

# Yimisa' Preschool Promise

## FAMILY HANDBOOK

2020-2021



Birds Illustrated by Cow Creek Tribal Elders

### Yimisa' Preschool Promise

*Yimisa' (Yee-mee-sah)  
Takelma- He/She Dreams*

825 NE Leon Ave.,  
Myrtle Creek, OR 97457  
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Email: [info-education@cowcreek.com](mailto:info-education@cowcreek.com)



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## WELCOME

Welcome Families!

Yimisa' Preschool is the first preschool started by the Cow Creek Band of Umpqua Tribe of Indians. With our strong government to government relationship the Tribe has been able to partner with the Oregon Department of Education's Preschool Promise program. Preschool Promise is a model for a publicly-funded, high-quality preschool system. Working together, Tribal members and members of the community living at or below 200% poverty level will now have access to high-quality early education.

At Yimisa' Preschool our aim is to provide all of our preschoolers with the best start of a lifelong love of learning. With staff and families working closely together we can ensure the best first school experience for all of our students.

This Family Handbook and our registration packet contain important information about our program. Please carefully review all materials to gather a clear understanding of what you can expect from us, as well as what we expect from you. Please contact me if you have any questions or concerns.

Preschool is a fun and exciting time for both students and parents. We thank you for entrusting us with your child. **Welcome to the Yimisa' Preschool family!**

Warmly,

*Staff of Yimisa' Preschool Promise*

Yimisa' Preschool (*Yimisa' - He/She dreams*)  
Cow Creek Band of Umpqua Tribe of Indians  
Phone 541-677-5575



## MISSION

Yimisa' Preschool provides all families with equitable access to high quality, culturally competent preschool. The first five years in the development of a young mind is of fundamental importance. To accommodate these formative years, our curriculum goes beyond the basics of academics and play, to instill a love of learning that will inspire a lifelong pursuit of education. Through a cooperative partnership between parents and staff, we provide a model of community that will sustain and enrich our children throughout their lives.

## PHILOSOPHY

- \* Provide a healthy balance of child-directed and teacher-guided activities; as well as time for children to work individually, and both in small and large groups.
- \* Inclusion of all children in spontaneous group activities to enhance children's feelings of self-worth, and to provide opportunities for children to feel competent and successful.
- \* Have a school environment that promotes cultural values and supports positive relationships and respectful interactions.
- \* Develop creative, competent, self-directed thinkers.
- \* Provide a safe, fun, and nurturing environment full of early learning opportunities that provide social and developmentally appropriate experiences.
- \* Appreciate cultural diversity and individual uniqueness through teacher, parent and community involvement.
- \* To create teachable moments out of everyday experiences.
- \* To promote opportunities for spontaneous language development.
- \* For all of our students to enter kindergarten with the necessary skills for a successful school experience.
- \* To provide a safe learning environment in which children can solve problems, and express feelings through words, art and other creative capacities.

## ABOUT US

### Hours of Operation & Holidays

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## HOURS OF OPERATION

Yimisa' Preschool coincides with the South Umpqua School District with most scheduled Holidays and in-service days. The preschool hours are 8:45 AM – 2:45 PM, Monday through Friday.

## HOLIDAYS

Our holiday policy encourages an enhanced understanding of, and respect for, different cultures and beliefs of students, families, staff and community.

***We will be closed on the following days:***

Tuesday-Friday, Sept. 3rd-6th No School, Family Conferences

Monday-Friday, Sept. 9th-13th Soft Start (8:30-12:30)

Friday, October 11th No School

Monday, October 14th- Indigenous People Day

Monday, November 11th Veteran's Day

Friday, November 15th In-service Day

Monday-Tuesday, November 25th-26th- Conferences

Wednesday-Friday, November 27th-29th- Thanksgiving Break

Monday, December 23rd- Friday, January 3rd- Christmas Break

Monday, January 20th- Martin Luther King Jr. Day

Friday, January 31st- In-service

Monday, February 17th President's Day

Friday, March 6th In-service

Friday, March 20th Conferences

Monday, March 23rd- Friday, March 27th Spring Break

Monday, May 25th Memorial Day

Friday, June 5th- Last day of school

## **ADMISSION & ENROLLMENT**

### ***Enrollment, Attendance, Withdrawal, Age Requirements, & Age Eligibility Documentation***

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## **ENROLLMENT**

Each student enrolling at Yimisa' Preschool must have a completed application on file. Students enrolled at Yimisa' Preschool may not be concurrently enrolled in any other Preschool Promise program during the same program year. A student may transfer from one program to another within the same program year.

