



Dancing Sol  
Nature-based Early Childhood Program

***Parent's Handbook***  
2017-18

896 Sundance Street  
Eugene, OR, 97405

541-357-9559  
info@dancingsol.com  
www.DancingSol.com

Welcome to Dancing Sol Early Childhood Program!

This parent handbook will provide you with answers to most of your questions. The handbook contains important policies and information. Please read it carefully, we will ask you to agree with these policies on your annual contract.

What does your child need for their first day?

The children will play outside in the varying Northwest weather every day. It is imperative that children come prepared for our outdoor adventures so that they can fully participate in all activities. Please provide:

- A pair of **rain boots** w/good traction (Bogs or Oakiwear boots) are the favorite for many kids as they are warm during the coldest months; un-insulated boots will require extra socks during cold months) Please note: Oakiwear offers a 15% discount for any of their gear if you use the code “dancingsol” !!!
- **Rain coat** to be available every day (can be left at school).
- **Rain pants** are a great choice to prevent many changes of clothes. Parents often leave the pants at school to dry between wearings and wash only when necessary. These are not required.
- We will take our boots off at the door and will change into indoor shoes or slippers. Please provide a pair of **slippers or other slip-on shoes** to wear in the classroom (to be kept at school).
- *At least one extra change of clothing* appropriate for weather. (Pants, shirt, socks, underwear.)
- **Water container** (non-aluminum metal or BPA-free plastic are suggested).
- We will provide a nutritious snack. Please send your child with a **nutritious lunch** each day. Please do not send candy, sugary treats or desserts.
- I have sunscreen that I can use on your child, but if you would prefer to use your own brand, you may bring **sunscreen** labeled with your child’s name.
- Medication (if your child needs). This is to be given directly to Matty to be kept in a locked cabinet; please fill out medication authorization form.
- In order to help your child feel comfortable with the transition to school, you may send one comfort item (blanket, stuffed animal, etc) that will be available to your child as they need. Please choose a relatively small item that can fit inside their 12” x 12” cubby. Write your child’s name on this item as well as any clothing item/shoes you send. We will have sharing days at least once per month so your child can share other items from home. We ask that children do not bring toys from home unless it is a designated sharing day.
- If your child stays for after care between 12:30-3:00, he/she will need a **blanket and pillowcase** for rest time.

We are looking forward to getting to know your child and your family. This is going to be a fantastic year!

Matty Maxwell, M.S. (Founder, Lead Teacher)

Gabrielle Morse (Assistant Teacher)

Dana Abel (Music Teacher)

Rees Maxwell (Founder, Consulting Teacher)

It is our vision that all children experience themselves as part of nature and grow to become compassionate and peaceful stewards of the earth.

## **Policies and Frequently Asked Questions:**

### Daily Schedule

**8:00-8:30 Early Care** (Offered as needed. Please sign up in advance, limited spaces available) (rate of \$7.50/hr, calculated per quarter hour)

**8:30-12:30 Dancing Sol Preschool Daily Schedule**

**8:30-9:15 Learning Centers Free Choice** (Indoors and/or outdoors depending on weather)

**9:15-9:25 Clean Up**

**9:25-9:45 Circle Time** (Indoor or outdoor)

**9:45-10:05 Snack** (Indoor or outdoor)

**10:05-10:20 Bathroom/Outdoor Gear On**

**10:20-11:45 Nature Immersion** (Child directed play and teacher-led activities)

**11:45-11:55 Closing Circle** (Indoor or outdoor)

**11:55-12:05 Bathroom/Wash Hands**

**12:05-12:30 Lunch** (Indoor or outdoor)

**12:30 Parents Pick Up**

**12:30-3:00 After Care** (please sign up in advance, limited spaces available) (rate of \$7.50/hr, calculated per quarter hour)

### Parent Involvement

Parent interaction and involvement is valued and encouraged. Children need a village and you, as parents, know your child better than anyone else. If you are interested in volunteering in your child's class, please contact Matty.

### Staff/Volunteer Training

All adults in the classroom including volunteers have a background check through the State of Oregon. Teachers have First Aid / CPR, Food Handler's Permits, and training in Child Abuse & Neglect Prevention and Reporting as well as continuing education in Early Childhood Development. See our website for more training and experience of the teachers.

### Schedule

Class meets from 8:30 a.m. to 12:30 p.m. each day. Additional child care hours can be arranged individually and are subject to space availability 8:00-3:00. Please talk to Matty about child care needs. Additional childcare costs \$7.50/hour and is billed per 1/4 hour. Actual hours used will be billed at the end of each month and are due with the upcoming month's tuition.

