



Open Bible Learning Center
A Ministry of Newberg Open Bible Church
1605 N. College Street
Newberg, OR 97132
503-538-4470



www.OpenBibleLearningCenter.org

Parent Handbook



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~ COPY ~

Parent Partnership Agreement

The best and safest program includes Parents & Teachers working closely together for the betterment of the Child.

We ask that all parents work closely with our Center and Teacher Staff. Your Child will feel secure, happier, have less discipline problems, and will learn to love school.

In case of illness, injuries, contagious conditions (fever, lice, etc.) we expect parents to put their child's health and well being first, before work and all other obligations. This tells your child you love him/her and that they are your first priority. This also protects the health and welfare of the other children.

We expect you, as parents, to follow through with discipline in the case of behavior problems. We understand this may be difficult at times but it is necessary for consistency. The child may become confused or even angry without consistent parental backing.

It may be necessary for you to leave work and come to the Center just to show your child you are serious, you follow through with discipline, and that you support their Teachers.

You may, for minor problems, receive a call to keep you informed or talk with your child by phone. There is a potential danger to the other children when one child requires all of their teacher's attention.

Parents will only be called if a child becomes ill or if the child has a behavior problem we cannot handle.

We are here to help you by working together with you. Your child will grow to be a secure and well-mannered child through this partnership. We could it a blessing and privilege to have your child at the Open Bible Learning Center.

I have read and agree to abide by this Parent Partnership Agreement.

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STATEMENT OF FAITH

Open Bible Learning Center was founded and functions upon the basic fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the BIBLE. The following statements of faith and practice are held by Open Bible Churches as foundational:

1. We believe the Bible to be verbally inspired, and the only infallible, authoritative, inerrant Word of God. (II Tim. 3:16, II Peter 1:21)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Gen. 1:1, John 10:30, John 10:37,38)
3. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, II Cor. 12:12,13, Gal. 3:26-28)
4. We believe in the creation of mankind by the direct act of God. (Gen. 1:26,28, Gen. 5:12)
5. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isa. 7:14, Matt. 1:23, Luke 1:35, Heb. 4:15, Heb. 7:25, John 2:11, Heb. 9:12, Eph. 1:7, Col. 1:14, John 11:25, Acts 1:11, Rev. 19:11-16)
6. We believe that man is sinful by nature and that receiving Jesus Christ as personal Lord and Savior, and regeneration by the Holy Spirit are essential for salvation. (Rom. 3:19-23, John 3:16-19, John 5:24, Eph. 2:8-10, Tit. 3:5,6)
7. We believe that the Holy Spirit enables us to live in holiness of heart and life, to experience healing of our bodies and souls, and that upon His infilling, spiritual gifts will be manifested in our lives for the edification of the Body of Christ. (Eph. 5:18, Eph. 4:30, I Cor. 3:16, I Cor. 6:19, 20, I Cor. 12:8-12)
8. We believe in the resurrection of both the saved and the lost, they who are saved unto eternal life and they who are lost unto eternal damnation. (John 5:28,29)



GRIEVANCE PROCEDURE

(PRESCHOOL & EXTENDED CARE)

There may be an occasion when an issue arises that may cause you some distress. Parental concerns, comments and constructive criticisms are always welcome. Therefore, the following procedure is presented for you to express your concern and together we can work toward correction and/or resolution. Any concerns or inquiries should be directed *initially* to the teacher involved. If this does not prove satisfactory, you may then make an appointment with the Learning Center Director. If this does not bring resolution, you may appeal to the Senior Pastor of the church. The Learning Center is a ministry of Newberg Open Bible Church and is therefore under the direct supervision of the Senior Pastor.

The following is the line of appeal for you to follow in the event of any grievance:

- 1st The teacher involved
- 2nd The Learning Center Director, Christine Thornton
- 3rd The Senior Pastor, John Lester, at **503-538-9833**

If a parent has exhausted all means of assistance through the Learning Center and is still not satisfied, they may call:

**Oregon Department of Human Resources
Child Care Division
1-800-556-6616**

*(Billing disputes are not under the authority of
Oregon Department of Human Resources)*

ENROLLMENT POLICY

Enrollment opportunity is determined on the basis of available openings, age, and the individual needs of your child. We do not discriminate on the bases of race, color, national origin, religion, disability, or gender.