## **ATTENDANCE**

All students must maintain a minimum monthly average attendance rate of 85%. For safety reasons, please contact the center if you know your student will be absent.

## **WITHDRAWAL**

A written notice, two weeks in advance, is required when a student is being withdrawn from Yimisa' Preschool.

## **AGE REQUIREMENTS**

Children must be at least three years of age and not older than five years of age, as of September 1st (Kindergarten eligibility date) of that school year.

## **AGE ELIGIBILITY DOCUMENTATION**

Proof of age eligibility, by acceptable form of documentation, (e.g. birth certificate or hospital birth record) must be on file before student starts school. Proof of document needs to be available to the Early Learning Hub or ELD upon request.

## ADMISSION & ENROLLMENT

*Income Requirements & Documentation,  
Residency Requirements & Documentation,  
Residency Requirements, & Resident  
Requirement & Documentation*

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### INCOME REQUIREMENTS & DOCUMENTATION

Students must be members of families whose incomes are at, or below, 200% of the Federal Poverty Guidelines (<https://aspe.hhs.gov/poverty-guidelines>), at the time of enrollment.

Number of Persons in Household	Yearly Family Income
2	\$34,480
3	\$43,440
4	\$52,400
5	\$61,360
6	\$70,320

<https://aspe.hhs.gov/poverty-guidelines>

### RESIDENCY REQUIREMENTS & DOCUMENTATION

Acceptable proof of income eligibility include: tax returns, pay stubs, or other source. Proof of documentation must be on file before child starts school and available to ELD or Early Learning Hub upon request.

### RESIDENCY REQUIREMENTS

All enrolled students must be an Oregon resident.

### RESIDENT REQUIREMENT & DOCUMENTATION

Acceptable documentation of residency include- family's current utility/service bill, Oregon driver's license or picture identification. Proof of documentation must be on file before student starts school, and available to ELD and Early Learning Hub upon request.

# **ADMISSION & ENROLLMENT**

## ***Immunizations, Health Insurance, Inclusion, Non-Discrimination, & Confidentiality***

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### **IMMUNIZATIONS**

All students are required to have a current record of immunizations on file and must be current on all immunizations required under Oregon law before the start of school. Oregon requires immunization against 11 vaccine-preventable diseases: Diphtheria, Tetanus, Pertussis (whooping cough), Polio, Varicella (chickenpox), Measles, Mumps, Rubella, Hepatitis B, Hepatitis A, and Hib (Haemophilus influenza type B)- only for children under five years old.

<https://www.oregon.gov/oha/PH/PreventionWellness/VaccinesImmunization/GettingImmunized/Pages/SchRequirements.aspx>

### **HEALTH INSURANCE**

A copy of student's current health insurance card must be on file.

### **INCLUSION**

Yimisa' Preschool believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in preschool. We will make every reasonable accommodation to encourage full and active participation of all students in our program based on his/her individual capabilities and needs.

Reasonable accommodations will be made for students identified as eligible for special education and/or related services under the Individuals with Disabilities Education Act (IDEA).

Yimisa' Preschool is willing to collaborate with other professionals in order to meet a student's special health care needs. If your student has an IFSP (Individualized Family Service Plan) or and IEP (Individualized Education Plan) please make sure we have a copy of the plan on file.

### **NON-DISCRIMINATION**

Yimisa' Preschool enrollment is open and non-discriminatory. Equal educational opportunities are available for all students without regard to race, religion, creed, color, national or ethnic origin, gender, age, or parent's political beliefs, marital status, sexual orientation or because of special care needs.

The Cow Creek Band of Umpqua Tribe of Indians is a sovereign nation; therefore, we allow Tribal preference by opening enrollment early to Tribal members.

### **CONFIDENTIALITY**

All records concerning students are confidential. Only with written consent from parent/guardian will student's information be shared, with the exception of information required by our regulatory and partnering agencies.

