

THE TEACHING RESEARCH INSTITUTE

Child Development Center



LEARNING ~ CARING ~ GROWING ~ TOGETHER

Family Information Handbook

Western Oregon University ~ Todd Hall

Center's Office: Room 119 ~ Phone: 503-838-8769

Website: www.tricdc.org

PHILOSOPHY

We believe that children are active learners, and unique individuals. They learn according to a developmental sequence, progressing at their own pace.

We see the teacher as a facilitator of the learning process who is sensitive to developmental and individual needs. The teacher is respectful and flexible in dealing with children. We believe that the appropriate curriculum will address the social, emotional, cognitive, and physical needs of the children.

We believe the environment should be aesthetically pleasing and stimulating. It should be planned in a manner to provide choices, quiet and active spaces and should respond to the developmental and individual needs of children.

We believe that classroom management/discipline incorporates proper organization of the environment, appropriate activities and clear expression of expectations with natural and logical consequences. Our classroom management employs a positive approach, combining consistency with empathy.

There should be an atmosphere of mutual support between parents and staff in order to create an effective learning environment. We believe that parents need to be kept informed and have opportunities for involvement in classroom activities.

MAJOR GOAL

The major goal of our program is to provide a safe, secure and stimulating environment that meets the developmental and individual needs of all children. It is our goal to foster and instill the joy of learning within each child. Program planning reflects the following basic beliefs:

- ❖ Children are active learners
- ❖ Each child is a unique individual
- ❖ Children learn in a developmental sequence
- ❖ Children learn through concrete and meaningful experiences that are relevant to their personal backgrounds and interests
- ❖ Parents are their child's first teacher

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WHO IS SERVED

Our program serves families with children aged 30 months to 6 years from Western Oregon University and the surrounding community. This comprehensive program is designed to serve all children seeking preschool and/or child care services regardless of race, color, disability or health status.

SCHOOL YEAR - HOURS



Teaching Research Child Development Center follows the Western Oregon University school year. Please see our current calendar for start dates, holiday's and breaks throughout the year. Our Center operates from 7:30 am - 5:30 pm Monday through Friday. Options for attendance (Full Day/Part Day) are listed on the application form. There will be no deviations from these options, including hourly service. This is to insure quality staffing and financial stability of the Center.



THE PEOPLE WHO CARE FOR YOUR CHILD

The heart and soul of the Teaching Research Child Development Center has always been our teachers, staff, and volunteers, so we work hard to attract and keep the best people to care for your children. Each member of our staff is carefully screened and selected based on their skills, education, experience, and rapport with kids. Many of our teachers hold degrees in early childhood education and we are proud to say that some have been with us for as long as 20 years. Our low teacher-to-child ratios allow teachers to focus on the individual learning styles and needs of each child in their care. This extraordinary level of commitment can be seen in the warm and bonded relationships the children develop with our staff members.

Code of Ethics

As individuals who work with young children we commit ourselves to furthering the values of early childhood education as they are reflected in the ideals and principles of the National Association of the Education of Young Children Code of Ethical conduct. To the best of our abilities.

The TRCDC Staff








CURRICULUM AND ENVIRONMENT



Research tells us that young children learn best through active interaction with the physical and social environment. Our curriculum offers opportunities and experiences that help build children's self-esteem and independence and is focused on developing an experientially rich, developmentally appropriate environment that responds to the creativity of children. The whole child is being nurtured by integrating language, social, emotional, cognitive, and physical development needs into all learning experiences. This is achieved by maintaining a positive atmosphere where children are free to explore and interact with other children, adults, and their environment. The learning environment is primarily based on *The Creative Curriculum*, developed by Teaching Strategies Inc, in use in high-quality early education settings throughout the United States, Canada, and Australia. At the core of the *Creative Curriculum* lie well planned learning centers that allow for child choice and self-directed play, small groups, and supportive teaching designed to ensure future academic success. The classrooms and outdoor area are divided into learning centers, which provides the opportunity for successful experiences for children. They promote appropriate use of materials and show how children learn new concepts and skills from their daily interaction in the learning center. Typical Centers include: Language/Library, Construction/Blocks, Dramatic Play, Art/Creative Expression, Sensory: Sand and water, Manipulatives, Language/Writing, Cozy Corner. Changes to the learning environment, activities, and projects reflect emerging interests.

