

# Lincoln School Of Early Learning



## Child Development Center Handbook

2025-2026

“A Caring Community of Learners”

*Lincoln Elementary School*  
1360 N. Gould Street  
Coquille, Oregon 97423  
541-396-2811  
FAX 541-396-7351

# WELCOME

Dear Family,

Welcome to Lincoln Child Development Center!

Thank you for trusting us with your child/children. At Lincoln Child Development Center (LCDC), we will provide opportunities for all our students through the combined efforts of staff, parents, and the community.

Please take some time to look through this Child Handbook and then keep it to refer to throughout the year.

If you have any questions, do not hesitate to talk to any of our valued employees or myself.

We look forward to working with you and providing your child a nurturing and supportive environment.

We look forward to providing your child with a caring and enriching environment.

Sincerely,

Amy May  
Principal/Director  
541-396-2811 ext 2018

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# Lincoln Child Development Center

## (LCDC)

### Vision Statement

At Lincoln Child Development Center, children come first. Together we nurture, inspire, and strive for excellence because failure is not an option for us.

### Our Mission

LCDC will provide opportunities for all students to achieve their highest educational ability. Through the combined efforts of all of our staff, parents, and community, we will work on behalf of all students to create an environment that supports all students as lifelong learners.

### Contact Information

Lincoln Phone Number: 541-396-2811

Daycare Phone Number: 541-396-6322

| Staff             | Position                 | Email                                                                            | Extension |
|-------------------|--------------------------|----------------------------------------------------------------------------------|-----------|
| Amy May           | Principal                | <a href="mailto:amay@coquille.k12.or.us">amay@coquille.k12.or.us</a>             | 2018      |
| Chelsea Jorgensen | Administrative Secretary | <a href="mailto:cjorgensen@coquille.k12.or.us">cjorgensen@coquille.k12.or.us</a> | 2224      |
| Makalla Lienemann | Attendance Secretary     | <a href="mailto:mlienemann@coquille.k12.or.us">mlienemann@coquille.k12.or.us</a> | 2221      |

### Hours of Operation

At Lincoln, childcare services are provided from 7:00 AM to 5:30 PM, Monday through Friday. During the school year, the hours at our Coquille Valley Elementary location are from 7:00 AM to 5:00 PM. If the location of care is to be changed, notice will be provided to families before school breaks.

### Age Range

LCDC serves children from 30 months to 10 years old. Once students turn 10, they age out of our daycare.

### **Holidays and Closures**

Our calendar will include a complete list of school holidays, vacations, and closures. Parents will be notified as soon as possible of any changes to the LCDC schedule.

We are closed on the following days:

July 3 & 4: **Independence Day**

August 29

First Monday in September: **Labor Day**

November 10 & 11: **Veteran's Day**

November 25-28: **Thanksgiving Break**

December 24: **Closed at 1:00**

December 25: **Christmas Day**

December 31: **Closed at 1:00**

January 1 : **New Year's Day**

Third Monday of January: **MLK Jr. Day**

Third Monday in February: **President's Day**

April 24

May 22

Last Monday of May: **Memorial Day**

### **Admission and Enrollment**

All admission and enrollment forms must be completed prior to your child's first day of attendance. Our facility admits children from 30 months to 10 years of age based on availability and openings. From time to time, our daycare facility is at capacity. Your information will be kept in the order it has been received. We will reach out to you when availability meets your needs.

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate based on special needs if a safe, supportive environment can be provided. If your child has an identified need, the director/principal and family will meet prior to enrollment to learn more about your child and how to best support them.

### **Respecting All People**

Lincoln School of Early Learning is an inclusive program that promotes accepting and appreciating human diversity. Our school welcomes children and families of all racial, ethnic, cultural, and religious backgrounds, family compositions, and special needs. We strive to reflect this respect for

all people in our educational programs and services, policies and practices, and interactions with families and the community.

