



**EARLY CHILD DEVELOPMENT PROGRAM  
FAMILY INFORMATION HANDBOOK  
2021-2022**

**Main Site**  
1379 SW 15<sup>th</sup> St.  
Redmond, OR 97756  
541.504.9060

**Mailing Address**  
PO Box 1810  
Redmond, OR 97756

Creating connections for youth to thrive in our community through meaningful, fun, real-world experiences.



Dear Families,

Welcome to the REACH Early Child Development Site!

### OUR HISTORY

The Redmond Community Child Care and the Boys & Girls Clubs of Central Oregon, opened in 1994 as a community effort. Each has been a part of the fabric of the Redmond Community for 25 years. Just like every other business, each of these organizations has seen their fair share of good times and hard times. One became the Redmond Learning Center and Child Care, and one became REACH. And now, they have joined together to provide a continuity of care for youth and families from cradle to career.

### REACH MISSION

Creating connections for youth to thrive in our community through meaningful, fun, real-world experiences

### WHAT WE DO

REACH is a non-profit child development-focused environment, providing age appropriate activities to support physical and cognitive development, daily social experiences to build and strengthen resiliency skills and creating strong relationships as a team with working families to prepare youth for the future.

### OUR LEADERSHIP

We have attracted an incredible Board of Directors made up of local business professionals, attorneys, County employees, former City and County officials, retired educators, and school superintendents.

Our Executive Team has a proven track record of success, rescuing the Boys & Girls Club of Redmond after it had been closed, building a vibrant program for school age youth, and developing strong relationships with local financial contributors and grantors.

All of our team members are experienced, educated professionals, registered in the criminal background registry in the State of Oregon.

Each Teacher, Director and Aid has also obtained certifications in the following:

- Infant First aid/CPR
- Child Abuse and Neglect
- Info into Health and Safety
- Prevention is Better than Treatment
- Oregon Food Handlers
- Infant Sleep Program

With the addition of attending at least 15 child development trainings each year to keep our practices current and relevant, we also provide 4 evidence-based and research-developed curricula for staff to utilize in their daily planning.

We are excited and honored that you have chosen our team to become part of your village. Please check out the Family Information Handbook for more information and Enrollment Forms.

In community,

Jenny McKenzie  
CEO

**CREATING CONNECTIONS FOR YOUTH TO THRIVE IN OUR COMMUNITY THROUGH MEANINGFUL, FUN, REAL-WORLD EXPERIENCES**

**Early Child Development** age 3-5 7:30-5:30 M-F

541-923-4854

**Youth Development** K-5 After school – 6:15pm M-F

541-504-9060

[reach@reachredmond.org](mailto:reach@reachredmond.org) [www.reachredmond.org](http://www.reachredmond.org)

# WELCOME TO THE REACH EARLY CHILD DEVELOPMENT COMMUNITY!

## WHAT WE DO

REACH is a non-profit child development-focused environment, providing age appropriate activities to support physical and cognitive development, daily social experiences to build and strengthen resiliency skills and creating strong relationships as a team with working families to prepare youth for the future.

## REACH MISSION

Creating connections for youth to thrive in our community through meaningful, fun, real-world experiences.

## REACH VALUES

- RESPECT: Team work; having a positive influence on others; having fun together; conflict resolution
- ENGAGEMENT: Being a part of a community; striving for improvement; trying new things
- ACCOUNTABILITY: Problem solving; helping community; preparedness
- PROGRESS: Life-long learning; making an impact; strengthening community; preparing youth to work and learn.

## REACH TEAM

- All Teachers, Aids and Directors meet or exceed the minimum State requirements, including:
  - Infant/Child First Aid/CPR
  - Child Abuse and Neglect Identification and Reporting
  - Health and Safety Training
  - Safe Sleep
  - Prevention Training
  - Oregon Food Handlers
- In addition, we provide training in the following evidence based, research based curriculum:
  - Parents As Teachers; an approach supporting healthy child development from birth-school age.
  - Pawsitive Choices; a “discipline” curriculum which focuses on helping children learn emotional self-regulation and supports the development of problem solving skills.
  - Stretch-n-Grow; Health, Nutrition, Wellness and Physical Exercise activities aimed to develop lifelong healthy habits.
  - Creative Curriculum: Teaching Strategies; nationally recognized lesson plans and activities which support the skills required for classroom based education.
  - Conscious Discipline: Trauma informed classroom management techniques for social/emotional learning.
- REACH respects and values our team as professionals, and as human beings. We have designed a schedule which reflects our emphasis on developmentally appropriate bonding, building trust between children, staff and families. This schedule provides for self-care and for the planning required for an excellent experience for our families. We anticipate the same level of respect from our families, to be recognized as a part of your village, with the same values and goals, to provide for the best interest of the children for which we all care.
- These are the formative years in which children are establishing trust in themselves and for the adults in their lives. Which is why we believe that high staff turnover is unacceptable. We invest in high quality individuals, provide them with a professional salary, benefits and training. These efforts are aimed specifically to avoid the industry-wide crisis of the damaging effects of staff turnover. Please engage to care for our care givers by joining the **REACH Family Connection Network**. This group focuses on creating connections among the families in our program and between our families and staff.

