



KID CENTRAL



Church of the Nazarene

9715 SE Powell Blvd.
Portland, Oregon 97226

Sr. Pastor Matt Huff
Childcare Director: Kindi Brumbaugh



Church Office 503-760-6272
Childcare Office 503-761-8432
Fax 503-761-8432

Portlandcentralnaz.org
Outreach@portlandcentralnaz.org



Welcome to Central Church of the Nazarene!

We are blessed and excited that you have chosen us for your child care needs. We know that you have many choices when it comes to your child care and we are privileged that you have entrusted us with your most prized possession – your child.

The Central Nazarene staff has prayed and sought God's will and guidance as we partner with your family in meeting your child care needs. It is our desire that we provide a safe, loving, caring, and enriching environment for every child. We encourage you to let us know if you have any questions or suggestions to better enhance your experience.

We understand that in order for this to be a positive experience we need to work together to ensure that the needs of your child are met. Parental support, participation and communication are vital for the continuity of care.

Please take some time with your child to discuss the idea of childcare or preschool, get acquainted with the facility and teacher, learn the teacher's name, and expect new and fun activities throughout the year. Your encouragement and positive attitude will communicate to your child a sense of safety, confidence and anticipation.

Our program is open **Monday through Friday and offers two sessions per day (7:00am-11:00am; 11:30am-3:30pm)**. You are scheduled for specific sessions and hours per day – please call if you will not be attending class because of illness, taking the day off, or any schedule changes.

These items must be brought in before the first day of attendance:

- Your complete enrollment application and fee(s)
- Current Immunization Records
- A change of clothes, including undergarments (needed for accidents/spills) in a Ziploc plastic bag. All items will be stored in your child's cubby and will be sent home/replaced as needed.
- *If your child is attending the afternoon session (11:30am-3:30pm), please provide whatever sleep aids are needed for your child to feel comfortable during quiet time. We will provide clean linens to be used.*

Please read and review the Parent Handbook. You will find information posted on our program bulletin board regarding upcoming events, schedules, discipline policy, snack schedule, staff names, and news articles.

Messages: All messages must be in **WRITTEN** format (i.e. health matters, schedule changes, etc...)

This program is a ministry of Central Church of the Nazarene. We are distinctively a Christian program. We include Bible based curriculum in the classroom. A copy of our Statement of Faith is available upon request.

If you have any questions please do not hesitate to call the Director, Kindi Brumbaugh at 503-761-8432.

On behalf of Central Church of the Nazarene, I welcome you!

In His Service,

Kindi Brumbaugh, MSW
Director

RECORDED PROGRAM

What is a RECORDED PROGRAM?

The childcare/preschool at Central Church of the Nazarene is a recorded program with the State of Oregon. A recorded program has three requirements: 1) All staff, volunteers, or employees must be a minimum of 18 years of age and pass a criminal background check in the State of Oregon. 2) The program is allowed to only provide care for the same child no more than 4 hours per day. 3) The Recorded Program certificate must be posted in clear view for parents, staff, and others to refer to.

Central Church of the Nazarene Childcare Requirements

Central Church of the Nazarene requires the following, to assure the safety of all people:

- 1) Central Church of the Nazarene abides by all requirements set by the State of Oregon for the "Recorded Program" status (see above).
- 2) Central Church of the Nazarene has annual visits by the Fire Marshall/Sanitation and must pass all safety requirements.
- 3) All doors remain locked at ALL TIMES!
- 4) All staff, who directly work with children, are required to maintain a current Food Handler's License, CPR Certification, and participate in a Child Abuse and Neglect Course.
- 5) All staff are required to complete twelve (12) continuing education hours dealing with child development and education.
- 6) All staff are required to have ten (10) childhood education college credits and/or experience working with children in a similar setting.
- 7) All staff are required to attend monthly staff meetings, prepare lesson plans/activities, post a daily schedule and monthly theme calendar, communicate weekly parent(s)/legal guardian to discuss progress or other information via paper, email, phone, or face-to-face.
- 8) All lesson plans and activities are authorized by the childcare director.

Purpose of the Program

Central Church of the Nazarene desires to provide services to the local community through providing child care/preschool to children ages three to five years old (who have not attended Kindergarten and are potty trained). Two sessions will be offered on Monday-Friday at 7:00am-11:00am or 11:30am-3:30pm.

Description of Program Activities

Central Church of the Nazarene will provide age appropriate learning activities that will enhance each child's social, physical, emotional, mental, and spiritual well-being. The activities will be preplanned and organized to address different learning styles. The program will include learning through play, social interaction, sensory experimentation, music and movement, audio and visual presentation.