### **Lincoln Child Development Center Schedule**

This is a general schedule and is susceptible to change.

|             |                            |                                                                             |
|-------------|----------------------------|-----------------------------------------------------------------------------|
| 7:00-8:15   | Welcome – Free Exploration | *7:50 AM PreK, K, & 1 <sup>st</sup> go to cafeteria for breakfast and class |
| 8:20-8:40   | Breakfast                  |                                                                             |
| 8:45- 9:00  | Read Aloud                 |                                                                             |
| 9:00-9:30   | Sensory Play               |                                                                             |
| 9:30-9:45   | Outside Play               |                                                                             |
| 9:45-10:00  | Music & Dance              |                                                                             |
| 10:00-10:15 | Snack                      |                                                                             |
| 10:15-10:30 | Read Aloud                 |                                                                             |
| 10:30-11:30 | Learning Centers           | *11:00 PM PreK goes to PreK                                                 |
| 11:30-11:45 | Outside Play               | *11:40 AM PreK returns                                                      |
| 11:45-12:00 | Music & Dance              |                                                                             |
| 12:05-12:25 | Lunch                      |                                                                             |
| 12:25-12:45 | Rest/Quiet Time            | *12:30 Nap Time                                                             |
| 12:45-1:15  | Group Game Outside         |                                                                             |
| 1:15-1:45   | Art Exploration            |                                                                             |
| 1:45-2:00   | Supper Snack               |                                                                             |
| 2:00-2:30   | Fine Motor Activities      |                                                                             |
| 2:30-3:00   | Outside Play               | *2:50 PM PreK, K & 1st returns to daycare                                   |
| 3:00-4:00   | Inside/Outside Activities  |                                                                             |
| 4:00-4:30   | Extended Learning          |                                                                             |
| 4:30-5:30   | Inside/Outside Activities  |                                                                             |

## **General Information**

This handbook is provided to inform parents and children of Lincoln Child Development Center's activities, programs, and policies. Please feel free to call or visit our school to discuss or clarify any of the items in the handbook. If a problem concerning daycare should arise or your child should share information that concerns you, we encourage you to contact us. We want to promote positive working relationships between home and school/daycare.



Brightwheel is the trusted childcare management software program for clocking children in/out, billing, and communicating with parents. It is crucial that you download the app as soon as possible. Once your child is in the program, you will receive a text message with directions on how to set up your account. Using the app is essential for staying connected and ensuring a smooth experience for you and your child.

## **Billing Information**

Our accounting office provides you with great customer service. For any questions having to do with your billing account status, please do not hesitate to call Nicole at the District Office at 541-396-2181 ext 1218

If you prefer a digital and user-friendly solution, you can pay your bill directly through Brightwheel. You may also set up your credit/debit cards to deduct. If you prefer a more personal touch or have specific questions about your daycare bill, you can always contact the district office at the number above and pay there.

Brightwheel will provide an invoice every other week. Please continue to make one monthly payment on or before the 10th of the month. You will need to calculate both invoices and get your total due. Timely payments are crucial in ensuring the daycare center's operation.

Payment is always due on the first of the month. After the 10th, you will be charged \$10.00 per day, up to 5 days. If the balance has not been paid at that point, your child may be suspended or discharged from the program.

## **Monthly Fees**

The hourly rate is \$4.00 per hour. There is a 10% discount for additional siblings.

### **Returned Checks/Rejected Transaction Charges**

All returned checks or rejected credit card transactions will be charged a \$25.00 fee, which may be collected electronically. A returned check or rejected transaction will result in your account being placed on a "cash only" status.

### **Staff Qualifications**

Our staff are hired in compliance with the state requirements and qualifications as a base minimum. Required qualifications include enrollment in the Central Background Registry, completed “Introduction to Child Care Health and Safety” training, “Safe Sleep” training, First Aid and CPR certificate, and “Recognizing and Reporting Child Abuse and Neglect” training.

All staff participate in ongoing training in child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Children are supervised by staff at all times. All caregivers receive scheduled breaks, which reduce fatigue and help to ensure alertness.

### **Tips for a Successful Transition**

Your child’s transition to childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition as new routines and new people are introduced.

Touring the facility with your child before your child’s first day is recommended. This will allow them to explore the main daycare space, play at the playground, use the bathrooms, and visit the cafeteria. You can estimate this time to be around 30 minutes.

On your child’s first day, plan on a ½ day or shorter day than the regular schedule. This will allow your child to learn the routines and staff and make new friends without becoming overwhelmed. After a shorter visit to the childcare center, it is recommended to start your regular schedule.

### **Attendance**

If your child will be absent, please call us at 541-396-6322. You may also let us know in person if your child will miss a scheduled day. We are concerned about your child if we do not hear from you.

If your family has a scheduled trip or activities planned, please communicate with the staff about your expected return date. If your child misses 10 consecutive days without communication from you, your child will be unenrolled. If you still need care, your child will be placed back on the waitlist. \*This does not apply to employees during the summer.

