation.

Each infant has an individual assigned crib. Crib sheets are center-provided and laundered weekly or more often when necessary. If you prefer to bring your own crib sheet, it must meet state safety standards. Please check with the director first.

Once a child turns 12 months of age, they may transition from a crib to a cot. You may provide a personal sheet to place over the cot; it must be laundered weekly.

Food and Nutrition

We provide nutritious breakfast, lunch, and an afternoon snack each day, all of which meet USDA standards. Fresh fruits and vegetables are offered at least twice per week, and daily when available. If your child has allergies or dietary restrictions, please be sure this is documented in their file. We will make every effort to accommodate their needs. In some cases, to ensure your child's safety, we may ask that you provide their meals.

All staff hold current food handler cards, and allergy and dietary restriction information is maintained in locations that are easily accessible to staff while protecting children's private health information from unauthorized individuals.

If you prefer to send meals from home, we fully support that option. Please ensure home-packed meals are balanced and include essential components (e.g., fruit, vegetable, protein). If your child's lunch is missing a major component, we will supplement with items from our menu unless instructed otherwise.

Meal times are as follows:

- **Breakfast:** 7:30 a.m. – 9:00 a.m.
(Please feed your child prior to arrival if they arrive after 9:00 a.m. Leftover breakfast may be available but is not guaranteed.)

- **Lunch:**
 - 11:00 a.m. for children 2 and under
 - 11:30 a.m. for children 3 and older
- **Afternoon Snack:** Served between 2:00–3:30 p.m., depending on nap time wake-up.

Infant Feeding and Storage

At Kids Incorporated Learning Center, we partner with families to support each infant's individual nutritional needs while remaining in full compliance with state guidelines.

Formula and Breastmilk:

Families may choose to:

- Provide their own prepared bottles of breastmilk or formula, or
- Use the center-provided formula

For those using the center-provided formula:

- Please send enough clean, empty bottles each day to cover your child's daily needs.

For those bringing prepared bottles:

- Please send enough bottles to cover your child's daily needs.
- Bottles should arrive ready-to-feed each morning.

While not required, we recommend including one extra bottle, just in case. All bottles will be labeled daily by staff with your child's name and the date using removable tape to support proper identification and handling.

Baby Food and Cereals:

Families also have the option to:

- Provide their own baby food and/or infant cereals, or
- Use the center-provided pureed baby food and cereals.

We will offer softened table foods in place of purees as your child demonstrates developmental readiness and with your approval.

Storage and Preparation

All bottles and perishables will be stored in a refrigerator and heated as needed using safe warming methods. If any meals do not meet state nutritional standards, we will notify you and may provide supplemental food as needed. We are committed to respecting your preferences while ensuring your infant receives safe, nourishing meals throughout the day.

Potty Training

Potty training is an important milestone, and we work closely with families to support this process in our two-year-old classroom. When a child shows signs of readiness, typically by 2.5 years, we begin introducing them to the potty during every diaper change.

Once a child starts successfully using the potty once or twice a day, we move to more frequent intervals, including every hour and when they show signs of needing to go. Consistency at home is essential. Children are most successful when the potty training routine is the same both at school and at home. With this partnership, most children are fully potty trained by age 3.

Diapering & Handwashing

All diapering and hygiene procedures at our center follow strict health and sanitation guidelines approved by the local sanitation department.

Diapering Procedure:

1. Before diapering a child, staff hands must be washed with soap and water or cleaned with hand sanitizer.
2. Prepare for the diapering procedure by getting out all supplies that will be needed ahead of time, including: wipes, new diaper, disposable gloves, and diaper cream if needed.
3. Bring the child to the diapering table and remove clothing as needed to access the diaper. If the clothes are dirty, place in a plastic bag and tie up.
4. Open the child's diaper. Clean the child's bottom wiping front to back using the soiled side of the wipe only once.
5. Wrap the wipes inside the soiled diaper. Roll gloves onto the outside of the diaper. Throw away the diaper and wipes in a hands-free lined and covered trash container.
6. Place a clean diaper on the child. If cream is required, don a new set of gloves to apply cream.
7. Redress the child.
8. Wash the child's hands following proper handwashing procedure and return the child to play.
9. Clean the changing surface with appropriate disinfecting solution.
10. Wash your hands following proper handwashing procedure.