## **ADMISSION & ENROLLMENT**

### ***Student Drop Off & Pick-up Procedures, Authorized & Unauthorized Pick-up, & Late Pick-up***

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## **STUDENT DROP OFF & PICK-UP PROCEDURES**

Our classroom door opens at 8:40 AM. Please do not drop-off your student prior to this time. Parents must accompany their student to the classroom and sign them in with the teacher or designated staff member.

Our classroom closes at 2:45 PM. Please allow enough time to arrive and sign your student out with the teacher by 2:45 PM.

## **AUTHORIZED & UNAUTHORIZED PICK-UP**

For safety, a student will only be released to people listed on the student registration form. A person not listed on the registration form as either Parent, Emergency contact or Authorized pick up person will not be authorized to pick up a student. Photo ID is required to be shown (upon request) in order to pick up any student from Yimisa' Preschool. In order for someone not listed on the registration form to pick up a student, written notice would have to be given to staff in advance as a one-time occurrence. If someone needs to be added as an authorized pick up person, a signed "Change in Registration Form" must be turned in.

## **LATE PICK-UP**

Students are to be picked up at 2:45 PM every day. If a student is not picked up at 3:00 PM staff will call parents/guardians, or emergency contacts, to come pick up the student. If no one is able to reach parents/guardians or emergency contacts, the student will be placed with an appropriate TCC staff member while still trying to reach contacts. After one hour if no one is able to be reached Seven Feathers Security will be contacted. If this becomes a reoccurring situation, Yimisa' staff will have a conference with parents to discuss further action to be taken.

***\*\*Yimisa' Preschool does not offer before or after school child care for preschool students.***

## ADMISSION & ENROLLMENT

### Staff & Teacher/Student Ratios

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### STAFF

All of the staff at Yimisa' Preschool are carefully selected to care for our students. Every staff member meets or exceeds all state licensing educational requirements for their position. Each employee is First Aid and CPR certified, and undergoes criminal history checks. All teaching staff members are required to continually upgrade their skills through workshops and other professional growth opportunities yearly.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our staff outside of the preschool program we offer is a private matter, not connected or sanctioned by Yimisa' Preschool.

### TEACHER/STUDENT RATIOS

Yimisa' Preschool follows the Oregon State Law for Certified Child Care Centers, with the ratio of 1 teacher per 10 students with a maximum of 19 students total. For the most positive affect on each student's emotional and cognitive development we keep daily routines. We aim to keep consistency between the teacher and class throughout the day by having set staff schedules. When a teacher or staff member does need to be absent, we have qualified substitutes to fill in. All of our substitutes go through the same screenings and trainings to ensure student's safety and education remain our top priority.

Yimisa' Preschool class of 19 students will have the Head teacher, teacher and one teaching assistant working with students throughout the school day



### TOILET TRAINING

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. Pull-ups or diapers must be provided by parent.

***\*\*Please send a complete change of clothes with your student daily.***

If a potty accident does occur staff will assist with changing clothes (as minimal as possible). Soiled clothes will be placed in a zip-lock bag and put in the student's backpack. Staff will remain positive or neutral during the exchange. Accidents will not be punished. Parents will be notified if their student has a toileting accident.

# CURRICULA

## Curriculum & Family Involvement

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### CURRICULUM

Yimisa' Preschool offers a minimum of 900 service hours per program year. We use "Teaching Strategies Creative Curriculum for Preschool." This curriculum supports all of our student's learning and development. Our student's daily routine includes both indoor and outdoor activities, with opportunity for child-initiated and teacher-directed activities. Using a flexible routine our students are allowed to advance at their own pace. We strongly believe learning happens through play on a daily basis.

Our student's skills are assessed at least three times per school year. These assessments help us gather information on each student's developmental abilities and evaluate the teaching process. Modifications can be made if needed to provide the best individualized instruction for each student. Assessments will be communicated with families at parent/teacher conferences at least twice during each school year.

### FAMILY INVOLVEMENT

We welcome and encourage families to share their time and talents with us. If you are interested in sharing your special talents, cultural background, traditions, beliefs and/or abilities with us by leading or assisting in a special class activity please let the Head Teacher know. We would love to try to schedule a time for you to teach our students.