It is our desire to work with children and families to provide a positive, healthy, learning environment for children. This requires a parent and teacher partnership.

However, a situation may arise, which we may not be equipped to deal with, that prevent us from caring for some children. Although our desire is to work with parents and be of assistance, there may be cases in which we may have to sever the relationship. We will always make every effort to allow other arrangements to be made.

A child's enrollment may be terminated on the basis of:

- 1) Serious infractions of Learning Center rules or guidelines by the child or parent
- 2) Child consistently disobeys instructions which could threaten the safety or well being of himself or others
- 3) If parent/guardian(s) refuse to work with the teachers for the benefit of the child
- 4) If agreed upon payments are not met
- 5) Incompatibility with Center philosophies are preventing a positive learning experience

The Learning Center rules are for the safety and welfare of your child.

FINANCIAL POLICY

REGISTRATION FEE

The registration fee is non-refundable and due at time of enrollment. This covers both the Preschool and/or Child Care registration fees, and your first year's Activity Fee. Elementary Students must also register for Before & After School Care each year.

ACTIVITY FEE

Child Care & Preschool - An Annual Activity Fee and updated Registration Forms must be submitted prior to the start of each new school year.

PAYMENTS

Preschool - Tuition is figured for the whole year, (with payments being the same year round), taking into account school closure days such as Christmas & Spring Breaks, holidays and any snow days. Students remaining 10 minutes or more after class will be placed in the Child Care Program. **You will be billed for the time your child is in Child Care.** There are **no discounts** for vacation, sick days, or 2nd child discounts available for class only students. **Payments are due the 1st of each month prior to services being rendered.** Payments are **past due after the 10th** of the month and a \$10 late fee will be added to your bill. **Your child cannot continue on the 15th unless your account is current.** **Preschool with Child Care** - Payments are **due the 1st** of each month prior to services being rendered. Students remaining after 6 p.m. will be charged a late fee of \$1 per minute added onto your next bill. Payments are **past due after the 10th** of the month and a \$10 late fee will be added to your bill. **Your child cannot continue on the 15th unless your account is current.**

VACATIONS & CLOSURES

See School Calendar for Christmas, Easter and other non-school days. There are **no discounts or refunds** for vacation, sick days or weather closures.

PIN WORMS

Transmitted by eggs from the feces of an infected individual to the mouth. Itching of the anal area, especially at night, is the most common sign. Child may lose appetite and/or awaken at night. Consult physician for medication. Other members of the family may have to be treated. Special care in diapering, toileting and hygiene measures should be taken. ***Written certification from a licensed medical doctor stating that the child has been diagnosed, medicine prescribed and that the child is no longer contagious is required in order to return to the Center.***

HAND, FOOT AND MOUTH DISEASE (COXSACKIEVIRUS)

Onset is 3-5 days after exposure to respiratory secretions or feces from an infected individual. Communicable during acute stage of illness. Begins with sudden fever, then with small, painful sores in the mouth and throat. (May also appear on hands, feet and legs). Seek medical attention for relief of symptoms. ***The child may not be in the Center during the fever stage. Written certification from a licensed medical doctor stating that the child is no longer contagious is required.***

FIFTH DISEASE (ERYTHEMA INFECTIOSUM)

A bright red or rosy rash on both cheeks for 1 to 3 days ("Slapped cheek" appearance). Rash on cheeks is followed by pink "lace-like" or "net-like" rash of extremities. "Lacy" rash mainly on thighs and upper arms. "Lacy" rash comes and goes several times over 1 to 3 weeks. No fever or low-grade fever (less than 101o F or 38.4 C).

MENINGITIS

Newborns and infants may have a fever and appear sluggish or irritable. Most people who have meningitis have stiff neck, headache, and high fever. These symptoms can develop over the course of several hours, or may take 1 to 2 days to develop. Other symptoms include nausea, vomiting, discomfort when looking into bright lights, confusion, and sleepiness. Patients with blood stream infection often have a rash that stays red after you push on it.

