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Family Handbook

Juniperhaven Preschool is a licensed certified center.

The following is a comprehensive listing of Juniperhaven's policies and procedures. If you have any questions regarding any of the policies or procedures listed here, please speak to Amy Egle in person or over text/email. Please initial after reading each section to acknowledge that you read it and understand its content. This handbook and its policies are valid until a different handbook is signed. Welcome to the Juniperhaven Preschool family.

Communication

Good communication is of the utmost importance. When a new family is accepted into care, We like to be sure that we can share openly about any concerns or questions that may arise with honesty and compassion. It is important that there is a similar child care philosophy between the staff and the parents. For that reason, make sure you read through this handbook, the content on my website (www.juniperhavenpreschool.com) and make sure you understand what a Play-Based Program is. We don't just use that as a buzz word here at Juniperhaven. We are proud to be a play-based program that whole heartily believes in the power of play for a child's development. We welcome questions, feedback, or discussions of any kind that are oriented toward a positive outcome for the child(ren). Sensitive issues will be discussed in private area at a mutually agreed upon. If open communication and/or trust is lacking at any time, from either party, it is grounds for termination.

Enrollment Policy

There are several forms that make up the enrollment packet. This enrollment packet must be completed in a timely matter. This is to ensure that records on each child satisfies the record keeping requirement of state licensing guidelines. All forms will be reviewed annually. If there are changes to any of the forms in the enrollment packet, please notify a director to update your records.

Enrollment checklist:

- | | |
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| - Childcare enrollment form | Due upon enrollment or no later than first day |
| - Scholarship agreement (if applicable) | Due upon enrollment |
| - Policy and procedures handbook signed by parent | Due upon enrollment or no later than first day |
| - Immunization records or exemption certificates | Due within 2 weeks of first day of attendance |

Tuition Agreement / Payment Procedures

The success of this program depends upon the prompt payment of tuition/fees in order to take care of day-to-day expenses and monthly overhead.

I reserve the right to raise my rates at any time. At minimum a month notice will be given.

Tuition goes to pay for the following items:

- Supplies including; Food, first aid supplies, craft/curriculum supplies, toys, outdoor and indoor play equipment and books provided for the children
- Employees' wages, State and Federal taxes, Social Security, Medicare, Workers Compensation, Unemployment Compensation and employee benefits such as paid holidays.
- Director's and Employees continuing education
- Lease payment, heat, electricity, telephone, Wi-Fi, maintenance, and liability insurance

Tuition is due by the 1st of every month and late after the 5th. IF the 1st falls on a weekend, please pay on the previous Friday.

Late Fees: Late fee of \$50 be added to your invoice if the payment is not paid by 7pm on the 5th. Please put your payment in the safe near the front entrance. If depositing cash, please write your name and amount and paperclip it to the cash.

Childcare cannot resume until payment has been received.

If you are unable to pay on time due to an unforeseen circumstance, please communicate this to the director as soon as possible. There is no excuse for habitual lateness.

Changes to your schedule:

Please communicate any schedule changes to the director as soon as possible, so we can ensure staffing needs are met in regard to the number of children needing care on any given day, per state licensing requirements and have enough supplies on hand. Schedule changes include running late for drop-off or pick-up, having an unexpected day off or needing a drop-in day and absences due to sickness or vacation.

Picking up early or missing a day due to illness or vacation time does not reduce your tuition fees. Your payment reserves a spot for your child in the program.

Additional hours:

Hours needed or unexpectedly used beyond the contract agreement billed will be billed \$8/hour for children age 2 and up, and \$10/hour for children age 2 and under. A full day of care for 2 and under is \$65/day and for 3 and up \$50/day.

Any day over 4.5 hours is considered a full day. Any additional charges incurred will be added to your next invoice. All extra hours and days must first be preapproved by the director.

We close at 5pm sharp or 6:00pm if you have paid for the late pick-up fee. Please let me know if you suspect you will be running late. You will be billed \$1/per minute. Habitually lateness will not be tolerated.

Maternity Leave: If you plan on keeping your child that is already attending my program home with you while you are maternity leave, I ask that you pay ½ the rate of tuition for the time you are on maternity leave or risk losing the spot.

When reserving your infant spot, please pay a \$200 non-refundable holding fee. It will only be re-funded if for some reason the program can no longer hold the spot for some unforeseen reason. The \$200 will be used to buy new/and or used baby items that will benefit your child while in my care.

