

**SQUAREGATOR, INC.**



# **SQUAREGATOR** **Family Handbook**

**SQUAREGATOR, INC.**

Becky Llanes (Owner)

025 SW Sherman St  
Portland, OR 97201

**Phone:** (503) 260-5907

**Fax:** (503) 227-3196

**Email:** [SquareGator.Connie@gmail.com](mailto:SquareGator.Connie@gmail.com)



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## AN INTRODUCTION TO SQUAREGATOR



Welcome, and thank you for choosing SQUAREGATOR. Your child's day will consist of several periods for play, and educational opportunities. We try to provide the children with challenging, and fun games that are both educational and entertaining, so that we can help them develop their social and educational skills. We are constantly adding to our selection of games, videos, software, educational materials, and outdoor equipment so that your child will always have the opportunity to experience something different. We also provide a preschool program which is designed to help the children learn the necessary social problem solving skills needed to enter kindergarten. We encourage independent group interaction with other children, knowing both are critical in these developing years. A sample schedule of our typical day is included in this Parent Handbook; this is not a set schedule and will vary from day to day depending on things such as weather and the children themselves.

We are a State of Oregon licensed day care center. We are currently, and will continue, to abide by the Oregon Rules for Childcare Centers. Along with the Parent Handbook we will also provide you with a booklet from the State of Oregon which outlines our responsibilities to you and your child. If you find a discrepancy, or are unsure of anything in this booklet, please feel free to ask, and we will explain or correct any situation necessary. We pride ourselves on the quality of care that we provide, and the communication that we have with both our parents, and the child.

The safety and happiness of your child are of the utmost concern to us. We strongly encourage allowing your child to bring a few toys from home if they wish to. If they have a favorite video that is appropriate for all of our age groups, feel free to bring that also. This is a good way for the kids to feel a little more comfortable, and also helps them to learn to share their favorite toys with the other children.

At the end of the year we will provide you with a statement for the amount you have paid SQUAREGATOR for child care services. In most cases this can be a very helpful deduction when preparing for taxes. We also will provide you with any helpful information that we can concerning child care and taxes.

The following pages include most of our policies for SQUAREGATOR. Policy changes will be made when deemed necessary and we will give you a copy of the new policy before the effective date. Please be sure to read through this entire booklet and ***The State Of Oregon Licensing Rules for Childcare Centers*** and ask any questions that you may have. We are here for you and your child. Please feel free to offer any suggestions that you may have for us. We look forward to working with you and your child.

## SQUAREGATOR CONTRACT

Upon deciding to enroll your child into SQUAREGATOR there are several forms that are required to be completed **before** the child may start coming to SQUAREGATOR. Many of these are required by the State Of Oregon and the others are related solely to SQUAREGATOR. A SQUAREGATOR contract must be signed and agreed to before the child will be allowed to start at SQUAREGATOR. These contracts, along with this Parent Handbook , serve as an understanding of your responsibilities to SQUAREGATOR, and SQUAREGATOR's responsibilities to you and your child.

## SQUAREGATOR HOURS OF OPERATION

SQUAREGATOR operates Monday, Tuesday, Wednesday, Thursday & Friday for the hours of 3:15 PM 6:00 PM.

Our telephone answering system is on 24 hours a day, 7 days a week, in case you need to get a hold of us while we are out. Please understand that there may be times while we are open that we may be unable to answer the telephone. This is so we can best care for your child and not leave them unattended if the phone happens to be in a different area.

## SCHEDULING REQUIREMENTS

We require that all schedules for child care for the upcoming week be turned in by Wednesday at 6:00PM for the forthcoming week, or a late charge will be added, and any discounts for that week will be forfeited. Included in this schedule we will need to know the approximate time the child will be arriving and departing.

