

# NaturePlay Handbook

## 2026 - 27

NaturePlay Preschool  
is a program of

**Corvallis**  
**Environmental**  
**Center** 

Located at

NaturePlay Preschool  
1200 SW Avery Park Dr.  
Corvallis, OR 97333

## Table of Contents

Welcome .....	2
Our Philosophy .....	2
Drop-off/Pick-up Procedures.....	3
What to Bring .....	4
Communication/Contact Information .....	5
Flexible Daily Schedule .....	5
Curriculum/Developmental Assessment/Academic Calendar.....	7
Dates to Remember/Center Closings.....	8
Health & Safety Plan .....	8
• Park Facilities Safety.....	8
• Injury Prevention/Risk .....	9
• Emergency Preparedness Plan .....	10
• Child Wellbeing and Expectations.....	12
• Wellness Policy .....	12
Family Involvement.....	15
Payment Information .....	15
Scholastic Books .....	15

## **Welcome!**

We would like to welcome you to NaturePlay Preschool for the 2026-27 School year! We are excited to have your child join us in exploring the natural world, developing friendships and social skills, and preparing for a life-long love of joyful learning. Our NaturePlay Handbook includes details about our program structure and safety policies. Review the following sections to learn more, and please let us know if you have any questions!

## **Our Program:**

NaturePlay is a program of the Corvallis Environmental Center. Our NaturePlay teachers are excited to welcome you to the 2026 - 2027 school year! Our first day of school is Thursday, September 10, 2026, and our last day is Wednesday, June 2, 2027. We are a state-certified childcare center. You can visit the [Oregon Department of Learning and Child Care](https://www.oregon.gov/delc/providers/pages/child-care-rules.aspx#CurrentChildCareRules) to access the Child Safety Portal and view inspection reports. You can also get more information about childcare rules at

<https://www.oregon.gov/delc/providers/pages/child-care-rules.aspx#CurrentChildCareRules>.

We can serve 19 children ages 3-5 years. We maintain a 1:6 adult:child ratio any time that we are outside. Otherwise, we always maintain the state ratio of 1:10. There are always at least 2 adults on site at all times when children are present. All Staff, volunteers and interns responsible for direct supervision of children are registered with the Oregon Central Background Registry.

## **IMPORTANT:**

Please complete the “[Oregon Certification of Immunization Status Form](#)” and our “[Get to Know You Questionnaire](#).”

After reading this document, please sign the last page.

Join our [facebook](#) group to see updates and photos of your child's day.

## **Our Philosophy:**

We believe that:

- Strengthening a child's [connection to the natural world](#) benefits all areas of a child's development and sets the stage for environmental stewardship. Therefore, we give children at least one hour every day to explore the outside world. Children get first-hand experiences observing the changes in the weather and plants and animals from season to season.

- [Curiosity](#) sets the stage for all learning, therefore we give children lots of time inside and outside to explore, ask questions, experiment, and share their discoveries and ideas.
- All children deserve [respect](#), therefore we look at each child as an individual and take the time to get to know each child - their likes, dislikes, temperament, interests, individual rates of development, and the unique way each child learns.
- [Play](#) is essential to each child's development. Play allows children to connect with others, plan, problem-solve, and create. Without knowing it, they also practice important skills in all areas of development and gain a greater understanding of math, literacy, and science concepts. At NaturePlay most of the day is spent engaging in the important work of play.
- [Children are capable and competent](#), therefore we encourage children to do many things for themselves, as they are ready. We help children learn the self-help skills required to take care of their own needs (toileting, getting ready for outside time, etc.)
- For children to sustain attention to tasks and projects it is important to provide [adequate time to become engaged](#). Children have a full hour of uninterrupted choice time each day. During that hour, we try not to limit a child's time on any activity, unless it is for turn-taking purposes with a favorite toy/activity.
- Children need to engage in activities that involve [appropriate risk-taking](#). As children explore their capabilities, they take chances, and as they do they learn how to navigate risk and are in the long run safer. We allow children to climb trees, balance on fallen logs, and wade in the river. We stay close and available for children if they are feeling unsafe or if we see a potential for danger. We set boundaries as needed.
- [Equitable practices](#) are essential to caring for young children, therefore we take steps to ensure that all children and families feel included in all aspects of our program. We ensure that each child gets the care that they need and can fully participate in all aspects of the program.

### Equity:

At the CEC, we strive to create a caring, equitable community of learners. This means that we provide a safe space for each individual to express who they are. We do not initiate any activity that promotes or emphasizes one religious or cultural practice over others. We follow the lead of individual children, allowing them to talk about and represent through play or art aspects of their family culture.

Please read our [Equity Statement](#).

### Drop-off/Pick-up Procedures:

Drop-off and pick-up happen at the back door (south entrance). Regular full-day hours are from 7:30 to 4:30. Drop-off for part-day begins at 9:00am. Exploradores de la Naturaleza begins 1:30. We will sign each child in as they arrive. We request that children say goodbye to families at the door for a smoother transition. If the back door is locked, please knock. If your child is going to be absent, please contact us at 541-360-9726 (texting is fine).