HEAD LICE (Pediculosis)

Transmitted directly or indirectly from another human. Contact must be close: lice do not jump or fly. Child may complain of an “itchy” head. Eggs or nits (tiny, pearly white objects) which stick tightly to the hair shaft mainly appear around the neckline and ears. Consult your physician or your pharmacist for treatment. ***Child must be excluded from the Center until treated and ALL nits are removed from the hair.*** Other members of the family should be checked carefully. Clothes, bedding, stuffed toys, etc. need to be cleaned thoroughly. To prevent re-infestation, hair should be kept braided or up in some way during lice seasons.

STREPTOCOCCAL (Includes Scarlatina, Strep Throat)

Onset is 2-5 days after exposure to respiratory secretions. Communicable 10-21 days, if untreated. Symptoms are sore throat, fever, and in some instances a rash develops. Seek medical attention if symptoms appear. ISOLATE the child until after 24 hours of antibiotic treatment and child is able to participate. Written certification from a licensed medical doctor stating that the child has been diagnosed and a prescription prescribed is required. ***Child must be on medication 24 hours before returning.***

CONJUNCTIVITIS (Pink Eye)

Onset is 24-72 hours after exposure to an infected individual or articles (e.g. towels, water pools). Can spread as long as infection is active. Symptoms are irritated, tearing eyes, swollen lids and a yellow discharge that makes the eyelashes sticky. Children under 5 are most susceptible. Consult with physician for treatment. ISOLATE until symptoms disappear. ***The child must be on medication for 24 hours and all signs of a discharge must be gone before returning to the Center.*** A written certification from a licensed medical doctor stating that the child has been diagnosed and received a prescription is required.

MISCELLANEOUS CHARGES

- 1) State Law requires every child be signed IN AND OUT. This is for the safety of your child. You will be charged \$5 each day that they are not signed in and out.
- 2) There is a \$20 minimum monthly billing charge for balances owing after withdrawal from Center.
- 3) A \$20 (or more if charged by our bank) returned check fee will be assessed if your check is returned for any reason.
- 4) Students remaining 10 minutes or more after class will be placed in the Extended Care Program. You will be billed for the time your child is in Child Care.
- 5) Students remaining after 6:00 PM will be charged a late fee of \$1.00 per minute added to your next bill.
- 6) Bookkeeping Charges: There is an extra charge for copies of student records, attendance records, financial records beyond the current year, multiple or repeated copies of previously retrieved and copied records or other bookkeeping not included with the regular monthly billing. The charges will be on the basis of \$50 per hour with a minimum of \$25. Copies are \$1.00 per page.

WITHDRAWAL & SCHEDULE CHANGES

Two weeks written notice is required prior to withdrawal from Preschool and Child Care. You will be billed for two weeks if proper written notice is not given. Use the Schedule Adjustment Forms by the payment box and put into the payment box for processing. If your schedule needs to change, please let us know in writing as soon as possible. You may email your changes to Director@newbergobl.com

COLLECTION OF DEBTS

After all reasonable attempts have been made to collect, the account may require collection by the administration. The parents/guardians agree to pay all fees associated with the collection of this debt, including attorney fees, court cost, and staff time accrued using the basis of \$50 per hour.

ARRIVALS

Center Opens at 6:00 a.m. Please park in designated parking spaces only. NEVER LEAVE YOUR CAR RUNNING UNATTENDED! All children must be escorted into the building and signed in (Signing In & Out are required by State Law) by a parent or guardian **or you will be charged an extra \$5 that day.** Your child must be received by a staff member. Mornings are very busy so **please talk to or make eye contact with the teacher in charge before leaving your child.**

DEPARTURES

Please be prompt in picking up your child, they do not understand being picked up late. Many tears and anxieties are avoided when you arrive smiling and on time. This also makes a happy day complete for both you and your child. Please check your Parent Folder and the Class Bulletin Board regularly. **Preschool Students picked up more than 10 minutes late will be put into Child Care. There is an extra charge for this service.**

