

MAC PRESCHOOL & CHILDCARE AFTER SCHOOL PROGRAM PARENT HANDBOOK 2023-24



Thank you for enrolling your child in MAC's After School Program.

We are pleased that you have chosen MAC Preschool & Childcare for your children's after-school enrichment experience. Please take time to read through this handbook carefully as it contains all our policies and procedures. Our after-school program strives to provide an atmosphere where children can enjoy, grow, and learn. We always welcome suggestions and ideas that will help us to make your child's time here beneficial and rewarding. We encourage you to share your thoughts with us anytime.

Our Mission

We will provide quality, safe and nurturing after school care that develops the whole child—mind, body, and spirit—leading to success in school, society, work, and personal achievement. We will support children in the discovery and development of their individual talents, strengths, and skills through an enriching, fun, and inspiring after school environment. We will support families by providing a safe and reliable program as well as safe transportation to MAC Preschool & Childcare.

Our Goals

- Offer a diverse and high quality after school program for children kindergarten age through 2nd grade.
- Provide a safe, supportive environment where children develop social skills, build life-long friendships and gain self-confidence.
- Engage children in at least 30 minutes of active, physical play every day.
- Offer additional enrichment activities.
- To provide a caring staff who will interact with the students in group and individual situations.
- To provide communication with parents regarding their children's general well-being.

Important: Program Numbers & emails: Please put the following numbers in your cell phone.

503-656-5705 MAC Preschool & Childcare. Call here first and **before 12:30pm** with important information or changes in your child's transportation schedule.

503-799-6121(cell) Teacher Shelby, after school program teacher and driver. Call or text her if it's AFTER 1:00pm with important information. Email: shelbylotspeich@yahoo.com

503-804-9317(cell) Teacher Michelle Kuepker, MAC Owner/Director. Email: michellekuepker@comcast.net

MAC PRESCHOOL & CHILDCARE AFTER SCHOOL PROGRAM PARENT HANDBOOK 2023-24

After 1:00pm you must text Shelby's cell to report your child's absence.

Please do not call MAC if it's after 1:00pm to tell us your child will be absent from the after-school program. Instead, call or text Shelby directly so she will not be expecting your child to board the van. (See Trace Procedure page 3)

Program Location:

MAC Preschool & Childcare
2300 Century Lane
West Linn, OR 97068
503-656-5705

Registration Information

Please fill out and return all necessary paperwork for your child's file.

Hours and Dates:

MAC Preschool & Childcare's after school program begins at 2:15pm, or when children are picked up from Trillium Creek Primary. Pick up from MAC is any time before 5:30pm. Monday-Friday. Children not using our transportation from Trillium Creek can walk to MAC from the bus stop or may be dropped off no earlier than 2:20pm to ensure the van has arrived. Be sure to let the school know which days your child will be boarding the Orange Monkey van to MAC.

Emergency Delays, Dismissals & Closings:

MACs after school program follows the WLWV Public School calendar and operates on days when school is in session. During in-service days, children can be dropped off at MAC at 2:15pm. During early release days, children will be picked up at Trillium early and taken to MAC.

If West Linn Wilsonville School closes because of inclement weather, MAC's After School Program will be closed as well.

Transportation from Trillium Creek and Sign out from MAC:

Transportation pick up procedure: We will be meeting with the school before the 1st day and they will show us where our van is to be parked as we wait for the children. Be sure to let the school know your child will be boarding the Orange Monkey bus to MAC, and on which days. (If your child is not signed up for 5 days a week.)

Departure Procedure:

Teacher Shelby will check your child in each day before departing from Trillium Creek. It is extremely important that we hear from you if your child is not there on a given day for any reason. When you pick up your child at the end of the day, you will need to sign them out in the sign-in/out book located on the desk in the Welcome Room. Please plan on showing an ID until we get to know you. In the enrollment paperwork, you will list those who have permission to pick up your child. You will need to send a written note or email to Teacher Michelle to make changes to this list. Please remind those who pick up your children that they may be asked for an ID.

MAC PRESCHOOL & CHILDCARE AFTER SCHOOL PROGRAM PARENT HANDBOOK 2023-24

Trace Procedure: If your child will be absent on an afternoon, he/she is scheduled to attend, please inform MAC before 1:00pm or call or text Teacher Shelby if it's after 1:00pm. (See page 1 for phone numbers).

If a child is absent on an afternoon, he/she is scheduled to attend, and we are not notified, the MAC After School Program trace procedure will be followed. Shelby will first call the Trillium Creek office, then call the parents to determine the child's whereabouts. Once parents are contacted, they are responsible for locating the child with Shelby's assistance. If attempts to call the parents are unsuccessful, messages will be left, and the emergency contacts will be called.