On-time pick-up is important to allow staff the time that they need to plan for the following day(s). Pick-up time is between 1:00 and 1:15 each day for part-day. Children enrolled in our full-day program should be picked up by 4:30. We offer an extra hour of after-care for a \$10/day fee. You may sign up for daily after-care or as needed.

Parents must provide the full name and contact information of every adult that is allowed to pick up your child. Anyone picking a child up should be prepared to show ID at pickup. Students will only be released to adults on their Authorized Pickup list.

**Custodial parents have the right to enter the facility at any time without advance notice.**

### **What to Bring:**

We spend about an hour outside every day, rain or shine!

Please provide your child with the following items labeled with their name (some items can be left at the center for use throughout the year):

:

- Extra set of clothes (pants, tops, underwear, socks) in their backpack
- Water bottles (unbreakable and reusable)
- Snack(s) (We allow children to eat their snacks as they feel hungry. Please pack a snack according to your child's appetite.) Children enrolled in full-day NP will most likely want a morning snack and an afternoon snack.
- Closed-toe shoes (please no open-toed sandals or flip flops)
- Water shoes (at the beginning of the year while it is still warm and the river is low, we may do a little wading)
- Rain gear (rain boots, rain jacket, rain pants, waterproof gloves, and other items they prefer to wear; waterproof outerwear all year)
- Warm Jacket (warm coat or jacket can also be waterproof)
- Gloves - if not waterproof, please send extra pair
- Small bedsheet (if full day) - will be sent home weekly for laundering
- Lunch \*
- Bag for returning wet clothes

\*Parents are required to send snacks/lunches that meet [USDA guidelines](#). We will offer a milk, protein (cheese, sunflower butter, legumes or meat alternative), fruit/vegetable (apples, carrots, etc.), and grain (whole grain crackers) option if children's lunches do not include these components or if children forget a lunch/snack. Please ensure that staff are informed of any allergies or dietary restrictions.

### **Bringing toys from home:**

Bringing toys from home can be problematic. It's often hard for children to share their own toys and we cannot ensure that they will not get lost or broken. We also understand that children sometimes need something from home for comfort throughout the day. Please be mindful of what you allow your child to bring to school. We have two rules about toys that come to school: 1) If the child doesn't want other children to use the toy they brought it should remain in their backpack (unless it's a stuffy or other comfort toy); 2) No weapon toys

### **Communication/Contact Information:**

Open communication is important to us. We invite your questions, concerns, and suggestions. We also want to ensure we have all the information we need to give your child a happy and engaging preschool experience.

**NaturePlay Preschool: 541-360-9726/ [karin.gb@corvallisenvironmentalcenter.org](mailto:karin.gb@corvallisenvironmentalcenter.org)**

This line is the best way to directly contact the NaturePlay Coordinator and Teachers during class hours (in case of absence, late arrival, etc.). Call or text weekdays 8am- 4pm.

**Corvallis Environmental Center Office: 541-753-9211/Daney Meads, Operations Coordinator**  
**[daney.m@corvallisenvironmentalcenter.org](mailto:daney.m@corvallisenvironmentalcenter.org)**

Call during regular office hours for general program questions, registration and payment.

### **Flexible Daily Schedule:**

We begin and end our NaturePlay day as one large group. When we have enrollment of 15 or more, we split the group into two smaller groups. Each group will have 2 teachers. The two groups will alternate outdoor/indoor time. Each group will spend at least an hour outside daily, no matter the weather! When enrollment is below 14 we will stay together as one group.

The schedule below is a typical day at NaturePlay, and may be modified based on teachable moments, safety or weather precautions, etc.

<b>7:30 am</b>	<i>Open - Full Day</i> Hand washing upon arrival (and with frequency throughout the day) Indoor free play*. As children feel hungry they may have a snack.
<b>9:00am</b>	Part day drop-off begins: Hand washing upon arrival (and with frequency throughout the day) Indoor free play*. As children feel hungry they may have a snack.
<b>9:15 am</b>	<b>Group 1</b> begins taking turns using the bathroom/free play time continues
<b>9:40</b>	<b>Group 1</b> meets in the animal room for group time(stories, songs, movement activities, etc.) and begins getting ready to go outside.

Group 2 continues indoor free play. As children feel hungry they may have a snack.

**10:00** Group 1 begins outdoor adventure\*

**10:15** Group 2 begins taking turns using the bathroom/free play time continues

**10:40** Group 2 meets for group time (stories, songs, movement activities, etc.) and begins getting ready to go outside.

