



GP Families,

Below is a list of policy changes and clarifications at Grandma's Place. Please carefully review the changes and talk to your director if you have any questions. A complete copy of the parent handbook can be found online at [www.gpelc.net](http://www.gpelc.net).

### **Naptime**

As a certified child care center in the state of Oregon, we are required to offer the opportunity to nap to all the students in our care. In our infant and mobile infant classrooms, naps are provided on an "on demand" basis, or as needed, based on the routine and development of children. In Wobbler-Prekindergarten classes, naps are offered during a regularly scheduled time after lunch each day. While we do not require that your child sleep during this time, state regulations do instruct that we allow children to sleep during this time. This means we cannot force children to stay awake during naptime, but must let them rest if they are tired and fall asleep. If your child does not nap, we offer alternative quiet activities during this time.

### **Transitions/ Classroom Move-Ups**

At Grandma's Place, we work very hard to ensure that children's developmental needs are met in their classrooms. Each September when our prekindergarten students leave, a majority of children in the program, especially those in Toddlers-Preschool, will move up to their next classroom with their cohort. Sometimes during other months of the school year we will move children up to the next classroom if spaces become available, however, this is less common than September move-ups. As groups of students grow and their needs change, teachers will adjust curriculum to meet developmental needs of their class. \*Please note that tuition is based on the classroom where your child attends, rather than their age.\*

### **Dropping Off and Picking Up With Several Children**

Because children in our infant, mobile infant, and wobbler classrooms are smaller and less mobile than older students, we ask that families drop off their older child first and then drop off their younger child. At pick up, please retrieve your younger child first. This ensures that our smaller students have a safe space to play. School-age siblings of students in our program must be accompanied by an adult and follow classroom expectations; e.g. shoes off in shoeless classrooms, calm bodies, walking feet, etc.

### **Potty Training**

At Grandma's Place, potty training starts in the toddler classrooms where children have regular access to a bathroom. When we are beginning to potty train, we look for the following indicators that a child is ready:

- Child stays dry at least 2 hours at a time during the day or is dry after naps.
- Bowel movements become regular and predictable. Facial expressions, posture, or words reveal that a child is about to urinate or have a bowel movement.
- Child can follow simple instructions.
- Child can walk to and from the bathroom and help undress.
- Child seems uncomfortable with soiled diapers and wants to be changed.
- Child asks to use the toilet or potty chair.

- Child asks to wear “grown-up underwear.”

In our toddler program, we introduce toilet training to every child naturally, as diapers are changed. When children go to the bathroom, teachers offer them the opportunity to sit on the toilet whether they are toilet trained or not. It is our policy that we do not force a child to sit on the potty if they refuse. We want potty training to be a positive experience and find that simply bringing them into the bathroom to take care of toileting issues, and being encouraging and patient will move children forward in mastering this new skill. State guidelines also require that a child wear underwear, diaper or pullups at all times to ensure that sanitary conditions are maintained in classrooms. If a child is in a classroom younger than toddlers, without a bathroom, they must be wearing a diaper or pull-up at all times.

### **Field Trip Requirements/ Chaperone Guidelines**

At Grandma’s Place, our preschool and prekindergarten classes may take field trips during the school year. These trips give our students exciting learning opportunities outside of the center with their class! Our requirements for a child to attend a field trip include the ability to safely use a walking rope and follow a teacher’s directions to remain safe during this time. If these requirements are not able to be met, a parent must accompany them for the trip; we do not offer alternative care should a parent not be able to attend.

For field trips, parents have the opportunity to volunteer to chaperone. There are a limited number of chaperone spaces available for each field trip and teachers will base their list on response and ensuring that each parent who would like an opportunity to volunteer is able to. These are the guidelines for parents who are chaperoning:

1. Be supportive of the teacher by focusing your attention on them. Help the students do the same. Remember, the children are in preschool and the teacher is in charge.
2. Parents must provide their own bus fare- \$2.50 for single ride 2.5 hour passes, \$5.00 for all day passes. Please note that Trimet only accepts exact change on buses.
3. Make child care arrangements for siblings so that you are able to appropriately and fully monitor children on the field trip. Siblings will not be allowed on field trips.
4. If you are assigned a group, be with them at all times and do head counts often. It is important for the group to stay together. Please do not take your child and leave to another area.
5. Chaperones are expected to talk with, play, and help each child in the class, not just their own child. Share in being responsible for all students. Offer your support to other chaperones when necessary.
6. Chaperones may not be alone with children who are not their own during field trips. If children need to use the bathroom, find a teacher to accompany them.
7. Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or school activities. Do not post photos of students on your personal social media. Please limit photos to those of you own child.
8. In fairness to all children we ask that you do not buy your children any food/drink/souvenirs.
9. Have fun! Thank you for being a part of your child’s class for the day!

### **School Expectation Consistency**

At Grandma’s Place, we have expectations that are intended to allow our students to follow our 3 Bs: Be Safe, Be Kind, Be a Worker. When families follow through on these expectations while at school, it helps children adapt to their classroom rules with ease. These are some rules that we expect families to follow through with during drop off and pick up times at school:

- Walking Feet: Walking in the building is a way we stay safe at school. Please walk with your child in the parking lots and inside our buildings.

- Respecting Our Things at School: At school, we are gentle with our toys, furniture, etc. Encourage this by letting your child sit on the couch in the lobby (please, no standing or jumping on on it!). Our strollers are for teacher use only; please do not let your children climb/play in them. Older students love helping with the building codes and opening doors; please encourage them to be gentle with doors and handles (not pulling or pounding on them).
- Staying With Your Adult: While at Grandma's Place and outside the building, we expect children to always be accompanied by an adult to ensure their safety. At drop-off, please take your child to the classroom and make sure that you have connected with the teacher on duty to ensure that your child is being transferred over to our care smoothly. At pick-up, your child must stay with you once you have arrived. This means that children cannot be in the hallway, lobby, or outside unattended. If we see a child leave the building alone, we will stop them, however; there is not always someone at the front of the building to ensure this. Providing the expectation that your child stays with you the entire time from car to classroom and vice versa ensures that they stay safe during these transitions.

### **Birthdays and Holidays**

We acknowledge every child's birthday as well as other holidays and special occasions during the year and encourage parent participation for such events. We get lots of questions about how to celebrate and recognize a child's birthday. If parents want to do something special for a birthday we ask that they donate a book to the classroom. The book can be read during circle time with a special birthday recognition!

If for any reason you do not want your child's birthday celebrated, we will honor your request. Please take time to talk to your child's teacher and the director about your preferences. Throughout the year we will talk about seasonal holidays and may recognize religious holidays. We try to recognize all cultures and religions and welcome families to share their culture and religion with our center. Grandma's Place is a non-denominational early learning center.

### **Nutrition**

**Our schools are a NUT free Environment** - please do not send any nut items with your child for meals, including but not limited to nut-butters (except sunflower butter), breakfast items with nuts and snacks containing nuts.

Breakfast, lunch and two snacks are provided by the center. A menu is posted at the entrance. If your child is a vegetarian, please let the director and the cook know at time of enrollment and a vegetarian choice will be provided (we serve cheese, eggs and fish on our vegetarian menu). If you would like to pack your child a lunch it must meet USDA guidelines and be ready to serve without further preparation or heating. We will not serve your child soda, candy, or other sweets so please don't pack it. It is a state regulation that all children are served well-balanced meals that include a meat or meat alternate, fruit and/or vegetables, grain and fluid cow's milk for lunch, and food from 2 food groups at snack. We require that lunches brought from home be complete meals. We cannot mix school food and home food.