

CORVALLIS ENVIRONMENTAL CENTER

Preschool Policies and Procedures

Classroom Wellbeing and Expectations/Behavior

Our NaturePlay preschool classroom is a safe space where students can make mistakes as they learn to navigate social interactions, resolve conflicts, identify emotions, and facilitate understanding. Preschool students also spend time outside each day connecting with nature and exploring their surroundings. Educators use clear, positive language to help students understand what we would like them to do rather than what not to do.

Educators provide an indoor environment that is engaging, open-ended and flexible. Children are encouraged to explore the environment, experiment with materials, and create their own unique works of art. We support children as they learn to enter into play with others, solve problems and express themselves in appropriate ways. We do everything we can to teach children the skills needed to regulate feelings and behaviors. We help children find the words to use when they are frustrated, provide quiet places for them to be alone, and teach calming strategies to use when upset.

Outside, we teach children about boundaries and safe ways to get from one place to another as they explore. Children are expected to stay in sight of a teacher at all times. Teachers will inspect the places the children will play to the best of their ability.

It is not unusual for young children to have trouble using words to solve problems when they are frustrated. Children have to learn skills to manage their feelings and behaviors in an appropriate way. As children learn these important skills, mistakes happen. Unfortunately, in preschool sometimes children hit, kick, push, and, although it is rare, bite when they feel frustrated or overwhelmed. Our first task is prevention: setting up an environment that gives children a sense of security, teaching problem-solving and calming strategies when children are in a calm state, and creating a caring community of learners who feel connected to one another.

When hurtful behaviors happen, we help the children involved get into a calm state and discuss what happened and a better way the situation could be handled in the future. When a specific behavior reoccurs over and over, we develop a plan of action - looking for triggers, intervening before the behavior happens and giving the words to help solve the problem. We may also use visual strategies and social stories to teach social/emotional skills. We will inform parents/guardians of the plan, ask for feedback and provide information about how they can help at home. We will inform parents/guardians of the plan, ask for feedback and provide information about how they can help at home.

If, over a period of time, improvements are not seen, we will request a meeting with parents/guardians to look at other options. We do not wish to exclude children who are struggling to learn social/emotional skills, but if we determine that we do not have the resources to help this child and keep the rest of the children safe, we will have to ask parents/guardians to find another program to better meet their child's needs.

Immunizations

Oregon law requires proof of immunizations or an exemption, for all children attending schools, preschools, or child-care centers. As a preschool, we are required to provide this information and the overall immunization rates to the Oregon Health Authority Immunization Program administered by the Benton County Health Department. This information is due at the time of enrollment.

Drop off/pick up

Drop-off time begins at 9:00 am for Morning NaturePlay and 1:15 pm for Ninos. A teacher will greet you and your child at the door. At 9:15\1:15 the teachers are busy working directly with the children. If you arrive after that you may need to knock (knock loudly - a room full of children can be very noisy). If you know that you will be late, please contact us at 541-360-9726, so that we can try to make arrangements to meet you at the door when you arrive.

On-time **pick-up** is important in order to allow staff the time that they need to plan for the following day(s). **Pick-up** time is between 12:00 and 12:15 each day for morning preschool and 4:00 to 4:15 for Ninos. A late fee of \$25 will be charged for children being picked up after 12:20/4:20. Please call the Avery House phone if you know you are going to be late.

Drop off/Pick up for Early Bird/Lunch Munch:

Early Birds drop off - 8:00 - 8:30

Lunch Munch drop off (Ninos) - 12:00 - 12:30

Lunch Munch pick up (for AM class) - 1:00 - 1:15

Ninos pick up - 4:00 - 4:15

Registration and Financial Policies**Registration**

The date a program registration closes will be posted on each program description (typically closes on Sunday, a week before the program starts by 11:00 pm / subject to change)

If a program is full, families will be able to sign up for the waitlist within their account and will receive an automatic notification when a position becomes available.

Payment of Program(s)

Registration for programs is NOT secured until payment is made. For our preschool tuition, a monthly payment plan is established after the registration fee is paid. For our camp programs, payment in full for the week of camp is required to complete the registration process. If payment is not established before closing the browser, the camp spot is not secured. You will be asked to pay at the end of the registration process and will be able to enter either a credit card or automatic funds transfer (bank's terminology: ACH). ACH is our preferred method of payment because transaction fees are considerably less since it is funds transferred from a bank to a bank. The savings will go directly to our nature-based outdoor programs. You will receive a confirmation of the registration and payment to the email of the primary account holder.