*If you will be late picking up,
please call and let us know.*

AUTHORIZED PICKUP

Children will be released to a parent, guardian or other authorized persons only. The name of the person picking up the child must be on the enrollment form, a signed and dated note or in the parent notebook by the sign-in sheets. *If a request for other pick-up arrangements is called in, a staff person will return your call using a number already in our files to confirm. Please be sure to keep us updated with any changes in home, work or cell phone numbers to avoid any delays or problems.*

MEDICATIONS

All medications must have a completed and signed Medical Authorization Form **and** be accepted by a teacher. **NO MEDICATIONS ARE TO BE LEFT ANYWHERE**, including backpacks. One child's harmless cough drop could be a major problem for another child.

Medications include but are not limited to: Prescriptions, painkillers, cough drops, chapstick, lotions, creams, throat sprays, vitamins, inhalers and toothpaste. ***Basically, if a child can consume or put it on, it needs to be checked in and documented by a teacher or other staff.***

PROCEDURE IF INJURY OCCURS

Minor:

- First Aid as necessary
- Soap & water, Band-Aid, etc.
- "Ouch" Note to Parent/Guardian

Major:

- 1st aid and/or 911 as necessary
- Call Parents / Alternate Emergency Person
- Injury Report to Parents

Insurance: In the event of injury, the parent's insurance, if any, is primary and the Learning Center insurance is secondary.

IMPORTANT NOTE:

Please remember to keep emergency information up to date. Use the Schedule/Information Change Form to update work information, phone number changes, current medications, or any other information vital to your child's health and well-being.

MEDICAL & EMERGENCY INFORMATION

Oregon Health Department requires that your child's Immunizations to be up-to-date *or* a signed Exemption Form on file when he/she *begins* Preschool or the Child Care Program.

CONTAGIOUS CONDITIONS

Students should not be sent to school with any of the following conditions:

- Fever
- Pinkeye
- Flu Symptoms
- Bad Colds - (Yellow or Green Nose Discharge)
- Lice or Nits
- Any other contagious conditions
- Tinea (Ringworm)
- Vomiting

If, however, any of these conditions occur after the child arrives at school you will be called to pick-up your child.

ILLNESS GUIDELINES

Children who are infected with or are carriers of an infectious disease, condition, or have any of the following symptoms will be restricted from the Learning Center for **24 hours after symptoms have cleared:**

1. Fever over 100° under arm, or 101° by mouth or ear
2. Skin or eye lesions, or rashes that are severe, weeping or pus-filled
3. Diarrhea (more than one abnormally loose stool per day)
4. Stiff neck and headache with one or more of the above symptoms
5. Vomiting or Nausea
6. Severe or persistent cough
7. Difficulty breathing or wheezing
8. Unusual yellow color of skin or eyes
9. Complaints of severe pain

IMPORTANT NOTE:

Learning Center must be immediately notified in case of contagious conditions such as chicken pox, head lice, strep throat, flu, whooping cough, ringworm, etc.

503-538-4470

CLOSED DAYS

1. **Labor Day** (Center Closed)
2. **Thanksgiving** (Thur. & Fri.) (Center Closed)
3. **Christmas** (Dec. 24, 25, 26) (Center Closed)
Christmas Vacation (2 weeks) (**Center Open - No Preschool**)
4. **New Year's Day** (Center Closed)
5. **MLK Day** (**Center Open - No Preschool**)
6. **President's Day** (**Center Open - No Preschool**)
7. **Spring Break** (1 week) (**Center Open - No Preschool**)
8. **Memorial Day** (Center Closed)
9. **4th of July** (Center Closed)

WEATHER CLOSURES & LATE STARTS

Open Bible Preschool will follow Newberg School District delays and closures. Check your local TV news, radio stations or district website for announcements.

FIRE & EMERGENCY DRILLS

Fire drills are conducted each month. Routes for emergency exits from each building are posted in each classroom. The Learning Center is inspected on a regular basis by the Newberg Fire Marshal. Other emergency drills, (earthquakes, lock downs, power outages, etc.) are also practiced throughout the year.

