



Parent Orientation

Welcome to the Lane Community College
Child and Family Center



Lane Community College recognizes the vital role that quality care plays in allowing students and community members to pursue their education and career goals.



Our Mission

To provide programs that support students and the community by providing quality care for children and early childhood education instruction to staff and students. We care for and nurture young children so that student and community parents are assured that their children are safe and in quality learning environments. We provide hands-on learning opportunities for early childhood education students that will assist and increase their professional development.



Our Program Philosophy

- To encourage and support the optimal development of each child through a play-based curriculum that emphasizes exploration and discovery.
- To consider, plan for, and represent all areas of children's development (cognitive, social/emotional, physical, and language) in the classroom by observing and documenting the rich and varied interests of the children.
- To promote the professional growth of our students by promoting and implementing a strong learning foundation for the children, their families and all students in the early childhood education community.

Our Center

- We are open from 7:30 a.m. to 5:30 p.m. Monday through Friday.
- We offer full day and half-day programs.
 - Full-day program runs from 7:30 a.m. to 5:30 p.m.
 - Morning program runs from 7:30 a.m. to 12 noon.
 - Afternoon program runs from 12 noon to 5:30 p.m.
- We serve children 30 months through 5 years old.



We Offer:

- Large classrooms and outdoor areas.
- Breakfast, lunch, and afternoon snack.
- Parent observation rooms to view classroom activities.
- Teacher assistants in the Early Childhood Education program.
- Individual attention for each child.
- Financial assistance to help reduce the child care fees for those who are eligible.



Our Classrooms

Starfish Classroom
Building 25
(541) 463-3076

Seals Classroom
Building 26
(541) 463-3188

Sea Turtle Classroom
Building 26
(541) 463-5524



Our Teachers

- Every classroom is supervised by two Lead Co-Teachers.
- Teachers have extensive training in Early Childhood Education, and share a combined total of over 100 years teaching experience!
- Everyone working with the children has passed the required Central Background Registry and is trained in Food Handling.
- All teachers have CPR and First Aid certification.





Who Will Be in the Classrooms?

- Head Teacher:
 - Please direct all classroom related questions and concerns to the head teachers.
- Substitute Teachers:
 - Provide support when the head teachers are absent from the classroom.
- Lab School Students:
 - ECE students work in the classroom in a learning capacity 9 hours per week.
- Co-Op Parents:
 - Parents work in the classroom to assist the head teacher in a variety of duties.

Students and Co-Op parents are never left alone with your child.

Our Curriculum

Our center follows both emergent curriculum and developmentally-appropriate practice which:

- Are child-centered.
- Require good observation and assessment skills.
- Are part of "best practices" in early childhood education.





Emergent Curriculum

- Allows learning activities to evolve from the interests of the children and parents.
- Includes interests from the teachers and students working in the classroom.
- Offers an engaging way for children to learn through play, doing, and self-directing.
- In all aspects of program planning, the priority is for each child to develop a positive self-image.

Developmentally Appropriate Practice

- Uses theories and methods which incorporate individual and age appropriate learning goals.
- Can look very different in each classroom as the characteristics of the children, and their families, will vary.
- Each teacher brings his or her unique knowledge, background and interests to the classroom which adds to the rich opportunities for learning and teaching in an appropriate environment.



Child Assessments

- We will complete child assessments to provide information that will assist us in curriculum planning, designing goals for children, planning learning activities, and monitoring the progress of individual children.
- Assessments will gather information on all areas of children's development including cognitive skills, language, social, emotional, and physical development.
- Families are encouraged to share information about their child's interests, abilities, developmental progress or challenges at home to assist with the assessment process and planned learning activities.
- Assessment results will be shared with parents during Teacher/Parent conferences held twice yearly.
- When assessment results warrant further study, program staff will assist families with arranging a developmental screening and referral to Early Childhood CARES.
- We ensure confidentiality of all screening and assessment results.

Our Guidance Procedures

- We believe children progress through different stages as they grow, and we use guidance techniques suited to each particular stage.
- We also believe encouragement for positive behavior is more effective than punishment for unacceptable behavior.
- We make the health and safety of the children the primary concern at all times.
- Above all, we offer a warm and accepting atmosphere in which the children enjoy themselves.





To Guide Children Positively, Our Teachers Will:

- Focus on what children can do instead of on what they can't do (avoid negative commands).
- Give choices.
- Encourage behavior they want continued. Positive feedback and success is the greatest motivator.
- Be consistent.
- Allow children time to play and make transitions to the next activity.
- Change the environment to change the behavior.
- Set a good example. Children model their behavior from adults.

Enrollment Forms

- All parents are required to complete an initial enrollment packet prior to starting the program and then once per year thereafter. Enrollment is for the entire year beginning in June. Parents must give a two-weeks notice to withdraw from childcare without incurring additional childcare fees.
- Registration fees are due once per year at the time of registration.
- Enrollment forms must be kept current so that we have accurate information. Therefore, we ask families to update forms annually and whenever there is a change.
- Please inform the front office of any important family changes we should be aware of, such as:
 - New address or phone number
 - Names and/or phone numbers to add to or delete from your emergency contact list
 - Changes to your child's medical history
 - Immunization and physical exam updates
 - New health insurance information





Billing Procedures

- The full term of child care is billed to your Lane account if you are an LCC student.
- If you are a community family, monthly charges are billed to your MyLane account.
- All prior term charges must be paid in full to continue child care into subsequent terms.
- All payments are made online, in building #1, or dropped off in the child and family center office.
- Two week written notice is needed to withdraw from child care to avoid additional charges.
- Please stop by the office with any questions.