Preschool tuition is set up as a monthly payment plan on our registration platform. Tuition is based on the number of days your child attends per week (see AM and PM class schedule options) and whether or not early drop-off or late pick-up is included. The monthly payment plan is established by our admin team after the registration fee is paid. The tuition amount will be the same each month except December, which is half of the usual monthly payment, and no payment is due in June. This accounts for all holidays. The automatic payment plan is set up each month on the first day of the month. There is a one-time annual registration & supply fee of \$100 for either AM or PM classes. This non-refundable fee secures your child's enrollment and is due at the time of registration. There is no registration fee for summer preschool "Caterpillar Camps."

Cancellations and Refunds

For all camps, summer preschool, and school's out adventures.

If you must cancel your registration, please follow the link in your registration confirmation email to access your account. A refund is available minus a \$25 processing fee, if cancellation is made 1 week and 1 day prior to the start date of the program. Camps typically start on a Monday so cancellation would be the Sunday a week before camp starts by 11:00 p.m. If cancellation is attempted after this deadline, the payment is non-refundable; and no refunds after a program session begins. In the case of a serious medical emergency such as a broken limb or a trip to the hospital, a credit will be given toward future programs. A fever, cold, COVID, or other general illness does not qualify as a medical emergency. No refunds will be given for any weather/natural disaster-related program closures, e.g., earthquakes, floods, wildfire smoke, excessive heat or cold, etc.

For Preschool (2023-2024 School Year)

NaturePlay Preschool is staffed according to our monthly registrations and pre-planned, therefore missed days for any medical reason, a fever, cold, COVID, other general illness, or any weather/natural disaster-related program closures, e.g., earthquakes, floods, excessive heat or cold, etc. cannot be refunded. Registration is for the length of the school year or an otherwise agreed-upon time. If you need to cancel your child's enrollment in the preschool program, please provide 30 days written/emailed notice (required) to natureplay@corvallisenvironmentalcenter.org. Upon written notice, your prorated balance due will be set up as a final payment. The annual \$100 registration fee is non-refundable. Any family who is withdrawn from an educational program due to misconduct on behalf of the enrolled child or that child's family member will not receive a refund.

COVID Policy

CEC follows local and State guidance for COVID-19 safety. Program schedules, topics, and format are subject to change due to COVID impacts and current guidance. In accordance with current local COVID guidelines, all staff and children ages 5+ are welcome, but not required, to wear a face covering. For current guidance check the Benton County and State of Oregon Covid web pages.

Drop Off and Pick Up

Students can be dropped off 15 minutes prior to the program start time.

At drop off, the parent or guardian may be asked to attest that their child is healthy and asymptomatic. If your child appears or is feeling sick, regardless of the type of symptoms, they will be sent home. In the case that a child becomes symptomatic during the day, staff will contact the parent/guardian to pick up their child.

General COVID Safety Measures

- All CEC staff are vaccinated.
- Masks/face coverings are welcome but not required. Teachers will continue to support students and families who choose to continue wearing a mask.
- Students must bring their own snacks and/or lunch.
- Students and staff are asked to wash hands throughout the day.

Safety Policy and Procedures

Hold Harmless

The parent/guardian will certify at registration that they understand and assume the risk of participation in this program. The guardian, heirs, and assigns, will agree to waive, release and forever discharge any claim

for injury or damage, and hold harmless the Corvallis Environmental Center, its officers and employees against any claim, loss, liability or expenses including attorney's fees, resulting directly, indirectly from participation.

Medical Information

Medical information is required to be filled out at registration for any child attending a CEC program. This information is considered private records and is not shared outside of the organization. These records are kept within the registration database and not accessible to anyone outside of the organization.

Incident Reports

Incident Reports are filled out by CEC staff, interns, or volunteers within 24 hrs of an incident occurring. Forms will be filed for the following events:

- Physical restraint of a child to prevent injury to the child, other children, staff, intern, or volunteer.
- Major behavioral incident that results in child's removal from the program
- Major injuries resulting from program participation.
- Absence of breath or heartbeat
- Injury from fire, natural disaster, forced entry, or threat of entry.

A copy of the form can be emailed to the parent or guardian upon request.

Sign In / Sign Out

A parent or guardian (or person they designate in the registration process) will sign a child in upon arrival to program and out at the end of each program. ID may be requested at pick up.

Roaming Child

Staff keep all children within eyesight but if a child strays from the group and not found, CEC staff search for the child and inform the parents/guardians. Emergency responders will be contacted if necessary, following these procedures: Staff search for the missing child near the area where the child was last seen, while one educational staff member ensures that all other enrolled children stay in a central, easily supervised location. If the child is not recovered after 15 minutes, authorities will be contacted by calling 9-1-1 and the missing child's parent/guardian will be contacted immediately.