Handwashing Procedure:

1. Wet hands with water and apply liquid soap.
2. Rub hands together away from the flow of water for 20 seconds.
3. Rinse hands free of soap under running water.
4. Dry hands with a clean disposable paper towel or a one-time use cloth towel.
5. Turn faucets off with the disposable paper or single use cloth.

Safe Sleep Practices

Our staff are fully trained in safe sleep practices and follow all state-mandated guidelines. These include:

- Infants sleep on their backs in an approved crib
- Cribs are free of all objects except a pacifier
- Sheets fit snugly and are laundered regularly
- No weighted or restrictive sleep sacks are allowed
- Sleeping infants are visually checked frequently

If you have any questions about our safe sleep policies, we're happy to discuss them with you.

Medication

To ensure the safety and health of all children, prescription and over-the-counter medications will only be administered with proper authorization and documentation. Prescription medications must be in their original packaging with a clear pharmacy label. A completed and signed medication authorization form is required as applicable under Oregon child care licensing requirements.

Nonmedical topical products, such as sunscreen, diaper cream, and similar products, will be used only with the required parent or guardian authorization.

Medication will not be administered for the purpose of masking symptoms of illness. If your child is unwell, we ask that they remain home until they are well enough to return to care.

Children with Special Health Care Needs

We welcome children with special health care needs and work with families to support each child's individual care. When a child with special health care needs is enrolled, we will consult and collaborate, as appropriate and with parent or guardian permission, with the child's health care providers and related service professionals to help ensure safe and appropriate care while at the center.

When a written care plan is provided by a qualified professional with parent or guardian consent, the center will implement and follow the plan as required by Oregon child care licensing rules. Staff who care for the child will be informed of and trained on the portions of the plan necessary to safely meet the child's needs.

Communicable Disease Notification

If your child is exposed to a communicable disease at our center, you will be promptly notified. If your child contracts a communicable illness, please notify the Center Director and keep your child home for the duration of their contagious period, as advised by a physician.

Illness Policy

To help protect the health of all children and staff, please keep your child home if they show any of the following symptoms:

- Illness preventing comfortable participation in daily activities
- Fever of 100.4°F or higher
- Diarrhea, especially if not contained in a diaper
- Vomiting
- Mouth sores with drooling
- Persistent abdominal pain
- Rash or open sores that cannot be covered
- Pink/red eyes with discharge (until cleared by physician)
- Sore throat
- Head lice or nits (until after treatment)
- Severe or persistent coughing
- Lethargy or severely ill appearance

Children must be picked up within 1 hour of notification if symptoms arise during care. They will be cared for in a quiet, comfortable space until you arrive.

Your child must remain symptom-free for 24 hours prior to returning to care for any of the above listed symptoms. Vomiting and diarrhea require your child to remain home for 48 hours before returning to care. If a physician confirms your child is no longer contagious earlier, please provide written documentation.

Immunization Records

Kids Incorporated Learning Center uses Oregon's ALERT Immunization Information System to track children's immunization records whenever a current record is available through the system.

Parents or guardians are only required to provide immunization documentation when a current record is not available through ALERT or when additional documentation is needed to keep the child's file current. Families will be notified when updated immunization or exemption documentation is needed.

Kids Incorporated Learning Center accepts properly completed medical and nonmedical immunization exemptions as permitted under Oregon law, including nonmedical exemptions based on religious or philosophical reasons.

Sunscreen, Insect Repellent, and Water Play Policy

Sunscreen

Outdoor play is an important part of our day, and we take precautions to protect children from the sun during these times.

- Sunscreen must be provided by the parent and labeled with your child's full name.
- Sunscreen Authorization Forms must be filled out annually for each child.
- Teachers will reapply sunscreen throughout the day according to the directions on the label.

Water Play

Kids Incorporated Learning Center may offer supervised water activities such as water tables, sprinklers, splash play, and other developmentally appropriate water activities.

Children will be actively supervised during water play, and required staff-to-child ratios will be maintained at all times. Water play equipment will be used in a manner appropriate for the age and developmental level of the children.

Standing water will not be left accessible to children when water activities are not in use. Water tables, containers, and similar equipment will be emptied and maintained in a clean and sanitary condition after use.

Insect Repellent

Insect repellent may be applied when provided by the parent or guardian and accompanied by written authorization. The product must be labeled with the child's full name and will be applied according to the manufacturer's directions.

