

Leah's Little Rascals *Clubhouse LLC*



Parent Handbook

Leah North 971-227-2726
4984 SE Sandra Ave Milwaukie OR 97267

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Mission Statement

We provide a stable and secure learning environment that fosters a solid foundation for a lifetime of success. Our space is a safe, respectful and inclusive environment that builds confidence within each child.

"Open arms, warming hearts, and building minds here at Leah's Little Rascals Clubhouse."

Philosophy

At Leah's Little Rascal Clubhouse LLC we strongly believe that educational childcare can make a positive difference in the lives of young children. This inclusive program recognizes each child is an individual with unique strengths and developmental needs. Establishing routines that children can understand and can depend on is important for a child's growth. Through a daily schedule each child is able to create, explore, experiment, and learn problem solving skills with the guidance of both teacher and self initiated activities and play. We provide a world that is child oriented and planned so children can develop at their own rate that fits their individual needs. We are giving tools to the children so they can succeed in a formal learning environment.

Hours of Operation

Children must be dropped off no earlier than 6:30am and must be picked up no later than 4:30pm. If a parent fails to pick up by 4:30pm, they must contact the owner and pay **\$5.00 per minute** for every minute past pick up time (4:30pm). Please be respectful and mindful that the owner has a family with daily evening activities. Additionally, any communication should be done during regular business hours, except for emergencies.

Absences:

If a child will be absent you must contact the program ASAP so there is enough time to adjust our schedule. But you still have to pay. We would like to know before 9am.

Arrivals and Departures:

Families are to drop off and pick up their child according to the contracted times. If there needs to be an adjustment in either the drop off or pick up times please provide a written notice within 24 hours. If there needs to be an adjustment just for a day, notify the program ASAP so we can make accommodations regarding food, activities and staff.

Children should arrive clean, fed and ready for the day if arriving after 9am. Some children struggle with the transition to and from childcare. Establishing rituals and reassuring the child that you will return can ease the process. Staff will work with parents to establish a simple and quick goodbye ritual. Some ways that we like to establish this is by letting the child walk in the daycare, say hello to all of their friends, a quick goodbye to the parent and then engaging the child in activities. Most children calm down quickly but feel free to call, text or message in brightwheel to check up on your child if you are concerned.

Signing in and out:

- If a child other than a parent or guardian is picking up the child a written authorization and notification is required. A photo ID is required for anyone picking up a child unknown to staff. Any person that is picking up must be of 18 years old or older.
- If for any reason a child or guardian is not allowed to pick up the child due to a court order (ie: restraining order or divorce decree) there needs to be the official order in the child's permanent file.
- Leah's Little Rascal Clubhouse LLC will not release children to any person who is believed by staff to be under the influence of drugs or alcohol. If staff need to call another person on the child's emergency contact list we will happily call. Further required action may include calling DHS or the police.

****All children need to be in proper child restraints when leaving the daycare. Please remind all pick up people to have car seats or boosters as we do not have any to loan.*

2024 Closures:

11/28/2024 & 11/29/2024 Thanksgiving and Black Friday
12/23/2024 Teacher Day
12/24/2024 & 12/25/2024 Christmas Eve and Christmas
12/26/2024 - 12/27/2024 Teacher Days
12/31/2024- New Year Eve

2025 Closures:

1/1/2025 News Year
3/28/2025 Friday of Spring Break (Teacher work Day)
5/26/2025 Memorial Day
**6/13/2025 - 8/29/2025 Starting June 13th- August 29th
OFF Fridays**
7/28/2025 - 7/31/2025 (Personal Time off)
9/1/2025 - Labor Day
11/28/2025 - Thanksgiving
12/24/2025 -12/25/2025 Christmas Eve and Christmas
12/26/2025 - Day after Christmas (A Friday)
1/1/2026 - 1/2/2026 News Year and The day after

CLOSED EVERY FRIDAY FOR THE SUMMER

06/13/2025 through 08/29/2025

****In the event of inclement weather we will typically be open unless it becomes too dangerous to travel. In the event of a daycare closure you will be notified through the bright wheel app.****

Tuition Rates

Registration (non-refundable).....\$75
 Each additional child (non-refundable).....\$50

Infant and Toddler Rate (6 weeks - 18 months)

Days	5 Days	4 Days	3 Days	2 Days	Drop In
Full Time	\$1775	\$1575	\$1275	\$975	\$90
Hourly	\$15.00				

Toddler and Two old Rate

Days	5 Days	4 Days	3 Days	2 Days	Drop In
Full Time	\$1500	\$ 1360	\$ 1220	\$ 960	\$ 90
Hourly	\$ 12.00				

