



Family Handbook  
2025-2026

## **Dear Parents and Families**

Welcome to AMAZING KIDZ ACADEMY LLC! As professional childcare providers and teachers, our goal is to provide your child with a safe and happy “home away from home” and to provide you with peace of mind. This handbook is designed to ensure that your family has a rewarding experience.

The purpose of this handbook is to outline the program's policies and procedures. We strive to work closely with parents in a partnership that will facilitate the transitions between home and school. Daily communication and a sense of trust between parents and teachers is vital.

Given the nature of an ever-changing early education program, this handbook is a “living” document. You will be notified directly if any policy changes occur during the year. I will also ask each family to sign a form stating they have read and understood the changes. In addition, the handbook will be updated as needed. The following policies have been put into place to achieve these goals and to run our business efficiently.

By signing the “Family Contract” on the last page, you agree that you have read and understood the Parent Handbook and the policies in it.

## **Our Mission Statement**

It is the goal of Amazing Kidz Academy to provide a safe and educational environment, with teachers trained in using The Pyramid Model, who create nurturing and responsive relationships with the children, allowing them to discover and explore the world around them. Our supportive environment helps children develop and grow intellectually, socially and emotionally through play.

## **Philosophy**

At Amazing Kidz Academy you step into the wondrous world of young children where imagination and self-expression flourish. Our teachers encourage children to use critical thinking and problem-solving skills in their daily experiences. We use a child centered curriculum with a major focus on teaching conflict resolution and social emotional competency. The classroom environment is carefully designed to reflect the children's interests and to cultivate positive self-image, independence, and interdependence. We believe children learn best through play and being given many opportunities to experience the world in a variety of ways. Families are also extremely important to us and we encourage participation, feedback and ideas from all. We foster equal opportunity in learning and education for all children regardless of race, creed, sex, religion, national origin, or physical condition.

## **Child Centricity:**

AMAZING KIDZ ACADEMY LLC at its core is a place for children, with an approach rooted in the question – How can we provide children with the tools they need to continue their journey as lifelong learners?

## **Community:**

We are dedicated to collaboration and communication among the people that make up our community and the communities of the children in our care. This includes the staff, the families, the neighborhood, the city and the cultures in which our lives are rooted. The teachers, children and parents form a community of educators and learners collaborating to create purposeful play.

## **Diversity:**

We believe that diversity of people, families, culture, opinions, and beliefs provide the rich base from which children's understanding grows. We are an inclusive preschool where children with different levels of ability learn together.

## **Exploration:**

We create environments that inspire the imagination. We join children on adventures of exploration. Children are allowed to construct their own knowledge through experimentation. Teachers create an environment where children can learn all of the things they wish to know.

## **Responsibility:**

We believe that every person must be aware of, engage with and respond to: the people around them; the world they live in; and their own physical, mental and emotional needs. As educators we are charged with awakening and encouraging this awareness, engagement and responsiveness in children.

AMAZING KIDZ ACADEMY LLC provides children a welcoming space where their social, emotional, physical and intellectual skills are creatively nurtured through a play- based curriculum.

## **Our Commitment to Quality**

- We are committed to including all children regardless of gender, abilities, special needs, religion, race, family situation, language or cultural background.
- We are committed to providing your child with the best childcare and preschool experience possible.
- We are committed to providing your child with a clean, safe, secure, and engaging environment.
- We are committed to providing children with an educational experience that will help them grow to love learning, support their individual personalities, expand their curiosity and give them opportunities to be successful.

- We are committed to encouraging family involvement in their child's educational experience and open to family input about improving our program.
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- We are committed to helping families navigate community resources, Early Intervention and school transitions.
- We are committed to continuing our education and training to be the most qualified teachers we can be.
- We are committed to being a healthy active environment by providing nutritious meals, opportunities to play outside and equipment that will challenge children's physical intelligence.