Visitors are always welcome to join us for special events and field trips. ***We ask that when visiting you do not bring other children with you. Please make arrangements with teacher beforehand.*** We ask that visitors stay no more than an hour (except for longer field trips) in order to prevent disruption to class time. All visitors must check in and out with staff. Visitors will at no time have unsupervised access to students.

Families and staff working together as a team provides the optimal learning experience for students. Open and honest two way communication is key between staff and student's families. Families are strongly encouraged to attend and actively participate in all parent/teacher conferences during the school year. Families can call for an appointment any time during the school year to discuss any concerns regarding their student.

All parents will be invited to a *Parent Orientation* within the first 30 days of school. During this orientation, parents will be given an overview of the Yimisa' Preschool program. We also ask that once a year parents complete a survey on our program.

### VOLUNTEERS

\* If you are interested in becoming a volunteer, please reach out to the Education Director.  
[info-education@cowcreek.com](mailto:info-education@cowcreek.com)

## **CURRICULA**

### ***Communication, Community Information Board, Rest Time, Physical Activity, & Screen Time***

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## **COMMUNICATION**

Staff will communicate with families at least weekly. These communications could be in the form of written notes, text messages, emails, phone calls, or newsletters. Important information will also be posted in the center.

## **COMMUNITY INFORMATION BOARD**

Please watch our Community Information Board for local upcoming events, available educational opportunities in the community and Tribal news.

## **REST TIME**

All students are expected to rest or nap for a period of time each day. This rest time generally falls between 12:30 PM and 2:00 PM every day. Before quiet time all students will use the bathroom. Students will lay quietly on their mat while soft music is playing. Students do not have to nap, but they do need to rest quietly. Students that are still awake after 45 minutes of rest time will be given a quiet activity. All mats, sheets and blankets are provided, maintained, and kept at Yimisa' Preschool.

## **PHYSICAL ACTIVITY**

Physical activity is any movement of the body that requires energy. Preschoolers that are physically active develop muscles and strong bones. Students at Yimisa' Preschool are physically active every day. Students have 3 recess times throughout a school day for physical activities.

Staff teach the importance of physical activity throughout the school year. Staff often join in on physical play with the class. Outside free play includes space for running, skipping, jumping, riding bikes, jump roping and balancing. If the class is unable to go outside for recess they will often play games such as: freeze dance party, duck-duck-goose, and Simon says.

## **SCREEN TIME**

Preschoolers learn by interacting with the world around them. When used in moderation time spent with screens (tablets, TV, etc....) can be an opportunity to reinforce learning and promote creative play. Yimisa' Preschool will limit screen usage to one hour a week. On special occasions the class may watch an age appropriate movie during a holiday party or for a special learning experience.



## BEHAVIOR MANAGEMENT

During the early years of life children need adults' help in developing self-control and empathy. Parents and staff both have the end goal of children being able to control their own behavior and understand how their behavior affects others. At Yimisa' Preschool we use positive reinforcements for appropriate behaviors, and logical consequences to help guide student's behavior. Clear guidelines will always be given and students will be reminded of these guidelines throughout the day. Redirection will be used when appropriate. "Think About It Time" will be used when determined to be appropriate. This time allows for a child to regain control of him/herself, and to think about how the situation could have been handled differently. During "Think About It Time," the student will be in visual contact with a staff member at all times. The amount of time given will be based on the student's age, developmental stage, the given situation and the effectiveness on the particular student. After any student has been given a consequence, a staff member will sit down with them and talk about what happened, and how things could have been handled differently. At no time will physical punishment or any degrading consequences be used. If a behavior becomes persistent and/or extreme, staff will ask for parent cooperation to resolve the behavior.

**The following behaviors are considered unacceptable and may result in student's immediate suspension from Yimisa' Preschool program:**

- \* Any behavior that is endangering the health and safety of students, staff, or volunteers
- \* Stealing or damaging other's personal property or property belonging to Yimisa' Preschool Promise
- \* Continual disruption to the program
- \* Bullying
- \* Refusal to follow program rules or behavior guidelines
- \* The use of profanity, vulgarity or obscene language/gestures
- \* Acting in an inappropriate manner
- \* Having possession of tobacco, alcohol, illegal drugs, firecrackers, firearms or anything that may be considered a weapon or explosive

## GUIDANCE

### *Behavior Management Cont., Incident Reports, & Respectful Behavior*

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#### **General Behavior Requirements**

- \* Show respect and care for people and school
- \* Keep hands, feet and objects to self
- \* Walk and talk quietly in hallways and on sidewalks
- \* No throwing of rocks/sand/dirt or other dangerous objects
- \* No contact games (example: football)
- \* Be responsible and respectful of toys, care for appropriately and put away when finished
- \* Line up promptly when asked
- \* Use proper table manners
- \* Properly dispose of garbage

Yimisa' Preschool reserves the right to exclude a student from further participation in our program.