Preschool Rate (3 years - 5 years)

Days	5 Days	4 Days	3 Days	2 Days	Drop In
Full Time	\$ 1475	\$ 1200	\$ 860	\$ 630	\$ 70
Hourly	\$ 8.00				

School Age Kids (Have to be in Kindergarten to get rate)

Bus Drops off at 2:15pm

Days	5 Days	4 Days	3 Days
After School	\$300	\$260	\$300
No School Day	\$60 for the Day		
Hourly	\$7.00		

Tuition Details:

- Tuition is due in advance with no exceptions.
- Paying on time is the only way to guarantee your child's spot.
- Fees are charged based on the contracted amount of days.
- Families are charged regardless if the child attends or is absent. *IE: absences due to illness, holidays, personal leave, vacation or weather.*
- If your child attends on a different day than on your contract a drop-in fee will be applied.
- No days can be switched, no exceptions.

Summer details

- Fridays the daycare center is closed however if your contract is 5 days you still would pay for 5 days.
- Teachers may pay 50% of their normal tuition if the days are reduced. If you do not pay then your spot is not guaranteed.

Payment Schedule:

Payments are to be made via Debit/Credit card, Zelle, Bright Wheel, Venmo, Cash or Check.

Monthly-

Payment is due the last Friday of the month prior to care. *IE: child starts care in June so payment is due the last Friday in May. Continuing care the payment for July is due the last Friday in June.*

Bi-Weekly-

The first payment is due the last Friday of the month prior to care and the second payment is due the second Friday of the month. *IE: child starts care in June so payment is due the last Friday in May and the second payment is due on the second Friday in June.*

Weekly-

Payment is due on the Friday prior to care, then weekly on every Friday. Payments are calculated by taking the monthly rate dividing by 4 and then adding a \$15 processing fee. *IE: child attends 5 days a week ($\$1300/4=\$325+\$15=$ weekly payment \$340).*

Returned Checks:

Returned checks will incur a \$35 fee. If a family has 2 occurrences then payments will be required to be made by cash, Zelle, or credit/debit card.

Termination of Care

We reserve the right to terminate services at any time. Reasons for termination may include but are not limited to the following:

- Non-payment or consistently late payment.
- Staff unable to meet the child's needs adequately. If this occurs we will assist in finding a more fitting program.
- Abusive or discriminatory behavior by family towards staff, children or other families.
- Consistently late pick up.
- Lack of cooperation by families in attempting to meet the child's needs.
- Lack of communication with the program.
- Failure to follow the program policies.

**** An immediate termination may occur in dangerous situations and it is at the programs discretion whether or not to bill the two weeks of care ****

Families Terminating Care:

Two weeks written notice must be given in advance before termination of care. In cases where advance notice isn't given, payment for two weeks will be accepted in lieu of written notice. At the time of written notice all bills are to be paid in full.

In cases of non-payment legal action may be taken and the families will be held responsible for all legal and collection fees.

Curriculum

Leah's Little Rascal Clubhouse LLC uses a curriculum made and altered to the children's needs and interests. Having structure in the day to day helps children learn what to expect. This inturn helps them learn and practice routines so the transition into preschool is easier.

Guidance and Behavior:

Our positive guidance policies are designed to help children learn appropriate behavior. Children are presented with a positive model of acceptable behavior. Behavior guidance standards are based upon the developmental needs of each child. Staff set clear boundaries and expectations in advance for the children. Typically we use redirection, a calm down corner, visual guidance tools, mindfulness activities and lessons on social and emotional learning. Children are taught to use acceptable alternatives such as problem solving to reduce conflict.

Guidance will be fair, consistent and reasonable as well as based on the child's understanding and the child's individual emotional needs. Acceptable behavior and respect for the rights of others will be expected of all children at Leah's Little Rascals Clubhouse LLC and our staff will help all children achieve this goal. All children and staff members will be protected and provided a safe and secure space in the program. All behavior thought to be detrimental to the program, children or staff will be addressed promptly. Unsafe behaviors such as biting, hitting and kicking that do not change quickly may result in further action. Family meetings, behavior plans and expert advice may be used. This program is not allowed by law to suspend or expel students. Any behavior that results in another child being injured will prompt staff to get involved and a report will be sent home to each parent.

Calm Down Corner:

If a child is not responding to any of the other techniques to change unsafe or unacceptable behavior staff will use a calm down corner. Before the corner is used there is a warning given. If the child chooses to not listen, a staff member will take the child into the corner and explain why at eye level with the child. Children under the age of 24 months will receive a 2 minute calm down corner time out. Children over the age of 24 months will receive a 3 minute calm down corner time out. After the allotted time for the child, staff will get down at eye level and explain again why they were in the calm down corner. There will always be a hug or high five at the end of the interaction.