You DO have the option of not paying any tuition while on maternity leave, but you risk the chance of your spot being filled.

Bounced Checks:

If a check is returned for non-sufficient funds, there will be a \$36 fee incurred as a result of the returned check. Childcare services will be halted until full payment of tuition and NSF charges has been paid in CASH. In addition, upon the second returned check within 6 months, only cash, money orders or direct deposits via Venmo will be allowed.

Arrival and Departures

Children are to arrive clean and fed (unless arriving just before a mealtime). We will always try our best to send your child home with a clean diaper and would appreciate the same consideration when you drop off. Please hand off your child to a teacher, never just open the door, let them in and assume that the teacher saw you drop-off your child. This will also give you

the chance to update your child's teacher on any important information like an early pick-up, a restless night of sleep or ask questions. It's optional to help your child put away their things as a teacher can assist but it would be highly appreciated. We understand that you are most likely on your way to work and need to make the drop-off as quickly as possible.

brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized. Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify a direct of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we **MUST** have written or verbal permission to release your child (text or phone call). Please inform emergency contacts, or people designated to pick up your child, that if we do not know them, they will need to ask to show their license as a form of ID.

We would like to be notified through Lillio by 9:30am the day of arrival if your child will not be present or late, otherwise we may not have availability as of 10:00 and will consider them absent for that day.

Drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything, and also if children are still in my care, they need to be teacher's 1st priority. Please contact a director to set up a private meeting to discuss all serious concerns or complaints. We always welcome this kind of conversation and vow to be 100% honest and cooperative with parents to ensure their child is getting the quality care and education they deserve. _____

Graduating to the next class:

Graduating to the next classroom typically happens the Sept after the birthday that makes them eligible to move up. For example if you child turns 1 in July, they will move up to the 1's room in Sept. If when they turn 1 (or eligible age) and there is a spot, we will move up sooner if there is an open slot. We will also take the developmental readiness in account as well.

Teachers and Staff



Juniperhaven also has a diverse staff with varying experience and expertise. All our teachers are passionate about their jobs as an Early Childhood Educator whether this is their first time working in childcare or they have been in this field for many years.

The following is the bare requirements for every teacher at Juniperhaven:

- Pass a background check

- CPR and first aid certified. Food Handlers Card

Classes:

Safe Sleep, Intro to Health and Safety, Foundations of Learning

An Orientation to the state rules and guidelines but forth by the Dept of Early Learning Division of Childcare

An Orientation class of the Foundation of Play-based Learning

An Orientation of Conscious Discipline

Each month we have a staff meeting where we discuss best practices and housekeeping items.

We also required to do 15 hours of classes each year.

For more information on each teacher's education, see my website in the ABOUT section (Coming soon)

Holidays / Closed Days

The following is a list of the paid holidays/closures that Juniperhaven Preschool will be closed.

- January New Year's Day
- February: President's Day: Staff Development Day
- May 30th: Memorial Day
- June 19th
- July 4th: or in Observation of day after
- July (summer break) : last week of July
- August 16th 2024
- September: Monday, Labor Day
- November 25-26: Thanksgiving Day and Day after
- December: Dec. 22-Jan. 1st

*****Closed at 4pm every second Tuesday of the month for staff meeting*****

-When Bend La Pine School closed due to icy roads or dangerous snowy winter weather, we close as well. If the roads are too dangerous for buses to drive on, there aren't safe for my teachers or families as well. This day off will NOT effect your monthly tuition.

- 3 additional personal/emergency closed days per year may be used if a situation arises like a needed unexpected building repair, extreme snow day or emergency that merits being closed. I will always give as much notice as possible, these days will NOT be prorated off your invoice unless said otherwise.

- If closure must happen due to positive case of Covid. No reimbursements will be given. This is to ensure that the overhead of the facility can adequately remain to be paid and we can continue to provide quality childcare to your family. If some sort of government program is in place to reimburse us for income lost, then tuition will be reimbursed in part or whole based on the circumstances.

We also reserve the right to close beyond days that are listed above and have them be paid closed days or unpaid based on the circumstances.

