



Nestucca Valley

Early Learning Center

30720 Highway 101 South
Cloverdale, Oregon 97112

www.NVELC.com

Family Handbook

Spring 2021

Welcome to the Nestucca Valley Early Learning Center where our mission is to provide quality, reliable and affordable childcare, preschool, and infant/toddler programs in our community.

The provision of quality child care should be the responsibility of our entire community, as it supports the next generation and assists in economic development in our area.

To this end, our center represents a strong collaborative effort between families and organizations that support the care, nurturing and education of young children.



At NVELC, we are proud of our partnerships and rely on many around the county and state to continue the work in providing a high quality early learning opportunity for our families.





Program(s) March 30th through June 16th, 2021

Preschool for students age 3 by September 1st, 2020

Hybrid: Monday through Thursday 8:30 am -11:30 pm

Comprehensive Distance Learning (CDL): Monday – Thursday AM Zoom Class, PM Zoom options, packets sent home weekly.

Hours of Operation

Teachers are on site typically Monday through Friday 8am-4pm. Appointments can be made with staff directly (*see directory*). Drop-in visits will not be accepted at this time.

Weather Related Closures



The NVELC Director will make closure and late opening decisions based on local forecasts, along with the Nestucca Valley School District. Please provide a phone number on enrollment paperwork that you would like to receive the Alert Messages re: these closures.

Be sure to "like" our Facebook page
for current updates and events!
[@NestuccaValleyEarlyLearningCenter](#)



**At this time, there are no schedules to complete, or tuition costs.
Please stay tuned for changes in the 2021/2022 school year.**

Day to Day Policies & Procedures

Locked Facility: Following the recommendations of Tillamook County Sheriff's office, our building is a locked facility. The preschool doors are unlocked for pick-up and drop-off times and locked the rest of the day. Anyone needing access to the building outside of these times needs to contact the Director ahead of time.

Inclusion: We support and celebrate the wonderful diversity of every family. We strive to help every child in our care develop his or her own understanding and appreciation of others by celebrating our difference and that which unites us. We do this in a variety of ways including: Books; language; diverse cultural materials; class discussion; guest facilitators; menu options; classroom displays and activities; music; seasonal celebrations; field trips; service projects; art activities. NVELC and all of the programs in the building are full inclusion programs. This means that we accept children with a wide range of abilities and developmental levels. We provide an opportunity for all children to participate in daily routines and activities developed with each child's individual abilities and interests in mind. Our programs provide the opportunity to learn about and celebrate differences and similarities, and help to instill the standards and values that promote compassion, patience and acceptance. For more information: [The Power of Inclusion: What to Expect When Your Preschooler Attends an Inclusive Preschool Program | NAEYC](#)

Toilet Training: Children in our care are encouraged to start toilet training around age 2, along with parent permission and support. Some signs to watch for include appropriate language skills, staying dry for long periods of time, the ability to dress themselves, and interest in staying dry or clean. At NVELC, we have a relaxed, positive, and non-punitive approach to toilet training. Children are not compared to each other in their success rates and are provided individual encouragement. Parents should initialize and continue the efforts at home, working in partnership with NVELC. Parents are welcome to send in several sets of spare clothing during this time.

Hand Washing: Specific hand-washing times are: drop off, pre-snack, post-bathroom use, and any time we wipe our nose, sneeze or cough. Our daily morning routine includes discussing germ sharing, and we have activities around showing how germs are spread with our friends. Please continue these efforts at home and encourage your child to cover their coughs!

COVID-19: Following the Early Learning Division guidance, we will now require parents or caregivers to wear a face shield or face covering during drop-off or pick-up. Parents or caregivers during drop-off or pick-up need to maintain physical distancing when not engaged in hand-off of children to staff. We will provide hand hygiene stations at the entrance of the facility—outside or immediately inside—so that children and staff can clean their hands as they enter. If a sink with soap and water is not available, we will provide hand sanitizer between 60%-95% alcohol at the entrance. We will keep hand sanitizer out of children's reach and supervise use. Sanitize or switch out writing utensils used for drop-off and pick-up between uses by different people.

We have developed a COVID-19 Health and Safety Plan for the NVELC. You will receive one with this handbook and it is available on our website.

Arrival/Departure

- Parents will sign children in and out every day. All children will be escorted to their classroom door by the one person signing them in or out.
- Children will not be released to anyone not on the authorized forms, and not to anyone who shows up unannounced. All children must be picked up by someone over 16, per CCD regulations.
- If you need to discuss something with the teacher, please set up a time to meet via voicemail or email or leave a note with the staff person at drop-off or pick-up.
- Late drop-off and/or early pick-up will not be available for the remainder of the year. Please plan to keep your child home if your schedule does not align with ours.

Assessment Tools

- Because your child's first five years of life are so important, we want to help you provide the best start for your child. As part of our assessment process, we provide the Ages and Stages Questionnaires (ASQ) to help keep track of your child's development. You might receive an ASQ survey from your teacher several times a year, corresponding to the age of your child. Results will be confidential and shared only with the family and teaching and administrative staff and kept here in your child's personal file for future reference.
- You will be asked to answer questions about your child and rate different skills he or she has mastered, or may still be developing, including communication, gross motor, fine motor, problem solving and personal-social skills. These screenings allow for dedicated time for a parent to focus on their child and increase their understanding of their child's development, strengths, and needs. If the questionnaire shows that your child is developing without concerns, we will provide activities designed to encourage your child's development and will supply the next questionnaire at the appropriate time.