### **When Should My Child Stay Home Due to Illness**

- Fever of 100 or higher
- Severe Headache
- Vomiting
- Persistent Cough
- Severe Runny Nose
- Ear Ache

- Diarrhea
- Rash
- Eye Infection
- Communicable Disease
- Severe Sore Throat
- Head Lice – if a child is discovered to have nits during the school day, they may finish their school day, and parents will be notified. Information on treatment will be sent home. Those with live lice should stay home to start the treatment. Parents should check their children regularly.

Children who have been ill may return when:

- They are free of fever, vomiting, and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They can participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
- The child's physician signs a note stating that the child's condition is not contagious and;
- The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

### **Drop-off and Pick-up**

We open at 7:00 AM. Please do not drop off your child before opening, as no supervision will be available. Parents are expected to accompany their children and sign them in using the Brightwheel check-in system.

We close at 5:30 PM. Please allow enough time to arrive, sign your child out using the Brightwheel check-out system, and leave by closing time. Our staff have closing duties to complete, so it is important to be respectful of the time.

### **Cell Phone Usage**

The times you spend in the center dropping off and picking up your child are the primary windows of time we must communicate with you about your child. To make the best use of these opportunities and be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a more extended discussion, kindly arrange an appointment.

### **Authorized & Unauthorized Pick-up**

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person not identified as an Emergency and Release Contact to pick up your child, you must notify us in advance, in writing. Your child will not be released without prior written

authorization. The person picking up your child must show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

#### Right to Refuse Child Release

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

### General Guidance Procedure

LCDC is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem-solving help children develop their ability to become self-disciplined. We encourage children to be fair and respectful of other people and property and to learn to understand the results of their actions.

### Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at Lincoln Child Development Center has a right to:

- **Safety:** Learn in a safe and friendly environment
- **Respect:** Be treated with dignity and respect
- **Responsibility:** Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline/guidance is necessary, it is clear, consistent, and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

### Notification of Behavioral Issues to Families

If a child's behavior or circumstance is of concern, communication with the parents will be the first step to understanding the child's individual needs and challenges. We will then work together to evaluate these needs in the context of our program.

Daycare is a privilege, and disciplinary issues can result in suspension or termination of the service.

On rare occasions, a child's behavior may warrant finding a more suitable care setting. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to or not in the best interest of the child
- Undue burden on our resources and finances for the child's accommodations for success and participation.

### **Injuries**

Safety is a significant concern in childcare, so daily safety inspections are completed inside and outside the center area to prevent injuries. First aid will be administered by a trained teacher if your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and the course of action taken. You will be contacted immediately if the injury produces any type of swelling or needs medical attention. Each classroom is equipped with a first aid kit that meets state regulations.

### **Biting**

Biting is a normal stage of development that is common among infants, toddlers, and sometimes even preschoolers. Most young children will try it at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the bitten child and the biter's family. We will work with the family to keep them informed and develop strategies for change.

However, if your child bites 3 times in a day, they will be asked to go home and try again the next day. If your child breaks the skin of another child, they will also be asked to go home and try again the following day.

### **Communication & Family Partnership**

**Bulletin Boards:** Located in the hallway, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, and artwork.

**Newsletters:** Newsletters provide center news, events, announcements, etc. These newsletters are available at the check-in/check-out counter for your taking.

**Brightwheel:** We encourage you to turn on notifications for Brightwheel and use regularly so that we may send you announcements, events, newsletters, general updates, and photos of your child.

### **Child Custody**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of

the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### **Learning Environment**

We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Our preschool program is designed for 3-year-olds. It is a set time to work with and prepare children for a successful transition into the prekindergarten program at Lincoln. Our preschool utilizes the Frog Street curriculum explicitly designed for this age group. For more specific information, please get in touch with daycare staff and/or the Director of the LCDC.

### **Celebrations**

We encourage an enhanced understanding of and respect for the different cultures and beliefs of children, families, staff, and the community. If you would like your child to celebrate a special occasion, please notify the staff, and they will work with you.