In case of an emergency requiring the children to be removed from the building, they will be taken to the Gym, Back Playground or bused to Jaquith Park. Our phone message will give a phone number & complete information to contact us.

TEACHING STAFF

The teaching staff receives a minimum of 15 hours of continuing education each year. Classes consist of Early Childhood Development, Early Education Techniques, First Aid, CPR, Child Abuse Classes, Emergency Situations, Food Handler Certification and more.

CLASS LISTS FOR PARENTS

Invitations or notes may be placed in the parent folder of your child's classmates. Contact the office for a class list. For Christmas or Valentine's Day Cards, put your child's name on the cards then they can be handed out to everyone in the classroom. ***No addresses or phone numbers will be given out without permission.***

PERSONAL ITEMS

We Are Not Responsible for Lost, Missing or Broken Items. Please make sure all personal property and Show-N-Tell items brought to the Learning Center, including coats, hats and gloves, are labeled. Children are provided with a cubbie and/or hanging space for their personal items. Keep in mind that this space is accessible to other children. **Please do not bring toys from home except for Show-N-Tell on their "Special Day"**. No fragile or breakable items. No pacifiers, bottles, sippy cups, food, medications, lotion, chapstick, etc. in backpacks.

FIELD TRIPS / SPECIAL EVENTS

Fields trips and special events are scheduled throughout the school year. Your child's monthly calendar will have what events are coming up. Field trips allow the children to experience community locations, learn about various occupations and are an important and fun part of our program. We have a State Certified School Bus Driver, with CPR and 1st Aid training. The Class Emergency Medical Release forms, Cell Phone and a 1st Aid Kit are taken on every trip. Parents are welcome to sign up as chaperones for field trips. For safety, parents and students cannot leave the group without prior arrangements. A rule sheet is available the office.

CONDUCT

We take a positive approach to learning. Instead of calling attention to inappropriate behavior, we reward desirable behavior as much as possible. The children learn and follow six classroom rules:

- | | |
|------------------------|-----------------------|
| We work quietly | We raise our hands |
| We share | We listen |
| We put our things away | We always do our best |

Open Bible Learning Center takes pride in providing a quality Christ-centered program for children. Discipline is an important part of this program for it is often through wise and sensitive correction that our children's hearts are changed for the good. Our positive approach to discipline seeks to establish order and respect by acknowledging and rewarding positive behavior while correcting that which is inappropriate or disruptive.

DISCIPLINE

Whenever possible the child will be redirected to another activity to prevent the need for corrective actions. Some behaviors which may need corrective action are:

- Refusing to obey the teacher
- Rough play or Fighting
- Intentionally hurting another child
- Talking back to staff / adults
- Lying or Stealing
- Bad or Hurtful language

Possible actions that may need to be taken are:

- 1st time: Child will be in a cooling off time (1 minute per year of age)
- 2nd time: Note home to parents
- 3rd time: Call parents
- 4th time: Meet with parents (Parent support is essential)

POTTY TRAINED

Children in the Center must be “Potty Trained”. They must be able to tell the teacher when they need to use the rest room and be able to properly cleanse themselves. Please remember to dress your child in clothes they can manage by themselves. They must have a change of clothes in their backpack in case of an “accident”. You will be called to bring clothes if needed since we do not have extra clothing in the Center. In case of a “Messy” accident you will be called to change your child. If this is a persistent problem your child may not be quite ready to attend school.

SCHOOL DRESS

Preschool is an active and busy place. Please have your child wear clothes and shoes which allow them to run, climb, crawl and move around freely. Clothing should be appropriate for getting messy when eating, playing, cooking, and doing art projects. Please dress your child in clothing they can manage independently. Belts, bib overalls and zippers are difficult for some children. We play outside every day the weather permits, so please be sure they have the appropriate outerwear, especially as the weather turns colder. **ALL coats, hats, and sweaters, should be labeled with the child’s name to avoid confusion and arguments.**

SOCIAL SKILLS

Open Bible Learning Center takes pride in providing a quality Christ-centered program for children teaching them:

- Honor God, Father, Mother and Country
- Respect for teachers, other students, and themselves
- Respect authority and obey rules - important for safety
- Listen carefully and follow instructions
- Wait patiently for your turn
- Pay attention, learn to take directions and watch teacher
- Learn the gratification of taking turns and sharing
- Proper manners while eating and during other activities
- Respect for property
- Enter buildings quietly, walk and use indoor voices

LEARNING CENTER DAILY SCHEDULE

OPEN AT 6:00 A.M.