What to Expect on Your Account

- Your account is billed for the full 11 weeks of the term.
- Example:
 - Monday-Friday Full day in *Preschool*:
 $\$233.50 \times 11 \text{ weeks} =$
 $\$2,568.50$
 - Community families will be billed in 3 equal payments
- Your first bill of the year will also reflect a \$75 registration fee.
- If you qualify for the subsidy, DHS, Head Start, ECCares, NACCRRA, or any other third party payment, your account will first show the charge and then the credit.

Please talk with Tracy in the front office if you have any billing questions.



Funding Information

- **Child and Family Center / Co-Op Option**
 - Student parents taking a minimum of 6 credit classes, can co-op up to 6 hours per week in a classroom assigned by the center director.
- **Child and Family Child Care Subsidy**
 - Full or part-time students of Lane taking a minimum of 6 credit classes and paying at least 60% of their child care out of pocket may qualify.
- **CCAMPIS Grant**
 - Space is limited and given on a first come, first serve bases.

Check our website for additional funding links. www.lanecc.edu/cfe/lcfc

Schedules and Pick-Ups

- Please make sure your child is dropped off and picked-up on time. Pick up times are as follows:
- Half-day morning schedule: pick up at 12:00 or before
- Preschool Promise schedule: pick up at 2:45 or before
- Closing schedule: pick up at 5:30 or before
- Picking up your child any time after their scheduled pick up time will be considered late. The late fee is \$25 if less than 10 minutes late and \$1.00 per minute after. The second occurrence will be \$2.00 per minute after 10 minutes late. If there are repeated late pick ups or if you are more than 15 minutes late, you may be required to meet with the Center Coordinator.



Arrival and Departure

Transition from home to school can be made easier for your child if you can establish a good-bye routine, such as:

- Have a consistent arrival time.
- Help your child put their coat away in their cubby.
- Wash hands.
- Check in with the staff.
- Help your child get involved in an activity.
- Remember to always say “good-bye” to your child before leaving.





Mealtimes

- Breakfast, lunch, and snack are provided and included in the tuition.
 - Breakfast: 8:30-8:50 a.m.
 - Lunch: 11:30-11:50 a.m.
 - Snack: 2:30-2:50 p.m.
- Weekly menus are posted in each classroom.
- Please notify us of any food allergies.
- We are a peanut and nut free center.
- USDA Nondiscrimination 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.”

Illness Policy

- Our goal is to prevent contagious conditions from entering the center. Therefore, if your child has any of the following symptoms, please keep them home. Your child may return to care after 24 hours symptom-free:
 - Headache and/or temperature over 100.4 degrees
 - Difficulty breathing
 - Rashes
 - Pink Eye
 - Vomiting
 - Diarrhea
 - Head lice/nits (all nits need to be removed before returning to care)





Medication Procedures

- All prescription medications to be administered at school must be stored in the original medication container received from the pharmacy and must state:
 - the prescribed medication name
 - child's first and last name
 - date prescription was filled
 - dosage and administration instructions
 - expiration date
- A Medication Authorization Form must be completed and signed by the parent before staff can administer medications to your child.



Clothing and Sunscreen

- To protect against cold, heat, and sun injury, please bring your child in clothing that is dry and layered.
- Every child will need at **least one** complete change of clothing in his/her cubby.
- Check your child's cubby regularly for soiled clothing, and to replace out-grown or out-of-season clothes.
- During the warmer months we will apply sunscreen to your child. Your child's teacher will ask you to complete a Sunscreen Permission Form. You may choose to have the teachers apply sunscreen provided by the Center, or you can provide your own sunscreen.

Emergency Procedures

- Evacuation plans are listed in every classroom. Our center will evacuate to Building 19.
- Fire and emergency drills are practiced monthly.
- Additional information and procedures, including lockdowns, are located in our parent handbook.
- Check KLCC 89.7 FM and other local radio stations for weather closures.





Codes

Door Codes

- Each family will have a secure door code issued by the office. All of the authorized persons for each family will use the same code. If you lose or forget your code, please stop by the office.



Visits and Observations

- Our center has an open door policy for all custodial parents/guardians.
- You are welcome to visit and observe your child at any time during open hours.
- If available, parents may use the observation rooms to observe their child. Observation rooms are not to be used for “homework” areas. Please come to the office to see if the observation room is available.
- All other visitors **MUST** be authorized, provide identification, and sign-in and sign-out at the Center office in Building 24.



Confidentiality

- Under the Family Education Rights and Privacy Act records related to Center children and their families, and information contained in those records, are to be shared with other staff or College officials only if that person has a legitimate educational interest (i.e. on a “need to know” basis only). Requests from third parties must have parental permission. Categories of individuals that would have access to a child’s file include the following:
 - Child’s teacher
 - Parents/Legal Guardians
 - Director
 - Consultants
 - Administrative Staff
- All children’s records are kept in a locked file cabinet.



Complaint Procedure

- Lane Child and Family Center staff appreciates hearing your feedback. We aim to bring all concerns to a satisfactory conclusion for all parties involved.
- Please first talk with your child's lead co-teachers. If you wish to further discuss concerns, please feel free to schedule a conference.
- If you feel your concerns are unresolved to your satisfaction at the classroom level, please contact the Child and Family Center Coordinator, Katheryn Wood at 541-463-5794.
- Questions pertaining to the quality of care or specific licensing infringements may be addressed to the Lane County Child Care Division (CDC) licensing specialist at (541) 688-0933.

What to Expect on the First Day of School

- Enter the code for door and sign-in on paper.
- Help your child:
 - Hang up their coat.
 - Wash their hands.
 - Place all items from home in their cubby.
- Talk with your child's teacher.



Meet and Greet

Friday, September 24th

Last Names beginning with
A-M from 9:00 to 10:30 a.m.

N-Z from 12-1:30 p.m.

*allow a minimum of 20 minutes. Drop in
anytime during your time slot.