Electronics Policy:

At Leah's Little Rascal Clubhouse LLC children use limited electronics. Times where electronics are used are during the slow drop off mornings between 6:30am and 8am, children that choose not to take a nap or have a short nap between 12:30pm and 2:30pm, and sometimes during weather inclement times when we cannot go outside between 4pm and 4:30pm. Movies or shows that are viewed will be rated either G or PG only.

Nap and Rest Time:

All children take naps or rests after lunch between 12:30 and 2:30pm. During nap time a white noise machine or soft music will be turned on. Children are asked to bring a favorite blanket (and stuffed animal if it will assist them sleep) to put in their cubby for naptime. Leah's Little Rascal Clubhouse LLC will wash all bedding every Friday. Children that cannot sleep will be encouraged to rest quietly during the nap period. School aged children are required by the Child Care Division to have at least 20 to 45 minutes per day of quiet rest time. Quiet activities include but are limited to drawing/coloring, reading books, tactile boards and activity books.

Nutrition

Leah's Little Rascal Clubhouse LLC provides breakfast, lunch and an afternoon snack. Meals will be given at the following times:

Breakfast: 8:30am - 9am

Lunch: 11:30am - 12pm

PM snack: 2:45 pm- 3pm

If your child has allergies and cannot eat most of the food given, please pack your child's lunch. Other instances where you may need to pack a child's lunch are if the child is VERY picky or if they eat a lot. The clubhouse follows the USDA child care food program guidelines. Menus will be posted weekly in the welcome rainbow stand.

Note: menus are subject to change as needed.

Clothing and Supplies

Children should be clothed appropriate for the season when they arrive at the daycare. In the summer, hats and sunscreen. For the winter, gloves, hats, rain boots and warm jackets. Each child has a bin to leave extra clothes and supplies in. If your child is in diapers please bring enough for at least a whole day of care along with diaper cream. Please check your child's cubby every day to ensure there are the necessary supplies.

Infants should bring formula or breast milk, clean bottles, baby food, diapers, diaper cream, and a pacifier (if needed). In the child's cubby there should be at least 2 sets of clothes, a couple of burp cloths and a sleep sack (if needed).

Items from home:

No toys from home are allowed to the center except for planned sharing days or for stuffed animals and blankets during nap time. If toys are brought the center will not be responsible for broken or lost toys. Absolutely no guns toys, war toys, or other destruction toys on the premises. If a child needs a toy for security reasons please let the owner know ahead of time.

Potty Training

Leah's Little Rascal Clubhouse LLC will help your child get potty trained when your child is ready. Children who attend 3 consecutive days will be children who can start with us. Children who do not attend 3 consecutive days will need to start at home and have a good foundation first. We ask the child to successfully put on and take off clothes without help. *IE: buttons, zippers, tight shorts or pants. Please no rompers or frilly long dresses.*

Health and Safety

Sick Policy:

Leah's Little Rascal Clubhouse LLC is not equipped to take care of ill children. For their safety and the safety of others the clubhouse requires that all sick children be picked up within 45 minutes of the parent or guardian being called per Oregon state law. Fees may be applied if the child is not picked up **within 45 minutes**. Leah's Little Rascal Clubhouse LLC wants to make sure that all children receive the best possible care.

Any child who is considered too sick to go outside or to attend school is too sick to attend childcare. If a child becomes ill while at the clubhouse, he/she will be isolated from other children and parent or emergency contact will be notified. It is essential that the emergency contact is kept up-to-date with correct contact information so they can be reached if your child becomes ill.

Any child experiencing the following symptoms will be sent home per state regulation:

- Fever of 100.4 degrees or higher (taken under the arm)
- Contagious skin or eye infection
- Diarrhea or more than 1 abnormally loose stool
- Vomiting
- Severe cough
- Unusual yellow colored skin or eyes
- Profuse nasal discharge

- **Green Snot/** Running Nose
- Head lice or nits (even one) - child may return on the same day after treatment is given
- Severe pain in any body area

****Child must be symptom free for 24 hours without medication intervention before returning to the program. Head lice and low-grade fevers for teething are the only exception to this rule.*

Notify the program if your child becomes infected with any contagious disease, such as whooping cough, German measles, regular measles, chickenpox, hand, foot and mouth, Diphtheria, strep throat, scarlet fever, and etc. The Director will notify parents of the children who may have been exposed and the state health division.