The following is a general schedule and will vary according to class, seasons and holiday themes.

6:00-8:30 am Child Care - Breakfast before 7 am only
Table activities before class

CLASS TIME	
8:30 am	Classes Begin (Seat Work, Prayer, Flag, Roll Call, Calendar, Show-N-Tell)
9:00-9:15 am	Circle Time (Bible Stories, Singing, Letters, Signing, Numbers & Phonics)
9:15-9:45 am	Recess
9:45-10:15 am	Snack Time
10:15-11:15 am	Class Time (Arts & Crafts, Hands on Learning Projects)
11:15-11:30 am	Story & Song Time (Parents pickup at 11:30)

11:30-12:00 am Child Care Recess
12:00-12:30 pm Lunch
12:30- 2:30 pm Stories, Music, Nap Time / Quiet Time
2:30- 3:15 pm Wash-up & Snack Time
3:15- 4:30 pm P.M. Roll Call
Supervised Activities & Recess
(Homework time for Kindergarten & Elementary)
4:30- 5:45 pm Recess, Quiet Play, Board Games, Blocks,
Cars, G-Rated Movies, Etc. (Varies with weather)
6:00 pm Closing

SPECIAL PETS IN THE CLASSROOM

Periodically there will be times that our teachers may use animals such as reptiles, amphibians and mammals for curriculum purposes. Parents will be notified in your child's newsletter when these types of pets will be visiting the classroom. Most of these pets are "look only". Teacher will dedicate their efforts to explain to the students the "no touch rule" as to avoid any accidents and contamination.

SHOW & TELL FAMILY PETS

Your child is welcome to bring pets from home on their special day. Pets such as cats, dogs and small furry critters must be transported on a leash or in a carrier for safety. These types of pets may be handled by the students for a hands-on learning experience. They will be required to wash their hands to avoid any germs or contamination. If you choose not to have your child participate, we ask that you give us a written notice so other arrangements may be made for your child.

PRESCHOOL MONTHLY CALENDAR

Check your child's calendar for field trips, special events, non-school days, and for your child's "Special Day". They may bring a Show-N-Tell item to share and a snack for the class. They will also hold the flag at circle time, be line leader for the day, and do "special" jobs for the teacher. *Sorry no homemade snacks, the Health Dept. doesn't allow them.*

Snack Ideas (please bring things from 2 of the food groups):

- Pretzels
- Cheese and Crackers
- Veggies & Dip
- Chips
- Graham Crackers
- Raisins
- Granola Bars
- Fresh whole or dried fruit
- String Cheese
- Yogurt

Drinks: Milk, 100% Juice (only), or Water. No drinks with "Red Dye" please.

Due to allergies, NO NUTS OF ANY KIND please.

The Following Snacks Are Allowed On Birthdays Only and must be store bought and not homemade:

- Popsicles
 - Ice cream
 - Cupcakes or birthday cakes
 - Donuts
- * Healthy snacks and/or "Dollar Store" trinkets are a great alternative to sweets.

MEALS & SNACKS

We provide a Balanced Lunch and a healthy morning and afternoon Snack. Parents may provide their own child's lunch, however Oregon State law requires that every child have a nutritious lunch. If a lunch is lost, forgotten or non-nutritious the Learning Center will provide one.

Kindergartners (half day):

Lunch is provided, however if your child would prefer, they may bring a sack lunch. They need to bring a snack for during kindergarten class time. Milk or juice is provided at lunch and afternoon snack times in the Learning Center.

Special Day Snacks:

Please see the snack ideas listed on the previous page, and be sure to bring snacks that are from 2 of the food groups.

**Please, no pop, candy, or non-nutritious snacks.
Such items will be sent home or discarded.**