## Contact Information

- **Owner:** Masika Juliet Kanyere (503) 847-5730
- **Address:** 13106 SE Duke St Portland OR 97236
- **E-Mail:** [contactamazingkidz@gmail.com](mailto:contactamazingkidz@gmail.com)
- **Website:** [amazingkidzpdx.com](http://amazingkidzpdx.com)

## Hours of Operation

- Our current hours of operation for Preschool are **Monday through Friday 24 Hours a day**. Childcare given outside of these hours will be subject to overtime charges.
- Saturday Child Care will be offered to families that sign up for 3 days or full-time child care. If you are interested in weekend childcare contact our program Director at 5038475730

## Tuition Rates

- Your contract specifies your tuition rate.
- Tuition rates are re-evaluated every September, however they can change at any time during the year depending on business needs. If we plan to increase your tuition rate, we will give you at least a 30-day notice.
- ▶ In setting our rates, we strive to keep tuition affordable for families, while also ensuring good wages and annual cost of living raises for our teachers.
- ▶ If you decided to leave because of a tuition rate increase, you are still obligated to provide a 30-day notice.
- ▶ All payments & fees are due prior to the month your child will be in care.
- The family has an approved number of hours awarded by ODHS. The family is able to use these approved hours in our program. If a family runs out of approved hours, they will be expected to pay the additional child care cost. Families will be given an invoice with the amount owed and pay this invoice by the end of the month. If child care cost is not paid in full by the end of the month, we will terminate the child care service until paid in full.

## Fee Structure

### **Infant (6 weeks - 2 years)**

- 5 days per week - \$2,000
- 4 days per week - \$1,850
- 3 days per week - \$1,600

### **Toddler (2-3 years)**

- 5 days per week - \$1,800
- 4 days per week - \$1,650
- 3 days per week - \$1,450

### **Preschoolers (3 - 5 years)**

- 5 days per week - \$1,700
- 4 days per week - \$1,500
- 3 days per week - \$1,350

## After School or Drop-in Care

\$15.00 Per Hour

### Additional Fees

- **Application Fee: \$200** (One-time fee due before the start of care)
- **Deposit Fee: \$100** (Due at enrollment to secure your child's spot in the upcoming year's ratio. The deposit is applied to the first month's tuition payment and is non-refundable.)

### Brightwheel Engagement

Brightwheel Engagement is a mobile communication platform for early education. Our program uses Brightwheel Engagement Premium which allows us to participate in the following features:

Student & Staff Check-in

Daily Reports

Sharing Photos & Videos

Messaging

Calendars

Reporting

And much more!

Brightwheel is a great way to stay connected. With Premium, Parents and Guardians have the option to invite other family members as well.

### Open Door Policy

You are welcome to visit any time you like. However, Parents are required to drop off and pickup their kids at the door. other family members and friends are not allowed to visit unless they are authorized to pick up the child or special arrangements have been made.

### Terminating Care

We ask that you please provide a minimum of 30 days written notice (E-Mail is acceptable) when you decide to terminate your child care agreement. You will not receive any refunds for care if you decide to terminate without notice.

## **Family Assistance**

Our goal is to provide quality care for all families with an unbiased approach in regard to language, literacy and/or cultural differences. We feel that caring for the child includes caring for the families and providing them with the best communication and information possible. We will use all resources at our disposal including community educational resources, internet sites, and/or other families in our school to assist families in understanding our business policies, child care policies, educational resources and any type of assistance program deemed appropriate.

## **Custody Agreements**

Any custodial parent or guardian of a child enrolled with us is permitted unlimited access to their child during the hours of operation. A parent who is not the child's residential parent shall be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. Upon entering the premises, the parent or guardian shall notify the owner of their presence.

## **Immunizations**

- You are always required to keep your child's immunizations current.
- We review immunizations in January of every year and report their status to the county. If they find that your child is due for immunizations, they will notify you by mail with instructions on how to become compliant.
- Children who are not immunized and do not have an exemption on file will be required to be exempt from care until the county health department releases the child to resume care.
- If you have a religious or medical immunization exemption, you must complete an affidavit and/or medical proof/permission from your child's physician.

## Records for Your Child

We will keep the following records for your child; you are responsible for updating these records immediately when any of this information changes:

- Child's Name, birthdate, address, parents phone numbers and email addresses
- Emergency contact information (Updated annually)
- Authorized persons to pick up/drop off
- Immunization records
- Health history
- Physician, Medical Insurance Card and Hospital information with authorizations for treatment
- Permission to transport child by ambulance in an emergency
- Daily attendance records
- Observations, Assessments, and Evaluations
- Service reports from visiting ESD professionals & Licensing professionals
- Progress reports and conference notes
- Permission for Medications and record of them being administered
- Injury reports and minor injury records
- Photo release form

## Parent & Family Involvement

We do welcome parents and family members who would like to volunteer to come in and interact with the children. Some examples are:

- Reading a story to the children
- Sharing a piece of your culture
- Playing an instrument or singing with the children

While we encourage volunteering, you should keep in mind how your child might respond to your presence in our environment including:

- Becoming possessive of you
- Being upset if you leave without them
- Becoming disrespectful toward you or us.