## **REACH ACTIVITIES**

The REACH Team uses the 4 Domains of Development as the foundation for creating meaningful and fun activities which support children where they are and gently guide them forward.

- Social-Emotional Development
- Motor Development
- Language Development
- Intellectual Development

## **REACH EXPECTATIONS**

REACH expects every youth, Family Member and staff to follow and model appropriate behavior.

- RESPECT Each other
- RESPECT Equipment
- HAVE FUN

## **PARTNERSHIP EXPECTATIONS**

- Our staff are well-educated and very capable professionals. We receive and provide training in a wide variety of youth development focus areas.
- We aim to respond to the unique needs of each youth and will utilize all of our available resources to ensure a positive experience. These resources include:
  - Information from and communication with Family Members
    - All About Me Form
    - Ongoing throughout the year: any relevant information regarding the home environment that may impact behavior. Please communicate with REACH staff when youth may require additional support. We want to be a part of your team!
  - Input from youth
- REACH holds our families as valuable partners in youth success. Families whose behaviors do not align with REACH's expectations in interacting with our Staff and our Program may impact their youth's enrollment at REACH (i.e. your youth could be suspended or enrollment can be terminated).

## **IMPORTANT REACH DATES**

- REACH Early Child Development Site will be CLOSED on the First Friday of each month for staff training and building maintenance.
- Please see the attached Calendar for additional closures.

NOTE: All dates are subject to change (ex: snow days) or other unforeseeable circumstances.

**REACH Early Child Development Site currently serves age 24 months through pre-kindergarten. (age 5)**

**Children must be at least 24 months old in order to enroll at the Reach Early Child Development Site.**

**<THERE ARE NO EXCEPTIONS>**

***Potty Training mastery is preferred, however we recognize the individuality of each child and the developmentally appropriate regression that often occurs. If your child is not fully potty trained, please share your experience on the provided document so that we can be completely informed and prepared to develop a plan to support your child and your family in this process.***

# REACH Early Child Development Site

September '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30		

October '21						
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31						

November '21						
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28	29	30				

December '21						
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January '22						
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30	31					

February '22						
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27	28					

March '22						
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27	28	29	30	31		

April '22						
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May '22						
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29	30	31				

June '22						
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26	27	28	29	30		

July '22						
Su	M	Tu	W	Th	F	S
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31						

August '22						
Su	M	Tu	W	Th	F	S
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21	22	23	24	25	26	27
28	29	30				

- REACH Closed
- REACH Early Child Development GRAND OPENING!
- CLOSED First Friday Training

REACH charges a flat fee of \$800 per month for Pre-K (age 3-5). Over the course of one year, we average 20 days per month, which equals \$4.00 per hour. This is the median price for childcare in Deschutes County. We accept DHS pay.



**REACH DAILY SCHEDULE AND PICK-UP TIMES**

Time		
7:30-8:30am	<p><b>Drop off and Breakfast</b> Please ensure that your child arrives before 8:15 in order to have time to eat breakfast as we transition at 8:30am</p>	<p>“Kiss and go” drop off at front entrance. Staff will meet your car and help transition your child into the building. If you would like to walk your child in, please park in the marked spots and walk children around to the front doors. Please pack a healthy breakfast for your child if they did not have time to eat before arrival. *Fruit, yogurt, milk, juice, water, granola and oatmeal will be provided to supplement all children if they are hungry, but this is not meant as a substitute for a meal provided from home.</p>
8:30-9am	<p><b>Recess/Transition</b></p>	<p>This is a time to get out the wiggles, put away items from home, finish breakfast clean up, wash hands and prepare for the learning part of our day.</p> <p><b>This is also the final drop off time for families. We strongly encourage drop off before 8:30, but we understand that schedules and families do not always operate on a perfectly timed schedule.</b></p>
9-9:15am	<p><b>Morning Connection Circle</b></p>	<p>This is a VITAL part of setting your child up for a successful day. It is important not to interrupt this time for the children in our activities.</p>
9:15-9:45am	<p><b>1st Learning Activity</b></p>	<p>Teacher Guided Lesson Plan</p>
9:45-10am	<p><b>Morning Physical Activity</b></p>	<p>Focuses on Gross Motor Skills</p>
10-10:30am	<p><b>Morning Centers/ Free Choice</b></p>	<p>Centers provide opportunities to learn through play</p>
10:30-11:30am	<p><b>2<sup>nd</sup> Learning Activity</b></p>	<p>Teacher Guided Lesson Plan</p>
11:30-12:30pm	<p><b>Lunch/Recess</b></p>	<p>Please pack a healthy lunch for your child. *Fruit, vegetables, cheese, yogurt, milk, juice, water, granola and oatmeal will be provided to supplement all children if they are hungry, but this is not meant as a substitute for a meal provided from home.</p>
12:30-2:30pm	<p><b>REST/ NAP</b></p>	<p><b>REACH strongly encourages pick up before 11:30am or after 2:30pm. This is a vital part of a child’s routine. We do not want to disrupt these natural rhythms.</b></p>
2:30-2:45	<p><b>Afternoon Connection Circle</b></p>	<p>Prepares children for the afternoon session</p>
2:45-3pm	<p><b>Afternoon Physical Activity</b></p>	<p>Focuses on Gross Motor Skills</p>
3-3:30	<p><b>Afternoon Centers/ Free Choice</b></p>	<p>Centers provide opportunities to learn through play</p>
3:30-4pm	<p><b>Afternoon Outdoor Time</b></p>	<p>This is more than recess... this is a time to explore nature, guided by staff, to appreciate the weather... in all its many forms, so it is important that weather-appropriate attire is provided from home.</p>
4-4:15pm	<p><b>Mindfulness</b></p>	<p>Yoga, meditation, reading (individual or with teacher) This is a time to focus on the self, to assess, discuss, share and explore our own emotions and wellness.</p>
4:15-4:30	<p><b>Reflection Circle</b></p>	<p>This is a time to chat about the day and prepare to transition home.</p>
4:30-5:30pm	<p><b>Connections Activity</b></p>	<p>This is an opportunity to get to know the other teachers and children as a group within the large open space in the building. Centers/ Free Choice Activities will be multi age appropriate. <b>REACH STRONGLY ENCOURAGES PICK UP BETWEEN 4:30-5:30 to avoid disrupting the natural rhythm of the day.</b></p>