DAILY ACTIVITIES

Children need a balance of active and quiet times; group circle times, small group learning center time as well as individual activity times; and both structured and unstructured times. Each classroom has a schedule of it's own which will meet these needs. Check on your child's classroom information board to view their daily schedule. Each classroom's schedule varies, however, there are similar basic components each will have:

<p><i>circle time</i></p> 	<p>Circle Time: These include planned activities, reviewing schedules, discussions, stories, games, songs and creative movement.</p>
<p><i>breakfast</i></p> 	<p>Breakfast: Is offered family style, (8:50 – 9:30). Children serve themselves, practice table manners and conversations are encouraged.</p>
<p><i>free choice</i></p> 	<p>Small Group: Children choose to take part in learning centers such as, art, dramatic play, table toys, sensory, science/discovery, writing, library or blocks. Adults are available to facilitate your child's individual development in the centers.</p>
<p><i>outside</i></p> 	<p>Gross Motor: Is held in our outdoor environment or in the large playroom located on the ground floor. The children have an opportunity to run, jump, climb and build up all the large muscles in their bodies. Activities in our outdoor environment also increase a sense of wonder about the miracles that take place in nature.</p>
<p><i>lunch</i></p> 	<p>Lunch: is at noon. Families bring a healthy lunch from home and the Center provides milk and water. Lunch can last up to 30 minutes.</p>
<p><i>rest time</i></p> 	<p>Rest Time: The children lay on a cot with their own blanket, small pillow and sheet. They are encouraged to rest for a short time while listening to relaxing music and receiving backrubs from teachers, if desired. They may fall asleep, quietly look at books, or cuddle with their quiet toy</p>
<p><i>snack</i></p> 	<p>Snack: is provided in the afternoon and lasts 15-25 minutes.</p>

SPECIAL CLASSROOM EVENTS

Families/children from time to time have special days they would like to celebrate at school, such as a birthday, special interest, job, hobby, or a family tradition. If you wish to have a special event please make arrangements ahead of time with your child's teacher. This way we can assure that allergies (food/other items) and religious preferences are

honored. When food is involved with these events, the Oregon Health Department requires that it be store bought. Homemade treats are not allowed unless prepared by someone with a food handler's card and in our kitchen.



WALKING TRIPS & FIELD TRIPS

The following steps outline the procedure the Center will follow when taking trips:



1. Most field trips will be walking field trips that stay on WOU campus.
2. Walking trips on campus are communicated by either a note placed on the time card and/or the classroom white board. This insures that families know where we are.
3. In the event a field trip is off WOU campus, families will be informed in advance and ask to sign a special permission slip authorizing child's participation.
4. Emergency forms for each child and a first aid kit are brought on all trips.

PARTNERSHIPS WITH FAMILIES



Our teachers and staff are passionate about forming a strong partnership with you to ensure the best possible experience for your child and family. Families are welcomed visitors to the classroom at any time! We view family involvement as any activity that empowers either the family to participate in the educational process of their child, at home or the classroom. We encourage you to become involved in any way your life allows. Every family has something positive to offer, whether it is volunteering in the classroom, taking home a project to complete, sharing a talent or family tradition with the children. When we join in partnerships, the biggest winners of all are the children who thrive on the operative relationships.

COMMUNICATION: It is a high priority for our teachers and staff to provide daily communication with families and seek to understand your unique needs. Good communication between parents and teachers is essential to the development of the child. Therefore, it is very important we keep communication open between parent and teacher by parent/teacher conversations, activity boards, e-mail, notes from home/school, newsletters, and weekly lesson plans. Please let your child's teacher know what form of communication is effective for your family. This will help insure efficient communication.