We also welcome feedback from our families in several forms: Parent surveys

- Parent testimonials

## **Confidentiality**

A confidentiality policy is essential to creating a secure environment for clients, staff, and children. All clients should be confident that their information will be kept secure. As child care providers, we will not disclose information about any child without authorization as described below:

- We will not disclose or discuss information regarding a child or their family with other children, parents, educational specialists, medical specialists, our family members, neighbors, friends, or anyone other than those authorized by parents/families.
- We will have conversations regarding sensitive issues including child behavior, family dynamics, medical concerns, special needs, evaluations, complaints and daily problems in private and away from children or other adults.
- We will keep confidential all medical records, immunization records, court records, custody agreements, political and religious affiliations, contact information and financial records unless/and or until the client signs a written release.
- We will not display children, family or client photos on social media, advertising and emails without written consent by the client.

## **Children with Special Needs**

Our goal is to be as inclusive as possible. We welcome children with all kinds of challenges if our physical environment, group size, age ratio, and training can reasonably accommodate the child. We will make every effort to modify our environment, schedule and curriculum to include children with special needs that can physically attend our program. We will work closely with educational specialists, medical specialists and therapists in developing educational plans, scheduling onsite services and evaluations, implementing educational plans

and working toward goals outlined in the plan. We will adhere to the admission requirements laid out in the Americans with Disabilities Act for Children in Child Care and Oregon Licensing Standards.

## **Assessments & Evaluations**

- It is important to formally assess a child periodically to ensure that the child is developing according to developmental benchmarks and on track for school readiness.
- When you enroll, you will be asked to fill out an ASQ (Ages & Stages Questionnaire) This questionnaire will give an idea of where your child is developmentally. We will look over the questionnaire and add our observations and refer to it at the next formal assessment.
- Formal assessments will be conducted on your child's birthday (ASQ screenings).
- Formal assessments will have information gathered from classroom observation, ASQ's, samples of child's work and parent/teacher/student conversation.
- Assessments will be discussed at a parent/teacher conference; During this conference, we will discuss your child's progress, look over their portfolio, discuss observations and discuss the feedback on the ASQ questionnaire (once a year) and the developmental checklist. Parents can use this time to give suggestions and goals for their child, address any concerns that they have regarding their child and our program.
- Through the assessment process it may be determined that your child needs further evaluation regarding their physical, social, or cognitive development: i.e., possible inability, behavior, processing disorders, vision, hearing, or medical problems, we will discuss having your child evaluated by ESD early intervention, a medical doctor, psychologist or

psychiatrist: These professionals will help determine and/or plan for providing services for your child. ESD Early Intervention evaluation and services are FREE in the state of Oregon.

- If we have concerns about your child having difficulties that are affecting the other children in our care and/or causing distractions, disruptions, destruction of property or harming other children and we determine through assessment that your child should be evaluated by ESD, a medical doctor, psychologist or psychiatrist and you refuse to obtain the evaluation, the provider may take one of the following actions:
- Ask that you provide a one-on-one assistant to help with your child at your expense.
- Terminate your contract for childcare.

## **Licensing**

We are a Certified Child Care Center which means that we may care for a maximum of 30 children under 7 years of age at any one time. This includes the provider's own children, the childcare children, foster children, and any other children for whom the provider is responsible for the 30 children under 7 years of age, the provider may care for:

We have posted the following information for you in the entrance way.

Current State License

Emergency Procedures

Evacuation Plan

Child Protective Services Information

Discipline Policy

Menu & Weekly Plan

## **Mandatory Reporting**

As child care providers, we are mandatory reporters of child abuse and neglect. We have been trained in what constitutes abuse and neglect and

will not hesitate to call the authorities if we observe or suspect abuse or neglect involving any child.

This includes the following:

- Unsafe transportation of children
- Children exhibition signs of neglect/abandonment
- Children exhibiting signs of physical and/or sexual abuse
- Verbal abuse of children
- Anything that we hear about causing us to be concerned for the children's safety

### **Arrival/Pick Up**

- Our current hours of operation are Monday-Saturday 6:00am-6:00pm.
- AMAZING KIDZ ACADEMY LLC closes at 6:00 p.m. Our staff work very hard each and every day and want to feel confident that they can leave at 4:00 p.m. Staff members may have evening commitments. There will be a late fee assessed if children are picked up after 6:00 p.m.