**MONTHLY FEES & REACH HOURS**

- REACH enrollment fee (one time, annual fee) **\$50.00 for one participant, \$75.00 for a family per year and runs from September 1st through August 31st.**
  - Fees are a monthly flat rate
  - Fee must be paid in full before any participant can attend

Days/Hours	Cost	Information
<p>Monday-Friday 7:30am-5:30pm</p> <p>REACH Early Child Development Site is CLOSED on the first Friday of each month for training, prep/planning.</p> <p>Please check our calendar for other dates of closure.</p>	<p><b>36 months-5 yrs: \$800.00/ month</b></p> <p><b>Age 24-35 months: \$1,000/month</b></p> <p><b>Age 6 wks-23months: \$1200/month</b></p> <p><b>Due: 1<sup>st</sup> of each Month</b></p>	<p>REACH will work with families individually regarding half time options. Part time availability is not guaranteed</p> <p>Fee Comparison: REACH charges a flat fee of \$800 per month for Pre-K (age 3-5). Over the course of one year, we average 20 days per month, which equals \$4.50 per hour. This is the median price for childcare in Deschutes County.</p> <p>We accept DHS pay. #WPJ00004**</p> <p>Families will be billed for the difference between REACH rate and DHS payment.</p>

- **FEES**
  - All fees are due by the 1st of each month\*
  - All fees must be paid in advance. REACH reserves the right to refuse any participant(s) carrying an outstanding balance from attending until all charges have been paid.
  - There are no grace periods. If payment is not received on the designated date, the participant’s eligibility to attend REACH may be suspended until the account is paid in full.
  - Fees are non-refundable and are non-transferrable except as provided for in Extenuating Circumstances. Extenuating circumstances will be considered for an account credit (only) and provided for on a case-by-case basis\*\*
  - REACH Early Learning Site does accept DHS pay. #WPJ00004
    - \*\*REACH will bill families for the difference between the amount DHS will pay and the \$900 fee. For example, if a family is approved for 215 hours per month, DHS will pay \$860. In order to be able to meet our annual budget requirements, REACH will bill the family for the \$40 difference.
  - A limited number of reduced rates will be available for low income families and provided on a first come/first serve basis. We are raising funds to cover these costs. Please inquire at the front desk.
  - Opportunity Foundation employee’s fees are supplemented by the Opportunity Foundation due to their generous partnership with REACH, please submit a copy of your employee ID upon enrollment of your youth.
  - PLEASE CONSIDER DISCUSSING A PARTNERSHIP WITH YOUR COMPANY. REACH can support this conversation and help employers understand the value of supporting high quality, dependable care options for children in the Redmond Community. Please email [reach@reachredmond.org](mailto:reach@reachredmond.org) to begin this conversation.

**\*Note: If the 1st of the month falls on a weekend or Holiday, payment by the following regular business day will be accepted.**

**\*\*Note: Suspension and termination (for any reason) does not qualify for “Extenuating Circumstances” and as such, does not qualify for credit or refund for the duration of the suspension.**

**NOTE: Due to high demand for service(s), REACH will be enforcing our Payment Policy. Payments must be paid by the 1<sup>st</sup> of each month in order to guarantee your spot.**

▪ **STATEMENTS & INVOICES**

- REACH is a non-profit organization and chooses to invest in quality youth development professionals, but which maintains a small administrative staff. As such, REACH will not provide, and is not obligated to provide, statements or invoicing either in the mail or electronically.
- Fees and due dates remain consistent throughout the course of the school year. Therefore, it is up to the Parent/Legal Guardian to ensure payments are kept up to date and paid on time each month as provided for in the above paragraph(s).