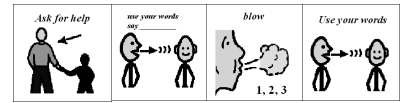
CONFERENCES: Families are invited to participate in conferences at the beginning and the end of the year. These conferences will serve as a time for teachers and families to become familiar with each other, share information and review assessment information, set goals for the child, ease transitions, and discuss any concerns.

PARENT EVENTS: The Center sponsors at least one parent event per term. These events can range from exploring different art or science experiences with your child to learning about new parenting techniques. This is a wonderful opportunity to meet other families as well.

GUIDANCE TECHNIQUES

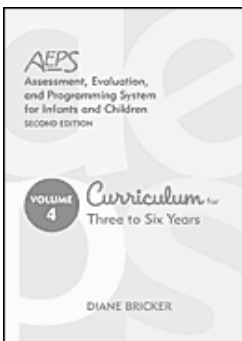
Appropriate guidance techniques provide an emotionally secure environment. These include:

- Providing developmentally appropriate activities in which the children can actively be involved;
- Respecting the needs of each individual;
- Using all opportunities to develop positive self-esteem in each child;
- Maintaining a positive atmosphere through frequent positive interactions and praise;
- Teaching social skills including empathy, self-regulation and problem solving into our guidance techniques; and
- Teaching staff follow behavior intervention guidelines (B.I.G.'s) which establishes a predictable and consistent approach to dealing with problems that arise. Please feel free to ask the staff for your personal copy.



We use natural and logical consequences when dealing with behavior problems. We view discipline not as punishment but as a teaching opportunity that will encourage growth and responsibility in the child. Physical punishment is not used in the center.

ASSESSMENTS



Teachers will conduct an assessment on your child during fall and spring terms. The assessment covers the developmental areas of: small and large motor, adaptive skills, cognitive, and social communication. Through the assessment, teachers obtain

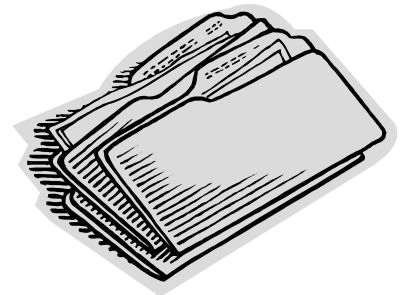
useful information about your child's knowledge,

skills, and progress by observing, documenting, analyzing, and reviewing your child's work over time. The assessment tools are developmentally appropriate and they will vary according to each child's needs. These are criterion-referenced assessments and will not be used to determine IQ, or other such scores. Results help the teachers monitor child progress and will be shared with parents during scheduled conferences.

CHILDREN'S RECORDS

All children's records and information shall be kept in strict confidentiality. Medical, photographs, written observations, and assessment information will be available to others only with parents' written permission. We will not verify

your child's enrollment to anyone via the telephone and without your consent. Children's files are available to State Licensing personnel who "spot-check" our records once a year.



CLOTHING GUIDELINES

Children may wear any clothing that is comfortable and meets their needs. Keep in mind that children are active hands-on learners who work with a variety of materials that could possibly leave stains or ruin their clothes. Children have the opportunity to wear a smock however they are not required to wear one.

Shoes should be durable, comfortable, and



secure. Shoes that fall off during activities can be dangerous.

It is important that children have appropriate outerwear for outdoor play. We provide outside play whenever the weather permits and this may

include fairly cold temperatures. We do not require children to wear their coats outside, We encourage them to bring their coats outside but respect the children if they do not want to wear a coat. We want to encourage children to listen to their bodies and problem solve to find their own solutions. We ask that all outer clothing be labeled with your child's name.



Please send an **extra set of clothes**, (pants, shirt, underwear socks) for your child. Label clothing and put in a plastic bag labeled clearly with their name. This will be kept in their cubby.