Paid vacation days are very important to the program's success. Overhead doesn't change much just because it's Christmas time or because there were many kids out with the flu. Without time for personal care and family time, the teachers and directors are bound to get burnt out. We are all passionate about this job and want to keep doing this for as long as possible. Thank you for your understanding that this is a very demanding job and the need for a balanced work schedule.

Supplies



Parents must supply the following items to be kept in their cubby:

For Preschoolers (3-5 years of age):

- 1 change of clothes put in a Ziplock bag and labeled with name .
- Blanket for nap)
- Weeks' worth pullups or diapers (if not potty trained)
- Water bottle (labeled with name) we will send home every Friday to be washed or as needed.
- Clothes appropriate for weather for outdoor play. You may wish to leave an extra pair of snow pants, hat and gloves during the winter or an extra pair of shorts during the summer (labeled as well)

All personal belongings should be marked with your child's name. Eating utensils, cups and dishes will be supplied. If any of these items are brought, they must be marked with your child's name, to avoid mix-ups with other children.

For infants (1 and under):

Diapers (at least a week's worth)

- diaper rash ointment (labeled with name)

Bottles: enough for the whole day (4-5), mixed with formula or pre-filled with breastmilk. (labeled with name and date each day)

Sleep sack for under 1 (optional), a blanket for over 1

2 complete changes of clothes (replace when soiled), labeled with the child's name in a zip lock bag.

All personal belongings should be marked with your child's name. Eating utensils, cups and dishes will be supplied. If any of these items are brought, they must be marked with your child's name, to avoid mix-ups with other children.

Infant and Toddler Program

Infant room: 3months-1 year ish

Older infant room: 1 year- 2 ish)



We are very proud of our infant program at Juniperhaven Preschool. WE are well versed in what are age appropriate activities for infants development. We are also trained in topics such as S.I.D.S., infant CPR and safe sleep practices for infants.

Infants will not necessarily follow the same schedule as the toddlers and preschoolers. They are not capable of sitting still for circle time, may need a morning nap, etc. Infants are always fed on demand. Breast feeding infants need to have an adequate supply stocked and properly labeled with name and date pumped.

A report will be prepared for each infant/toddler (under 2) each day via the Lillio app. It will include things such as, time of bottle feedings, what was eaten, amount eaten, time of diaper changes, time and duration of naps, any medication given, and various comments about the child's day. You love being kept in the loop about your child's day.

The basic needs of the infant such as eating and sleeping will always be our priority. Activities such as art, reading, sensory play and music will be done in a spontaneous manner. The longest length of awake time is after lunch and between their 2nd nap, so the majority of planned activities will happen during this time. Infants are also taught American Sign Language such as signs for all done, more and please. This helps us communicate with those infants who don't yet talk and gives them self-confidence in return. We also teach them fun signs like tiger or friend when appropriate to their play and daily activities.

Toys in the infant and toddler room (12 months-26 months) are chosen with infant's unique child development stages in mind. We love the Lovevery Products. You can find out more about those products at www.lovevery.com We are always striving to provide toys, books and activities that work on a variety of skill sets such as: hand and eye coordination, fine motor skills, gross motor skills, object permanence, social and language skills, spatial orientation, self-awareness, sensory play and of course just having fun. We wholeheartedly believe that play is the best way for children of all ages to learn. Our classroom setup will reflect this and promote a fun natural environment to play and learn.

Preschool Program

Toddler room: 2-3 year olds

Preschool room: 3-5 year olds



Daily Schedule:

7:30-8:00Am	Early drop-off if enrolled in the early drop-off program.
8:00- 9Am	Drop off, child “check-in” breakfast, free play.
9:00-10:30Am	Circle Time
9:15-10:00	Learning Stations
10:11:15	Free Play: dramatic play, block center, art center, manipulatives.
11:15 am-11300am	Clean- up and wash hands for Lunch
11:30pm	Lunch Time
12:00 Pm	Outside Play Time
1:00 Pm	Nap time
3:00Pm	Snack Time
3:15Pm	Sunscreen/Outside Play
4:15Pm	Free Choice time indoors at Centers or tabletop activities
4:45Pm	Clean-up, Get shoes and jacket on and ready for pick up. Afternoon Whole Class Meeting/Wrap up.
5:00 PM	Pick up Time.
5:30Pm	Preschool Closes, Pick up time for families that pay for late pick-up.
6:00pm	Closing Time

We take a Play Based learning approach in our program. The basis of this philosophy is that interest drives play and play drives development. We strive to provide ample uninterrupted playtime. Play is not nearly for fun, it’s how children learn about themselves, new skills and the world around them. In traditional preschool programs in the past, teachers leaned on rote memorization, direct instruction and worksheets to learn the basics. Studies have proven that that kind of learning style alone does not produce a productive learning environment. Children learn best when they are interested and engaged at will and are using more than one or all of their senses.