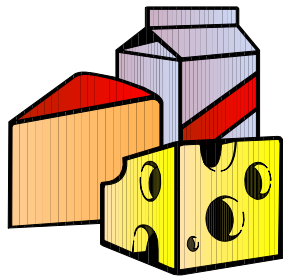
For children who come to SQUAREGATOR full time the only reason we would need to know about the next week is if you will not be here a day, or if your arrival or departure time is significantly different than normal.

Providing SQUAREGATOR with accurate and timely scheduling information is extremely important for one reason: We want to provide you and your child with the best possible experience at SQUAREGATOR. In order to do this we must plan ahead.

We provide our employees with their work schedule for the following week by 10:00AM Friday, and their schedule depends on your schedule. If for any reason you do not turn in your child's schedule by 6:00PM Wednesday, and there are not enough employees here to cover the added child we will be forced to refuse care for the day in question. We are strictly regulated by the State Of Oregon regarding the child to provider ratio, and we will not put SQUAREGATOR's license in jeopardy because of this.

## SNACKS & MEALS

Depending on when your child will arrive at **SQUAREGATOR**, breakfast, lunch and a PM snack will be served. All of the meals,



including the snacks, must meet the minimum nutritional requirements outlined by the Association for Child Development. ***It is very important that any food allergies be noted on the application!***

Our snacks for the children are planned in advance and bought over the weekend for the following week.

Snack is scheduled at the same time every day.

Snack times can be found on the included schedule.

## PRESCHOOL PROGRAM

**SQUAREGATOR** subscribes to a national pre-school program in order to better prepare the children for kindergarten. Most of the supplies are provided, but there may be items that we ask you to provide. The preschool program consists of special stories, songs & 5 different categories of teacher directed activities. This program has proven to be quite successful and has encouraged the children to learn, interact, and generally have fun.

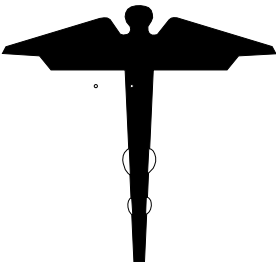
## **DISCIPLINE POLICY**

If a disciplinary situation arises, the child or children involved will be set aside for a time out period. During this time the child will not be allowed to play with other children, or any toys. The length of the time out will depend on the child's age, and their behavior in time out. After a child is let out of time out we will talk to the child and explain again why they were put in time out and how they could next time make choices that do not lead to time outs. Under no circumstances will corporal punishment be used or any other form of physical force to correct a disciplinary problem. If a behavior problem continues on a consistent basis we will bring it to your attention. If your child poses a physical threat to any of the other children it may be necessary for you to come and get your child, if the problem persists we may need to discontinue care for your child.

## SHOT RECORDS & MEDICAL INFORMATION

It is extremely important that you provide **SQUAREGATOR** with any relevant medical information on your child. Health insurance information is required before the first day of care and a copy of the child's shot records must be provided within the first thirty days of care. Updated copies of the shot records are requested as soon as the child receives a new series of shots. **SQUAREGATOR** will not accept, for any reason, children who have not been immunized. This is meant for the protection of all of the children that are in our care. If you do not have a current copy of your child's shot records, you may have your doctor's office fax it directly to us, but be sure to have them call before they fax it. We will suspend child care services if a current copy of the child's shot records are not turned in within 30 days from the enrollment date.

**SQUAREGATOR** will call you, or another person if you are unavailable, to come and get your child if they have a temperature of 100° or higher. We may also call you if your child is sick, so that we can make your child as comfortable as possible. Please remember that we cannot dispense any medications unless they were brought to us in their original containers, **and** we have signed authorization form from you.



We will try to keep any child that is sick away from the other children. **SQUAREGATOR** cannot be held liable for a child getting sick from another child. We will use our best judgment based off of our observations, and that of the parents, as to whether or not a sick child needs to go home.