Physical restraint is not used, or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others - we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

#### **INCIDENT REPORTS**

A completed form may be sent home to get parents' help dealing with concerning behaviors, or to inform parents of an unusual situation that may have occurred that they should be aware of.

#### **RESPECTFUL BEHAVIOR**

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior, or to remove your student from our school.

# CENTER INFORMATION & COMPLAINT POLICY

## *Complaints, Reports Available, & Child Care Center Information*

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## COMPLAINTS

On occasion, a parent or legal guardian of a student may have a concern or complaint. Should that occur, parents or guardians are asked to follow the following procedure:

Contact the classroom teacher or the individual with whom you have a concern. Using kind and respectful language the issue will be discussed.

If the concern is not resolved, please contact the Head Teacher, Victoria Middleton at (541) 860-7296 or vmiddleton@cowcreek.com.

If you still feel the concern is not resolved, please contact the Education Director, Tammie Hunt at (541) 677-5575 or thunt@cowcreek.com.

## REPORTS AVAILABLE FOR PARENTS TO REVIEW

The following reports are available to review by parents:

- \* Office of Child Care Rules
- \* Office of Child Care Inspection Report
- \* Health Department Inspection Report
- \* Fire Marshall Inspection Report

## CHILD CARE CENTER

An individual wishing to register a complaint against a child care center, may call the facility's licensing specialist. The licensing specialist will take your information and follow up on your complaint.

Renée Breznay  
renee.breznay@ode.state.or.us  
(541) 776-6298

## REPORTS AVAILABLE FOR PARENTS TO REVIEW

This center is open to all custodial parents at any time their children are in care.

Parents shall be notified of the date and time of each planned field trip away from the center.

Parents shall be notified of all child care restrictable disease as defined by the Health Division.

## **SAFETY**

### ***Updating Records, Right to Refuse Child Release, Restricting Parental Custody, & Injuries***

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## **UPDATING RECORDS**

Please keep all records up to date. If any changes occur with Authorized Pick Up people, please fill out appropriate papers **immediately**. If any parent contact information changes, we need to know right away and have updated information on file.

## **RIGHT TO REFUSE CHILD RELEASE**

We may refuse to release a student if we have reasonable cause to suspect that any person picking up a student is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the student. To protect the student, we may request that another adult listed as an Emergency Contact pick-up the student or we may call the police to prevent potential harm. Reoccurring situations may result in the release of student from the program.

## **RESTRICTING PARENTAL CUSTODY**

Yimisa' Preschool staff will not restrict parental custody or visitation rights to a student without a certified court order, or as directed by a child protective agency. Visitation by parents at the school will follow stated policy regarding frequency and duration.

In the case of a Temporary Restraining Order, custody may be withheld only for the duration and per specifications of the order.

Any custody documents must be on file with the staff.

## **INJURIES**

Safety is a major concern so daily safety inspections are completed inside and outside the facility in order to prevent injuries. First aid will be administered by a trained staff member in the event that a student sustains a minor injury (e.g., scraped knee). If the injury needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the student will be taken to the hospital immediately by ambulance, while we will try to contact an emergency contact.

A completed form may be sent home to inform parents of an injury their student acquired while at school, or of a physical accident that took place during the day.

## **SAFETY**

### ***Clothing, Smoking, Alcohol/Controlled Substances/marijuana, Weapons, & Photo/Video Policy***

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## **CLOTHING**

Please dress your student in practical clothing that is comfortable and allows them to move around easily. Please know that throughout the day we will be playing with paint, water, dirt, mud and other materials that will likely end up on clothes. Clothes need to be clean, modest, safe, comfortable, weather appropriate and washable. **Please send an extra set of clothes (shirt, pants, underwear, socks and shoes) to be kept in the classroom for your student.**

- \* No flip-flops or open toe shoes at any time
- \* Shorts, dresses and skirts must be finger length long
- \* Please have your student wear shorts under dresses and skirts for modesty on the playground and during floor play
- \* No hats during class time
- \* No offensive images or language on clothing

## **SMOKING**

No smoking or carrying of any lighted smoking instrument, including e-cigarette or vaporizer are allowed in the building or within ten feet of the building. Smokeless tobacco is not allowed to be used inside of the building at any time.