BELONGINGS FROM HOME

Please bring:



A lunch for your child. An appropriate lunch is defined in the meals and snack section of this handbook.



A complete change of clothes in a plastic bag with your child's name on it.



Disposable diapers and wipes for children who are in the process of toilet training.



A pillowcase to use for a nap bag. We will be placing a drawstring in the bag for hanging.

A blanket, crib sheet, child sized pillow, one quiet toy for children staying during rest time.

Blanket Policy: Each week on your child's last day of care, please take home rest sheets, blankets, and quiet toy. These need to be washed weekly and returned on your child's next day of care. Unfortunately, we do not have the facilities to do their wash at the Center.

What NOT to bring:



Gum or candy



Money



Toys from home unless prearranged with your child's teacher.

PARKING

CDC parking permits are provided for drop-off and pick-up. These permits are only valid in the designated spaces in Parking Lot F (behind Todd Hall).

Because of limited parking, we ask that you only use this space for drop-off and pick-up. If you are spending extended time with your child, please use the metered parking.

For non-metered spaces, parking permits are available through Campus Public Safety or the Cashier's Office.



If you need additional permits, please contact the CDC Director.

ARRIVAL AND DEPARTURE PROCEDURES

We use a timecard system to track children's attendance, meals, and rest times. The timecards are essential to account for all children in our care at any given time and insuring your child's safety. The Center routinely practices for emergencies that may arise and the time cards are a crucial part of these drills.

It is the families responsibility to:



Upon arrival indicate on your child's time card, the time and initials of the adult who is bringing the child to school; then place it on the classrooms timecard clip. Families must stay with their child until a staff member has welcomed him/her.

Upon departure indicate the departing time along with the initials of the adults who is picking the child up; then place the timecard back into the provided container in the classroom.

The child's timecard must be on the classroom clip when the TRCDC staff is supervising the child.

PERSONS AUTHORIZED FOR PICK-UP

Children will only be released to parents or people authorized for pickup/emergencies on the enrollment form. To ensure your child's safety, if a person who is unfamiliar to the teachers or staff arrive to pick up your child, a photo ID will be required before a child will be released to them.

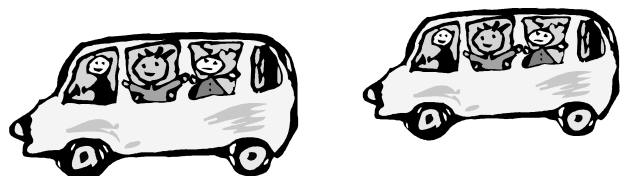
If a non-custodial parent is not allowed to pick up their child, we must have a copy of the court order on file .

BUS POLICY

We ask that the family set up bus transportation for their child when needed. To insure a staff person is available to greet or take your child to the bus we required families to complete the center's transportation agreement.

In the event that a child will not be arriving by bus on their given day, it is the families' duty to call or personally contact the teacher/classroom prior to the child expected arrival time

When a child does not arrive as scheduled and teachers have not been notified, the teacher will immediately contact the family to insure the child's safety.



MEALS AND SNACK

The Center serves breakfast, milk at lunch and an afternoon snack. All meals are served family style and follow the guidelines set by the USDA food program.



Breakfast: includes milk along with one serving each of two other food groups (i.e. milk, whole grain cereal and fresh fruit). Breakfast begins between 8:45 and 9:00 each morning and is served no later than 9:30.