Staff will not apply insect repellent more frequently than recommended on the product label. Families are responsible for notifying the center of any known sensitivities or allergies related to insect repellent.

Animals and Classroom Pets

Kids Incorporated Learning Center may maintain classroom pets, including reptiles, as part of the learning environment.

Classroom animals will be maintained in accordance with Oregon child care licensing requirements. Reptiles and other animals for which direct child contact is prohibited will remain in an appropriate cage, tank, or other enclosure that prevents direct contact with children.

Children may participate in age-appropriate animal care activities when permitted by licensing requirements and when closely supervised by staff. Participation will not include direct handling of reptiles.

Parents and guardians will be informed of classroom animals. When children are offered opportunities to participate in animal care activities, families may indicate whether they give permission for their child to participate.

Children who do not participate in animal care will be provided an alternative activity when needed.

Animal cages, tanks, habitats, food, and supplies will be maintained in a clean and sanitary condition. Animal food will be stored separately from food intended for children and kept inaccessible to children.

Injury Prevention

Kids Incorporated Learning Center takes reasonable steps to prevent injuries by maintaining safe classrooms, playgrounds, equipment, furnishings, and materials.

Staff regularly monitor indoor and outdoor environments for potential hazards and address or report concerns as soon as they are identified. Children are supervised according to their age, developmental level, and activity, and staff use appropriate safety practices during play, transitions, meals, rest periods, transportation, and other daily routines.

Equipment and materials that are damaged, unsafe, or inappropriate for use will be removed from children's access until they can be repaired, replaced, or safely returned to use.

Emergency Preparedness

Kids Incorporated Learning Center maintains an Emergency Preparedness and Response Plan for emergencies that may require evacuation, sheltering in place, lockdown, or other protective actions.

During an emergency, staff will follow established procedures to account for and supervise all children, access emergency contact information and necessary supplies, and communicate with families as soon as it is safe and practical to do so.

If children must be relocated from the center, families will be notified of the reunification location and pick-up instructions. Children will only be released to a parent, guardian, or other authorized individual.

Emergency procedures are reviewed with staff and practiced through regularly scheduled drills in accordance with Oregon child care licensing requirements.

Extra Safety & Security Measures

At Kids Incorporated Learning Center, the safety and well-being of every child is our top priority. Our facility is equipped with a comprehensive fire alarm and sprinkler system to ensure a quick and efficient response in the event of an emergency.

In case of an evacuation, children will first be taken to the designated outdoor play area. If that location is unsafe, we will proceed to the secondary meeting point listed on the emergency evacuation map posted in the lobby. Staff will carry classroom attendance sheets to ensure all children are accounted for. If necessary, children will be formally signed out by staff for parent pick-up.

To prepare for a wide range of emergency situations, we conduct monthly fire and evacuation drills. Additionally, every other month, we hold either an earthquake or lockdown drill. These exercises help staff and children practice procedures so that everyone is prepared in the event of an emergency.

In addition to these alarm systems, the building is secured with a door code for entry. This code is updated at least once per year, or more frequently if there is a specific reason to do so, ensuring continued security and peace of mind for families and staff.

Emergency Procedures and Accidents

All of our staff are trained and certified in infant, child, and adult CPR and First Aid. Each classroom is stocked with basic first aid supplies, and a more comprehensive kit is available in a central location.

Minor injuries (such as scrapes, bumps, or bloody noses) will be treated onsite, and parents will be informed at pick-up. An accident report will be completed for all incidents and provided for your signature. You may request a copy at any time.

In the event of a serious injury or emergency:

1. Emergency personnel will be contacted immediately.
2. Parents will be called next. If unreachable, we will call emergency contacts in the order listed on your child's file.
3. A staff member familiar with your child will accompany them to the hospital and stay until a parent or guardian arrives.

It is your responsibility to keep emergency contact information current. Please notify us promptly of any changes to phone numbers or contacts. Authorization to obtain emergency medical care and transport a child for emergency medical treatment is maintained as part of each child's enrollment record.

Prohibited Substances

Smoking, vaping, and the use of tobacco, marijuana, illegal drugs, or alcohol are prohibited on the child care premises and in vehicles used to transport children.

No person may care for, supervise, or transport children while under the influence of alcohol, marijuana, illegal drugs, or any substance that impairs their ability to safely perform their responsibilities.