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Childcare & Preschool
TUITION RATES AND FEES
Effective through August 31, 2015

Activity Fee \$50.00 per year
Non-refundable

Childcare/Preschool Tuition Rates

3 to 5 years. *Must be potty trained and never attended Kindergarten.*
Children are allowed to attend only one session per day. 3 day per week minimum.

Daily \$20.00 per day

Childcare/Preschool Sessions

There will be 2 sessions per day with a maximum of 12 children per session. The sessions will be offered Monday through Friday.

The following sessions:

Session One	7:00am-11:00am
Session Two	11:30am-3:30pm



Program Holidays

Tuition is due on days that the program will be closed. If a holiday is on a Saturday, then Friday will be the observed holiday or if the holiday is on Sunday, then Monday will be the observed holiday and the program will be closed. The closed holidays are as follows:

*Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day
New Years Day
Martin Luther King Jr. Day
President's Day
Memorial Day
Independence Day*

Registration Process

- 1) Complete application
- 2) Parent and Child meet with childcare director
 - Tour the facility
 - Child evaluation
 - Review and Sign policy and procedures
 - Sign Contract
 - Provide a copy Immunization Record
 - Provide a copy of child(ren)'s medical insurance card
- 3) Pay application fee and first week/month payment
- 4) Classroom teacher will contact you.
- 5) Bring your child to class!

Payment

Central Church of the Nazarene accepts checks and money orders. **No cash payments** will be accepted without approval from business office.

DHS payments are accepted!

Please review the payment policy in the handbook and on your individual contract.

***Please make checks and money orders payable to: Central Church of the Nazarene
9715 SE Powell Blvd.
Portland, Oregon 97266***

Daily Schedule



Session One

7:00am-8:00am	Arrival, Organized play
8:00am-8:15am	“Good Morning” Circle
8:15am-8:30am	Lesson
8:30am-8:45am	Music and Movement
8:45am-9:00am	Bathroom Break
9:00am-9:20am	Snack
9:25am-9:55am	Recreation
10:00am-10:30am	Craft
10:30am-11:00am	Play Stations
11:00am-11:15am	Bathroom Break
11:15am-11:00am	Read a story/Clean up
11:00am	Dismissal

Session Two

11:30am-11:45am	Arrival, Organized play
11:45am-12:00pm	“Good Afternoon” Circle
12:00pm-12:15pm	Lesson
12:15pm-12:45pm	Craft
12:45pm-1:00pm	Bathroom Break
1:00pm-2:00pm	Rest time/Quiet Activity
2:00pm-2:15pm	Snack
2:15pm-2:30pm	Music and Movement
2:30pm-3:00pm	Recreation
3:00pm-3:15pm	Bathroom Break
3:15pm-3:30pm	Read a story/Clean up
3:30pm	Dismissal

What to Bring on the First Day

- Any paperwork or payment needed in order for your child to attend class.
- An extra change of clothes and undergarments in a ZIPLOC bag. This will remain in your child’s cubby and exchanged as needed.
- If your child will be attending Session Two, then please bring any sleep aids that will comfort your child during nap/quiet time. We will provide clean blankets for every child.

Drop-off Procedure

Safety is our top PRIORITY! Therefore, anyone eighteen years or older may drop off and sign in a child. Please escort your child to their classroom and communicate with the teacher that your child is in the classroom before leaving. When dropping off your child, it is inevitable that “goodbyes” are sometimes hard. We ask that you give a **quick** hug, kiss and say goodbye, then leave. Long drawn out “goodbyes” are not helpful for the parent, child, or the teacher. This will allow the child to adapt more quickly. Please understand that this process may take a few weeks, but with consistency, your child will adjust!

Pick-Up Procedure

Safety is our top PRIORITY! Therefore, anyone eighteen years or older and who is on the “approved pick up list” and “emergency contact list” provided by the parent/legal guardian will be the **ONLY** people to sign out and leave with the child. It is crucial to keep the business office updated with any changes. Removing and adding people to the approved pick up list is always permitted with a written request.

Snack Policy

Snacks will be provided during each session. A snack schedule will be posted on the bulletin board.

Illness Policies

Children pass common colds and flu's around continually. It is our desire to manage illness very carefully for the safety of all children and staff. Therefore the following policies have been set into place:

- Children who have been ill within the last 24 hours with 100 degree temperature or higher, vomiting, diarrhea, chronic cough or symptoms that appear to be contagious ***will not*** be permitted to attend until the symptoms have been non-existent for a minimum of 24 hours without the use of reducing symptom medication (fever/diarrhea reducing medication).
- A parent/legal guardian will be notified if a child becomes ill while in our care. If the parent/legal guardian is unable to be reached, then the emergency contacts will be notified. The child must be picked up within one (1) hour of being contacted.
- An Illness Report will be completed when any child becomes ill while in our care. The parent will sign the form upon pick up.