First Aid

Staff will have access to a well-maintained first aid kit when leading a group of children. Staff will provide basic first aid to enrolled students, staff members, parents, and volunteers when necessary. Given the nature of the CEC's outdoor educational programs: Bumps, bruises, and scrapes or "small injuries" may occur.

Injuries beyond this scope will be reported on an incident report and a copy will be provided to the enrolled child's parent/guardian.

CPR

All educational staff are CPR and first aid trained while employed with the CEC.

Epi-pen

If a child has an epi-pen to treat their allergies parents/guardians must declare this at registration. Staff do not carry epi-pens.

Parents/Guardians Behavior

Parents or Guardians are required to communicate their child's arrival and removal from any program each day. Parents/Guardians are asked to act in a way that is respectful to nature and respectful to others while in

and around the vicinity of the CEC educational programs. Neglecting to follow these safety guidelines will result in potential removal of the child from the program.

Illness/ Injury

Enrolled children should be of good health while attending educational programs. The parent/guardian may be asked to attest on check-in that their child is symptom free. The following procedures will be observed:

- If an enrolled child sustains an injury at a CEC program that prevents him or her from completing normal activities during class, then a staff member will contact the parent/guardian to arrange for the child to be picked up.
- If an enrolled child has a fever that is at or above 100.0° F, a staff member will contact a parent/guardian to arrange for the child to be picked up. A child must be fever-free for 24 full hours prior to returning to a CEC educational program.
- If a child vomits or has watery stool more than one time in the day, the student could have a contagious infection and should go home.
- If a student has very red nose with yellow green mucus, they should stay home.
- If a student has a very sore throat with no cold symptoms, they should stay home.

Mandated Reporting of Suspected Abuse/Neglect

As mandatory reporters, CEC employees and volunteers will be alert to the physical and emotional state of all children participating in programs and are legally required to report injuries or suspected abuse/neglect to DHS.

Emergency Preparedness

The educational programs of the CEC will follow evacuation and safety procedures in the event of an emergency, in order to maintain a calm and safe environment for the enrolled students, staff, parents, and volunteers until the emergency has passed or until all enrolled children have been released to their parents/guardians. The procedures are as follows:

- In the event of an emergency, staff will observe the emergency exit maps located at each exit if inside a building. Children will be calmly evacuated to the established evacuation site. An educational staff member will exit the building with the sign-in/out forms, parent contact/student medical release forms, and a first aid kit. Authorities and parents will be notified by staff as soon as possible. When applicable, the support staff will be responsible for calling and directing emergency authorities for assistance. Staff will maintain a safe environment by maintaining a calm presence and will take attendance regularly and ensure constant supervision of enrolled children.
- In the event of a true emergency, children will be reunited with families when the educational staff agree it is safe to release children to their families, after consulting with emergency responders when applicable. Until that point, children are to remain in the care of the CEC staff. For programs held in or near Avery House Nature Center: evacuation site is Lion's Shelter Pavilion. Secondary evacuation site: Lion's Shelter parking lot.
- For programs at SAGE in Starker Arts Park the primary site location is Sunset Park 4567 SW Country Club Dr Secondary site location: Old Mill Center 1650 SW 45th Place.
- In the event of a minor fire: The children will be evacuated, and a staff member will extinguish the fire. The Avery House Program's fire extinguishers are located at the North ramp door and upstairs between the two offices.
- In the event of a major fire: The children will be evacuated to the established evacuation site and 911 will be called. Parents/guardians will be notified for pick up.

Natural Disaster

Earthquake

All adults and children are to drop, cover, and hold on.

Once the earthquake has passed, all enrolled children, staff, parents, and volunteers will evacuate to the on-site evacuation location. If the scene is not safe, the senior staff will move staff and children to the nearest safe location and call emergency services.

Severe Weather and Flood

In the event of severe weather and flooding, senior staff will be responsible for determining if the present location is safe. If it is safer to remain where they are, senior staff will keep staff and children in the present location until it is safe to release children and staff to travel home. If it is safer to leave, evacuate higher ground if needed, and wait until it is safe to release staff and children to travel home. The support staff will call parents/guardians to arrange pick up once it is safe to travel home.

Transportation

Transportation of students may occur on occasion for the purposes of field trips utilizing rental services providing busses with drivers.

Dismissal/Withdrawal

Adverse behaviors by parents, enrolled children, staff, or volunteers may result in immediate dismissal or withdrawal from any given program. Such a dismissal/withdrawal is to be determined at the discretion of the educational program's senior staff and Executive Director. Any family who is withdrawn from an educational program due to misconduct on behalf of the enrolled child or that child's family member will not receive a refund.