Lunch: is scheduled for 12:00. **The Center will provide milk and families are required to provide nutritious lunches.** Each classroom has a refrigerator where the children's lunches will be stored. We cannot heat up or prepare lunch items for the children. Lunches need to come ready to eat (i.e. oranges peeled, food items in bite size pieces, etc). As a certified child care center and

one that participates in the USDA Child Care and Adult Food Programs we are required to monitor lunches. The Child Care Division requirements, as stated in rules 414-300-270 & 280, require that food be brought daily, ready to be eaten, labeled with the child's name, and meet the following nutritional requirements:

LUNCH REQUIREMENTS		
Each lunch shall equal at least 1/3 of a child's daily nutritional needs. At least one serving from the first three items shall be available to children.		
Food Group	Serving Size	Lunch Suggestions
Bread and Grains	½ slice bread, ¼ C. grains	bagel, rice, noodles
Meat, Fish, Poultry Or Meat Alternatives	½ oz. meat, fish, poultry 3/8 C. cottage cheese 1 egg 3 T. nut butter or seed butters	Meat, fish, poultry cooked in a variety of ways, beans, peanut butter, yogurt, cheese or eggs.
Fluid milk	6 oz.	The center will provide milk for lunch.
Vegetables and Fruits	½ C. total of 2 different items.	Cantaloupe, apple slices, dried apricots, broccoli, peas, carrots, 100% fruit or vegetable juice.

Things to Remember When Packing Your Child's Lunch.

- ❖ You can help by preparing food in child-size portions and pieces. Fruit (for example oranges and apples) need to be cut into small pieces and/or peeled.
- ❖ The Center is required by the State to supplement a child's lunch each time their number of nutritional servings fall below the requirements. If we observe that, your child is consistently missing components a reminder will be sent home. Please do not take this reminder offensively.
- ❖ If a dessert is necessary, please send a healthy whole grain cookie low in sugar.
- ❖ If you would like your child to have a warm lunch, use a wide-mouth thermos container to keep food warm.
- ❖ Please No Candy, Gum, or High Sugar Content Foods!
- ❖ You are always welcome to join your child for lunch.



Afternoon Snack: is served around 3:00 in the afternoon. It will consist of at least two items from the basic food groups. (i.e. water, fruit and crackers).

HEALTH POLICIES

IMMUNIZATIONS



A record of immunization must be provided for each child **prior** to admission into the program. Be sure to notify staff or the Director if your child receives new immunizations

during the year so they can be added to the form. Parents must initial all additions to immunization records. Children who are not "current" on immunizations will be excluded from the program on the date set by the State Department of Health.

ALLERGIES

It is critical that all allergy information be communicated to staff. If your child has a food allergy, please give the Center a written doctor's statement listing the foods causing the allergy and symptoms related to an allergic reaction. In this event, the Center may ask that a family supply food to insure that the child has an appropriate diet throughout their day at school.

ILLNESS

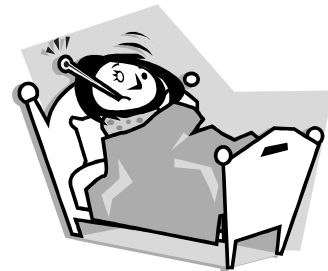
In order to maintain a healthy environment for all children and staff, we ask that children who are ill be kept at home until they are fully recovered. Children need to be able to participate in the daily activities of the classroom (including outdoor play).

Staff discretion according to the following guidelines is used to determine whether children are able to attend. Listed below are the specific guidelines as mandated by the State Child Care Division.

WHEN IT IS TIME FOR CHILDREN TO STAY HOME

We cannot admit children who have been:

- A. Diagnosed as having or being a carrier of a day-care restrictable disease; or
- B. Has one of the following or combination of symptoms or illness:
 - Fever over 100 F. taken under the arm
 - Diarrhea (more than one abnormally loose stool per day)
 - Vomiting
 - Nausea
 - Severe cough
 - Unusual yellow color to skin or eyes
 - Skin or eye lesions
 - Rashes that is severe, weeping, or pus-filled
 - Stiff neck and headache with one or more of the above symptoms
 - Difficult breathing or wheezing;
 - Complaints of severe pain



Your child will be welcomed back to school 24 hours after symptoms have passed. Children should not return until they are healthy enough to fully participate in regular class activities.