Injuries and Accidents:

Leah little rascal Clubhouse takes precautions to always ensure the safety of every child. However, accidents and injuries are part of normal growing up and will occur from time to time as a child begins to test their physical limits. The Director will notify the parent of the child's experience if an injury or accident occurs upon pick up. Additionally, an accident and injury form will be filled out and placed in the child's file and a copy will be given to the parent if requested.

Critical illness or Injury:

In the event of a critical illness or injury, 911 will be called and the child will be transported via ambulance to your preferred hospital. A certified staff member will administer basic first aid or CPR as needed. Parents or contacts will be notified immediately.

Medication:

Leah's Little Rascals Clubhouse LLC may administer prescription medications, sunscreen and over the counter medications with written authorization from the child's parent or guardian. A permission to administer medication form must be completed for each medication and if there are any changes to the frequency or amount.

- All medication must be in its original container with the correct label and date of expiration date. The child's first and last name must be on the original container. The center cannot administer anything with an expired date.

- All medication must be accompanied by the doctor's dosage instructions. The center will administer prescribed medication according to the dosage and time set forth in the prescription's instructions. Please ask your doctor to specify times rather than 3 times daily.
- All over the counter medication will be administered according to the dosage and times set forth on the prescription's instructions. The center is not allowed to administer medication on an as needed basis per Oregon law.
- All medication must be hand delivered by a parent or guardian and given to a staff member in charge upon arrival. At that time a new permission to administer medication will be filled out.
- No child will be permitted to carry cough drops or throat lozenges or any other medications on their person. **No GUM**
- No medication will be put into the child's cubby or on the counter. Staff will immediately place all medication in a secured locked location for the safety of all children. If the medication needs refrigeration the medication will be placed in a lock box and then put in the fridge.

Sunscreen:

Sunscreen provided by the center will be *banana boat broad spectrum SPF 50*. A permission to administer form has to be assigned before we will administer. **No spray** sunscreens will be allowed.

Immunizations:

Your child is required by law to have all shots, medical exemptions, or completed immunizations models (approved by the state of Oregon) in order to attend a licensed childcare center. All documents must be given to the director of Leah's Little Rascal Clubhouse LLC, and will be audited bi-annually. It is required that the parent give a copy of each child immunization records to the center. The parent is responsible for updating the childcare center with any changes.

NOTE: If the child is found out of compliance, the child will not be able to attend Leah's Little Rascals Clubhouse LLC until completed.

Emergency Procedures

The safety of children in our care is the number one priority here at Leah's Little Rascals Clubhouse LLC. All staff are required to be trained in a variety of emergency procedures such as emergency fires, earthquakes and disasters. Drills are held on a monthly basis so children can become familiar with the procedures. Please see our disaster guidebook for a thorough list of all emergency procedures, located in the red to-go backpack. We will not re-enter the center until an emergency professional clears the building.

They will exit the fastest way from the center. The primary route location is across the street at the neighbors house. The address is:

4993 S.E. Sandra Ave., Milwaukie, OR 97267.

The second route is Rex Putman high school by the auditorium. The address is:

4950 S.E. Rothe Rd., Milwaukie, OR 97267.

Special Occasions

Holidays and Religious Celebrations:

This program is a multicultural, multi-ethnic, and multilingual environment. Learning about holidays of other cultures by observing or participating in certain events may happen in this program. Leah's Little Rascal Clubhouse LLC loves celebrating and we give out little bags or presents according to the occasion- this is included at no extra cost or fee. Please let the director know of any restrictions or instructions regarding holidays or celebrations so we can accommodate if possible. No one is required to participate if they choose not to or do not celebrate certain holidays/religious events.

Birthdays:

This program does offer celebrations for birthdays. You are welcome to bring a snack to share or a special book to add to the library. We recommend that you choose a nutritious snack. All snacks must be prepackaged and if you need ideas on snacks please ask your teachers or the director. Arrangements for your child's birthday should be made at least 2 days prior to the day celebrated.

Date Nights:

We offer a date night option for families between 5:30 pm and 9pm. The cost is \$45 for these nights and it includes popcorn or a snack and a movie. Please feed your child before dropping them off. There are only 10 spots available for these special nights and they are first come first serve.

Parents Involvement

Parents are important partners in this program. Parents are invited to events and projects throughout the year and are encouraged to participate. Parents are welcome to visit and observe their child at any time during Leah's Little Rascals Clubhouse LLC hours. Regular parent teacher meetings are held 3 times a year in the fall, winter and spring. Please feel free to discuss any questions or concerns that you may have with the director.