▪ **PRORATES/CREDITS**

- Prorates are provided upon initial enrollment only. Exceptions to this policy are provided for on a case-by-case basis.
- Prorates apply only after the 15th of the month during the initial enrollment.
- **Prorates are provided based on the date of registration, not the first day of attendance.**
- All additional prorated fees must be approved by the Chief Operations Director, or in the case of absence, may be approved by the Site Director.
- Prorates are not provided for any participants that are currently enrolled, regardless of number of days attending.
- Prorates will not be provided for those discontinuing services and wishing to return in the same enrollment period, without prior approval and as outlined below.
- If a Parent/Legal Guardian “receives a prorate for discontinuation of services” and is approved to return and re-enroll during the same enrollment period, that prorate is then no longer valid and must be repaid before starting services again in the same period.
- If any prorate is offered for discontinuation of services, the prorated amount must be paid within 30 calendar days or the amount originally posted (and due) will remain on the account.
- In order to be eligible for prorate, a participant(s) account must be in good standing and up to date with their account charges.
- The deadline to utilize any credit(s) shall be no later than end of the current enrollment period (enrollment period is from September 1st – August 31st).
- NOTE: CREDITS OF ANY KIND DO NOT CARRY OVER TO FUTURE ENROLLMENT PERIODS.

▪ **PAYMENTS**

To ensure social distancing it is best if fees can be paid by the following method:

- Phone - Credit Card (credit only, no debit transactions are allowed); or
- PayPal online- visit [www.reachredmond.org](http://www.reachredmond.org) to make payment
- All payments made will be applied to the oldest fees due on the account first, if necessary, and in order to bring that account up to date.
- Cash and checks will be accepted in person on site.
  - **Cash and check payments are NOT to be left without receiving a receipt from Site Director.**
  - **Payments made by cash must be for the exact amount only. REACH cannot provide change.**

▪ **LATE PICK-UP FEES**

- **Please be sure to pick-up your youth by the posted closing times. A late pick-up fee of \$20.00/Youth/Occurrence will be charged if youth are not picked up by closing times.**
- If needed, REACH will utilize emergency contact alternatives. In the case that no contact is made within 30 minutes, REACH reserves the right to contact appropriate authorities.
- Late pick-up fees must be paid by the 1<sup>st</sup> day of the following month, except during the month of May which are due at pickup or by no later than end of the following business day. Youth carrying late charges after that time cannot attend until the applicable month’s charges are paid in full.



\*Please note that as a non-profit, REACH utilizes efficient staffing systems and operates on a tight budget. Not only are late pick-ups disrespectful of our staff, it can be very costly in terms of overtime and can potentially create labor law issues. In addition, late pick-ups disrupt the relationship and damages trust between families and the organization. We understand that life is messy and that certain circumstances are unavoidable. The best way to maintain a healthy working relationship is with communication. Please call if there are unexpected delays in your schedule. Occasional situations are understandable, but patterns of late pick-ups can be grounds for discontinuation of enrollment.

## **REACH POLICIES**

### **ENROLLMENT POLICY**

#### **▪ YOUTH INFORMATION**

- REACH does not provide youth information without express written permission from the signing Parent(s)/Legal Guardian(s). REACH will provide a signing Parent(s)/Legal Guardian(s) notice in the event of anyone requesting information on the youth.
- Authorized pick-ups and/or emergency contacts are NOT provided information without express permission from the signing Parent(s)/Legal Guardian(s).
- **Signing Parent(s)/Legal Guardian(s) must provide REACH with written permission to provide a youth's information to anyone.** The permission must include 1) who can receive this information, 2) who the information is on (i.e., which youth), and 3) must be signed and dated by the signing parent(s)/guardian(s).

#### **▪ CONTACT INFORMATION**

- It is imperative that Parents/Legal Guardians are able to be reached for (but not limited to) any of the following reasons:
  - Illnesses
  - Various permissions
  - To pick-up a youth
  - Information regarding their account
  - Issues that may affect that youth from attending one or more REACH activities
  - REACH closures, etc.
- Every effort will be made to reach a Parent/Legal Guardian should any of the above occur. As a result, it is necessary for all Parents/Legal Guardians to provide REACH with a working (day) phone number (that is available during the course of that youth's normal attendance), and a working E-mail to provide that Parent/Legal Guardian with pertinent information and documents throughout the year. Parents/ Legal Guardians must provide REACH with both a day phone and E-mail address when enrolling your youth. Provide any changes that may occur throughout the year to that youth's file regarding existing household information and/or emergency/authorized pick-up contacts.

#### **▪ ARRIVAL TIME**

Each room has specific activities planned for certain days. For all activities to be completed and the program to be disrupted as little as possible we prefer that all children be in by 9:00 am. If your child has an appointment, please inform someone of your late arrival (or early pick up) so that teachers can make alternate plans.

\*\*Please note the Daily Schedule on page 6 for more information.

## ▪ **DROP OFF**

We have a “Kiss and Go” option for parents to drive up to drop off their child. Staff will meet your car and help transition your child into the building. If you would like to walk your child in, please park in the marked spots and walk children around to the front doors. We will walk you through that at the time of Orientation.

All children must be signed in and out with parents’ initials.