- Please contact us if your child contracts a communicable disease or is exposed. When we are informed that another child has a communicable disease all parents will be notified.
- This same procedure will be followed if a situation like head lice occur. A child infested with head lice may return after treatment. All the nits must be out of the hair and a note stating that treatment has been completed needs to be sent.
- Information regarding other childhood diseases/illnesses that may require exclusion from the Center is available upon request.

All Center staff are trained in Universal Health Precautions to minimize the spread of illnesses. Maintaining health standards is part of creating a safe learning environment. This affects the children, their families and the Center staff. We ask for your cooperation in this effort.

MEDICATIONS



In order for us to administer medication to your child the Center MUST have the following:

- ❖ Medical release form (available upon request from teacher)
- ❖ Medication in original container (most pharmacies will give you two containers)
- ❖ If medication is a prescription, a pharmacy “fact sheet” would be appreciated but it is not required.

INJURIES/ACCIDENTS

Scratches and scrapes, which are inevitable when children play, will be treated using basic first aid and TLC. In the case of a more serious accident, we will follow these steps in the order that they are listed;

- ❖ Contact parents. (Listed on enrollment forms);
- ❖ Contact emergency contact person that is on enrollment form;
- ❖ Contact child's doctor. (Listed on child's emergency form); and
- ❖ Request emergency help, 911, if needed.

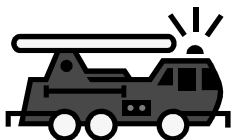


In case of life threatening incidents, 911 will be called immediately and then parents or emergency contact person contacted. Therefore, it is very important that we have current emergency information on file at all times. For WOU students, the parent locator service in the college center is a great resource that helps us find you on campus.

All injuries are documented on incident report forms, which parents sign and are offered a copy.

EMERGENCY DRILLS

Children's safety is of utmost importance to us. The teaching staff is trained in a variety of emergencies procedures to insure the safety of your child while they are at the Center. Emergency drills are practiced, and all the children, family members, volunteers, and staff participate. Some of these emergency drills include and are not limited to, Fire, Earthquake, Lock Down and Chemical Spill. Emergency drill procedures are posted in each classroom.



The teaching staff walks/talks through each of the emergency drills with the children at the beginning of the year. They let the children know what to expect in the emergency situation, the need to practice for the drill and their responsibilities (i.e. possibly leaving shoes or jacket behind). We do our best to alternate the times of these drills so that all children will have an opportunity to participate in the drills.



In the event where children are performing a drill or we are experiencing an emergency situation it is very important that:

- We have current emergency contact information on file.
- Your child's time card is signed either in or out.
- We have your understanding, patience and cooperation if you are present.

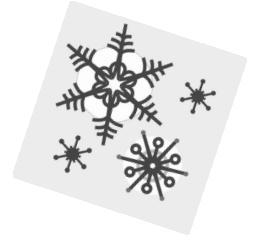
WOUALERT



Western Oregon University has a campus emergency notification system called WOUALert, which will notify the campus community and all parents of the CDC children in the event of an emergency; specifically campus or building closures related to an emergency, potential life-threatening situations, or activation of emergency response teams.

EMERGENCY WEATHER SITUATIONS

The Center runs on the same schedule as the University. If WOU cancels classes, the center closes. If your child rides a bus, you will need to listen for Central School District closures to know if buses are running or not. If in doubt, call the Campus Closure Hotline at (503)838-8026 or the Director's number (503) 838-8769, will have a message if we close.



TUITION/FEES



Cost for current options are listed on the application/contract. Tuition is a set fee for the term and will be billed to the parent (or other responsible party) before the beginning of each term by WOU. The payment due date will be listed on the bill. Payments should be made to the WOU Cashiers. Childcare fees must be current to continue to receive childcare services. For questions, contact Frankie Blasch, TR Business Office, (503) 838-8800.