Because the trace procedure takes a staff member away from the group for an extended period, a \$10.00 trace fee is assessed for failure to notify MAC staff of an absence. MAC Preschool & Childcare reserves the right to suspend and/or discontinue enrollment for recurrent unnecessary traces.

Withdrawal and Change of Attendance:

MAC must be notified in writing by the 15th of the month to withdraw from the program or to change days of attendance. If notice of withdrawal is not given by the 15th of the month, no refunds will be offered. Changes in days of attendance will be made if space in the program permits. Please email Michelle Kuepker, MAC owner/director at michellekuepker@comcast.net as soon as you know you want to withdraw or to request a change.

Absent/No Call Fee: aka Tracing Fee

Parents/Guardians must notify the program cell if their child will be absent for any reason. It becomes very time consuming to track kids down if you have not called us. In addition, it takes a staff member away from other kids in the program, so please call. (A note to just the teacher is not useful as we generally do not receive them.) A trace fee of \$10.00 will be charged if we are not notified in advance.

See page 1 for important phone numbers.

Pick Up:

Use the outside door on the left, off the elevated porch, to pick up your child from after care. After signing your child out in the book, you may discover they are on the other side of the school at which time, you may go get them and bring them back to their coat locker to retrieve their belongings.

MAC staff members have evening responsibilities and are not expected to remain past 5:30pm. A fee of \$2 will be assessed for each minute of tardiness. Late fees will be added to next month's tuition invoice.

Staffing:

All staff and MAC have had their background checked with both the Criminal History and Sexual Offenders Boards in accordance with the regulations. Current school-age staff ratios are generally 1 staff per 12 school aged children. All MAC staff are certified in CPR and First-Aid and hold a current food handlers' card.

Program Schedule:

2:20 – 3:10 Arrive/Get situated/project/free play
3:10 – 3:45 Snack/project/free play

MAC PRESCHOOL & CHILDCARE AFTER SCHOOL PROGRAM PARENT HANDBOOK 2023-24

3:45-5pm Outside, back yard
5:00- 5:30pm Free play inside or out

Snack and food policy:

We will provide afternoon snacks.

Homework vs Free play after school:

. We also realize that each family may have different priorities. In our program we believe free play time (providing a healthy, positive outlet) is very important after a long day at school.

Birthday Celebrations

On your child's birthday, they can share a special treat with the class. Treats must be small, and store bought. Always check with Shelby or Michelle to agree on a celebration date.

Note: Please refrain from delivering birthday party invitations at MAC unless the whole group is invited. You may use the Orange Monkey roster to mail or email party invitations if the whole class isn't invited.

Code of Conduct:

All participants in our after-school program are entitled to a pleasant and harmonious environment. The goal of our behavior management policies at MAC are to teach young people respect for themselves and for one another and to take responsibility for their actions while providing a safe, non-threatening environment for all. We will contact parents if discipline issues occur. If a participant is asked to take a day off because of unsafe or extremely disrespectful behavior, may be decided that he or she may not re-enter the program until there has been a meeting with the parents and Teacher Shelby and Michelle. Occasionally, efforts are not successful, and participants are dismissed from the program. MAC Preschool & Childcare reserves the right to withdraw any participant whose behavior interferes with the rights and safety of others.

Behavior Policy:

Step 1- Child will be given a verbal warning.

Step 2- Child will be removed from activity for a 5–10-minute period.

Step 3- A verbal conversation with a parent will occur or a note will be sent home.

Step 4- Child's parents will be called to come pick up the child.

Step 5- If steps 1-4 happen consistently, the child may be suspended: a parent conference may be required before the child returns to the program.

Payment is still due for the time the child is suspended. After suspension, if the child's behavior does not improve, the child's enrollment may be discontinued.

Discontinuation of Enrollment:

A child's enrollment may be discontinued, or enrollment may be denied by MAC Preschool & Childcare for any of the following reasons:

- Tuition or other fees are more than 30 days past due
- Recurrent late pick ups, unnecessary traces, or late payments

MAC PRESCHOOL & CHILDCARE AFTER SCHOOL PROGRAM PARENT HANDBOOK 2023-24

- MAC determines that the child is unable to benefit from the program, or behavior is unsafe or unmanageable, or the program is unable to meet the needs of the child.
- *There are no refunds for sick days, family vacations or any other absences.*

Accidents, Emergencies and Safety of Children:

The safety of the children is of greatest concern at MAC. Several procedures have been devised to assure the safety of the children: In the event of an emergency 911 will be called and every effort will be made to contact parents.