## CHILD PICK-UP / RELEASE POLICY

The enrolling parent or guardian is required to fill out a **SQUAREGATOR Child Pick-Up Form**. This form states Who may or may not pick up the child. We will voluntarily release the child to these people, and these people **only**. **Phone calls will not be accepted in order to release a child to an adult who is not on the list.** If a situation arises where you cannot bring the note personally, you may fax us a copy of the note with both your signature and a copy of your driver's license on it. Please prepare people who we do not know that may be picking up your child, which they will need to provide us with valid state issued picture identification in order for us to release the child.

If one of the child's legal parents or guardians has been put down as not being allowed to pick up the child, a copy of the court custody order stating this must be provided to **SQUAREGATOR** . Although we do not wish to get involved in a family situation such as this, we will not refuse the release of a child to a legal parent or guardian unless this has been provided. If there is even a remote chance this situation could occur please provide us with a current picture, if possible, of the person not allowed to pick the child up.

**SQUAREGATOR** reserves the right to **not release** a child if the person picking up the child is **suspected** of being under the influence of alcohol or drugs. If this situation were to occur then another person, who is on the authorized release form, will be called to pick up the child. If there is no one available, the Portland Police Department will be called to assist in getting the child home safely. Each year thousands of innocent people and children are killed due to alcohol and drug related accidents, and we do not wish to have any of the children in our care added to these statistics.

If a person has been refused the right to take a child from **SQUAREGATOR**, for any reason, and they insist on trying, the Portland Police Department will be immediately called to try and control the situation. We will do everything in our power to not endanger the children or ourselves in a situation like this. If somehow the person manages to get the child, we will inform the police department that the child was taken by force, along with the reason they were denied the right to pick up the child.

## **PAYMENT INFORMATION & POLICIES**

Payment for child care services are to be received on the Wednesday BEFORE the first day of care for the upcoming week. If the payment has not been received by 6:00PM Friday BEFORE the first day of care for the upcoming week a late payment fee will be imposed. The late payment fee is \$25. Child care services will be suspended if payment has not been received by the end of the following week. The late payment fee will also be applied if a check is post dated so that it can not be deposited on the first day of care.

Adjustments to your bill will not be made after it has been created on Thursday evening, **even if you fail to bring your child on a scheduled day.** **SQUAREGATOR** ONLY refunds money paid for child care services due to absences or illness **IF and ONLY IF** the child did not attend school for the entire week(s) in question.

A fee will be imposed on any returned checks, and child care services will be suspended until full restitution, including any extra fees, has been made. If this occurs more than once, only cash or money orders will be accepted for the next **six** months.

If an emergency arises where we must close down after you have paid your current bill, full credit will be issued for the time we were closed on your next statement.

## HOLIDAYS

**SQUAREGATOR** will be closed some major holidays. Major holidays do not necessarily mean Federal holidays. We will post any holiday closings on The International School Calendar

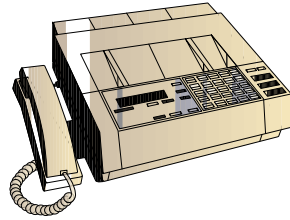
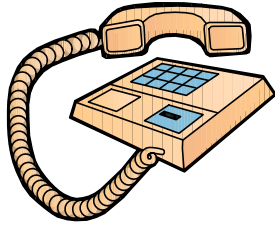
< <http://www.intlschool.org/parent/calendar/> >

## DISCOUNTS

We currently offer **three different types of discounts**. These discounts apply to both full and part time children, and they may be combined with each other.

***Multi Child Discount.*** This discount is for families with two or more children enrolled in **SQUAREGATOR**. The first child is charged the regular rate, while all the others from the same family will receive a 10% discount. This discount is only applied on the days where the children are at SQUAREGATOR at the same time.