## **ALCOHOL/CONTROLLED SUBSTANCE/MARIJUANA**

No one shall consume, possess, store or be under the influence of any alcohol, illegal controlled substances or marijuana on the property.

## **WEAPONS**

Weapons are not permitted on the property. A weapon is a gun, knife, razor or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm.

## **PHOTO/VIDEO POLICY**

Occasionally, photos and videos will be taken of students. Included in the enrollment package is a release giving permission for photos and videos to be used for promotional and marketing purposes. These photos and videos include but are not limited to school activities, field trips and projects. Photos and videos may be used in school displays, portfolios, publications, web site posts, social media related to Yimisa' Preschool Promise and/or The Cow Creek Tribe of Umpqua Indians. Furthermore, the photos and/or videos shall be property of Yimisa' Preschool Promise, which has the right to duplicate, reproduce, and make other uses as deemed necessary, without any payment or other consideration in perpetuity.

# HEALTH

## Hand Washing & Bathroom Routine

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### HAND WASHING

**All students are required to wash hands upon entering the classroom.** Students will always wash hands before and after all snacks and meals, after outside time, after coughing, sneezing, wiping nose or mouth and using the bathroom.

#### Hand Washing Procedure:

- \* Wet hands with warm running water
- \* Apply soap and rub hands together (tops, bottoms and in-between) for 20 seconds, long enough to sing one of the kid's songs: This is How we Wash, Happy Birthday, Twinkle Twinkle or ABC's.
- \* Dry hands with a paper towel
- \* Throw away paper towel

Hand sanitizers will be kept under child proof locks and not used by students at any time.

Prepackaged moist towels will be available when soap and water are not accessible, an example is outside field trips.

### BATHROOM ROUTINE

At Yimisa' Preschool, staff will ask students to use the bathroom throughout the day. All students will be asked to try to use the bathroom before outside play and rest/nap time each day. Students are allowed to use the bathroom as needed during the day. Staff will provide each student with as much privacy as is developmentally appropriate for their toileting needs. A staff member will always be close by the bathroom to assist with clothes if needed and to help with proper handwashing.



### ILLNESS POLICY

Any student or staff member with one of these symptoms shall not be admitted or retained in school:

- \* Fever of 100°F or higher (*may return once fever free for 24 hours, without the use of medication, (Tylenol, Ibuprofen, Advil, Motrin, etc.)*)
- \* Diarrhea (*may return once they are 24 hours without diarrhea*)
- \* Vomiting (*may return after 24 hours vomit free*)
- \* Nausea
- \* Severe Cough
- \* Unusual yellow color to skin or eyes
- \* Skin or eye lesions or rash that are severe, weeping, or pus-filled
- \* Difficult breathing or abnormal wheezing
- \* Complaints of severe pain
- \* Visible head lice or nits (*may return after treatment and all nits are removed*)
- \* Yellow or green drainage from the nose
- \* Stiff neck & headache with one or more symptoms listed above
- \* Pink eye (*may return after being on antibiotics for 24 hours*)
- \* Chicken Pox (*may return after all lesions have dried and crusted*)
- \* Ringworm
- \* Hand, foot and mouth disease
- \* Impetigo, until 24 hours after treatment
- \* Strep throat, until 24 hours after treatment
- \* Thrush
- \* Scabies, until 24 hours after treatment
- \* Pertussis (Whooping Cough) *May return after being on antibiotics for 5 days*
- \* Hepatitis A virus (*may return one week after immune globulin has been administered*)
- \* Tuberculosis (*may return once a health professional indicates they are not infectious*)
- \* Rubella, until 6 days after the rash appears
- \* Mumps, until 5 days after the onset of parotid gland swelling
- \* Measles, until 4 days after the onset of rash
- \* Any other contagious condition

**\*\* If symptoms occur while the student is at school, they will be isolated (in sight of staff), their parent contacted to pick them up as soon as possible, and encouraged to see a health care provider. \*\***

**\*A doctor's note may be needed before returning on campus\***

Please contact us if your child has any of the above conditions or if you have any health concerns.