We encourage parents to visit and participate in school activities. We have an open-door policy, which means you are more than welcome to come and go as you please. You are free to drop off or pick up your child any time during the day. You are also welcomed to come visit, eat lunch, and go on field trips with your child’s class. If you are volunteering in a classroom, a background check be required before working with children.

## ▪ **PICK-UP POLICY**

- When picking up your youth, please use designated parking spaces in our lot.
- We understand the parking for pick-up can be challenging. We do our best to keep the parking lot safe and accessible.
- All pick-ups must physically come into the building and check out youth at the front.
- Please social distance and give space in the front lobby. If front lobby is full, please wait outside until you can be helped.
- Children will not be released to anyone under the age of 16.

## **CLASSROOM CULTURE**

REACH recognizes the unique developmental triggers for most issues that arise for this age group. REACH staff are trained to recognize and address the motivation behind the behavior, and also to provide an environment that sets youth up for success. We understand that youth learn from mistakes and REACH staff is well-trained to redirect common issues. Efforts are made to utilize preventative measures, within reason and possibility, before consequences occur.

Preventative measures include, but are not limited to:

- Creating a safe and welcoming environment
- Reviewing REACH expectations
- Offering refocusing, redirection, and reminders to the youth
- Reviewing Pawsitive Choices for conflict resolution/ emotional self-regulation
- Providing empathetic and active listening
- Providing options and choices
- Offering time-ins and brain breaks

The safety of our youth is of utmost importance. Our expectations, exist to ensure that your youth and every other youth at REACH can safely enjoy the REACH activities. Any youth who creates an unsafe situation, disrupts activities, or contributes to a negative environment will receive timely and appropriate consequences.

Consequences include, but are not limited to:

- Loss of privileges
- Natural and logical consequences
- Phone calls to the Parent/Legal Guardian
- Suspensions
  - If a youth resorts to physical aggression (hits, kicks, pushes, etc...) or does something out of the ordinary to put themselves or others in danger, they will be subject to appropriate disciplinary action, up to and including suspension, or cancellation of enrollment.

- Suspension lengths vary based on the nature of the incident and any prior incident, and are determined at the discretion of REACH.
- After a 3 day or more suspension, a re-entry meeting is required with the Parent/Legal Guardian in order for the youth to be eligible to re-enter the program. Re-entry meetings must occur prior to the youth returning to REACH as a participant.
- REACH reserves the right to suspend, or cancel enrollment without prior warnings.

## **ZERO TOLERANCE POLICY**

REACH has a zero tolerance policy. At no time are weapons, dangerous objects, drugs, alcohol, tobacco or any other type of illegal substances permitted on the premises. This policy includes zero tolerance for inappropriate or vulgar behavior and/or violent vocabulary, and applies to youth, parents, staff, visitors, and associates of REACH. If this policy is abused, your youth's enrollment may be revoked immediately.

## **MEDICATIONS and ILLNESS POLICY**

### **■ MEDICATION**

REACH requires that for every medication\* (both prescription and non-prescription) needing to be stored at our front desk, a consent form must be completed and returned to REACH.

**All Medications must be kept at the front desk and must be in the ORIGINAL packaging/container, as appropriately labeled by the pharmacy (original store packaging for non-prescription medications). Any medications being brought in zip lock bags, or any vessel other than the original packaging/container will NOT be accepted at REACH.**

All medications given to your child must be accompanied by a Medication Permission Slip. Staff cannot administer medication unless it is prescribed by a doctor and must be in the original container with the child's name, time, dosage, name of medication, and doctor clearly labeled.

If there are any discrepancies with a prescription and/or verbal instruction from the parent, the medication will not be administered.

### **Head Lice policy**

- If head lice are found on any child in the Center, all families will be notified. Even if your child does not have head lice at the time, we ask that you check them frequently over the following weeks to be sure they remain lice free.
- Anyone having live head and/or body lice or nits (eggs) may be sent home by REACH Staff.

What to do!

If your child is found to have head lice, you will be called and asked to take your child home and treat immediately. All members of your family should also be checked for head lice or eggs. Once treated, continue to check the child's head often before and after returning to the Center. If your child still has lice after treatment, they will be unable to return until they have had a second treatment. Adult head lice are about the size of the head of a pin. Their eggs are often found near the scalp and sometimes around the ears and back of neck. Head lice hatch from dark, fertile eggs, while the white eggs, more than half an inch from the scalp are empty shells. Using shampoo and combing to remove the nits(eggs) are very effective if done carefully. Never use these shampoos on infant or pregnant women. Treating someone who does not show signs of infection is not recommended as it will not prevent them from getting head lice and, it will only delay the amount of time until they can have a second treatment.