### **Rest Time**

After lunch, all children less than 5 years of age participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

- Cots used for napping shall be maintained in a safe condition.
- Wiped with a detergent/disinfectant weekly or when soiled or wet.
- Maintained in a safe condition.
- Each cot or mat shall be equipped with a sheet to cover the cot or mat and, depending on the weather, a sheet and/or blanket to cover the child.
- Bedding shall not be shared by different children without first laundering the bedding.
- Bedding shall be individually stored so that each child's bedding is identifiable, and no child's used bedding comes into contact with other bedding.
- Sheets shall be washed weekly or when soiled or wet.
- Blankets shall be cleaned or changed when soiled.
- Napping equipment shall be arranged so that each child has access to a walkway without having to walk on or over the cots or mats of other children.

### **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 are interested or curious.

We are committed to working with you to ensure that toilet learning is done consistently with your child's physical and emotional abilities and your family's concerns.

### **Personal Toys and Other Items**

We ask that you leave items at home that would disrupt the daycare environment. Children who nap are encouraged to bring a blanket and comfort item, such as a small stuffed animal that fits in their bag. Please label all items brought from home with your child's name.

What to Bring:

- **Toddlers:**
  - 6 Diapers
  - 1 Package of Wet Wipes
  - Water Bottle (no bottles or pacifiers allowed)
  - 2 Changes of Clothes Per Day
- **Preschoolers:**
  - 1 Change of Clothes
  - Water Bottle
- **School Aged Kids:**
  - Water Bottle

Because of limited space, we ask you not to send your child with more than the essentials. If your child needs more than the above items because of particular circumstances, please get prior authorization from the staff and/or Director of LCDC.

Please keep the following in mind:

- Neither the school nor any of the staff bears any responsibility for damaged or lost personal belongings.
- Personal belongings are not to interfere with the teaching or learning process, nor are they to be taken to the playground.
- Toy weapons of any kind are forbidden at school.
- Electronic games and equipment are not to be brought to school.
- Remote-controlled toys are not allowed at school for safety reasons.
- Please leave Pokémon cards, Bakugan toys, fidget spinners, etc. at home.

Failure to follow these guidelines may cause items to be held by the office or the staff until the end of the day. If this is repeated, the items may be held until retrieved by the parents or a conference with parents has been held.

### **Lost & Found**

Label all coats, sweaters, sweatshirts, lunch pails, backpacks, etc., with the student's first and/or last names. This simple task helps ensure that many items are returned to the correct student. The school assumes no responsibility for a child's personal belongings beyond teaching personal responsibility and honesty. Students are urged to check in the lost and found areas for any missing items. Any items found will be turned into the lost and found area. Clothing items unclaimed at the end of June will be donated to a local clothing donation center.

### **Cubbies**

Upon enrollment, each child will be assigned a "cubby." Cubbies are labeled with your child's name and photo. Please check your child's cubby daily for items that need to be taken home.

### **Free Meals Program for All**

Free breakfast, lunch, and after-school snack is available to everyone every school day. The school lunch menu includes choices of entrees, milk, and a variety of fruits and vegetables from which students may choose.

### **Cafeteria Procedures**

Our daycare children have the opportunity to eat in the school cafeteria. Children have the option of eating a school meal or bringing their own lunch from home. Everyone is asked to follow the expectations below:

- Use an inside voice.
- Clean up after yourself at your table.
- Always be respectful of your cooks, helpers, and classmates.
- Inform the custodian of any spills.
- Always remember your manners and good eating habits.
- All food and drinks stay in the cafeteria only.
- Please do not bring soda, energy drinks, or coffee to school.

### **Food Allergies**

If your child has a food allergy, you must notify the nurse in writing so we can make appropriate substitutions. The written notification should be updated at least annually.

Food allergies can be life-threatening, and each child with a food allergy should have an action plan for emergency care completed by the school nurse.

### **Cafeteria**

Children are encouraged to self-feed. Children are encouraged but not forced to eat a variety of foods.

Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter, and hard candy.

### **Staff/Student/Parent Relations: Policy GBH/JECAC**

The Board encourages parents to be involved in their student's school educational activities and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to: 1. Receiving and inspecting their student's education records and consulting with school staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody; 2. Authorizing emergency medical, dental, psychological, psychiatric or other health care for the student if the custodial parent is, for practical reasons, unavailable. It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued. Unless provided by court order or a parental plan, a student shall not be released to the noncustodial parent nor shall the noncustodial parent be granted visitation or phone access during the school day. In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. The district will use reasonable methods to identify and authenticate the identity of both parents.