Prescription and over-the-counter medications used by staff must not interfere with their ability to safely supervise and care for children.

Visitors and Unscreened Adults

Visitors and other adults who are not enrolled or conditionally enrolled in the Oregon Central Background Registry will not be permitted to have unsupervised access to children.

Visitors must remain under the supervision of qualified center staff while children are present, unless the individual is otherwise authorized under Oregon child care licensing requirements.

Parents and guardians visiting the center may enter their child's classroom or other approved areas but may not be left alone with children other than their own unless they meet applicable background registry requirements.

Pest Management and Potentially Toxic Substances

Kids Incorporated Learning Center takes proactive steps to prevent pest problems through regular cleaning, proper food storage, sanitation, and routine facility monitoring.

When pest treatment is necessary, the center will use the least hazardous effective method available and will follow all applicable Oregon requirements regarding pesticide use, notification, and application.

Pesticides, cleaning products, chemicals, medications, and other potentially toxic substances will be stored securely and kept inaccessible to children. These products will be used only according to their intended purpose and manufacturer instructions.

When professional pest treatment is required, treatment will be performed by a qualified professional when applicable and scheduled in a manner intended to minimize children's exposure.

Parking Lot Rules & Speed Limit

Please observe a 5 mph speed limit in our parking lot at all times. Safety is our highest priority. Repeated violations may result in termination of your child care contract. In addition to the speed limit, please respect the signage in the parking lot. Fire lanes must remain clear, and accessible parking spaces are reserved for authorized vehicles.

Transportation of Children

For school-age children, transportation may be provided to and from school and for special field trips. Written parent or guardian permission is required before a child is transported. Transportation authorization will include the information required by Oregon child care licensing rules, including the purpose of transportation and the applicable pick-up and drop-off plan.

To ensure safety, all drivers:

- Are at least 21 years of age.
- Hold a valid driver's license appropriate for the type of vehicle being driven.
- Meet applicable Oregon Central Background Registry requirements.
- Have a clean driving record in accordance with center policy.
- Are certified in First Aid and CPR, or are accompanied by someone who holds current First Aid and CPR certification.
- Meet applicable staff qualification requirements when serving as the only adult in the vehicle.
- Do not have a medical condition or use alcohol, drugs, tobacco, or medication in a manner that could compromise their ability to safely drive, supervise children, or respond in an emergency.
- Operate vehicles legally and safely.
- Do not use cell phones, earphones, or other distracting devices while driving.

All vehicles are:

- Inspected annually and maintained regularly by a certified mechanic.
- Properly insured as required by Oregon law.
- Maintained in safe operating condition.
- Equipped with first aid supplies, required emergency information, attendance records, and an operable phone.

Required staff-to-child ratios will be maintained during transportation. At least one staff member in the vehicle will meet Aide II qualification requirements.

Children will never be left unattended in or around a vehicle. Attendance will be documented each time a child enters and exits the vehicle. After each route, staff will check the entire vehicle to ensure no child remains inside.

When the center is responsible for transporting a child, our responsibility begins at the pre-arranged pick-up time or when the child is actually picked up, whichever is earlier. Our responsibility ends at the pre-arranged drop-off time or when the child is actually dropped off with the person designated by the parent or guardian, whichever is later.

Field Trip Policy

Field trips are a valuable part of our curriculum and provide children with enriching experiences beyond the classroom.

To ensure your child's safety on field trips:

- A dedicated field trip permission slip specifying the date, time, and location will be required for each field trip. No child will be allowed to attend without written parent or guardian permission.
- For school-age field trips, our standard ratio of 1:15 will be reduced to a maximum of 1:10, and often lower, to provide additional supervision.
- Children will wear matching field trip t-shirts and a wristband with emergency contact information.
- Each classroom will carry its emergency contact binder and a first aid kit.
- Attendance will be taken before departure, during the trip, and upon return.

- Transportation will follow our safety policies as outlined in the Transportation section of this handbook.

We appreciate your support in helping us make these outings safe and memorable for all children.

Reporting Suspected Child Abuse

All staff are mandatory reporters and are trained through Oregon's *Recognizing and Reporting Child Abuse and Neglect* course. If there is reasonable suspicion of abuse or neglect, we are legally obligated to file a report.

We understand how difficult this can be, and we do not make such reports lightly. Our priority is always the safety and well-being of the children in our care.