**Please make sure that REACH Staff is aware of any mental health, medical or other health issues that your youth may have. It is extremely important that we be made aware of any conditions and/or any medication that goes along with the condition so we can serve your youth to the best of our ability.**

▪ **ILLNESS**

*If your child is not well enough to participate in routines and activities, or is unable to go outside on the playground, then your child should not attend on that day. Please remember how you feel if you are not well. Home, in familiar surroundings is the best place for your child if she or he is not well.*

A child with diarrhea, a fever of 100 degrees or more, or with unknown marks or rash, will not be admitted to the center. If a child develops a fever, has two or more bouts of diarrhea, or develops unknown marks, rash or spots, he or she will be sent home. A teacher has the right to refuse admittance to the center, at their discretion, due to a child's illness. A child must be free of fever, vomiting, or diarrhea for 24 hours before being allowed back to the center. Children with pink eye will also be sent home but can return when they have been on medication for 24 hours.

The following list includes, but is not limited to, illnesses that can affect our youth as a whole and will be treated as serious and/or may require the youth to be picked-up:

- Any person with a fever (temperature greater than 100) will be sent home until free of fever for 24 hours.
- Any person who is ill prior to coming to REACH should stay home until reasonably well.
- REACH should be advised if a person has been exposed to a communicable disease such as: Measles, Rubella, Chickenpox or Meningitis.
- Any person with open sores or lesions will be sent home and can only return with proof of current treatment for the infectious process.
- Any person with vomiting and/or diarrhea should remain at home until symptoms subside (absence of fever, vomiting and loose stools for a 24 hour period). This also includes persons diagnosed with Hepatitis A.
- REACH should be notified when any household person(s) exhibit(s) signs of tuberculosis and/or has a positive PPD (tuberculin skin test) so that all persons having contact may have a PPD test. REACH should also be notified if any household person(s) have recently been diagnosed as having tuberculosis.

▪ **COVID-19**

- Due to state mandate, all staff and children age 5+ are required to wear masks indoors. Due to the complications of inconsistent enforcement, we are asking that families agree to and prepare their child to wear a mask indoors at REACH. REACH will be encouraging ALL children to wear their masks indoors. This is a policy that we will adhere to until the mandate is lifted.
- Please practice mask wearing at home and in the community.
- Please provide masks for your child that are age appropriate and that your child has practiced with. REACH will have disposable masks to supplement.
- Youth, mentors, volunteers, families should not attend REACH if they feel ill or have any symptoms of illness.
- Any youth having fever of 100.4 or higher will be sent home immediately.
- Any youth having known exposure to COVID, fever (100.4 or higher), new loss of taste or smell, unusual cough, and/or shortness of breath may not attend and will be sent home.
- If any youth is sent home due to illness, they will be cared for in designated area and must be picked up within 30 minutes.
- REACH will follow the Oregon Department of Education's Exclusion Summary regarding illness or COVID-19 exposure.
- Due to the unpredictability of state mandates, REACH strongly encourages families to have a solid back up plan in place in case your child becomes ill, or in case a mandatory shut down of REACH is required.

## IMMUNIZATION

All parents are required to provide their child's up to date immunization record. A child may be excluded from the center if the immunization record is not received or kept current. For information on what immunizations are necessary, please contact your doctor or local health office.

## EMERGENCY PROCEDURE

In the event of an accident injury to your child when participating in activities, that staff will take whatever steps necessary to obtain medical care.

- Minor injuries will be treated as needed, including washing, applying band aids or ice packs.
- Parents will be notified upon pick up and may be asked to sign a "Band Aid Log".
- In the event of a major injury/emergency, the lead teacher will assess the situation and make the appropriate contact to obtain appropriate medical attention. This may include calling an ambulance to transport the child to the hospital. When possible, staff will meet the parent allowing parent to decide what the next step will be. However, per your authorized health form, in the event of an emergency, staff may first contact 911 or other appropriate persons (such as your child's dentist) depending upon the situation. Staff will be in contact with the Center's Director during the event. Once the situation is under control, the director or other teacher will contact the parent and following state licensing regulations, may contact to the local certifier at the state Child Care Division. If a child is taken to the hospital, a staff person will accompany the child until the parent or emergency contact arrives. All medical expenses, including transportation, are the responsibility of the parent/ guardian.
- All staff members are required to be trained in CPR/First Aid and must maintain a current certificate.

## INCLEMENT WEATHER

Should a change in operations occur, REACH will attempt to notify Parents/Legal Guardians by making announcements over local TV stations, email announcements, and on our social media. **Please make sure that REACH has your current and updated email address for such purposes.** (PLEASE LIKE US ON FACEBOOK FOR UPDATES)

REACH will make every effort to be open on days where weather may be an issue, however, the safety of our staff and families takes priority. If staff can **safely** get to work, we will be open.

Emergency Closure:

If inclement weather occurs when REACH is already open, REACH will attempt to notify Parents/Legal Guardians by making phone calls and sending out email notifications of any changes in our hours.

## VOLUNTEERS

Volunteers are an integral part of REACH. We welcome volunteers who wish to share their time and/or talents, including trip chaperone opportunities. If you or someone you know would like to volunteer at REACH, please stop by the main site to pick-up a Volunteer Application. A background check is required of all volunteers prior to being able to work with our youth.

For safety purposes, Parents/Legal Guardians/Visitors who are not approved volunteers with a current background check on file, are not allowed past the front desk/lobby without escort by the REACH Site Director. If the Site Director is not available you will be asked to wait in the Lobby.