### Deposit

A \$100 deposit is required to hold your child's space in the class, payable with a completed registration form. This deposit is applied to the last month of tuition if at least two weeks notice is given. No portion of the tuition deposit shall be refunded if the child is withdrawn prior to the start of the school year, or within the first 30 days of school starting.

## Tuition

	<b>Yearly Tuition *</b>	<b>Monthly Payment (10 equal payments September-June)</b>
2 days per week	\$2400	\$240
3 days per week	\$3400	\$340
5 days per week	\$5250	\$525

Tuition will be due on the first working day of each month. The basic rates will apply: Tuition is a flat rate from September-June regardless of vacations, holidays, snow days or days your child is sick and cannot attend school. Tuition can be paid by cash or personal check made payable to Dancing Sol. Please note: a \$25.00 returned check fee will be charged for NSF returned checks.

## Tuition Discount

\*If the full year tuition is paid by September 1st, a 5% discount will be applied.

## Late Fees

The monthly tuition payments are due on the first day of the month. Any payments not made within 5 days from the due date are subject to a late fee of \$25.00. If tuition is not paid by the 15<sup>th</sup> day of the month, the child will not be invited back to class until tuition is paid in full. If tuition is not paid by the end of the month, the deposit is retained & the space will be given to another child.

## Materials Fee

We charge an annual materials fee of \$45 which will provide the following: art materials & supplies that will be used throughout the year, nature journal, and t-shirt.

## Field Trip Fees

We will schedule one or two field trips during the year that match the class' curricular focus. These trips are dependent on parent transportation and parent participation. Depending on the total cost of these trips, we may charge an additional fee to participate in these field trips. You will be notified of the additional fees required to participate in these field trips within a reasonable amount of time prior to the trip.

## Withdrawals

Parents may withdraw a child from the program at any time. After the first 30 days, a two-week notice is required to recover your deposit. Parents wishing to withdraw their child, but who fail to provide a two-week notice will forfeit the deposit that was paid upon enrollment. Withdrawal and subsequent re-enrollment will entail an additional \$100 deposit, and is subject to space availability. No portion of the tuition deposit shall be refunded if the child is withdrawn prior to the first day of school or within the first 30 days of school starting.

## Late Pick Up

We understand that there are unforeseen events and emergencies that may arise in your schedule. If for any reason you should be delayed when picking up your child, please call and inform us that you will be late as soon as you possibly can. If you do not arrive at the

scheduled pick up time, we will begin calling the emergency contacts that you have provided to pick up your child. If your child is not picked up by your scheduled time we will begin charging \$10 for every 15 minutes late.

### Non-Discrimination Policy

Dancing Sol admits all children regardless of race, color, nationality, disability or religious background. We encourage diversity and strive to support families' cultures and backgrounds.

### Food

If your child has dietary needs that are not compatible with the snacks we provide, we ask that you provide us with alternative food. Please provide this food 'ready to eat' in containers marked with your child's name. You can check the monthly menu to see what snacks will be provided each day and supplement accordingly.

- ⊗ If your child is allergic to any food, please make sure the instructors are aware of it, as well as identifying the allergy on the registration form.

### Birthdays

If your child wants to celebrate a birthday and wishes to bring a snack, please let the instructors know at least one day before the special day, so that we may create time for the celebration. Our health and safety requirements dictate that food must be purchased and kept in the original package to minimize food contamination. We apologize that we cannot have you bring homemade food. We ask that you make healthy food choices. Talk to Matty for specifics.

### Diapers/Potty Training

Children enrolled in Dancing Sol must be potty trained before attending preschool. We do not have the facilities or supplies required to change children. We realize that "accidents" will happen. "Accidents" by definition are unusual incidents and should only happen infrequently.

Potty-trained preschool children:

- no longer wear diapers or pull ups during the day
- can tell the teacher when they need to go to the bathroom
- can attend to their own hygiene. (a teacher will assist when needed)

### Illnesses

The Oregon Health Department prohibits childcare programs from admitting children who show any of the following symptoms:

- ⊗ Fever over 100 degrees taken under the arm (same as 101 oral)
- ⊗ Diarrhea (more than one incident in a day)
- ⊗ Vomiting
- ⊗ Nausea
- ⊗ Severe cough
- ⊗ Unusual yellow color of skin or eyes
- ⊗ Difficult breathing or wheezing
- ⊗ Complaints of severe pain
- ⊗ Skin, eye lesions or rashes that are severe, weeping, or pus-filled
- ⊗ Stiff neck and headache with one or more of the symptoms listed above.

