

Relief Nursery

1720 W. 25th Ave.

Eugene, OR 97405

343-9706

1950 N. 2nd St.

Springfield, OR 97477

284-2474



2009-10

Parent Handbook



Counseling Services

Toddlers and preschoolers tend to struggle with behaviors such as hitting, biting, and being overly fearful, shy or anxious.

Counseling services are available, at no cost, for Relief Nursery children and families who have a medical card (OHP). These services are provided by qualified mental health professionals. Individual, play, and family therapy is offered. In addition, group skills development is provided in Relief Nursery classrooms. Counseling services are available at the Relief Nursery, in the home, or in the community.

If you are interested in these services, have your Relief Nursery service provider refer you to this program.



**Relief Nursery,
Inc.**

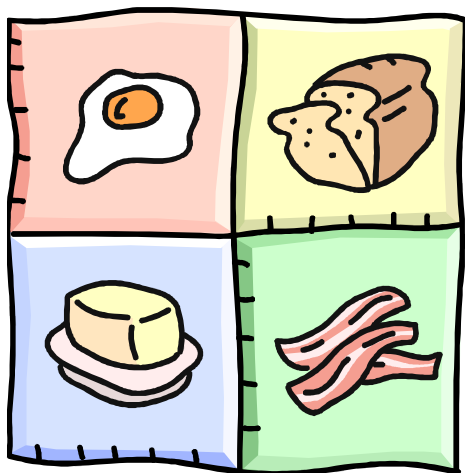
**Keeping children
safe and families
together**

Special Education Services

We help support healthy development in children by assuring that each child receives developmental screens for language, thinking, motor and social/emotional development. When possible delays are noted in any of these areas, our Special Education Consultant can provide support and information for parents about special services available for their children.

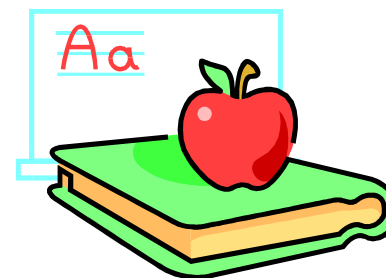
EC-CARES works with the Relief Nursery to provide services to children who have special needs. Parents participate in developing a plan that will address their child's individual needs. The goals on the plan will be made a part of the child's goals in the classroom. Special developmental support and training is provided to the child in their classroom setting.





Health and Nutrition Services

- Health, wellness, safety and nutrition information for parents and children
- Height, weight, hearing and vision screenings for children
- Developmental assessments and referral for children
- Nutritious USDA breakfast and lunch each day
- Resource referral for family health issues



Welcome!

Welcome to the Relief Nursery. We believe that you are your child's most important teacher. We will provide a warm and nurturing experience for your child in the classroom. Please take some time to look through this Parent Handbook and then keep it to refer to throughout the year.

If you have any questions, do not hesitate to talk to your child's teacher, the front desk receptionist, or the Executive Director of Programs. We want you to be satisfied and comfortable with your child's experience in our Relief Nursery classrooms.



Family Services

School Calendar 2009-10

September 16	Classes Begin
September 29	Board Picnic
Oct. 28 & 29	No School—Conferences
November 11	Veteran's Day
November 26 & 27	No School—Thanksgiving
Dec. 19—Jan. 3	No School—Winter Break
Jan. 18 & 19	No School-Holiday/Training
February 15	No School—Presidents' Day
March 20—March 28	No School—Spring Break
April 14 & 15	No School—Conferences
May 31 & June 1	No School-Holiday/Training
July 5 & 6	No School- Holiday/Training
Aug. 21—Sept. 6	No School—Summer Break

This calendar subject to change throughout the year. Staff will update you on any changes.





Support Services

- Respite Care
-
- Clothes Closet
-
- Food Mobile & Food Nights
-
- Parent Resource Room
-
- Parent Education and Support
-
- Transportation Assistance
-
- Holiday Gift Assistance
-
- Holiday Food Baskets

Bathroom Supervision

Children are to be escorted to and from the bathrooms by a staff member. If the child does not need help the staff member will remain at the open door of the bathroom. If the child needs help the staff member will provide it. Groups of two or more children using the bathroom will be monitored by a staff member. Only paid staff members may assist or monitor children using the bathroom (including on field trips).

Child Abuse Reporting

Relief Nursery staff are required by Oregon law to report any suspected child abuse or neglect to Department of Human Services Child Welfare. In the event this happens, we offer support and will work together with you to develop positive solutions.

Complaints

If you have a complaint you are encouraged to contact the Relief Nursery Executive Director of Programs at 343-9706. You may also call the Child Care Division with your complaint at (541) 947-1400 (ask for the certifier).



USDA Non-Discrimination Statement

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.”



Accessing Success

Serving parents of all Relief Nursery programs who want to live and maintain a drug-free lifestyle, we offer peer support, individual and couples counseling and home visits. Peer support workers help parents with recovery issues or parents whose lives have been affected by the disease of addiction in family members. Workers can offer rides to community recovery meetings, community referrals and advocacy. We also offer anger management and parenting classes. In addition, we have Parents For Recovery, a support group. Childcare, dinner and limited transportation is available for all of our evening classes. If you are interested, ask your child’s teacher to refer you to Accessing Success.

Therapeutic Early Childhood Program

When Your Child Is Sick At Home

Please contact your child's teacher or the receptionist as soon as you know your child will not be coming to class. If your child is sick we will want to know what type of illness your child has so that we can let other families know what symptoms to look for in their child.