Electronic & Media Usage

Kids Incorporated is primarily a screen-free center. Teachers do not use personal devices in the classroom. Center-provided tablets are used in each classroom for record keeping and curriculum planning purposes.

Children under age 3 do not receive any screen time. For ages 3 and up, occasional screen-based activities (e.g., G-rated movies) may be included during special events like Summer Camp. These will always be age-appropriate, culturally sensitive, and non-violent. Permission slips will be sent home in advance. Alternate activities will be provided for children not participating.

No personal electronics are permitted for children in care, except for approved communication devices required for children with special needs.

Social Media and Photography

At Kids Incorporated Learning Center, we value capturing special moments in your child's day to celebrate growth, share experiences, and highlight the joy of early learning. We regularly take photographs and short video clips of children during daily activities, special events, and field trips.

These images may be used for:

- Display within the center (e.g., classroom walls, bulletin boards, photo albums)
- Internal communications such as newsletters and classroom updates
- External promotional materials, including brochures, flyers, and advertisements
- Marketing purposes, including our website and official social media platforms

Images shared for public use will never include a child's full name or identifying personal information.

Photos and videos may be used publicly, including on our website, social media platforms, brochures, flyers, advertisements, or other promotional materials, only when parent or guardian permission has been obtained. Families may decline permission for public use of their child's image and may update their preference at any time in writing.

To protect our families' privacy, staff members are strictly prohibited from posting photos or videos of children on their personal social media accounts or any non-approved platform.

We are committed to using all images thoughtfully and respectfully, in a manner that upholds the safety and dignity of every child.

Holidays, Birthdays, and Cultural Activities

Kids Incorporated Learning Center does not provide religious instruction or sponsor religious celebrations.

We may incorporate developmentally appropriate learning experiences about families, cultures, traditions, and communities as part of our inclusive curriculum. These activities are intended to help children learn about and respect the diversity of the people and communities around them and are not intended to promote any particular religion or belief.

To maintain an inclusive environment, we do not hold center-sponsored holiday or birthday celebrations during care hours.

If a family would like to invite other children to a birthday celebration outside of the center and requests contact information for another family, we will first obtain permission from that family before sharing any information.

Child Behavior Policy

Behavior Guidance and Suspension/Expulsion Prevention

At Kids Incorporated Learning Center, we are committed to providing a safe, supportive, and inclusive environment for all children. We recognize that children's behavior is a form of communication and that children may require different levels of support as they learn to regulate emotions, interact with others, and participate successfully in a group setting.

Our goal is to use positive, developmentally appropriate guidance strategies and work collaboratively with families to address concerns while helping children remain successfully enrolled in care.

For purposes of suspension and expulsion prevention requirements, a young child is a child from six weeks of age until the child is eligible to be enrolled in kindergarten on or before the first day of the current school year.

Behavior Guidance

When challenging, unsafe, disruptive, or harmful behavior occurs, staff will use positive, developmentally appropriate guidance strategies based on the individual child and circumstances. Strategies may include:

- Setting and teaching simple, consistent, clear, and positive rules and limits that children can understand.
- Creating an engaging classroom environment that encourages positive behavior and self-regulation.
- Following predictable routines and providing support during transitions.
- Reinforcing positive behavior through encouragement and descriptive praise.
- Actively supervising children, taking steps to prevent problems before they occur, and helping children understand safe, natural, and logical consequences.
- Helping children recognize and appropriately express their feelings and understand the feelings of others.
- Modeling and teaching social skills such as taking turns, cooperation, waiting, kindness, and problem-solving.
- Offering appropriate choices, positive redirection, or an alternate activity.
- Helping a child move to a quieter or less stimulating area of the classroom to regulate while remaining appropriately supervised when appropriate.

- Providing individualized attention, visual supports, reminders, or other appropriate supports.
- Identifying patterns, triggers, or circumstances that may contribute to the behavior.
- Working with the family to identify strategies that are successful at home or in other settings.

Only center staff will provide behavior guidance to children. Guidance will be fair, consistently applied, timely, and appropriate to the child's behavior, age, and developmental level.

Staff will also appropriately intervene when biased or discriminatory behavior is displayed by a child or adult. This may include redirecting inappropriate behavior or conversation, addressing the situation, and taking reasonable steps to prevent future occurrences.

