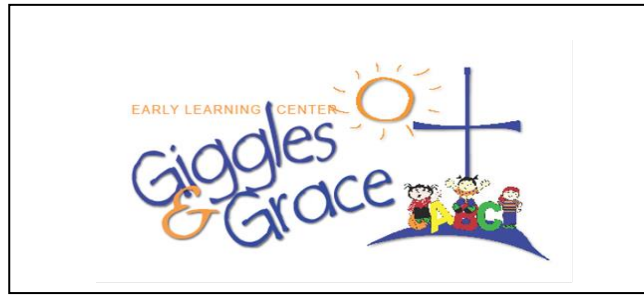


1260 SW 8th Ave
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www.gigglegrace.org
(541) 889-6141



Please thoroughly read through your Giggles & Grace Parent Handbook. The following items, listed below, will provide a quick rundown of the most important information and policies you need to know before bringing your child to our Center or Site B. Upon reading through this document, sign on the back and return it to our office.

Hours of Operation:

Child Care: 7:00AM to 5:30PM

Preschool: 9:00AM to 11:30AM

Preschool Promise: 8:30AM to 3:30PM (Center) 8:15AM to 3:15PM (Site B)

Arrival and Departure:

Child(ren) can be dropped off and picked up at their assigned classroom(s) door. Giggles & Grace's staff will ensure your child is checked in on our classroom clip boards. You will have access in real-time for tracking arrival, departure, and billing through the SmartCare App. If you are sending a family member or friend that is approved for but has not dropped off or picked up your child(ren) before, they can visit the Business Office for assistance.

Attendance:

If your child will be absent, **please call the Center by 8:00AM on the day of the absence** in order to allow your child's teacher time to make changes to the classroom schedule. Preschool distance learning packets can be provided with at least a two-day notice of a child absence.

Monthly Statements:

Monthly statements will be issued by the 25th of each month. Tuition is due by the 1st of each month. A \$15.00 late fee will be added after the 10th of the month unless prior arrangements have been made. Feel free to speak with someone in the office about payments as we attempt to be flexible. However, care will be terminated after 30 days of non-payment. Failure to pay after 90 days will be turned over to collections. Lastly, a month's notice must be given prior to dropping your child/children from preschool programming and or child care; otherwise, you will be billed for that month.

Late Pick-up Fee:

Parents will be charged \$1.00 for each minute a child is present after 5:30PM. If you know you are going to be late, please call the center and the fee may be waived for extenuating circumstances. Late pick-up fee payments should be made immediately to staff when picking your child up or the following morning at the latest.

Illness:

Children must be free of the following in order to return to school after an illness per the Oregon Office of Child Care Rules for Certified Child Care Centers:

COVID-19: Giggles & Grace will follow all mandates throughout the pandemic as required by the Oregon Governor and Early Learning Division as they pertain to a COVID-19 exposure and/or illness with guidance from the local Malheur County Health Department.

Fever: (100.4 degrees under the arm) accompanied by behavior changes or other signs/symptoms of illness; must be fever free for 24 hours without the use of a fever reducer.

Diarrhea: (not associated with diet changes or medication) until diarrhea stops or the continued diarrhea is deemed not to be infectious by a licensed healthcare professional.

Vomiting: (two or more instances in past 24 hours) until vomiting resolves or until a healthcare provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration.

Pink Eye (conjunctivitis): until after treatment has been applied for 24 hours.

Head Lice or Nits: until treatment has been completed and there are no nits.

Strep Throat: until 24 hours after initial antibiotic treatment and cessation of fever without fever reducer.

A child who becomes ill while at Giggles & Grace must be removed from the classroom in order to limit exposure of other children to communicable disease(s). We will send a child home for the illnesses listed above but not limited to them. An ill child will be sent to the office to wait for his/her parent or guardian to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible.

(Please note that doctors are not always aware of the requirements/guidelines we must follow regarding illness)

Medications: Giggles & Grace's staff will not administer any prescription or non-prescription medication/health supplements without a signed Medication Authorization Form or medicine/health supplements being in a container with the name of the child/product, dosage, expiration date and such. **Please note this includes sunscreen and bug spray per the Oregon Office of Child Care.**

Holidays: Giggles & Grace is closed the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (2days) Christmas (2days). **Please keep in mind that unexpected closures may occur due to inclement weather and health related conditions or unexpected events.** Preschool Promise programming will run congruent with the Ontario School District in terms of holidays and days off.

Outdoor Play: It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions. For example: a coat, snow hat, snow pants, boots, and gloves. Please clearly label all articles of clothing with your child's name on them. Between the months of March and October, children 6 months and older will have sunscreen and bug spray applied before outdoor activities throughout the day pending your approval on the Child Enrollment and Authorization Form. If a parent prefers to supply their own sunscreen, it must be SPF 15. **Sunscreen or bug spray cannot be in an aerosol can.**

Yearly Updates: Once a year, there will be an update on your child's records for Giggles & Grace. Immunization records will be checked in January and must be updated by March 1st. USDA records will be updated in May or June

Weapons/Violent Play: There is a strict policy regarding no weapon play at Giggles & Grace. Children are not permitted to play with weapons of any type or size as well as pretend that fingers, hands, or objects are weapons.

For questions, please contact: Shawn Reynolds; Executive Director

Office: 541-889-6141

gigglegraceoffice@gmail.com

Parent/Guardian Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____