In regards to illness, if your student is lethargic, congested, in pain or overly irritable, they will not engage at school and are best served staying home for the day.



### MEDICATIONS

Prescription or non-prescription medication will only be given to a student with the following:

A complete and signed Medication Distribution Form by the parent.

Medications must be delivered to staff by the parent, it cannot be brought in by the student. No medication, prescription or over the counter, can be kept with the student (i.e. backpack, lunch box, etc...)

Prescription medication must be in the original container, labeled with child's name, dosage, and directions for administering, date and physician's name.

Non-prescription medication, including but not limited to sunscreen, cough drops, chap-stick and lotion must be in the original container, labeled with the student's name, dosage and directions for administering.

Staff will keep all medication in a locked container, out of reach of children. Medication requiring refrigeration, shall be kept in a child-proof container in the refrigerator clearly labeled "medication". Staff will keep a written record documenting the name of student, type of medication, signature of staff that administered medication, date, time and dosage given.

### CLEANING ROUTINE

To keep all students and staff healthy as well as keeping our center functioning at its best we have an intense cleaning routine. We follow the state sanitizing and disinfecting ratio requirement for all cleaning solutions.

Daily Cleaning: Bathroom surfaces, tables, chairs, hard surface toys, equipment, door knobs and light switches are cleaned and sanitized daily. All floors are swept, mopped or vacuumed (depending on the surface) daily.

Monthly Cleaning: Toys that are dishwasher safe will be ran through the dishwasher once a week. Cloth toys that are washer/dryer safe are laundered in hot/warm water in the washing machine and dryer monthly.

Rest/Nap Bedding: All sheets and blankets used for rest or nap time are laundered in hot/warm water in the washing machine and dryer weekly or more if needed.

Rest/Nap Mats: All mats are washed with bleach water after each use.  
All items will be cleaned as needed between scheduled cleanings.

## OUTSIDE ACTIVITIES

### *Outings & Field Trips, Extreme Weather & Outdoor Play, & Inclement Weather Policy*

825 NE Leon Ave.,  
Myrtle Creek, OR 97457  
Phone: (541)860-7296  
Fax: (541)860-7297  
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## OUTINGS & FIELD TRIPS

Weather permitting our class will occasionally go on supervised walking field trips. We will post at the center where we are walking to, the time we plan to be back as well as a contact number.

Throughout the year we may plan off campus field trips. Families will be notified of these trips beforehand.

A permission statement for participation in field trips is included in the enrollment package.

## EXTREME WEATHER & OUTDOOR PLAY

Outdoor play will continue with caution if the temperature is at 100°F or at 20°F or if Air Quality Rating is at Unhealthy for sensitive groups. No outside play will occur if the temperature is greater than 100°F or less than 20°F or if Air Quality Rating is at Unhealthy.

## INCLEMENT WEATHER POLICY

In case of inclement weather, Yimìsa' Preschool will follow the same closure or delay plan of South Umpqua School District. Radio stations, televisions and the South Umpqua School website are sources of information about school delays or closures.

If it becomes necessary to close early, we will contact parents or emergency contacts as soon as possible.

## NUTRITION

### *Food Prepared & Served, Celebrations, & Allergy Prevention*

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### FOOD PREPARED & SERVED

Food prepared for or at Yimisa' Preschool will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service. Preschool students will be served a morning snack, lunch and an afternoon snack, with water available at all times. Monthly menus will be posted.

**\*\*Please do not send any additional food to school without a medical exemption.**

Meal times are great for bonding between staff and students as well as a time for teaching. Staff will sit with small groups of students during meal times and engage in conversation. Students will learn about the importance of nutrition as well as table manners. Students will be encouraged to try all foods, but will not be required to eat more than they wish.

### CELEBRATIONS (Birthdays & Holidays)

Birthdays are a special day for students. We understand the desire to make it a memorable day but we must consider the needs of the whole group. In our commitment to promote healthy eating, we highly discourage foods with high sugar content. We ask that parents consider donating a book or game to the classroom in your student's honor, instead of food. If parents choose to send food it must be store bought and in the original packaging. We ask that only healthy items be sent such as frozen yogurt, mini muffins, fruit or granola bars.