When Your Child Is Sick At School

We will call you, or the emergency contact number, to come pick-up your child.

Please make sure that emergency contact information is current and let your child's teacher know of any changes in information.

CENTER BASED CLASSROOMS

Our early childhood classrooms are for toddlers and preschoolers. Classrooms are set-up to help each child feel safe and successful. Children attend class two days each week. They are served breakfast and lunch each day. The class schedule includes meals, free choice time, outdoor play, story and music times and planned field trips. There are two teachers and at least one volunteer in each classroom. Families receive a minimum of one home visit each month. During home visits, parents work with teachers to support their child's growth by using resources available in their home and the community.

HOME BASED CLASSROOMS

Our Home Based classrooms are for infants and young toddlers. Classrooms are set-up to help each child feel safe and successful. Children attend class one day each week. They are served breakfast and lunch in class. The daily schedule includes meals, free choice time, outdoor play, story and music times and planned field trips. There are two teachers and at least one volunteer in each classroom. Families receive one home visit each week. During home visits, parents play with their children and work with teachers to support their child's development.

Arrival & Departure

Children must be escorted by an authorized adult to and from the classrooms. No child may enter or exit the Relief Nursery unescorted by an adult. All children will be assisted by adults when getting on and off buses. No child will be left in a classroom unless a staff member is present.



Field Trips

Parents are notified in advance of field trips, including information about location and schedule. All buses are driven by an approved staff driver. We provide parents with a form that gives permission to transport your child in our buses. Check with your child's teacher about assisting with these outings.



Keep Your Child Home If:

- They have an oral temperature over 99.6 degrees. Then, keep them home until their temperature has been normal for 24 hours.
- They have a sore, red throat.
- They have a cold with a hacking cough.
- They have diarrhea or have been vomiting in the past 24 hours.
- They have a non-clear discharge from the nose.
- There is a yellow discharge from the eyes.
- There is a rash.
- There is untreated wheezing.

Confidentiality

The Relief Nursery believes that every family has the right to be respected and honored. We respect your right to privacy. We keep the valuable information you share with us confidential. Files are stored in locked cabinets and are available on a need-to-know basis to those staff working with your family. Only the parents or the legal guardian signing the enrollment forms will have access to these records (unless we receive a subpoena or a court order requesting the records).



Medical Emergency

Staff have been trained to follow emergency procedures. A staff member will stay with the injured or sick child at all times and administer first aid if necessary. The parent, guardian, or other emergency contact will be notified. Emergency medical services will be called if required.

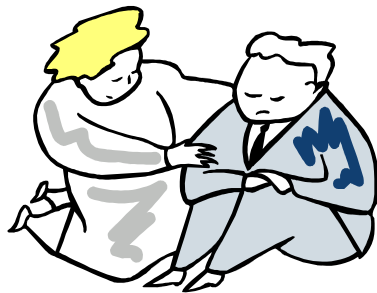
School Closure Due To Weather

The Relief Nursery follows the school district's decision to keep schools open or to close them. Please listen to the radio. If your local school district cancels school, your Relief Nursery class will also be canceled.



Emergency Plan

The Relief Nursery has an emergency evacuation plan in place in case of fire, flood, earthquake or other emergency situation. This plan is available to you at the front desk if you would like specific details. In case of emergency evacuation, the parent, guardian or other emergency contact will be notified where to pick-up the student.



Discipline

When necessary, we incorporate discipline that works on behavior management, consistency, and building self-control. We help children develop problem-solving skills and learn how their behavior effects others and things around them. We use approaches that are based on the situation and the child's age and stage of development. With our support, children learn self-control in a loving positive way. We encourage children to express their feelings with words. The Relief Nursery staff never spank, scream at, isolate, or humiliate children.

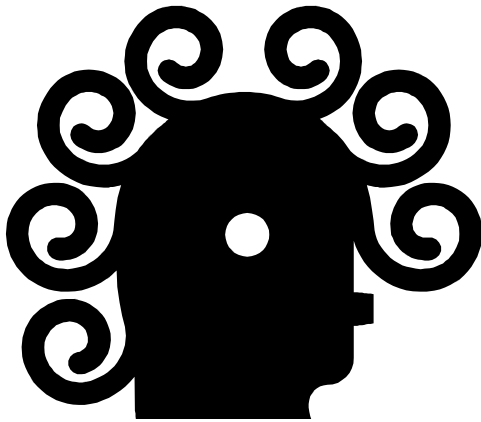
We believe that an important part of care for young children includes holding, hugging, and touching them in positive ways. Children will be touched when it is appropriate and left alone when they prefer not to be touched. We purposefully support children's efforts to control their personal space and to respect others.

IMPORTANT POLICIES



Head Lice

Head lice is common among children. It is also very contagious! Therefore, we check the heads of all children each day (before they board the school bus and before they enter the classroom). If your child has head lice, they will not be transported to the Relief Nursery. If your child arrives at school with head lice, you will be called to pick your child up immediately. Children with head lice may not return to class until they are nit free. Ask your child's teacher about effective treatment for head lice.



School Bus Transportation

The Relief Nursery provides limited transportation to and from class on our buses. School bus rides are offered, when available, to children who are unable to attend class without it. For things to go smoothly on our bus routes we need you to remember:

- To be ready and on time
- Call your child's teacher or the receptionist if your child does not need to be picked-up that day
- Only a person listed on the "release" form can accept your child at drop-off time.
- Repeated problems at pick-up or drop-off time may result in your child losing a bus seat
- Let us know right away about any changes in pick-up, drop-off or release information
- We reconsider family transportation needs every 6 months