

Family Handbook

Christina's Childcare and Preschool

Registered Family Child Care Home · Oregon license RF521742 · 15716 SE Millmain Dr, Portland, OR 97233 · (503) 716-2478

Welcome

Thank you for choosing Christina's Childcare and Preschool. I am honored to partner with your family and give your child a safe, caring place to learn, play, and grow. This handbook explains how my program runs, what I ask of families, and what you can expect from me. Please read it carefully and ask me about anything that is unclear before you sign the enrollment forms.

About my program

This is a registered family child care home. Your child is cared for in my home, by me, in a small group. The State of Oregon limits this home to ten children under age 13, with no more than six below kindergarten age and no more than two under 24 months. Small on purpose: every child here is known, and every parent has my cell number.

I care for children ages 2 through 12. If you are enrolling more than one child and one is younger, ask me. I will often take a one-year-old alongside an older brother or sister when the group allows.

Preschool runs from 7:00 a.m. to 5:00 p.m. Overnight care runs from 7:00 p.m. to 7:00 a.m. Weekend care and hours outside of these are arranged with me in advance so that I know your child is coming and someone is always here for them. See the Childcare Services Agreement for how extended hours are approved and billed.

English and Spanish are both spoken here every day, with the children and with you. Meals are cooked in my kitchen. Children play outside every day the weather allows.

What I ask of families

Caring for your child well depends on the two of us working together. I ask that you:

- Communicate. Tell me about your child's needs, routines, and anything going on at home that might affect their day. Call or text me with questions or concerns at any time.
- Arrive on time. Drop off and pick up at the hours we agreed to. Let me know as early as you can if your child will be absent or your schedule changes.
- Keep sick children home. Tell me right away if your child has a contagious illness, and keep health records and emergency contacts up to date.
- Bring supplies. Diapers, wipes, extra clothes, a comfort item, and the items on the preschool supply list, all labeled with your child's name.
- Stay involved. Read what I send home, come to conferences, and talk with me about your child's progress.
- Keep pick-up authorizations current. I release children only to the people you have listed in writing. Changes must be in writing, not by phone.
- Pay on time, as set out in your enrollment agreement.
- Be respectful of my home, my family, and the other families here.

Health and illness

A child who is sick needs to be home. Please keep your child home when they are ill, and tell me if your child has been diagnosed with anything contagious so I can let the other families know. If your child becomes sick or is hurt while in my care, I will call you right away. If it is serious, I will call 911 first and you second.

I keep current CPR and first aid training, as Oregon requires for registered family providers. If your child is injured while in my care, you will get a written incident report describing what happened and what I did.

Medication: I give medication only with your written permission and instructions, and only from the original container labeled with your child's name, the medication name, and the dosage. I will not give medication that is expired or not properly labeled. Use the Medication Plan in the enrollment forms.

Allergies and dietary needs: Tell me before care begins and update me immediately if anything changes. Meals here accommodate the allergies and restrictions you tell me about. If your child has a severe allergy or needs emergency medication, I need a written allergy action plan and the medication before your child's first day.

Emergencies

Fire and evacuation. I practice fire drills on the 15th of every month so the children know what to do calmly. If we ever need to leave the house, we meet at Parklane Park. If we cannot return home, pick-up will be at Parklane Church. I will contact you as soon as it is safe to do so, and your emergency contacts if I cannot reach you.

Medical emergencies. I will call 911 if a child needs immediate medical care, then call you. If a child needs to go to the hospital, they will go by ambulance to the nearest hospital, and you are responsible for the cost of emergency care and transport.

Threats near the home. If there is a safety threat in or near the house, I will lock the doors and windows, keep the children in the safest part of the home, and stay in contact with emergency services. I will let you know once it is safe to come for your child.

Severe weather and natural disasters. I follow the instructions of local authorities and will shelter in place or evacuate as they advise. In severe weather I may delay opening, close early, or close for the day. I will notify you by call or text as soon as I decide. If I close early, please come for your child as soon as you safely can. I keep emergency water, food, and first aid supplies on hand.

Drop-off, pick-up, and transportation

I do not provide transportation. You bring your child to my home and pick them up. I release children only to a parent or guardian or to an adult you have authorized in writing, and I may ask for identification.

If you are late for pick-up and I cannot reach you, I will call your emergency contacts in the order you listed them. Late pick-up fees are described in your enrollment agreement.

Neighborhood walks. We sometimes walk in the neighborhood or to the park. I take children on walks only with your written permission, given on the Oregon Child Enrollment Authorization form. There are no bus trips or car trips.

Emergency transport. In a medical emergency, your child may be taken by ambulance. I will notify you immediately.

Behavior and guidance

Every child here deserves a caring, structured environment that supports positive behavior and growth. My approach is simple: clear expectations, consistency, and respect for each child as an individual.

Children are expected to show kindness to each other and to me, use gentle hands and words, follow the routines of the day, listen to directions, and express their feelings in appropriate ways. I teach these things by modeling them, giving clear and simple instructions, praising good choices, offering choices, redirecting when needed, and setting limits that fit each child's age.

When challenging behavior happens

- I address the child calmly and privately, helping them name what they are feeling and see how their actions affected others.
- I remind the child of the rule or expectation.
- I redirect the child to a more appropriate activity if needed.
- I use logical consequences related to the behavior, such as helping clean up a mess they made.
- I encourage the child to apologize or make amends when that is appropriate.
- If needed, I give the child a brief, supervised break from the group to help them settle.

What I will never do

Physical punishment, humiliation, shaming, withholding food, and isolation are never used in my home, by me or by anyone else.

Working with you

If a behavior keeps coming up, I will tell you. Together we will make a plan for home and here, and I will let you know how it is going. Children with behavioral or developmental needs are welcome. I will make reasonable accommodations and, when it helps, work with you and any specialists involved in your child's care.

If a serious behavior problem cannot be resolved even after we have worked on it together, I may need to end care. If it comes to that, I will talk with you first, give you written notice as set out in the enrollment agreement, and share resources that may help.

Overnight care

Many of the families here work nights, so overnight care is a regular part of my program. It runs from 7:00 p.m. to 7:00 a.m., with the schedule arranged around your shift.

Children staying overnight follow a real bedtime routine: brushing teeth, changing into pajamas, and settling into a safe, comfortable sleeping space. An evening snack and breakfast are provided. I am here through the night and will respond to whatever your child needs, whether that is a bathroom trip, a bad dream, or feeling unwell. The house is locked and secure overnight.

Please tell me your child's nighttime routine and preferences so I can keep things as close to home as possible. I keep a log of the overnight and will tell you how it went.

Other policies

- Enrollment. To enroll, complete the enrollment forms, provide your child's immunization record, and arrange payment as set out in the Childcare Services Agreement.
- Confidentiality. Your family's information and your child's records are kept private and shared only with you, or with authorities when the law requires it.

- Inclusion. Children of all backgrounds and abilities are welcome. I will do my best to meet each child's needs.
- Nutrition. Meals and snacks are made here and follow nutrition guidelines, with allergies and dietary restrictions accommodated as you tell me.
- Closures. I am closed on the holidays listed in your enrollment agreement. The preschool program follows the school-year calendar I give you each year. I give advance notice of any personal days, and you are not charged for those.
- Concerns. If something is not working, talk to me directly. I would much rather hear it early and fix it together.

Contact

Christina Hurtado, owner and provider

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Call or text (503) 716-2478 · christinarodriguez1985@gmail.com

Thank you for trusting me with your child.