**\*\*Special snacks must always be approved by the teacher prior to being brought in.**

### ALLERGY PREVENTION

Families are expected to notify us regarding student's food and environmental allergies. Families of students with diagnosed allergies are required to provide us a letter detailing the student's symptoms, reactions, treatments and care. A list of student's allergies will be posted in the kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing students to substances to which they have known allergies.

## ***PERSONAL ITEMS***

### ***Items from Home, Lost & Found***

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### **ITEMS FROM HOME**

We ask that students do not bring any toys, jewelry, games or videos to school, unless they are part of a show-and-tell activity planned by the teacher. Yimisa' Preschool and staff will not assume responsibility for lost or damaged personal items.

### **LOST & FOUND**

Please look for any lost items and bring any found items to the Lost-and-Found Box. Please note: Yimisa' Preschool is not responsible for any lost or damaged personal property..

# EMERGENCIES

## *Items from Home, Lost & Found*

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## LOST OR MISSING STUDENT

In the unlikely event that a student becomes lost or separated from a group, all available staff will search for the Student. If the student is not located within 10 minutes, the family and the police will be notified.

## SUSPECTED CHILD ABUSE/NEGLECT REPORTING POLICY

We are required by Tribal Law to report all observations of child abuse or neglect to the appropriate Tribal authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect; or is in danger of abuse or neglect, no matter where the abuse might have occurred. The Tribal Human Services will determine appropriate action and may refer to DHS/CWP. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## ACUTE ILLNESS

Acute illnesses are severe and sudden in onset. Examples of an acute illness include a broken bone or an asthma attack. If a student has an acute illness occur they will be immediately treated by a staff member in appropriate manner (i.e. first aid if necessary) and parents or emergency contacts called. If a staff member has an acute illness, a substitute will take their place in the classroom immediately.

## EMERGENCY TRANSPORTATION

In the event a student needs to be transported due to a medical emergency, an ambulance will be called for transportation. A proper escort will accompany and remain with the student until a family member or emergency contact arrives. If a student needs medical care, and emergency contacts are unable to be reached (and an ambulance is not needed) staff may take the student to the nearest medical facility for treatment. Yimisa' Preschool Promise will not be responsible for any cost that may occur. Any cost will be the responsibility of the student's family.

If needed students will be taken by staff to Dr. Mark Phillips  
860 N. Myrtle Rd. Myrtle Creek, OR. 97457 (541) 863-3410

# EMERGENCIES

## Emergency Evacuation Plan, Emergency Drills, Lockdown, Emergency Pick-up Procedures

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### EMERGENCY EVACUATION PLAN

In the event of an emergency that requires evacuation, we will walk to Dr. Mark Phillips' Office at 860 N. Myrtle Road. From that location, parents or emergency contacts will be contacted. If local phones are unable to go through, 911 or an out of area emergency contact will be contacted and told of our location.

### EMERGENCY DRILLS

Students and staff practice two aspects of emergency drills (Fire/Earthquake/Lockdown/evacuation) per month.

#### EARTHQUAKE PLAN

In case of an earthquake, staff will help students Drop-Cover-Hold. If outside staff will move students as far away from danger (buildings, power lines and glass) as possible and will then Drop and Cover.

#### FIRE PLAN

In the case of a fire, the fire alarm will be activated and/or an alternative method will alert staff of a fire (such as a yell or whistle.) Everyone will evacuate the building quickly and calmly.

#### LOCKDOWN

If a dangerous person is near the center, staff may call a lockdown. When a lockdown is called, staff will immediately get all students to their designated safe place. If students are outside when a lockdown is called, staff will immediately take students inside and continue with their lockdown procedures.

### EMERGENCY PICK-UP PROCEDURES

In the event of an emergency taking place at Yimìsa' Preschool, parents/guardians will be contacted by text and/or phone call about where and how to pick up their student. If the parent/guardian cannot be reached then emergency contacts will be contacted to pick up the student.

All students must be checked out by a staff member before leaving. Parents/guardians or emergency contacts must show photo ID when picking up a student after any emergency situation.