*See page one of this handbook for program contact numbers.

* "Boo Boo Bear Report" will be filled out for minor injuries. Parents should read, sign and leave at the school for the child's file and MAC staff will administer basic first aid. For a more serious injury, first aid will be administered, and the parents will be contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, 911 will be called, parents will be notified, and a staff member will accompany the child to the hospital with the child's file. Parents are required to grant permission for emergency transportation at the time of registration.

*If transportation is required for an emergency, it will be provided by the Tualatin Valley Fire & Rescue/EMT, MAC transport van, or the parent-depending on the nature of the emergency.

In the event of an environmental threat, or other threat, children will be secured in a safe area, the proper authorities will be contacted, and their directions will be followed.

Parents will be informed as soon as the situation safely allows.

-In the event of an emergency evacuation due to fire, weather conditions, utility emergencies, etc., the teachers and children may go to the Bolton Tualatin Valley Fire Station.

-A sign will be posted at the program site indicating the location to pick up your child.

-Parents will be contacted as soon as possible. If a parent cannot be reached, the emergency contacts listed on the registration form will be called.

HEALTH POLICY

It is inevitable that children will get sick, no matter where they are. As children begin to have contact with the world outside of their own families, they encounter germs and bacteria that are foreign to their bodies. This is the way they build immunities. We cannot, nor would we want to shield a child completely from the outside world. If we did, the natural immunities a child gains through contact with others would not develop and a simple cold would become a serious illness. We do, however, want to protect a child from an unusually high exposure to germs all at once. If your child shows any of the symptoms listed below while at school, you will be called and asked to take them home. If a child displays any of them at home, please keep them at home until the symptoms are improving and they've been fever free for over 24 hours unmedicated. **Always call if your child will not be at MAC. 503-656-5705**

FEVER: Defined as a temperature over 100.4° F. A child must be free of fever for 24 hours before returning to school.

CONSTANT COUGHING: A child who is coughing continuously and constantly needs to stay home until his cough subsides.

EYE / NOSE DRAINAGE: Green or yellow discharge from the nose or eyes is a sign that your child must stay home.

RASH: Skin rashes, undiagnosed or contagious.

MAC PRESCHOOL & CHILDCARE AFTER SCHOOL PROGRAM PARENT HANDBOOK 2023-24

FIFTH DISEASE – Symptoms: Non-itching rash on thighs and arms in a lacy pattern, slightly raised bright red cheeks (as if slapped), slight fever, no sore throat. Rash can last two or more days. Incubation period is 7-14 days. Although it is contagious, isolation is not usually recommended.

SORE OR STREP THROAT: A child is excluded until 24 hours after initial antibiotic treatment and cessation of fever.

VOMITING: A child must be free of vomiting for 24 hours before returning to school.

CONJUNCTIVITIS: Children with infectious conjunctivitis ("pink eye") with white or yellow eye discharge can return after they have used antibiotic treatment for 24 hours.

DIARRHEA: An increased number of abnormally loose stools in a 24-hour period. A child must be free of diarrhea for 24 hours before returning to school.

CHICKEN POX: A child is excluded for 6 days after the onset of rash or until all sores have dried and crusted.

LICE OR NITS DETECTED: Child will be sent home.

PIN WORMS: Child will be sent home and you will need to make an appointment with your child's doctor.

If your child has even been exposed to any of these diseases listed above, we ask that you notify us of the exposure so we may be alerted to symptoms. The school will notify parents any time children have been exposed to Pink Eye, Chicken Pox, Lice or Pin Worms. **Please call if your child will not be at MAC. 503-656-5705.**

COVID-19 Exclusion

MAC will exclude from the program any child or staff member, regardless of vaccination status, if they

- exhibit COVID-19 symptoms including new loss of taste or smell, fever, new cough, or shortness of breath in the last 5 days.
- A new cough means something out of the ordinary for this person – e.g., not typical asthma, allergies.
- Fever means 100.4 degrees Fahrenheit or more, without the use of fever-reducing medication.
- Exclusion from the program should be for one day after onset of symptoms and also 24 hours after both fever and cough resolve, without the use of a fever reducing medication. A mask may be required to be worn for another 3 days after returning.

MASK POLICY & family obligations

Children are not required to wear a mask unless they have a known or suspected exposure to Covid-19 or another potentially serious respiratory illness (e.g., RSV, Flu, Croup, etc.).