**Examples** of the late pick-up charge policy is as follows: \$1 for each minute late, per child. That is, if a parent arrives at 6:05 p.m. 5 minutes late = \$5.00 late fee that will be applied (per child enrolled), 6:14 p.m. 14 minutes late = \$14 (per child enrolled). Late pick-up charge is due by the end of the month in which the child was picked up late.

- Children are signed in and out by staff members upon their arrival and departure. We ask that if your child is not going to attend care as per usual that you inform us no later than 8am. This will help us plan activities for the day. When your child does not attend, you must call to let us know the reason – if it is a communicable illness, we are required to record this in case of other cases breaking out. If no one

answers the phone, please leave a brief message. Also, upon arrival and preparing your child for the day please help them or direct them to wash their hands before beginning to play with toys, in order to prevent the spread of germs.

- If a parent is not allowed to pick up a child, there needs to be documentation provided and a copy in the child's file.
- You will provide a list of at least two people that are not parents or guardians, that can pick up your child in an emergency or if we cannot reach you. This list must be updated annually and/or when you change your contacts.
- We reserve the right to remove anyone from the authorized pick-up list for any reason.
- Please notify us at least one hour prior if someone from your contacts will be picking up.
- Please advise your contacts that we **WILL** check their id the first time they pick up.
- We will not release your child to anyone who appears intoxicated, on drugs, overly aggressive or driving unsafely.
- We will not release your child to ride home with anyone unless they have a car seat properly installed in their car.

## **Affection Policy**

Little children love to give hugs and kisses which sometimes can be inappropriate, so we have developed a couple of rules to maintain an appropriate level of affection between children: children: adults.

Kisses are only allowed on the cheek or hand.

Adults visiting should discourage children from touching them in any way.

Children are encouraged to keep their hands, feet and bodies to themselves.

## **General Rules for Adults (Parents, Guardians & Visitors)**

- Visiting adults and parents are not allowed to be left alone and/or unsupervised with the children except in an emergency.
- Adults having a problem with a child other than their own must report to us rather than trying to handle the situation.
- Please keep your children from running in the parking area and around the street; have them stay with you until they are securely in the car.
- Please adhere to all traffic laws and drive very slowly and carefully in and out of our driveways.
- Please do not post pictures of other people's children on Facebook or other social media without consulting with us or the parents of the children in the photos.
- No smoking, tobacco chewing or alcoholic beverages in the presence of children.
- Please use appropriate language in front of the child(ren).
- Parents are "in charge" of their own children once you arrive for pick up. Please discuss with us in private any problems or concerns you have regarding our care, other children, disturbing behavior, parties and anything that might disturb the children.
- Due to allergies, we ask that you refrain from bringing pets into the school.

## **General Rules for Children**

- Children are expected to behave with respect for their peers, teachers and parents while in school. Of course, children are learning what is and is not appropriate, so they are given time to learn how they are expected to treat each other and held to developmentally appropriate behavior standards.

- Children need to remove their shoes upon arrival and place them on the shoe rack and store their personal belongings in their basket, hanging coats and backpacks on their individual hooks.
- Children are required to wash their hands upon arrival.
- Children are not allowed to open the door for anyone (even their own parent) Children must use walking feet and indoor voices while inside.
- Bringing toys from home is discouraged. A stuffed animal is permitted for rest time. Teachers cannot be responsible for toys and other items brought from home. We welcome books that can be shared during gathering time or further learning experiences.
- Children playing weapons games, must have very defined rules about how and when the play is not ok.
- Children are allowed in areas designated for our daily use only. Children are required to follow behavior and language guidelines.
- Children are expected to respect furniture, walls, toys, fixtures and all other property of AMAZING KIDZ ACADEMY LLC and our family's personal property. Parents will be held financially responsible for property that has been intentionally damaged or ruined.

## **Guidance & Discipline Policy**

- One goal we have at AMAZING KIDZ ACADEMY LLC is to help children develop a positive self-image. We hope to encourage children to be self-directed, exhibit self-control, and become problem-solvers. A philosophy based on providing a positive, supportive environment that focuses on prevention and the teaching of appropriate behaviors guides the staff in their interactions with children.
- We use the Conscious Discipline Philosophy of Dr. Becky Bailey and welcome you to seek out information on the philosophy online. Young

children, due to their developmental age, are not capable of understanding the consequences of many of their behaviors. Therefore, children need to be encouraged to make good choices and to be prevented from harming themselves or others. This can best be accomplished through close supervision, gentle guidance, and most importantly, redirection.