In the indoor classroom, there are several different inviting centers set up for children to explore and play. Some of these centers remain the same all year and others change as the children show interest in other things. These centers include; a library, a home area with a kitchen with food and babies, block center, literacy and writing area, science area, art area, gross motor area and several centers that rotate based on children interests, holidays and current events. For instance, at Christmas it's fun to turn the kitchen area into a bakery full of Christmas felt cookies and making the small world table into the North Pole. The teachers strive to make the preschool classroom a place where kids can use their imaginations, test theories, problem solve, be creative, curious and interact with their friends.

In the outdoor play space, there are several play centers set up that change throughout the seasons. For instance, during the summer we love to play with bubbles, chalk and water tables. In the fall we love to collect leaves, ride bikes and make dirt pies.

The indoor and outdoor classrooms are always changing to meet the needs of the children. It's truly a space that grows with your child and challenges them to try new things and find their talents.

Routines are very important part of our program. They help children feel safe and secure in their environment. However, you'll notice we don't have a schedule with too many transitions and short activities. Our play time are long enough for a child to really get engaged and dive deep into their play or learning activity. Strict schedules are not appropriate for preschools as they don't allow for the day to eb and flow with the children's moods and interests. If it's a nice day, we might spend more time outside and if it's a rainy day the opposite. For this reason, teachers don't watch the clock to dictate when it's time to go on to the next thing in our day but rather let the children guide them. Since children can't tell time, a set schedule is not necessary but rather a routine. A set procedure for doing things and the same flow of the day, day in and day out.

Meals



We offer breakfast, lunch and afternoon snack at no additional cost.

Children who arrive after meal times should be fed before they arrive. Menus will be posted on the bulletin board just inside the door. Copies of the menu are provided to parents upon request.

Infants should be fed on demand and what is age appropriate.

If your child has allergies, and requires a modified diet, we must be notified of this in writing. An appropriate substitution will be made, when possible. Alternative snack and breakfast options such as GF crackers may be asked to be provided on a weekly basis. We will communicate to you when these supplies are getting low.

Cleanliness / Hygiene

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. With this said, your child may come home with dirty clothes due to an art project or playing outside. An art shirt can also be provided to protect your child's clothing. Please send your child to school in clothes that appropriate for play, getting dirty and moving around.

All employees are required to wash their hands frequently. A soapy water spray and bleach/water spray is used to sanitize and disinfect all surfaces in the kitchen, bathrooms, play areas and diaper changing stations. This solution is the only sanitation method approved by the State for licensed childcare while children are present.

Infants sleep in separate cribs or pack and plays, with clean sheets if being shared with another infant. Beginning at toddler age, wipeable nap mats are used. Each child has an assigned nap mat and blanket that are washed weekly (or as needed).

Fire Drills

We are required by state licensing guidelines to do 1 fire drill per month. We will vary the time of day to help the staff and children prepare to evacuate the building quickly and safely. Pack and plays with wheels are used to transport infants and nonwalking toddlers to the emergency meeting area.

The designated meeting area is in the parking lot of Goodie's Factory. In the event of a real emergency, if this area is deemed unsafe, it is left up to the discretion of a director. A parent or emergency contact will be notified of the emergency and be asked to pick up child as soon as possible.

Toilet Training

When you feel your child is ready for toilet teaching we will partner with you to assist in this process. We will follow through and encourage your child while in our care. The child must be showing signs of readiness. Every child is different but the average age is somewhere between 2 and 3. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home and that a potty routine at home, will not automatically transfer to a potty routine at school. While potty training please provide 3 changes of clothes for us to keep in their cubby and replenish as needed.

During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove in a hurry.

We do not mind changing a child after an accident and we never shame them. We just encourage them to use the potty next time and give them positive feedback when they do make it to the potty in time. If you are using a sticker or candy for a positive reward, we are happy to continue that at school. If child is consistently having more than 2 accidents a day, you will be notified and we will put them in a pull-up. We will still take them to the bathroom every hour or as needed. It takes some children weeks to get the hang of potty training and others months.