### **School Security: Parents/Guardians**

No child will be released to anyone other than the parent/guardian or the parent specifically designated to us. Please note Lincoln School of Early Learning staff have the right to ask to see identification from an adult picking up a child they do not recognize. Your child's safety is of primary concern, so we expect parents to comply.

The practice of bringing school-age friends to visit during regular school hours is not permitted, and requests will be refused. Unusual cases may be considered.

### **School Resource Deputy**

The role of the school resource deputy is three-fold:

- Law Enforcement Officer
- Public Safety Educator
- Informal Counselor/Mentor

In regards to law enforcement officer, Deputy Owens will be on all Coquille School District campuses for the safety of the students and staff. As an educator, Deputy Owens will provide teachings on public safety topics when asked by teachers. And as an informal counselor/mentor, Deputy Owens will have an open-door policy to any student that may have a concern(s), a question, or who is seeking advice or wants to give me some advice on a life topic.

### **Emergency Procedures**

Children receive instruction on fire emergencies and drills monthly. At least one fire drill will be conducted each month. Two earthquake drills and two lockdown drills will be conducted each year. Notice will be provided to families prior to the lockdown drills.

In addition, students and staff practice other emergency procedures.

The Coquille School District adopted a strategy for lockdown procedures known as ALICE in 2016. ALICE stands for Alert, Lockdown, Inform, Counter and Evacuate. The philosophy of ALICE is to use updated practices and training for staff and students so that staff and students can make informed decisions in a crisis. The goal is to remove as many people as possible from the danger zone, and to provide realistic training so that those involved in a crisis have the best opportunity to remain safe.

The training is tailored to the age groups in the building. Teachers will provide directions to the students on what action needs to be taken, so it is very important that students listen and follow directions given during any drills. Before the first drill is performed, the individual classroom teachers will use a common set of guidelines to address the topic and teach their class the ALICE plan.

We know this can be scary for children. If you have questions, don't hesitate to contact a building administrator at Lincoln.

### **Emergency School/LCDC Closure**

Throughout the year, there may be times in the morning and afternoon when weather or road conditions become too hazardous for travel. Weather and road conditions may vary dramatically throughout the school district. The district encourages all parents to assess the conditions at your location. If parents feel that weather or road conditions are unsafe, they may make the personal decision to keep children home until it is safe to travel.

If the school or district decides to close schools and Lincoln School of Early Learning programs, including daycare for a day(s), delay the start of school or dismiss early, an announcement will be made through the Blackboard system. This system will place a telephone call, email and/or text message to all parents and staff of the school or the school district. The Blackboard system will call the current primary telephone number on file at the school or district. It is important that phone numbers are updated as soon as possible to make sure that all affected parties are notified. The district may also contact local TV and radio news stations and provide them with the current closure information. If you have any questions regarding closure, delayed start, or early release, call the Coquille School District at 541-396-2181 or Lincoln School of Early Learning at 541-396-2811.

### **Directory Information**

The district may, by law, release "directory information," including names, addresses, phone numbers, and photographs to outside sources such as the newspapers. If the release of this information is unwanted, please inform us in writing.

### **Drive Safely**

Please drive slowly when driving near the school. We want Lincoln School of Early Learning to be a safe place for children. Please do not block driveways in consideration of our neighbors.

### **Lincoln Dress Code**

The Lincoln School of Early Learning dress code is designed to minimize disruptions to the learning environment, ensure student safety, and encourage clothing that fully allows participation in learning activities. Children participate in activities such as climbing, running, sliding, painting, etc., throughout the school day. Our goal is for students' clothing to support these types of activities.

- Hats are not allowed to be worn upon entering the building.
- Supportive shoes are strongly encouraged.
- No high heels
- No open-toed shoes
- Clothing and other items should not have inappropriate language/pictures or reference alcohol, drug, or tobacco products.

### **Invitations to Private Parties**

If you are planning a party for your child and would like to hand out invitations at daycare, every child in the class must receive an invitation. If you are planning a party for your child and are not inviting every class member, please pass those invitations out, outside of school. Staff will not be able to assist in this task. This will avoid hurting the feelings of those not invited.

\*Please do not send balloons and bouquets items to school.

### **Medication Administered at LCDC**

If your child needs to take medication while at school, the parent/guardian must bring in the medication and fill out the required written authorization form. All medication will be kept locked in the daycare office in its original container and dispensed in accordance with parent or physician instructions. Asthmatic students will be allowed to keep and carry their prescribed inhalers with written permission from parents, along with notification to the school nurse and administration. State of Oregon regulations forbid the school from supplying aspirin or other medication to the students; parents must take care of those health needs. Even over-the-counter medication should be checked in at the office so that the staff is aware of the specific health issues of students. This includes cough drops.