Children will not be subjected to corporal punishment, rough or harsh handling, humiliation, intimidation, verbal or emotional abuse, isolation as punishment, withholding or forcing food, rest, or toileting, or any other form of discipline prohibited by Oregon child care licensing rules.

When Staff Need Additional Assistance

Classroom staff are expected to notify the Center Director or designated leadership staff when:

- Challenging behavior is recurring, increasing, or becoming more difficult to safely manage.
- Behavior presents a safety concern for the child or others.
- Strategies already being used are not effective.
- Staff have concerns about a child's development, regulation, or ability to participate successfully in the classroom.
- Staff believe additional support, training, observation, or resources may be needed.

The Center Director or designated leadership staff may observe the classroom, review documentation, meet with classroom staff, recommend additional strategies, provide additional staffing or classroom support when reasonably available, arrange staff coaching or training, communicate with the family, or recommend additional professional or community resources.

Family Communication

Families will be notified when there are ongoing or significant concerns related to their child's behavior, development, or ability to participate safely and successfully in the program.

Communication may occur through an in-person meeting, telephone call, electronic communication, written communication, or a combination of methods depending on the circumstances.

If the center is unable to reach a child's family when communication is required as part of the suspension and expulsion prevention process, alternative methods of communication will be attempted and those attempts will be documented.

The center will work collaboratively with the family to:

- Discuss the behavior and any known patterns or triggers.
- Identify strategies that may support the child.
- Share strategies that have or have not been effective at the center.
- Learn about strategies that have been successful at home or in other settings.
- Determine whether additional resources or professional support may be appropriate.
- Establish a method and frequency for continued communication when ongoing follow-up is needed.

Determining When Additional Support Is Needed

The Center Director or designated leadership staff will determine whether additional support is needed based on the individual circumstances of the child.

Factors may include:

- The frequency, duration, or intensity of the behavior.
- Whether the behavior is increasing or changing.
- Whether existing strategies have been effective.
- Whether the behavior presents a risk of physical harm to the child or others.
- Whether the child's ability to successfully participate in the program is significantly affected.
- Information provided by the child's family.
- Recommendations from professionals working with the child, when applicable.
- Whether classroom staff need additional resources, training, or support.

Available supports may include classroom observation, environmental changes, changes to routines or transitions, individualized behavior strategies, additional staff support when reasonably available, staff training or coaching, developmental or behavioral screening, and referral to appropriate early childhood or community resources.

Every Child Belongs

When a young child is facing potential suspension or expulsion, Kids Incorporated Learning Center will request support from Every Child Belongs as required by Oregon child care licensing rules.

The center will document:

- Challenging behaviors and any known triggers or patterns.
- Strategies and supports that have been attempted.
- The effectiveness of those strategies and supports.
- Communication and collaboration with the child's family.
- Requests for additional services or support.

When a request is made to Every Child Belongs, the child's family will also be notified so the family and center can collaboratively problem-solve, identify potential strategies and supports, and determine how ongoing communication will occur.

Temporary Removal for an Immediate Safety Concern

If a child's behavior creates an immediate serious safety concern that cannot be safely managed using available behavior guidance strategies, the parent or guardian may be contacted and required to pick up the child.

For a young child, a short-term safety-based removal may include the remainder of the day in which the incident occurs and, when necessary, up to one additional full day while the center and family identify appropriate supports and prepare for the child's safe return to care.

If additional exclusion from care is being considered or the circumstances meet the requirements for a temporary safety-based intervention under Oregon child care licensing rules, the center will follow all applicable suspension and expulsion prevention requirements. This includes contacting Every Child Belongs immediately when required, notifying the Child Care Licensing Division within the required timeframe, documenting the basis and expected duration of the intervention, and maintaining communication with the family regarding supports and the child's return to care.

Short-term removal will not be used simply because a behavior is inconvenient, disruptive, or difficult to manage. It will be used when necessary to address a significant and immediate safety concern.

Supporting a Child's Return to Care

When a child has been temporarily removed because of an immediate safety concern, the center will work with the family to identify reasonable strategies and supports for the child's return.

Depending on the circumstances, this may include changes to the classroom environment, routines or transitions, individualized strategies, additional staff support when reasonably available, staff training, consultation with outside professionals, or referrals for additional services.

The goal is to return the child to regular care as soon as the immediate safety concern can be appropriately managed.