Medical Policies

- All children must have a Medical Emergency Form on file in the business office.
- Central Church of the Nazarene ask parents of children who are on prescribed medications to make every effort for the delivery of medications to be completed at home.
- In the event that a child needs medication, a parent/legal guardian must complete a medication delivery form.
- All medication to be delivered must be in its original container and not expired. Instructions on the form must be completed thoroughly, precise, and legibly written. Medical forms may be requested from any staff member.
- All medication must be delivered and handled by the director or lead Teacher. Upon each delivery, the director/lead teacher must complete a Delivery Form.
- To help prevent the seasonal burns and increase UVA/UVB protection, we will apply ***sunscreen cream*** to the children as needed. If you want to provide your own ***sunscreen cream (no aerosol or spray sunscreen allowed)*** please do the following:
 - Label it with your child's name
 - Fill out a medication form
 - Turn it in to a Lead teacher or Director
- All staff and teachers working directly with any children will be CPR/First Aid Certified. Antibacterial/First Aid Creams may be administered when needed if a child has discomfort due to a splinter, scrapes, or any minor injury that may occur during regular activity and play. Treatment may be administered if deemed necessary by the poison control operator or any other medical expert in case of an emergency.
- An Injury Report will be completed anytime a child is injured or needs any form of CPR/First Aid. The parent will sign the form upon pick up.

Mandatory Reporting

Central Church of the Nazarene Childcare mandates that all staff who are working directly with children must participate and complete a Child Abuse and Neglect Course. All staff who interact with children, either on-site or off-site, are mandated by the State of Oregon to report any suspicion of or witnessed abuse or danger to a child. This includes but is not limited to physical, sexual, emotional, and mental abuse. Any doubt or report by a person must be reported to Child Protective Services.

Recreation Policies

All recreational activities provided will be age and developmentally appropriate. There will be no water activities that will consist of standing water. If there are activities planned that may result in your child getting wet (splash games, experimenting, sensory activities), you will be notified at least seven (7) days in advance.

Family Disputes

Central Church of the Nazarene recognizes that families may be experiencing custodial disputes. It is our desire to remain unbiased and to provide support for your child. The childcare will not be the site for custody disputes.

Under Oregon state law, children may be visited at, by or may arrive/depart with their parent/legal guardian unless documentation has been provided that states the contrary. The documentation must be a signed, stamped and official court order.

Children who are being cared for or by a legal guardian, other than their biological parent(s) must have legal documentation of the custody agreement (i.e. guardianship papers) and provide the childcare center with an unofficial copy.

Discipline Policy

Central Church of the Nazarene Childcare desires to assist parents in teaching children right from wrong based upon the principles of Jesus Christ. It is our prayer that with guidance and love, every child will learn to honor and respect others as well as themselves. It is our policy to teach children that there are logical consequences to every action. We are sure to provide redirection, removal from privileges, "time-out" (removal from the audience) and "time-in" (taking advantage of the "teachable moment"). Time out will not exceed a minute per age and/or take into account the child's individual development. A Behavior Report will be completed if the concerning behaviors are chronic.

When conflict arises the following procedure will occur:

1. Redirection and set a clear expectation. The child will make eye contact and repeat in his/her own words the expectation
2. Redirect, remind of the set clear expectation, and state a natural logical consequence. The child will make eye contact and repeat in his/her own words the expectation and consequence
3. Redirect and follow through with consequence
4. After the consequence is served, the child and staff will talk at eye level and discuss the behavior and expectation
5. The child will apologize and repeat in his own words his understanding of the expectation
6. The teacher will affirm the child and reintegrate the child into the group

Behavior Policy

Central Church of the Nazarene Childcare staff are here to enhance your child's physical, emotional, mental and spiritual well-being. Staff will be available to meet with parents face to face, email, or phone to discuss any behavioral issues or concerns that may arise in class. Resources are available for children who appear to be struggling with behavioral and emotional issues. Please contact the director for further information.

Children are expected to behave in a manner that is healthy and safe for self, peers, others, and property. Taking into the consideration of age and development of the child, if behaviors escalate into physical aggression towards self, others, or property a parent/legal guardian will be called to pick up their child within one (1) hour. If a parent/legal guardian can not be reached, then the emergency contact list will be called to pick up the child within one (1) hour. The child will be separated from other children and will remain with staff until picked up. Staff will be required to document the incident in detail. The director will be notified.