## BELONGINGS

- **Bring the following items DAILY:**
  - Extra clothing (shirt, pants, underwear, socks, shoes)
  - Water Bottle with youth's name written on it
  - Appropriate clothing for the weather

### Preschooler Clothing

It is very important that a child be dressed appropriately for weather. All children will be outside for at least 1-2 hours each day, weather permitting. Winter clothes should include snow pants, winter coats, boots, a hat, 2 pairs of gloves or mittens, and a scarf. For the winter months, slippers or running shoes are a good choice for indoors. Summer clothes should include shorts, a tee shirt, signed by parents for our staff to apply lotion on your child. All children are expected to have at least one complete change of clothing, which will be kept in their cubby on a separate bag.

- **The Following items are NOT allowed:**
  - Personal belongings
    - Please do not allow your youth to bring any toys, games, cards, fidget spinners etc....
    - REACH is **NOT** responsible for lost, damaged, or stolen items (including REACH cards) brought by any youth to REACH.
  - Soda/Energy Drinks/Coffee
  - Gum
  - Microwavable lunch items

Necessary items, such as back packs and jackets should be clearly marked with the youth's name. Items that are not collected from our lost-and-found in a timely fashion will be donated to a local charity.

NOTE: Please check the **Lost & Found** regularly for your youth's belongings.

**Unclaimed items will be donated every two weeks.**

## MEAL TIMES & POLICIES

At this time, we are asking families to provide healthy meals for their children every day.

Please pack a healthy breakfast for your child if they did not have time to eat before arrival.

Please pack a healthy lunch for you child daily.

\*Fruit, yogurt, milk, juice, water, granola and oatmeal will be provided to supplement all children if they are hungry, but this is not meant as a substitute for a meal provided from home.

Breakfast-	7:30 am to 8:30am (child should arrive by 8:15 to have time to eat)
Morning Snack-	9:30-9:45 am
Lunch-	11:30-12:30 pm
Afternoon Snack-	2:45 pm to 4:00 pm

\*\*times subject to change based on daily schedule\*\*

Food allergies will be posted in the kitchen and in the child's classroom. Alternative foods will be offers in place of those foods which cannot be eaten. If for some reason a child brings food from home, please ensure that all containers are clearly labeled with the child's name.

## SLEEP TIME

All children will have a rest period between 12:30 pm and 2:30 pm. Those who fall asleep will be allowed to nap until they wake. REACH Staff will not intentionally wake a child. Younger children will be encouraged to nap. If necessary, teachers may rub backs, read stories, or play soothing music. Blankets, pillows and soft toys are allowed at sleep time. No child will be made to lie on their beds for more than one hour after trying to sleep or having slept and awakened. After one-hour, quiet activities such as reading books or quiet toys will be introduced.

## **REACH is a private, non-profit 501 (C)(3) Organization**

REACH depends on donations from local businesses, individuals, professionals, grants, service clubs, granting agencies, special events/fundraisers and paid fees for service.

**Please note...**The fees paid for service(s) cover only a portion of our daily operating costs. Our goal is to continue to provide excellent activities at an affordable rate for all Redmond families. But we need the community to participate!

There are several ways that you can help to keep costs low:

- 1) **DONATE!** Our own staff donate from their paychecks! Together, we raise nearly \$200/month by pooling our resources. Donations range from \$1-\$25/month...every dollar helps! Yours can too!
- 2) Encourage friends and family to donate!
- 3) Invite your employer to become a business sponsor!
- 4) Volunteer for events, fundraisers or donate your professional service or materials!
- 5) Advocate! Share information about REACH with the community!

There are also many ways that you can be involved in the ongoing success of REACH.

Here are a few ideas:

- 1) Raise money for REACH through your regular shopping!
  - a. **Amazon Smile** - Access this web address <https://smile.amazon.com/ch/47-1465358> and select REACH Redmond as your organization of choice. Simply use this link when shopping and you'll be supporting REACH!
  - b. **FM Rewards** - Access this web address <http://www.fredmeyer.com/communityrewards> and select REACH #GR879 to be linked with your Fred Meyer Rewards Card. You can search for REACH using our non-profit number GR879. Simply present your Rewards Card each shopping trip at Fred Meyer and you'll be supporting REACH as you shop!
- 2) Invite your employer to MATCH your donation or even become a sponsor!
  - a. Email [reach@reachredmond.org](mailto:reach@reachredmond.org) for information on how to get this started.
- 3) Use the convenient Bottle Drop Service!
  - a. Blue bags and stickers are in the front lobby.
  - b. Simply take these home, fill up your bags and drop off at the local Bottle Drop location on Lake Street!



Please like our Facebook page to stay up to date on all events, no school days, activities and other info.

**[www.facebook.com/reachredmond](http://www.facebook.com/reachredmond)**

Please visit our website at:

[www.reachredmond.org](http://www.reachredmond.org)

Email us at:

[info@reachredmond.org](mailto:info@reachredmond.org)

The center is governed by Board Members who control its operation. The Board is required by law to have specific positions filled, such as board chair and secretary/. They must also have internal by laws which are used to govern the board and follow parliamentary procedures and election procedures.