Parents are encouraged to share their special talents such as singing, playing an instrument, carpentering, and any cultural activities. On *bringing your parents into daycare day* we would love to hear about your job, any talent you may have or a fun story. If parents are unable to attend we recommend writing up something that a teacher could read on your behalf.

Volunteering at the center for special events and holidays is welcomed. If you are interested in becoming involved with any activity or event please contact the director.

Reporting Child Abuse

The state of Oregon requires all people who work with children to report any suspected incident of possible child abuse or neglect. We are legally obligated to comply with these guidelines. If you have any questions or concerns about our responsibility to follow this law, please let us know. Leah's Little Rascals Clubhouse staff are mandatory reporters and will report it. **Every child MUST be in a car seat at ALL Times.**

Bright Wheel

Leah's Little Rascal Clubhouse LLC uses Bright Wheel to keep parents updated on their child's day. Staff uses the application to add pictures, videos, and activities of your child throughout each day. Staff also uses the application to send messages to parents, sending newsletters and any updates. Payment is also accepted through Bright Wheel. Teachers will be signing your child in and out. Please check it out.

Thank You

We work hard to earn trust and confidence and welcome any feedback. We look forward to helping your child grow through milestones. If you could please let us know how we are doing we would love to hear about it on our yelp page. Please leave an review.

Emergency Contact Information

Director's information

Leah North

Phone number- 971.227.2726

Email- leahnorth5@gmail.com

******Director will accept text and email in non- business hours for emergencies.***

Licensing Information

Fire inspection, sanitation inspection and lead testing is available upon request.

Licensing Specialist

Name- Jennie Sowder (She/Her)

Department- Department of Early Learning and Care

Title- Senior Licensing Specialist in the North Portland Unit

Phone number- 971-413-1796



Certificate of Approval

Be it known that:

Leah North

is hereby granted a Certificate of Approval to operate:

Leah's Little Rascals Clubhouse
4984 SE Sandra Ave
Milwaukie, OR 97267-4938

The Child Care Licensing Division has conducted a review and found this facility and its operation to be in compliance with the laws of the State of Oregon and applicable administrative rules.

Hours of Operation: 6:30 AM - 4:30 PM
Age Range: 1.5 Months through 10 Years
Ratio Group:

Provider Number: CF504455
Maximum Number: 16

Days of Operation:

Monday: X
Tuesday: X
Wednesday: X

Thursday: X
Friday: X

Saturday:
Sunday:

This certificate is effective:

September 13, 2023 through September 13, 2024

Exceptions:

Conditions:

Special Conditions:

Questions or complaints regarding this facility should be directed to:

Child Care Licensing Division
Michelle Lewis-Barnes
800 NE Oregon St, Suite 310
Portland, OR 97216
(503) 731 - 4141

Parent Handbook Acknowledgement and Agreement

Guardian #1

I _____ have read and understand the policies in Leah's Little Rascals Clubhouse LLC parent handbook and agree to abide by all policies.

Guardian #2

I _____ have read and understand the policies in Leah's Little Rascals Clubhouse LLC parent handbook and agree to abide by all policies.

Guardian #3

I _____ have read and understand the policies in Leah's Little Rascals Clubhouse LLC parent handbook and agree to abide by all policies.

Guardian #1 Signature _____ Date _____

Guardian #2 Signature _____ Date _____

Guardian #3 Signature _____ Date _____

Directors Signature _____ Date _____

This Parent Handbook fully states the obligations of Leah's Little Rascals Clubhouse LLC. There are no other applied obligations and any amendments to the Parent Handbook must be in writing and signed by both parties.

Financial Responsibility Agreement

This agreement is between Leah's Little Rascals Clubhouse LLC and the family of _____, _____.
(Childs Name) (Childs Name).

This agreement is to begin on the following date: _____

One-Time Registration Fee (Circle all that apply): \$75 Second Child \$50

Monthly Rate \$ _____

Paid (Circle One): Monthly Bi-Monthly Weekly
***If paying weekly, a \$15 weekly processing fee will be added.

Arrival Time _____

Pick Up Time _____

Days of Attendance (Circle all that apply):

Monday Tuesday Wednesday Thursday Friday

*Any changes to drop off times, pick up times or days to this agreement will be subject to additional charges.
School Aged Children (Circle all that apply):

Before and After Before After

Additional Notes:

This Financial Responsibility fully states the obligations of Leah's Little Rascals Clubhouse LLC. There are no other applied obligations and any amendments to the Financial Responsibility must be in writing and signed by both parties.

Guardian Signature _____ Date _____

Directors Signature _____ Date _____