- Children need to learn to identify and express their feelings. However, often this requires the teacher to acknowledge the child's response to the situation and help him/her use appropriate strategies.
- **For example**, if we see a child about to hit another child for taking a toy away, we will prevent that child from hitting the other and say, "It looks like you want to keep the truck" and provide an alternative to hitting. We will also help the child understand the other child's point of view. "I see that Tommy is playing with the truck you had. It looks like he wants it too. Can you tell him that you are playing with it?" Through this method, children can begin to learn about the intentions of others and way, we hope to prevent one child from hurting another and at the same time help that child to learn to identify feelings and verbalize expectations.
- Small children are very egocentric. As a result, they are not yet capable of understanding the concept of sharing and taking turns. Therefore, it is our responsibility to lend guidance through redirection to other activities when conflict situations occur.
- As every parent knows, caring for young children requires a lot of patience.

Children require ongoing guidance and support as they learn about themselves and others. Dealing with challenging behaviors is a process of

teaching rather than punishment and control. Children are reminded what TO DO, rather than what NOT TO DO.

- **For example**, instead of, “DON’T run”, children are told, “Please walk to the door”. Through this strategy: (1) children know what you expect, (2) a more positive classroom climate is promoted, and (3) children and adults form supportive relationships. An additional strategy used with older preschoolers and school-age children is to help them learn how to solve their own problems and resolve conflicts. Teachers provide support and guidance as children develop and practice these skills. The staff at AMAZING KIDZ ACADEMY LLC recognizes that similarities in principles at home and at school make children more successful in their experiences.

## Hygiene/Grooming/Clothing

Children should wear socks, shoes, boots, coats and other outerwear that are appropriate for the expected weather of the day. Please make sure you have washed your child hair and clothes and their body. A lot of kids have pets and we are having terrible pet odors in the class on their backpacks, clothes, shoes and socks. It is the parents' responsibility to make sure your child is clean when entering the facility.

Children must have their fingernails clipped to prevent injuries to other children. You are responsible to provide the following hygiene items for your child: Wipes, Kleenex and extra uniform clothes please.

## Uniform

The school provides uniforms which can be purchased for **\$20** from the school. All kids are expected to be dropped off in their uniform.

## Outdoor Play

Outdoor play is an important part of the early childhood curriculum, and we consider the outdoors an extension of the indoor classroom. Toys, materials, and activities are also available outdoors to enhance the children's play experience. Typically, children go outside twice each day. If your child is not well enough to play outdoors, he or she is not well enough to attend that day. We do our best to accommodate family's needs and wants as long as

child: teacher ratio allows. **(Ex: 1 teacher may not be alone with more than 10 children outside while 1 teacher has 1 child inside.)**

It is important for parents to provide the appropriate clothing and outerwear for the weather conditions (e.g., coat, rain suit, rain boots, gloves, etc.). During the cold weather months, the school has a few extra hats and mittens, but not enough for everyone. All students should have on socks and tennis shoes on that fit daily please.

- In warmer weather, the shade trees often shelter our outdoor area from the hot sun. Parents are expected to provide sunscreen (medication form must be signed for staff to apply sunscreen). We will also provide children with their own water bottle to stay hydrated throughout the day. Typically, the length of time spent outside is reduced and often the children wait to go outside until late in the day or early morning when the sun is less intense.

## Rest Time

- Rest time is an important opportunity for growing, active children to rest and re-energize. This is also a time for teachers to regroup, clean, do paperwork, discuss the day's activities, and plan future curriculum for the class.
- All children rest in the early afternoon. Children are asked to rest but are not required to sleep. Children are helped to relax by a variety of methods: darkened room, soft music, rubbing backs, etc. Non-nappers

are asked to rest quietly on their mat for 45 minutes. After that time, they may get up and participate in quiet activities. We will try to accommodate parent's requests to individualize children's rest routines. Please discuss specific accommodations with us. We will provide each child with their own small soft blanket and fitted sheet and a pillow or stuffy. We will place their items in a small nap sack with their name labeled on it and will launder at the end of each week.

### **Toilet Training**

All students must be potty trained for this facility. They may also wear pull ups only no diapers on campus.