Regardless of our current mask policy, our team has the sole discretion to decide when they may require some or all students to wear a mask. **Some typical examples might be:** If there is known or suspected exposure, if we hear about or know of increased Covid cases in the greater community, if a child is not acting like themselves, if a group of children is very physically close for an extended period.

MAC PRESCHOOL & CHILDCARE AFTER SCHOOL PROGRAM PARENT HANDBOOK 2023-24

At MAC we will:

- Continue to crack windows and have fans blowing to the outside.
- Drop offs will still be outside and we will continue with the morning temperature checks at the door.
- Continue to practice effective hand washing skills with the kiddos and use hand sanitizer when appropriate.
- Continue to run the “air scrubber” filter that is attached to our heating unit.
- Require a child with light symptoms, not only wear a mask, but also sit behind an acrylic sneeze shield when eating. (We have “superhero” stickers for them so they will feel special for keeping others safe)
- Require a negative COVID test in some situations.
- Staff will wear masks based on their comfort level but will wear one if they feel symptoms of any kind, even after testing negative for COVID.

What do we need from you (parents): Notify us if your child has a known or suspected exposure to COVID19. Notify us if your child was on an airplane, attended a large event, etc. Keep your child at home if they are sick. If *anyone* in their household/bubble develops Covid-like symptoms also keep your child home OR at a minimum, please let us know so we can increase our/your child’s vigilance re: mask wearing/hand washing.

STAY HOME POLICY

We expect to see a LOT runnier noses / common cold. Since the symptoms are overlapping with Covid, we want to err on the side of caution. **If your child only has a *minor* runny nose, please keep your child home for 24-hours AFTER their runny nose onset** and if they don’t develop other symptoms, still have them wear a mask to school. child must be able to control their runny nose without help from a teacher. If the nose is pooling/dripping, they should stay home. If a child is sent home for any illness (including a runny nose) we will generally require them to **stay home the following day** as well.

HOUSEHOLD COVID EXPOSURE AND CLOSE CONTACT COVID EXPOSURE

If someone in your child’s immediate household tests positive for Covid and/or if your child has a known close contact exposure (eg was on vacation with friends and one of them tested positive), please **NOTIFY US IMMEDIATELY.**

If your child has close contact Covid exposure, please assume they will become infected, and thus be infectious. While we hope they won’t get Covid, we want to make sure that your child does not spread Covid to other children or teachers. Please also know that for many of our parents, and teachers, having a child at preschool with a known Covid+ exposure creates anxiety and concern.

While we will provide some guidance and policies, we greatly depend on your diligence and your parents’ intuition to try to keep Covid from entering MAC.

Medical Assistance:

MAC PRESCHOOL & CHILDCARE AFTER SCHOOL PROGRAM PARENT HANDBOOK 2023-24

MACs after school program is not an extension of the school day or West Linn Wilsonville Public School System. We are a private, certified preschool and childcare. There is no nurse on the premises, but all staff are trained in first-aid, CPR and Epi-Pen administration. First-aid supplies and ice packs are available. We are allowed to administer medication only if you sign the permission to administer form located by the front door.

Program Enrollment and Tuition:

After receiving your registration form along with the \$95 registration fee, you will receive a paperwork packet which will need to be filled out and returned before your child's first day of school. Your tuition invoice will be emailed to you around the 1st of each month and is due by the 8th. You may pay by check or online, at no cost.

- 5 days \$625/month.
- 4 days \$575/month
- 3 days \$465/month
- 2 days \$310/month

Communications: Orange Monkey MAC Chat

From time to time, you may receive an email from the director, Michelle Kuepker and/or Teacher Shelby. This will serve to communicate upcoming events, closures, and anything else we'd like you to know.

What to Wear and Bring/ or Not Bring:

Children should wear washable, comfortable play clothing. Children may get dirty so please send an extra change of clothes if they are dressed up for school. We recommend socks and sneakers be worn each day. We go outside every day except in major rain. Please send your child appropriate clothing during the winter months. Items such as phones, iPods or mp3 players, portable video games, collectable cards or trading card games **will not be allowed** to be taken out at the program. No weapons of any kind (sling shots, jack knives, play guns, water pistols etc) will also not be allowed.

Thank you for choosing MAC Preschool & Childcare as your after-school provider. We hope your child has a wonderful experience. Please do not hesitate to contact me with questions, concerns, or suggestions, anytime!

Cartwheels,
Michelle Kuepker, Director
2300 Century Lane
West Linn, OR 97068
MAC 503-656-5705
Cell 503-804-9317

[https://www.facebook.com/macpreschool/
macpreschool.com](https://www.facebook.com/macpreschool/macpreschool.com)