Your child does NOT need to be potty trained before graduating to the preschool room. While most are, we understand that each child is different and therefore may take more time to be fully potty trained. We will work with you to your child to learn potty training habits in a way that is respectful of where they are developmentally and being sensitive to any life trauma or circumstances that may have hindered this happening at a "typical" age.

Nap / Quiet Time

There will be a designated nap/rest time each day. State licensing rules dictate that rest time **MUST** be offered and after a 20-40 min time period if the child is not asleep they will be given a quiet activity such as materials to draw or legos.

Rest time gives children a much needed break during the day. Without rest time, some children are argumentative in the afternoon, shorttempered with others, and not real happy when they go home in the evening. Naptime starts at 1245-1 and ends appox at 230-300 for most children.

Infants nap at varying times and their schedules will be accommodated. Somewhere between 10 and 24 months, children usually drop down to one nap per day. At this time, we will attempt to put them on the scheduled nap/rest period. We will take the child's cues on when they are ready and also the parent's input.

Special Needs

Juniperhaven Preschool will make all reasonable modifications to our policies and practices to accommodate children with special needs, unless to do so would be a fundamental alteration of our existing program. Each child will be evaluated on an individual basis to determine eligibility.

The owner has over a decade of experience with children of special needs including; Autism, Down Syndrome, ADHD, ADD, Mood Disorders and high risk food allergies. She shares with knowledge with her staff, sets policies and trains them to be able to care for a diverse population of children with varying needs. We however reserve the right to disenroll care if we feel caring for ANY child would put the other children and teachers in an unsafe environment. Our number one priority is always safety.

School Rules



There are certain school rules that all children will be taught and expected to follow. This is for the safety and well being of everyone. In addition we realize that we must expect a certain amount of wear and tear where children are concerned, we do not want to have our school be "demolished".

Rather than creating a list of No's and Can't we ask children to think of their behavior in regards to the following expectations;

Be Safe

Be Kind

Take Care of Our School.

We are in constant conversations about what kind of behavior is acceptable and unacceptable and what our expectations look like. We encourage parents to use the same expectations at home for consistency.

Other rules that apply are: children may not walk around the center with food, cups or bottles. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Normal wear and tear and kids being kids is one thing. If the destructive behavior becomes a pattern, that's when reimbursement will be discussed.

Please support us in the enforcement of these rules in order to create a better environment for all.

No smoking is permitted on campus at any time. This includes parents and staff per state law.

Guidance Policy

Our guidance policy describes how we guide children to make smart choices, regulate their bodies and emotions and how we deal with conflicts.

The welcoming learning environment is set up to encourage positive behavior and minimize frustration, with consistent routines and materials that can be accessed and put away independently.

Our philosophy with children comes from an empathic and developmentally appropriate approach. We use the Conscious Discipline model to guide our guidance policies and procedures when working with challenging behaviors. For more information on Conscious Discipline, go to this site to check out their free webinars.

<https://consciousdiscipline.com/e-learning/webinar/>

For Preschoolers:

For children three years and older, Conscious Discipline guidance policies focus on helping them develop self-regulation, problem-solving skills, and social-emotional awareness. At this stage, children are more verbal, more independent, and beginning to understand cause-and-effect relationships. The approach remains connection-based, but expectations and strategies evolve to match their growing abilities.

1. Creating a Safe and Predictable Environment

- Clear expectations are established using positive language: "Use walking feet inside" instead of "Don't run."
- Consistent routines and rituals provide a sense of security (morning greetings, clean-up songs, breathing exercises).
- Safe spaces for self-regulation (like a "Safe Place" with cozy items, mirrors, and breathing visuals) encourage children to manage emotions.

2. Teaching Self-Regulation and Emotional Awareness

- Naming emotions and guiding children to express feelings: "I see you're feeling frustrated because the puzzle piece won't fit. Let's take a deep breath and try again."
- Teaching self-regulation tools like "S.T.A.R." (Smile, Take a deep breath, And Relax) or "balloon breathing."

- Modeling calm responses to stress and frustration so children learn from observation.

3. Connection Before Correction

- Noticing language: “You pushed your friend. He looks sad. Let’s check in with him.”
- Offering choices to build autonomy: “Would you like to clean up the blocks first or the crayons?”
- Using “I Love You” rituals (touch, eye contact, presence) to help children feel valued before addressing behaviors.