### **Immunization Requirements**

Students initially enrolling in school are required to provide evidence of immunization with a minimum of one dose each of Polio, Diphtheria/Tetanus, Measles, Mumps, Rubella, and Hepatitis B, and chicken pox vaccine or evidence of the disease on a Certificate of Immunization Status form.

Any student born in a country other than the United States, Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Great Britain, Greece, Ireland, Italy, Luxembourg, New Zealand, Norway, Portugal, Spain, Sweden, or Switzerland must present evidence of freedom from communicable tuberculosis prior to entering school.

You have 30 days in which to comply with the law by obtaining the necessary immunizations.

You may obtain immunizations either from your doctor or from the Coos County Health

Department (396-3121)

Exceptions:

1. Parents who object to immunizations on religious grounds may present the school principal with a signed statement attesting to this.
2. Parents whose child's health would be jeopardized by immunizations must present a signed statement from their doctor or the Coos County Health Department.

### **School Boundaries**

For health and safety reasons, the following areas are considered the boundary lines for all school students during the school hours of 8:00 am to 2:55 pm hours, except when given special permission from staff. The areas include:

- Outside the fences around the upper parking lot and lower playgrounds and field
- The sidewalk in front of the school and bus loading area

### **Service to the Community**

The Child Development Center, Before and After Care School Program, and the Prekindergarten programs are provided by the school district as a service to the community and are not compulsory. The district and its representatives (Superintendent/Principals) have the right to remove a child from one of these programs.

### **Drug, Alcohol, Tobacco Policy**

We believe all students have a right to attend school in a safe and healthy environment conducive to learning. Drugs, alcohol, vaping, or tobacco possession or use is prohibited for students and adults on campus at all times. There may be no smoking on school grounds, including cars. Please help us by not smoking on school grounds. They interfere with both effective learning and the healthy development of children. Therefore, the school has a fundamental, legal, and ethical obligation to prevent its use and maintain a drug-free environment.

### **Harassment, Bullying, Hazing, and Intimidation of Students**

Harassment in the eyes of the school district and the law refers to acts of bullying, hazing, intimidation, and/or sexual harassment. Harassment of students by a member of the staff, by a student to another student, or by a student to district staff members, school volunteers, parents, school visitors, service contractors, or others engaged in district business is strictly prohibited. Instances of harassment may be referred to law enforcement as well.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, gender, gender identification, national origin, lifestyle choice, disability, marital status or age. Harassment is conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, or disturb students/staff. Harassment can be verbal, physical, or written. Repeated remarks of a demeaning

nature (put-downs) and demeaning jokes, stories, or activities directed at the student are harassment. Bullying, menacing, or intimidating is also considered harassment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Students who feel that they have been harassed should:

Communicate to the person that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher or principal to help. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:

- Tell a teacher, principal, or school employee;
- Write down exactly what happened, keep a copy, and give another copy to the teacher, principal, or school employee. Try to include:
  - What, when, and where it happened;
  - Who was involved;
  - Exactly what was said or what the harasser did;
  - Witnesses to the harassment;
  - What the student said or did, either at the time or later;
  - How the student felt;
  - How the harasser responded when told to stop.

Formal Complaint Procedure: Any student who has knowledge of or feels he/she is a victim of harassment or sexual harassment should immediately report his/her concerns to the building administrator or a teacher, or other school staff member. The same applies to anyone who has either witnessed an incident of harassment or knows of an individual who is the victim of harassment, yet is too afraid to tell an adult. This administration encourages everyone to have the courage and strength to make a report to school personnel or another trusted adult who will inform the school administration.

Harassment of any kind is in violation of district policy and regulations and may also be a violation of criminal or other laws. Retaliation against a student because the student has filed a harassment complaint or assisted in a harassment investigation is also prohibited. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to and including suspension and expulsion. The district will promptly and reasonably investigate allegations of harassment or sexual harassment. A referral to law enforcement may also result.

### **Thank You**

The Lincoln Child Development Center staff thanks you for allowing us to spend time with your fantastic children. We take the responsibility extremely seriously and pledge to do our best to improve our students' academic and social skills and provide them with positive memories.