### **Allergies:**

**All students that are allergic to any foods please let staff know immediately when enrolling. (Peanut, eggs or etc...) Please note it on the enrollment form.**

### **Meals**

- AM snack, Pm Snack and Breakfast for preschool students are serve to children in a sanitary manner by staff who have an Oregon Food Handler's Certificate as mandated by the Multnomah County Health Department.
- Parents are responsible for their child/children's lunches Monday through Friday.
- We sit with children at every meal and snack. We use this time to provide natural lessons on manners, nutrition, socially acceptable behavior at meals and have meaningful conversations with the children.
- We do not participate in the USDA food program; however, we still follow

the nutritional guidelines as outlined by that program.

- We ask that each child take a “No Thank You Bite” before declaring their dislike for something.

## Approximate Meal Times

**Breakfast:** 7:00am - 8:00am

**Snack:** 10:00am -10:30 am

**Lunch:** 12:00pm -12:30pm

**Snack:** 3:15pm -3:45pm

## Meal & Food Policy

- If you are going to be late and miss a meal, please feed your child at home.
- At mealtimes, we will offer food to the children, however **we will not force them to eat.**
- Please inform us of any food allergies that your child has or that you suspect they may have.
- Parents that have children with food allergies must notify us with a written doctor’s statement at the time of diagnosis or at enrollment.
- If your child has special dietary requirements (i.e., food allergies, celiac, sensory disorders) you may bring food on the days that our menu indicates that your child will not to be offered food that accommodates their needs.
- Any food brought in for the group, must be prepared in a commercial kitchen and purchased from a credible retailer to ensure proper health and sanitation guidelines have been followed.

## Birthdays

If you would like your child’s birthday to be celebrated, you are welcome to bring a snack to share. We recommend that you select a nutritious snack. Due

to childcare licensing regulations, all snacks must be pre-packaged. Please make arrangements with us at least two days prior to the birthday. All parents that would like for their students to participate in birthday party will have to sign a release to participate.

### **Substitutes**

There will be times when we may need to bring in a substitute. Please be assured that any substitute that takes our place must have the following qualifications:

- Food Handlers Card, First Aid/CPR Certificate, be enrolled in Oregon Criminal History Registry and have at least one year of experience working with children.
- If you refuse care by a substitute, you will not be refunded your tuition.
- In an emergency, we will call you to let you know what the situation is.

### **Client Vacations & Absences**

- The client must pay normal tuition regardless of attendance.
- If a child is sick for longer than two weeks, the client and provider will negotiate a holding fee or discuss filling the child's spot temporarily.

### **Provider Personal Days, Sick Days, Vacations & Holidays**

- Our childcare program is open year-round, except for the following paid holidays and paid vacations:
  - New Year's Day
  - President's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Veterans Day
  - Thanksgiving Day (Including the day before and after)

- Christmas Day (Including the day before and after)
- New Year's Eve (Including the day before and after)
- The provider will take two weeks of vacation per year. Those dates will be noted on the yearly calendar which you will receive in the month of December prior to the new year.
- The provider is allowed two paid sick days per calendar year. If the provider takes more than this number of sick days, they will be unpaid and you will be credited a prorated amount towards your next payment.
- If the provider requires an extended medical or emergency leave, every effort will be made to provide a qualified substitute, but if a qualified substitute can't be acquired, the client will be excused from tuition payment for time taken. Should this leave last past two weeks, the client will be released from their contract.

## **Professional Development & Teacher Planning Days**

We will be closed three times a year for our annual professional development days. These will happen on Fridays in February, May and October. During these days, all staff from the program will be attending an all-day childcare training either on site with a trainer brought in or attending a local conference. Attending trainings as a group really enhances our ability to put the knowledge and skills that we are learning into practice in our classroom. This increases our ability to continue providing high quality childcare to the children in our program. All staff in the program are also required to complete a minimum of 16 hours of professional development training annually per Office of Child Care licensing rules and these days help tremendously in accomplishing that requirement.

We will also be closed for three days each year for teacher planning days. Planning and collaboration time with staff members is also essential. Having in-depth conversations without children present allow us to really focus on our goals as a class

and overall program, but also on goals for individual children and how we can help them achieve those. These days also allow teachers to work on child assessments, prepare for parent teacher conferences and many other administrative tasks they need to work on throughout the year. It also gives us the opportunity to change our environment, deep clean, move furniture, etc. which can't be accomplished while children are in care.

All closures will be paid days off and exact dates will be included in our school calendar that goes out to families every September

## **Closures**

- We will notify you by email, phone, text or Brightwheel Engagement as soon as possible if we will be closed due to inclement weather, power outage or family emergency.
- If there is a power outage lasting more than two hours while the children are here, we are required by the health department to close and have the children picked up if they are here already.
- In the event of a family emergency that causes a closure: We will do our best to notify you, however depending on the emergency, you may find a note on the door.