Insurance Liability

Central Church of the Nazarene maintains current liability coverage for church owned vehicles. Alternate non-church/center vehicles must be approved by administration and maintain current liability coverage. All parent/legal guardian(s) must give written permission for transportation in any vehicle when the child is participating in a childcare event.

Central Church of the Nazarene provides no medical or liability coverage for transportation provided by private adult drivers of whom the parent/legal guardian has authorized to drop off/pick up and transport child to/from the childcare campus. Any accidents, injuries, medical problems or other problems that occur during such transport shall be strictly the responsibility of the driver and parent/legal guardian of the child.

Childcare & Preschool
APPLICATION
 Effective through August 31, 2015

Child's Name	Age	DOB	Lives with whom?
		/ /	
Address		City	State Zip
Parent/Legal Guardian 1		Reside with child?	Relation to child?
Address (if different from above)		City	State Zip
Email Address		Phone #	Alternate Phone #
		() -	() -
Parent/Legal Guardian 2		Reside with child?	Relation to child?
Address (if different from above)		City	State Zip
Email Address		Phone #	Alternate Phone #
		() -	() -

Office Use Only: Date: _____ Initial: _____
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Name of Child: _____ **D.O.B.:** _____ Childcare & Preschool
Emergency Contact Information
 Effective through August 31, 2015

Please list three (3) people that can be notified in case there is an emergency and we are unable to reach a parent/guardian. We will start at the first contact and follow as needed.

Contact	Name (First and Last)	Phone #	Alternative #
Contact 1			
Contact 2			
Contact 3			

Authorized Person(s) to Pick Up Child (excluding Parent/Legal Guardian)

Name (First and Last)

My signature below authorizes Central Church of the Nazarene Childcare to notify the emergency contacts listed on this form, if they are unable to reach me, in the event of an emergency. I give my permission for the Emergency contacts and Authorized person(s) listed on this form to pick up my child from this childcare center.

 Parent/ Legal Guardian Signature Date

Office Use Only: Date: _____ Initial: _____
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Name of Child: _____ **D.O.B.:** _____

Childcare & Preschool

Medical Form

Effective through August 31, 2015

Parent/Legal Guardian 1	Phone #	Alternative Phone #
	() -	() -

Address: _____ City _____ State _____ Zip _____

Parent/Legal Guardian 2	Phone #	Alternate Phone #
	() -	() -

Address (If different from above): _____ City _____ State _____ Zip _____

Emergency Contacts	Name (First and Last)	Phone #	Alternate Phone #
1		() -	() -
2		() -	() -

Physician Name:	Phone #	Insurance Company	Member Id./No.
Doctor:	() -		
Dentist:	() -		

Allergies for Child: _____ **Medications:** _____

Other Medical Info: _____

I hereby authorize the officials at Central Church of the Nazarene to contact directly the emergency contacts, physician and/or dentist or his/her associates named on this form to render treatment as may be deemed necessary for the said child. In the event that I cannot be reached in a medical or dental emergency, I authorize treatment for my child to preserve life and prevent disability and/or minimize/repair trauma to teeth, jaws, tongue and gums to begin without delay. In the event that the parent/guardian and/or emergency contacts on this form cannot be reached, Central Church of the Nazarene Childcare and officials are authorized to take whatever action is deemed necessary for the health, safety, and wellbeing of the said child including transporting the child to necessary healthcare facilities. I agree I am solely responsible for the payment of all costs resulting from medical emergency and transporting services.

Parent/Legal Guardian Signature

Date

<p>Office Use Only: Date: _____ Initial: _____</p>

Name of Child: _____ D.O.B.: _____

Childcare & Preschool

Policy and Procedure Form
Effective through August 31, 2015

Please make an "X" next to each, authorizing that you received a handbook and understand Central Church of the Nazarene Childcare's policies and procedures:

- Recorded Program
- Daily Schedule
- Tuition and Fees
- Illness
- Medical
- Mandatory Reporting
- Recreation
- Family Disputes
- Discipline
- Behavior
- Insurance Liability
- Drop off/pick up Procedure
- Emergency Contact

I have received, read and understand the above policies and procedures of Central Church of the Nazarene Childcare.

Parent/Legal Guardian

Date



Please note that Central Church of the Nazarene Childcare will photograph children during activities for publicity purposes such as face book entries, webpage, children programs, and bulleting boards. Photographs will NOT be distributed or used for financial gain. Please sign below for your permission to photograph your child. If there is NOT a signature, then we will NOT photograph your child for any reason, even for programs or class projects.

Parent/Legal Guardian

Date

Office Use Only:
Date: _____
Initial: _____