RE-ENROLLMENT

Once your child is accepted and attending the Child Development Center and you have indicated on the application form you want that slot for the whole year, he/she will automatically be re-admitted each term. **Families needing to change their child's schedule during the school year are asked to complete a new application.** Every year families need to submit new applications. Those applications are available in the spring. Children currently enrolled have first choice at a slot for the up-coming school year when turning in their application before the current year is complete.

EARLY/LATE FEES



Early/Late charges will apply if you or your child is present in the classroom before or after the attendance option, he/she is signed up for. Please be respectful of our teachers during these times, they are often preparing for the day or the up-coming day and are not able to supervise your child. Families will be charged \$5.00 per minute based upon the Center clocks. Your account will be billed for these charges. The Center's clock will be set by WOU bells.

WITHDRAWAL FROM CENTER

If you find it necessary to withdraw your child from the Center after the beginning of a term, we required that you **complete our Parent Exit Form.** Your request will become effective on the later of: 1) the date the request is received by the Center; or 2) the date specified in your written request. You will be billed for the days elapsed in the term, whether your child attended or not, plus a \$50 processing fee.

ANTI-BIAS STATEMENT

This is an inclusive anti-bias program committed to promoting the acceptance and appreciation of human diversity. Our program welcomes children and families of all racial, ethnic, cultural, and religious backgrounds and family compositions. We strive to reflect this respect for diversity in our educational programs and services, our policies and practices, and our interactions with families and the community.



Affirmation Statement by Diversity/Equity Committee,

Oregon Association for the Education of Young Children,

Adopted by the Teaching Research Child Development Center



NON-DISCRIMINATION STATEMENT

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866)377-8642 (relay voice users). USDA is an equal opportunity provider and

MANDATORY REPORTING REGULATIONS

As a State Licensed agency we fall under Oregon Law (ORS 418.740-418) regarding mandatory reporting of suspected child abuse or neglect. Certain persons or groups of persons having frequent contact with children are required by law to report suspected cases of child abuse or neglect to the local Services for Children and Families or law enforcement agency. (i.e., school personnel and child care providers).

We must report cases of abuse or neglect as defined by the booklet "Recognizing and Reporting Child Abuse and Neglect: An Explanation of Oregon's Mandatory Reporting Law." This booklet is available for parents to review upon request.



*Child Abuse
Prevention Ribbon*

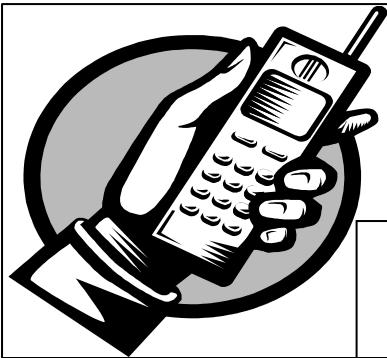
CONCERNS/COMPLAINTS

If you have a concern, the following procedure should be adhered to:

1. Discuss concerns with your child's teacher. They are more than happy to schedule a time that meets your needs. Phone numbers are listed at the back of this handbook.
2. If there is still a problem with your child or a staff member, you may talk to the Director at (503) 838-8769.
3. If the issue is still unresolved, you are welcome to contact the TRI Director in Room 242 of Todd Hall.
4. Because we are a State Licensed facility, if you are still not satisfied or feel you need further assistance you can contact the Child Care Division of the Employment Department (CCD does not deal with money matters or fee concerns) at 1-800-556-6616 or call Linda Nelson, our Certifier, at 541-757-5007 ext 235.

CONCLUSION

This booklet represents a very condensed version of Center policies. The complete set of Center policies is available for parents to review upon request as well as the Child Care Division (CCD) rules and regulations and the most current CCD sanitation and fire safety inspection reports. We look forward to getting to know your family. Please let us know how we can best serve you and your child.



IMPORTANT PHONE NUMBERS TO KEEP ON HAND

Butterfly Room	(503) 838-8743
Dragonfly Room	(503) 838-8784
Director	(503) 838-8769