## **Weather Related Policies & Closures**

- In most cases, we will follow the lead of the Portland Public School District for weather related closures.
- However, Portland is a very large district with areas that are more affected by weather than others. If we feel that our area will be safe, then we may choose to open late or close early depending on the circumstances. We will make the best call that we feel will be in the best interest for all of our clients and protects our liability insurance.
- When the temperature falls below 32 degrees Fahrenheit, there is hail, ice,

lightening, thunder, excessive wind or rain or the temperature goes above 100 degrees Fahrenheit we will not go outside to protect the children from exposure.

- During summer months, we ask that you apply sunscreen to your child prior to drop off: we will reapply with your signed permission as needed.
- Sunscreen may not be stored in backpacks as they are a “keep out of reach of children” item.
- We will supply a water bottle for each child during summer months and remind them to hydrate often.

## Emergencies

**CONTACT:** Please keep all emergency information in your child’s file current as we must be able to reach you at all times. If you will not be at your usual contact location or phone, please leave the number where you can be reached or an alternative contact person.

**EVACUATION PLAN:** We have an evacuation plan posted at the front entry way.

**FIRE:** We have practice fire drills at least twice every month. We intentionally set off the fire alarm and the children walk to the closest exit (front or back door (with or without shoes) and exit in a quiet and orderly fashion. During the drills we emphasize with the children the importance of remaining calm and watching out for each other.

**EARTHQUAKE:** We have a practice earthquake drill once every month. We

ring a bell and the children find a safe place to hide (under a table or in a doorway) until they are told it's safe to come out.

**LOCKDOWN:** In the event of a terrorist attack, possible hostage situation, police or military action, I would huddle with the children in our walk-in closet away from windows located in the library and the house would be in lock down until the threat subsides. During a lock down, no one is allowed to leave or enter the school. You will be notified as soon as possible and your child released when a “safe” determination is made.

**OTHER:** Possible lock down situations includes toxic spills, gas leaks, air quality issues, police emergent, suspicious persons in the neighborhood and/or any situation that could result in imminent doom to individuals involved.

**In compliance with the State of Oregon Child Division Rules, we must close if we lose power for more than 2 hours regardless of the reason.**

## **IMPORTANT INFORMATION**

In the event, that we need to leave the premise, we will take the children to:

### **Gilbert Primary Park**

SE 134<sup>th</sup> Ave & Foster Rd  
13132 SE Ramona St  
Portland, OR 97236

### **Director/Assistant**

Masika Juliet Kanyere. (503) 8475730

### **Teacher**

Bienvenue (503)803 6462

In the event that you cannot reach our cell phones, please contact Safari Leo at **503 806 3681** or Ben Andrews at **503 890 6681** as They are our emergency contact.

## **Injuries at School**

If your child is hurt at school, you will be notified depending on the injury:

- Child loses consciousness, possible life-threatening injury: Immediate call to 911, then parent, Accident Report.
- Possible break, sprain, or cut that many need stitches: Immediate call to parents, possible call to 911, Accident Report.
- Head, eye, ear injury:

Call to parent & Accident Report.

- Cuts & Scrapes:

Treat by cleaning and bandage, Verbal Report at pick-up.

- Our staff is required to be trained in First Aid/CPR and will take immediate action to care for an injured child.
- If the injury seems life threatening, 911 will be called as soon as possible.

The determination as to whether your child needs to be transported to the emergency room will be made by the EMTs that come to the scene. As soon as the determination is made, we will contact you and let you know where your child is being taken and we will accompany the child if it is possible. If you have indicated a preferred hospital, we will make every effort to have your child taken there. All costs incurred will be your responsibility.