Planned Transitions and Young Children

Kids Incorporated Learning Center will not terminate a young child's enrollment because of the child's behavior, ability, development, or specialized needs without following applicable Oregon suspension and expulsion prevention requirements.

If the child's needs may be better supported in another setting, the center may work collaboratively with the family and appropriate professional supports to explore a planned transition to another program when appropriate.

School-Age Children

Oregon's suspension and expulsion prevention requirements for young children do not apply in the same manner to children who are already school-age.

For school-age children, the center will continue to use positive behavior guidance, family communication, and reasonable intervention efforts. However, care may be suspended or terminated when a school-age child's ongoing behavior creates a significant safety concern, substantially disrupts the program, or prevents the center from safely providing care despite reasonable intervention efforts.

Annual Child Evaluations

We are committed to supporting your child's growth and development. Upon enrollment, and annually thereafter, each child will be assessed using the *Ages and Stages Questionnaire* appropriate for their age.

These screenings help us identify any potential developmental delays early. If we notice any areas of concern, we will meet with you to discuss next steps and support you in accessing any necessary resources or referrals. Our goal is to work together to ensure every child receives the support they need to thrive.

Family Contributions to Learning and Developmental Goals

At the beginning of each school year, families are asked to share information about their child's interests, strengths, needs, and developmental goals. Families help their child complete an "All About Me" poster, which allows staff to learn more about the child's interests, personality, and family. Families are also asked to complete a brief survey about their goals for their child, areas where their child excels, and areas where their child may need additional support.

This information is collected at least once per year and is used by staff to better understand each child, support individual learning and development, and create meaningful classroom experiences based on children's interests and family input.

Custody and Court Order Documentation Policy

To ensure the safety and well-being of every child, it is essential that our staff are aware of any legal custody arrangements or restrictions.

If there is a custody order, restraining order, or other legal documentation impacting who may pick up or have access to your child, we must have a copy of the official document on file. We cannot enforce any custody arrangements without legal documentation.

It is the responsibility of the enrolling parent/guardian to:

- Provide the most current legal documents to the Center Director.
- Notify the center immediately of any changes or updates to legal arrangements.

All legal documents will be kept confidential and used solely to ensure your child's safety.

Cell Phone Use

To support clear communication, we ask that all phone calls be completed before entering the building. This helps ensure we can speak with you as needed and maintain a welcoming, focused environment.

Tuition & Copays

Tuition is due weekly on Mondays, and is considered late after closing on Tuesday. Late payments incur a \$15 daily fee. Payment is required regardless of attendance unless a vacation is pre-approved.

Copays (for state assistance) are due by the 10th of each month. If the copay is not paid by the 10th, a 50% late fee will be added beginning on the 11th. If still unpaid by month-end, your child will not be permitted to return until all past and upcoming copays (and fees) are paid in full.

Two weeks' notice is required for disenrollment. Tuition is billed during this time regardless of attendance.

Fees

We do not charge enrollment, registration, or annual fees. If you disenroll and later return, a \$200 re-enrollment fee applies.

Additional fees include:

- \$15 per day late tuition fee after Tuesday
- 50% late copay fee for copays paid after the 10th of the month
- \$5 late pick-up fee per child for the first 15 minutes after 6:30 PM, then \$1/minute thereafter
- \$10 charge per day for care over 10 hours; \$15 for over 11 hours
- \$5 fee for failing to sign in/out on the computer (unless due to technical issue)

- \$5 fee if we arrive for school pick-up and were not notified in advance that your child would not need transportation
- If your child is not fully potty trained by age 3, the two-year-old rate will continue until they are fully potty trained.

Summer Activity Fees: A portion of the cost for special summer events is billed to families at the start of the season. We strive to make these experiences memorable and affordable.

Full & Part-Time Care Agreement

Full-Time Care:

Full-time care provides families with care for up to 10 hours per day, five days per week. Tuition for full-time care is a flat weekly rate and is not prorated based on partial attendance or missed days.

Part-Time Care:

Part-time care includes care for any pre-selected 2-, 3-, or 4-day schedule per week. Part-time days must remain consistent from week to week. Families are allowed up to two schedule changes per calendar year. Any additional changes must be requested in writing and will be reviewed on a case-by-case basis by the administration team.