#### Board Members 2021

President: Jennifer Palmer, HR Director, Deschutes County Public Library

Vice President: Roberto Pineda, National Director of Sales, Public Sector, US CELLULAR

Treasurer: Earl Fisher, Retired School District Superintendent

Secretary: Steven Bryant, Attorney, Law Offices of Bryant Emerson

Member, Alan Unger, Retired, Former Redmond Mayor & Deschutes County Commissioner, current Redmond Citizen of the Year!

Member: John Bruce, Retired Science Teacher

Member: Dave Shirley, Owner, Mind to Sight

Member: Ellyn Waler, HR Director, Opportunity Foundation of Central Oregon

#### **PROGRAM STATEMENT**

We are committed to providing a safe and stimulating learning environment and fostering positive social, emotional, physical and intellectual development with the guidance from trained professional staff for the children, students and parents of the greater Redmond community.

#### **WE BELIEVE**

Young children need nurturing. They need understanding and loving relationships with adults that foster positive self-esteem. Children deserve a safe, clean, healthy environment, full of opportunities for social, emotional, physical, and intellectual growth. Children benefit from challenges, guidance, and opportunities to develop at their own pace. Our programs will strengthen parent-child relationships and respond to parent/family needs.

#### **OUR GOALS**

To nurture partnerships with the Redmond School District, local businesses senior citizens, and civic organizations to better serve our community.

To balance the quality, affordability, and accessibility of childcare with the obligations to the center.

Promote staff stability by encouraging educational opportunities in a supportive environment with competitive wages.

Maintain financial stability and an ongoing operation of the center through judicious use of resources, including service fees, grant income, donations, etc.



## **REQUIRED FORMS FOR ENROLLMENT**

The following forms are required to be submitted to REACH annually to activate an Enrollment:

- Signed Handbook Statement of Understanding (P. 16 OF THIS Handbook)
- Completed Enrollment Form
- Completed Parent Release Form
- Social Media Parent Release Form
- All About Me Page
- Medical Authorization for Non-Prescribed Medications
- Prescription Medication Authorization (If applicable)
- Sample Immunization Form
- Adult Resilience Measure-Revised (ARM-R)\*

**\*The ARM-R form allows REACH to gauge how well we are supporting families over the course of the year. This form indicates Adult Resilience Skills. Please answer this questionnaire honestly for yourself. This form is anonymous. So please do not put your name or your child's name on this form. REACH will send one home in January, April, July. By participating, you are helping us learn how we can best support families in our community.\***

Please Note: The Parent(s)/Legal Guardian(s) that completes and signs the above listed forms, will be the **only** Parent(s)/Legal Guardian(s) that may make edits, changes, or additions to those forms.

**Family Information Handbook**  
**STATEMENT OF UNDERSTANDING**  
**2021-2022**

**Child's Name (s)**

This confirms that I:

- have received and read the Information Handbook; and
- understand its contents; and
- understand that the policies, fees, activities, and other information contained in the Parent Information Packet may be changed by REACH from time to time as necessary; and
- I understand REACH's Payment Policy. Payments must be paid by the 1<sup>st</sup> of each month in order to guarantee your youth's spot.
- understand that this Information Packet supersedes any prior Information Packet issued by REACH
- With the below provided signature, I understand that I am the only one that can make changes/request information on/add contacts to this form.

**What days will your child attend? (On Average)**      **M**      **T**      **W**      **TH**      **F**

**What hours will your child attend? (On average)**      **M: Drop-off** \_\_\_\_\_      **Pick-up** \_\_\_\_\_

**T: Drop-off** \_\_\_\_\_      **Pick-up** \_\_\_\_\_

**W: Drop-off** \_\_\_\_\_      **Pick-up** \_\_\_\_\_

**Th: Drop-off** \_\_\_\_\_      **Pick-up** \_\_\_\_\_

**F: Drop-off** \_\_\_\_\_      **Pick-up** \_\_\_\_\_

If you have more than one child attending REACH, and they have different schedules, please include an additional form.

I understand that these are my agreed upon days/times of drop off and pick up. I understand that REACH will use this information for staffing and enrollment purposes. Changes to this schedule must be requested at least 24 hours in advance and I understand that changes cannot be guaranteed.

I give my permission/authorization to the non-signing Parent/Guardian listed on this enrollment packet to receive a youth's information  
 Name of non-signing Parent/Guardian: \_\_\_\_\_

I give my permission/authorization to the non-signing Parent/Guardian listed on this enrollment packet to make changes to all applicable enrollment forms.  
 Name of non-signing Parent/Guardian: \_\_\_\_\_

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Print Parent/ Guardian Name)

**\*\*Please return this signed statement of understanding with the Enrollment paperwork\*\***

<u>Office use only:</u>	Proof of Immunizations <input checked="" type="checkbox"/>		
	Deposit/Enrollment Fee included with Forms <input checked="" type="checkbox"/>		
	Parent/Guardian requested further information form the packet <input checked="" type="checkbox"/>		
	Parent/Guardian did not request/need further information from the packet <input checked="" type="checkbox"/>		REACH STAFF INITIALS _____