## Administering Medication

- Do not send or keep any medications in your child's backpack or basket as they need to be kept out of reach of children to avoid accidental ingestion or use that could result in illness, allergic reaction, or other adverse reactions.
- All medications, prescribed or over the counter must be turned in to us upon arrival and the appropriate consent forms completed.
- Medication must be in its original container, labeled clearly with the **child's name and administering instructions. (You can have your pharmacist split the prescription into two containers; one for school and one for home.)**
- If you would like to keep over the counter medications on hand at school (Tylenol, cold medications, etc..) you must fill out a OTC Medication Consent Form and return it with the medication (in its original container) that you wish to keep on hand.
- We will not administer any medication or preparations to children without your written consent

## Illness Policy

It is mandatory for you to keep your child home if they display any of the following:

- Fever of 100 degrees or more
- Vomiting due to illness
- Undiagnosed rash
- Seizures
- Pus filled lesions
- Severe body, headache, or neck pain
- Runny nose with green thick mucus
- Heavy drainage from eyes, nose or throat
- Diarrhea (occurring 3 or more times in an hour)

- Persistent cough
- Red, itchy bumps
- Head Lice

**Your child may not return to care until they have been symptom free for 24 HOURS or they have been cleared in writing by a doctor to return to care.**

**Please notify me as soon as possible if your child is diagnosed with the following as I will notify parents of their child being exposed to these illnesses:**

- Lice
  - Ring Worm
  - Chicken Pox
  - Meningitis
  - Whooping Cough
  - Pink Eye
  - Influenza
  - Croup/Hand/foot mouth Disease
  - COVID
  - Any other highly contagious illness
- 
- If your child begins to show any of the above symptoms during the day, you will be required to come and pick up your child immediately or as soon as possible.

within **2** hours of being notified.

- We will notify you of any illness that your child is exposed to here at school; including any of the symptoms listed above.
- We cannot care for children who are ill.

- We understand that your work may put pressure on you to be there regardless of the health of your child, but we ask that you use your better judgement in deciding to bring your child who may be ill to school. Please consider the health of the other children, the providers and your own child possibly becoming worse by being exposed to other children.
- We are not liable if your child becomes ill from another child in care as we take every precaution to provide a sanitary and healthy environment and have set policies to prevent illness from spreading; However, no matter how many precautions we take, children will get sick from each other simply by being in the same room and many illnesses are contagious prior to the development of symptoms.

### **Screen Time Policy**

- We are not a 100% screen free program and we make this clear to parents when you tour our program. Oregon Licensing limits screen time to 2 hours per day, however we limit our program to 30 minutes per day (usually during daily lunch preparation).
- Screen time is always closely supervised by teachers to ensure that viewing content is always age appropriate and that there is no violent, culturally sensitive or disturbing material.
- During that time, children may also participate in quiet activities such as puzzles, books, and coloring.
- Most of our screen time will have an interactive quality to engage the children being a part of the learning rather than just a passive observer. This also includes music and

dance programs that the children can participate in.

- There may be times where we have a special movie day to coincide with a holiday or pajama day.
- All viewing of screen media is commercial free.

### **Adult-Child Interaction Policy**

Interactions between children and adults provide opportunities for children to build trust, to develop and understand self and others, and to encourage respect for the feelings and rights of others. All interactions between children and adults will be respectful and supportive of each child's gender, culture, language, ethnicity, and family composition.

### **Adult-Child Physical Interaction Policy**

Positive touch is an important part of healthy brain development in young children. Touch reduces stress, aids in healthy emotional development, and demonstrates love for the children in our care. Appropriate touch is defined as non-intrusive and causing no feelings of discomfort or confusion for children. Such contact should not cause feelings of discomfort or confusion for caregivers. Each child should be allowed to determine what kinds of touches he or she finds acceptable.

### **Adult-Child Learning Interaction Policy**

- Adults encourage back and forth exchanges.
- Adults add new vocabulary.
- Adults restate children's language using correct grammar
- Adults comment on what children are doing.

## **Closing Statement**

A strong home and school environment is essential when building a good environment for young children. All of our staff will try to do our very best to keep you informed and involved in our preschool program. Clearly, ongoing communication and support from both families and staff make the connection between home and school a two-way street. Please share with us information about your child and report any changes especially during a major crisis. Anything you share with us will be held in confidence. We hope to nurture mutual trust and respect at every opportunity. There will be many ways for parents to become involved at AMAZING KIDZ ACADEMY LLC. We look forward to getting to know you and your family

# Family Contract

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Please note that the policies and procedures in this handbook are subject to revision as deemed necessary by AMAZING KIDZ ACADEMY LLC

**“I HAVE READ AND I AGREE TO ABIDE BY THE RULES, REGULATIONS AND POLICIES OF AMAZING KIDZ ACADEMY LLC AS SPECIFIED IN THE PARENT HANDBOOK.”**

Please sign below and return this form prior to enrollment.

CHILD'S NAME(S):

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SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Mother or Legal Guardian)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Father or Legal Guardian)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Owner of AMAZING KIDZ ACADEMY LLC)