Evacuation/Lock-down

- Should it be necessary to evacuate the building, you will find the staff and children at the Nestucca Valley Fire Department. If we need to be in a lock-down, all windows and doors will be covered, and no parent/guardian will be allowed access until the proper authorities tell us it is safe. Reverse calls and Facebook notifications will go out to families IF POSSIBLE.

Power Outage

- If a power outage occurs for any reason, the Director will contact Tillamook PUD to determine the cause and length of time. If PUD informs us that it could be more than 2 hours, we will close the center and call parents to pick-up.



Suspected Child Abuse & Mandatory Reporting

- Any staff member on site who has reasonable cause to believe that child abuse has occurred, is required by law to report the incident. This report is made to the Early Learning Division and/or to a law enforcement agency. Such a report may be cause for an investigation.
- Official complaints may be made to Danielle Lucas, Compliance Specialist, State of Oregon Department of Education, Early Learning Division, Office of Childcare. The phone number is 503-731-3386. The Office of Childcare will not intervene in any financial matters.

Custody/Family/Confidentiality

- It is our position that we are responsible for the well-being of your child while in our care. Therefore, we will remain neutral in marital issues and aim to maintain a professional relationship with both parents. Any and all information we are given is considered confidential and staff will receive only that information that is needed to carry out their job. We will follow all laws regarding child custody issues. In the event of a divorce or separation, we will release your child to either parent or legal guardian or anyone listed on the registration form that is authorized to pick up your child. If there is a custody agreement or temporary restraining order that changes this information, we will need a copy of this document for our file. We will follow what is set out in the custody agreement. We will release your child to the parent who has custody on a given day or anyone they designate in writing for their day. Your child's records in our files will only be released to parents or legal guardians. We require your written permission to release these records to any other parties. We will not speak to either parent/guardian's attorney or release any other information about your child without a subpoena.
- Similarly, if you have a family member on site with their own children, we will not discuss their children with you, unless their parents/guardians specifically ask us to.
- If your child has an issue with another classmate (family or otherwise), we will only discuss the situation or behavior, NOT the child(ren). They will never be mentioned by name, and we ask you to adhere to these same policies if you see/hear anything in the classroom while you are on site.

Health Policy

The health policies of the center are based on the recommendations of the Oregon Department of Education, Office of Childcare. The goal of the policy is to prevent the spread of disease, and to provide a healthy environment for all children. The center does not admit children with infectious disease or any of the following symptoms:

- Fever over 100 degrees taken under the arm • Vomiting, nausea, or diarrhea • Severe cough • Unusual yellow color to eyes or skin • Skin or eye lesions or rashes that are severe, weeping, or pus-filled • Stiff neck and headache combined with one or more symptoms listed above • Difficulty breathing or abnormal wheezing • Complaints of severe pain

If any of the above symptoms appear after the child is left in the center, the parents will be contacted to come get the child and your child will be secluded from other children immediately. If your child contracts an infectious disease, please contact the Director so that we may notify other parents of their child's exposure.

Medicine Policy

We will administer medicine to your child if the following steps are taken:

- Medicine must be in its original container, labeled with the child's name, the doctor's name, name of the medication, and amount to be given. Medicine form must be completed and signed by parent.
- Please do not give your child medicine before bringing them to the center without mentioning it to a staff member, so that we are aware (*and, know that your children will tell us!*). Masking symptoms could put your child (and all their classmates) at risk of exposure.

Emergency Medical Treatment

- Upon enrollment, each family signs a CONSENT FOR MEDICAL TREATMENT form. In case of an emergency, first aid is administered, and if needed, parents are contacted. If they are not available, or if a major medical emergency exists, the child can be treated at the emergency room. We will utilize the nearest hospital, or recommendation from emergency medical professionals.

Privacy/Confidentiality

- Upon enrollment, each family signs a Photography Permission form. We try to capture moments throughout your child's day to share with you and your family on our social media sites (Facebook and Instagram). We also submit an entry to the Nestucca Valley School District newsletter, including pictures. The Tillamook County Library, Community Arts Project and other community partners sometimes ask for photographs for their own newsletters.
- Both of these public social media sites are maintained by NVELC Director. We do not tag anyone in the photos but do allow parents to do that themselves. If there are other children in the photo, we ask that you do not share that photo on your personal page, unless you have consent from the parent/guardians.
- We do not allow any staff or volunteers to post pictures of children (other than their own) on their personal social media pages, unless they have consent from the parents. If you see a photo of your child on someone's page, please deal with them directly. If you are unable to resolve the issue, please contact the Director.
- You may opt out of your child being in any photographs taken during any and all center activities. We keep a roster of those students who are not to be included, and all staff is aware of that list.

Our staff work very hard to maintain a positive, welcoming atmosphere for you and your children. We have strict mandates from the Child Care Division, Northwest Regional Early Learning Hub and we try to maintain those expectations, while still developing meaningful, genuine relationships with our families. Please know that our interest is ALWAYS for the betterment of your child's early education.

We are proud of our high standard of care, our enriching programs, dedicated staff and our attention to each child and family. It is our belief that a physically and emotionally safe environment facilitates a higher degree of learning and fun. If you have any questions with regards to any of our policies please contact the Director.

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PLAY GIVES
CHILDREN
A CHANCE
TO PRACTICE WHAT
THEY ARE
LEARNING.
-MR. ROGERS