## IMPORTANT NUMBERS



**SQUAREGATOR:** (503) 227-3196

**SQUAREGATOR Fax:** (503) 227-3196

**SQUAREGATOR email Address:** [SquareGator.Connie@gmail.com](mailto:SquareGator.Connie@gmail.com)

**SQUAREGATOR** (For Scheduling Updates)

**Connie Wilds (503) 260-5907**

<b>Portland Police Department:</b>	<b>503-833-3333</b>
<b>Oregon State Police:</b>	<b>503-378-3720</b>
<b>Portland Fire Department:</b>	<b>503-823-3700</b>
<b>Ambulance:</b>	<b>911</b>
<b>Poison Control Center:</b>	<b>1-800-222-1222</b>

You may fax or email us anything you feel is necessary. Emails and faxes will be answered as soon as we get them and are able to respond. Faxes typically are not retrieved until the evening.



# SQUAREGATOR After-School Programs

(Preschool, Kinder-Transition, & School-Age)

## BASE PROGRAMS'

## DAILY SCHEDULE

**3:15 PM - 3:30 PM**

**PICK-UP--> --> CHECK-IN**



SquareGator Team Members will pick up the children that will be attending their program that day from their programs designated SquareGator pick-up zone, or will collect children individually from their classrooms.

After children check into their specified **SQUAREGATOR PROGRAM** (**PRESCHOOL**, **Kinder-Transition** & **SCHOOL-AGE**), all children will have *Choices* (children may choose from many **LEARNING/ACTIVITY AREAS**, socialize with friends, rest, or get an early start on their homework).

**3:30 PM - 4:25 PM**

**SNACK / OUTDOOR PLAY**



All SQUAREGATOR Programs (**PRESCHOOL**, **Kinder-Transition** & **SCHOOL-AGE**) will have the opportunity to play in TIS designated OUTDOOR PLAY AREA. The **SCHOOL- AGE PROGRAM** is allowed to play on the lower playground, **Kinder-Transition** are restricted to the upper playground area due to safety precautions. Before or After indoor/outdoor games, A healthy self-serve snack will be made available.

**4:30 PM -5:30 PM**

**HOMEWORK CLUB**



For students with homework, Team SQUAREGATOR will monitor and provide their assistance as requested by the students.

\* **HOMEWORK CLUB** is only available for the School-Age Program. It is on the middle floor of the MAIN BUILDING.

**4:35 PM - 5:45 PM**

**Daily TEACHER DIRECTED ACTIVITY**



Students who have completed their assigned homework or do not have any homework, may participate in their Programs' Daily Scheduled **Teacher Directed Activity** (teacher-assisted educational games and/or other age appropriate activities in each **Base Program**); or they may explore their programs' learning / activity centers on their own.

**SQUAREGATOR** students (**Kinder-Transition** & **SCHOOL-AGE**) will have a **NEW TEACHER DIRECTED ACTIVITY** made available to them each day which they may choose to participate in, or to explore focused centers.

\*Please contact **SQUARE GATOR's** Center Director, **Becky O'Connor** , for specific **details**

**5:45 PM - 6:00 PM**

**CLEAN UP**



To teach community responsibilities remaining students will help staff clean up; including returning supplies to appropriate places, cleaning up from snack, etc.

**6:00 PM**

**HOME**



All students must be picked up by 6:00 PM

Parents will be charged \$10 for every 15 minutes they are late past 6:00 PM (**Please Plan Ahead!**)



## SQUAREGATOR WEEKLY ACTIVITY SCHEDULE

DAY OF THE WEEK	DAILY ACTIVITY CATEGORY	GOALPOSTS
Monday	Fitness	Gym, Dance, obstacle courses, sports, etc.
Tuesday	Team challenges	Children work on team projects that they had developed with the teacher.
Wednesday	Arts & Crafts	Music, Crafts, Dramatic Play.
Thursday	Gator-Training	<p>This day is dedicated to the children demonstrating their knowledge of what it means to part of their own community.</p> <p>Children set goals with their programs' teachers, and are rewarded and recognized for their achievements.</p>
Friday	Food Day	Learn skills about nutrition, how to cook for yourself, poisonous foods, healthy foods, etc.