For the protection of all the children, your child should be kept at home if s/he shows any of the above symptoms. If a child has been exposed to a contagious disease they should

be kept at home and the fact of their condition should be reported to the school. (Strep throat, pinworms, viral infections, infected areas and or swollen glands, measles, mumps, chicken pox, scarlet fever, etc. are among those conditions considered “highly contagious”). If a child becomes ill during the day, s/he will be isolated and parents will be contacted and asked to take the child home at the soonest convenience. We are prohibited by law from caring for sick children.

### Medicines

Prescription medicines and non-prescription medicines (children’s pain reliever, antibacterial first aid cream, homeopathic remedies, and diapering ointment) to be given to your child must be handed to the staff person in charge. The parent must fill out the necessary information on the Medication Authorization form. Medication may be given under the following conditions:

- ⊗ Prescription medication must be in the original container, labeled with the name of the child, the name of the drug, the physician, the dosage and instructions for administering the medication.
- ⊗ Non-prescription/over the counter medication, such as Tylenol, sunscreen, etc., must be labeled with the child’s name, instructions and dosage.
- ⊗ Syrup of ipecac may be administered if deemed necessary by the poison control operator.

### Medical Emergencies

In the event of a medical or dental emergency or accident, we will contact 911 and the parents of the child. Your authorization for the school to contact your family physician/ dentist and to take whatever emergency medical procedures are deemed necessary is part of this agreement (see registration form).

### Emergency Procedures

In case of an emergency (fire, earthquake, etc.) parents and or emergency contacts will be notified by telephone. In the event of evacuation, parents will be contacted and instructed to pick their children up immediately. In order for your children to be safe, it is vital that we have your current contact information on file.

### Snow Days

Dancing Sol makes a decision to close for inclement weather based on the safety of the road conditions that lead to our property. We use the recommendations of Eugene 4J school district, so if they decide to close the schools, we will be closed as well. However, our property is situated at about 1000 ft. in elevation so we sometimes get snow when there is rain in the lower elevations of Eugene. If we decide to close due to dangerous road conditions, we will notify you with an email by 7:00am.

### Mandatory Reporting

Dancing Sol staff is required by the State or Oregon to report any suspected cases of child abuse and/or neglect.

## Guidance and Discipline Policy

The foundation of the guidance and discipline policy at Dancing Sol Early Childhood Program is to encourage positive behavior and social competence.

Our underlying assumptions:

- ⚙ All children want to feel a sense of “belonging”; they want to feel important and included.
- ⚙ All children desire positive attention from the adults around them; however, when they do not gain positive attention, they will seek negative attention.
- ⚙ All behavior is a form of communication. Children are trying to meet their needs (to gain attention, to obtain something, to avoid something). It is our job as teachers to understand what they need and to teach them a more appropriate way of getting their need met.

We put our greatest effort in preventing inappropriate behavior. Dancing Sol provides a supportive and nurturing environment where communication from each child is valued and encouraged. We create an environment where positive behavior is reinforced and where inappropriate behavior is not necessary. We teach children how to use words to express what they want, what they need, and how they feel. We teach them how to treat themselves and others with respect, and we facilitate verbal problem solving when children are in conflict.

Our class rules:

“The Three Rs”

1. Respect Yourself
2. Respect Others
3. Respect the Environment

Even when all preventative measures have been put in place to encourage positive behavior, children will sometimes test the limits! Our response to inappropriate or negative behavior may include: redirecting the child’s activity, ignoring attention seeking behavior, discussing the situation with the child, and/or using firm, clear and concise language to instruct the child as to a more positive way to express her/himself. In situations when a child is having difficulty changing her/his behavior, and the above techniques have been unsuccessful, the staff will use a logical consequence. This may include removing her/him from the situation for a brief period of time. The teacher would then explain to the child what is expected in order to rejoin the activity.

In the event that a problem behavior persists, the teachers will keep in close communication with the child’s family in order to develop a comprehensive plan to improve her/his behavior. Dancing Sol will make a reasonable effort to support the child and change his/her behavior.

However, if the child’s behavior persists and endangers the safety of other children, or whose behavior is so disruptive that the teachers are unable to give appropriate attention to the other children in the program, Dancing Sol reserves the right to not allow the child to return to class. In this unlikely event, the deposit will be returned to the family and the childcare contract will be terminated immediately.