4. Conflict Resolution and Problem-Solving

- Guiding problem-solving instead of punishing: “What could you say to your friend if you want a turn?”
- Encouraging peer interactions: “Let’s ask your friend how they feel about what happened.”
- Using time-in instead of time-out—staying with the child to co-regulate rather than isolating them.

5. Setting Boundaries with Empathy

- Using assertive language instead of threats: “It’s time to put the toys away now” (calm, direct voice).
- Allowing natural consequences when appropriate: If a child refuses to put on their coat, they may feel cold outside but can come back and try again.
- Holding limits with kindness: “I won’t let you hit. If you’re feeling mad, let’s stomp our feet instead.”

6. Encouraging Responsibility and Cooperation

- Assigning classroom jobs to foster independence and community.
- Using visual schedules to help children anticipate transitions.
- Celebrating helpful behavior with encouragement: “You helped your friend zip their coat. That was kind!”

At this age, discipline is about teaching, not punishing

If a certain behavior has become a regular issue, we will be having discussions with the parents about it. I however want to have more positive discussions about your child in their presence than negative ones.

If a child’s behavior like biting, hitting, destroying property or consistent disregard of our expectations becomes an issue because it is putting other children’s safety at jeopardy or is causing a huge disruption to our daily routine; we will use all our resources and carefully thought out guidance techniques and will implement them in a behavior plan discussed with the parents at a face to face conference. The conference will be set up a time so that the conversation will be confidential and free of distractions. The behavior plan will layout a time period in which we must see progress from the child and the behavior improving. If we see no progress within that set amount of time, termination of the child from the program may be an option.

For Toddlers and Infants:

Guidance policies for children two years old and younger, when using Conscious Discipline, focus on creating a safe, nurturing, and responsive environment where children feel secure and connected. Since toddlers are still developing self-regulation skills and have limited verbal abilities, guidance at this age is more about modeling, connection, and co-regulation rather than traditional discipline. Here's what it typically looks like:

1. Building a Secure Attachment

- Responsive caregiving is key—teachers and caregivers consistently meet children's needs with warmth and predictability.
- Eye contact, a soothing voice, and gentle touch help children feel safe.
- Establishing rituals and routines fosters security, such as a morning greeting song or a consistent way to transition to nap time.

2. Modeling Emotional Regulation

- Caregivers model deep breathing and calm responses when handling stress or big emotions.
- Adults name emotions ("You're feeling frustrated because the block fell") to help build emotional vocabulary.
- Using mirror neurons, caregivers demonstrate how to handle emotions instead of just telling children what to do.

3. Using Connection-Based Discipline

- "I See You" approach: Acknowledging children's feelings without judgment. Example: "You're crying because you want the toy. That's hard."
- Redirecting behaviors with positive phrasing, like "Hands are for gentle touches" instead of "Don't hit."
- Encouraging connection before correction—using loving touch, eye contact, and soft tones to guide behavior.

4. Safe and Developmentally Appropriate Limits

- Setting clear but simple expectations: "Food stays on the table."
- Using natural consequences when possible: If a child throws a toy, the toy is put away for a short time.
- Ensuring the environment is safe for exploration to prevent constant "No's" that can lead to frustration.

5. Co-Regulation Strategies

- Helping toddlers calm down with them, rather than expecting them to calm down on their own.
- Using physical comfort like holding or rocking when a child is upset.
- Encouraging deep breathing techniques, even if they can't do them independently yet ("Smell the flower, blow out the candle").

6. Encouraging Problem-Solving in Simple Ways

- Offering choices to build autonomy: “Do you want the red cup or the blue cup?”
- Helping them practice waiting and taking turns through playful interactions.
- Using “noticing language” to reinforce positive behavior: “You gave your friend a toy. That was kind!”

At this young age, connection is the foundation of discipline. The goal is not to punish but to help children feel safe, develop trust, and learn emotional regulation through the support of loving adults. If a certain behavior is becoming a concern, we will discuss this with parents and if needed set aside a time for a meeting to discuss next steps and resources.