Vacation Allowance & Tuition Discounts

Both full-time and part-time families are eligible for:

- Two weeks of vacation per calendar year at no charge, provided proper written notice is submitted in advance.
- An unlimited number of 50% weeks, during which families may receive a 50% tuition discount for any week in which their child will not attend. Advance written notice is required for all discounted weeks.

All schedule changes, vacation weeks, and 50% weeks must be requested in writing and approved by administration to ensure accurate billing and staffing.

Holiday & Closure Billing

Weekly tuition remains the same during weeks that include a holiday or emergency closure. This policy allows us to provide paid holidays for our staff and maintain compensation for salaried team members during unexpected closures.

Parent/Guardian Conduct Policy

At Kids Incorporated Learning Center, we are committed to fostering a safe, respectful, and welcoming environment for all children, staff, and families. To maintain this environment, we ask that all parents and guardians conduct themselves in a respectful and professional manner while on the premises, during phone calls, and when engaging in any form of communication with our staff.

The following behaviors are not permitted and may result in the immediate termination of services:

- Use of profanity or threatening language directed at staff, children, or other families.
- Physical aggression or threatening physical gestures.
- Yelling, arguing, or creating a disturbance that disrupts the peaceful operation of the center.
- Disregard for center policies and refusal to follow staff directions.
- Harassment or repeated negative communication that causes distress to staff or other families.

In the event of inappropriate behavior, the Operations Manager will be notified, and an investigation may occur. If it is determined that continued service is not in the best interest of the center or children enrolled, care may be terminated immediately.

Grievance Resolution Process

We value open communication and encourage families to bring forward any concerns or questions they may have.

If you have a concern, we ask that you follow this process:

1. First, address the concern directly with your child's teacher, if appropriate.
2. If the concern is unresolved, bring it to the attention of the Center Director, who will review the matter and work with you toward resolution.

3. If additional support is needed, the Center Director will escalate the matter to the Operations Manager. Please allow up to one business day for the Operations Manager to follow up with you.

Our goal is to resolve concerns promptly and fairly, while preserving the supportive relationships we strive to maintain with all families.

Child Care Licensing Information

Kids Incorporated Learning Center is licensed by the Oregon Department of Early Learning and Care, Child Care Licensing Division.

Parents and guardians may review child care licensing rules and inspection information through the Oregon Department of Early Learning and Care website at:

www.oregon.gov/delc

Information about licensed child care providers, including license status, inspection history, complaint findings, and enforcement activity, and access to the Oregon Child Care Safety Portal are available at:

www.oregon.gov/delc/families/pages/child-care-safety.aspx

Parents may also request to review applicable licensing and inspection reports available at the center.

The Child Care Licensing Division may be contacted at **1-800-556-6616**.

Suspected child abuse or neglect may be reported to the Oregon Child Abuse Hotline at **1-855-503-SAFE (7233)**. Reports can be made 24 hours a day, seven days a week.

Termination of Services

While we strive to provide consistent care for all families, there are situations that may lead to the termination of child care services.

Termination may occur for the following reasons:

- Non-payment or repeated late payment of tuition or fees.
- Repeated late pick-up of child(ren) beyond the center's closing time.
- Inappropriate behavior by parent/guardian that endangers staff or other families.
- For school-age children, ongoing behavior that presents a significant safety concern or substantially interferes with the center's ability to safely provide care despite reasonable intervention efforts.
- Failure to comply with center policies despite repeated reminders.

For young children, termination, suspension, or other exclusion from care related to the child's behavior, ability, development, or specialized needs will be handled in accordance with the center's Child Behavior Policy, including the applicable suspension and expulsion prevention requirements.

Whenever possible, we will provide at least two weeks' notice prior to termination. However, immediate termination may occur when permitted by law for circumstances unrelated to a young child's behavior, ability, development, or specialized needs, including serious parent or guardian conduct or other circumstances requiring immediate action to protect the center community.

We will always strive to work collaboratively with families to resolve issues before reaching this step.

Parent/Guardian Handbook Acknowledgment

By signing below, I acknowledge that I have received and reviewed the Kids Incorporated Learning Center Parent Handbook in its entirety. I understand and agree to comply with all policies and procedures outlined within the handbook. I also understand that it is my responsibility to seek clarification from the center's leadership team if I have any questions or need further explanation before signing this acknowledgment.

Printed Name: _____ Date: _____

Signature: _____