Reporting Requirements

All Juniperhaven staff are mandated reporters to the Department of Human Services. This means if we feel a child is being abused or neglected we are required to report it. For this reason, always be sure to let your teacher if he/she has any visual cuts or bruises that might cause speculation of child abuse. We need to keep an honest and open line of communication going about all accidentally injuries so there is no room for speculation about what happened. When your child gets hurt at school and there is a scrape or bruise that will most likely be present longer for 24 hours, we are also required to document that on an injury report. The report will tell what happened and was done to help the child, i.e. ice, band aide etc. The parent at pick up will be asked to sign the report and it will remain in your file. This report may come handy if your pediatrician questions a bruise. You can then give them a copy of the report proving that it was a simple childhood injury at preschool and therefore not the product of abuse or neglect.

If you ever feel that Juniperhaven is not operating in a safe manner, please bring the matter to our attention. If you desire a copy of the state licensing guidelines, we will be happy to supply you one. We are proud to say we follow state licensing guidelines to the letter. Our staff is highly trained in knowing and complying with all applicable state and childcare division regulations. If you observe something that you know is a violation of state licensing rules, you can report the incident by calling the Department of Human Services at 541-947-1400.

Termination Policies

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure of parent to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation or trust between parent and provider
- Failure of child to adjust after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook guidelines+

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. **Parents are required to give 1 month's written notice when they decide to terminate child care. The month's notice will be paid in full, regardless of whether or not the child is in attendance.**

We will give one month's notice of termination for which tuition is due, whether or not the child is in attendance. The owner reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the wellbeing of the provider or other children in attendance. Reimbursement beyond the two weeks will be given by the 5th of the next month.

Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. We reserve the right to pass all accounts not settled within 30 days over to a collections agency regardless of amount owed. Small claims court will also be used if a collections agency is not available. _____

Sick Policy:

It is our goal to create a healthy and safe place for children to learn and play. We strive to keep our school a clean place and have procedures in place to prevent the spread of germs such as washing hands frequently and sanitizing all furniture, dishes and toys used on a frequent basis.

When your child exhibits the following symptoms at school or home, they will need to stay home until the symptoms have subsided for **24 hours**

- Fever: Fever is defined as having a temperature of 100.4°F (a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

When your child exhibits the following symptoms at school or home, they will need to stay home until the symptoms have subsided for **48 hours**

- Diarrhea (3 incidents in a 24 hour period)
- Vomiting

If your child has been diagnosed with Handfoot and Mouth:

Excluded from care until it has been 48 hours since any new blisters have formed and all sores are dry and scabbed over.

In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

Please let the director know about any illness or diseases your child has been diagnosed with such as Hand Foot and Mouth, Lice, RSV etc. We like to communicate to all families in the center via the communication app as

soon as we know these type of illness are present so that they can be vigilant with observing symptoms and take extra hand washing precautions.

These rules are also strictly enforced by DHS. Thank you for your cooperation and for helping us keep Little Juniperhaven Preschool a safe, healthy and fun place to learn and play.

Sick days will not be credited towards the next month. The tuition pays to reserve your spot and pay for the monthly overhead of my program and pay me a livable consistent wage.

If in a pandemic, please follow all ECC guidelines provided to you by the directors.

***** I have read the sick policy and agree to adhere to it's policies _____

Medications and Special Conditions or Disablilites



Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written authorization is needed for us to administer ANY medication, prescription or over-the-counter. **NOTE: All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.**

If you child has a serious allergy, medical condition or disability even as small as ADD or a hearing loss, please request an allergy care plan or medication authorization form or a special care from a teacher or director and we will make sure all teachers are aware of the special condition, follow the procedures and it remains in the child's file.

It is our goal at Juniperhaven that your child receives the specialized care that they need. Under certain circumstances, we will let you know if the care needed is above what is in our capacity and have discussion about how to move forward.

We appreciate your business and hope you know that this program is our heart and passion not just a business endeavor. Thank you so much for trusting your child in our care. It is truly an honor and such a joy to watch your child grow and develop personal relationships with your whole family. Thank you for adhering to the

above policies and procedures. Your partnership to make our program run smoothly and efficiently means a lot.

I _____, parent of _____ have read the policies and procedures handbook. I agree to adhere to the rules and procedures outlined in this handbook.

_____ Date _____
Parent signature Printed name

I _____, parent of _____ have read the policies and procedures handbook. I agree to adhere to the rules and procedures outlined in this handbook.

_____ Date _____
Parent signature Printed name