**11:00** Group 2 begins outdoor adventure\*

**11:10** Group 1 Returns to preschool. Children wash their hands and are encouraged to have a snack. Free play\*.

**12:10** Group 2 Return to preschool.

Handwashing/Prep for lunch

**12:15 pm** Lunch time/Quiet Activity time

**1:00 pm** Pick up - part day

**1:30** Rest time/Quiet Activities (children may nap, rest or participate in quiet activities)

**2:30** Snack time

**3:00** Outside time

**4:00** Preparing for pick-up

**4:30** Pick-up for full-day

**4:30 - 5:30** Aftercare (children picked up after 4:45 will be charged for aftercare)

\*Free play time is when children engage in activities of their choosing. Children can explore open-ended art materials, build with blocks, pretend, play games, do puzzles, practice writing, explore science tools and natural materials, explore water and other sensory materials, or read books. During this time children create, problem-solve, ask questions, focus on tasks, and interact with other children. Teachers are facilitators of learning during this time, helping them complete projects they have initiated, deal with big feelings, solve problems and encourage critical thinking.

\*Outdoor adventures - each day one child is asked to choose the adventure for the day (where we will play/explore outside). Teachers will sometimes narrow the choices. Children can choose from spaces in Avery Park, including Dino Bones, Rhododendron Garden, Inclusive Playground, Rose Garden, Trails, and the river (if conditions are safe).

## **Curriculum/Assessment/Academic Calendar:**

NaturePlay Preschool and Exploradores de la Naturaleza are play-based, child-centered and nature-rich programs. We use an [emergent curriculum](#). Teachers closely observe the children as they explore, interact with one another and share ideas. This allows us to incorporate children's interests and ideas and delve deeper into topics of interest. We also use observation to keep an eye on each child's learning and development. Each day we observe your child as they interact with others and the environment and document the skills and knowledge we see them demonstrating. You will receive a summary of your child's progress before your conference date. During the conference, you will have an opportunity to ask any questions or share information with us about your child and your goals for your child.

Each day children have the freedom to explore, play, and create with interesting materials. We provide open-ended art materials that children are free to use in imaginative ways and represent their ideas and the world around them. Children will bring home works of art that are unique. They will choose activities that allow them to explore deeply as they build skills that support positive approaches to learning (self-regulation, curiosity, initiative, and creativity).

### **Fall Term**

During the fall we will explore and discuss the changes in the weather, the trees, and the animals in our environment. We will observe the changing colors around us, the changes in the temperatures, and the activities of the creatures we share the earth with. We will collect, sort, and create with the fallen leaves we find. We will dig and explore the soil.

In this first term together teachers will observe children at play and notice how they enter into play with others. We will teach important social-emotional skills and teach strategies for solving problems and calming down when upset. We will also watch and listen to children to assess each child's understanding of letters, quantity, and shape. We will use this information to plan individual and small-group activities.

### **Winter Term**

During winter term we will continue to explore weather changes, we will look at leafless trees and those that stay green. We will explore the other green stuff in the environment - moss and lichen. We will continue to dig in the dirt and jump in puddles. We will explore water and ice. We will notice the animals that are still active in the environment. We will watch the sky and talk about clouds.

We will continue to observe children, noticing their progress in all areas of development. New vocabulary words will be added to our word wall as children are encouraged to write their own names and possibly the names of their friends. We will watch friendships grow and continue to help children to use positive strategies when conflict arises. Children will be encouraged to explore measurement and patterns. We will read books, sing songs, and recite rhymes to increase children's phonological awareness.



### **Spring Term**

During the spring term, we will watch for changes to the environment - what's budding, what's sprouting. We will do some planting. We will watch for the return of birds and other critters that might be re-appearing. We will discuss the changes in the weather and enjoy the beauty that is around us every day. In the final term of the year, we will continue to engage in joyful learning and enjoy spending time with friends.

### **Summertime**

NaturePlay runs for 9 months out of the year. The other 3 months we offer Caterpillar Camp. Caterpillar Camp is a half-day, entirely outdoor program that runs from 9:30 am - 1:30 pm. During this time, parents can choose which weeks they want their children to attend. Registration opens in March. Most weeks fill up fast.

### **Dates To Remember/Center Closing:**

- Sept 10 - First Day of School
- October 29-30: Conferences
- November 11: Veterans Day
- November 25-27: Thanksgiving Break
- December 21-January 1: Winter Break
- January 18th: Martin Luther King Jr. Day
- February 15th: President's Day
- March 22-26: Spring Break
- April 15-16: Conferences
- May 31: Memorial Day
- June 2: Last Day of School

**Inclement Weather Closures:** We make decisions based primarily on the Corvallis School District closures. We also consider staff and family's ability to get to NaturePlay safely. When it is decided that we cannot safely open, you will receive an email and a group text message will be sent. Please let the director know if you want to opt out of a group text message.

### **Health & Safety Plan**

#### **Park & Facility Safety**

Avery Park is a public park that we share with the community. We are unable to control the actions of others who use the park. We do many things to ensure the safety of all participants:

- Educators walk the area around Avery House in the mornings to look for anything that might be a safety concern. Children are instructed never to pick up anything that we did not bring with us and to alert a teacher if they find anything that might be dangerous.

- Children are told the boundaries for each outdoor space that we are using. Children are instructed that they must be in sight of a teacher at all times and to ask permission before leaving a designated area.
- Before moving to different locations and throughout the entire time outside, educators conduct head counts and roll calls.
- We require all children to wear closed-toe shoes at all times in Avery Park.
- The doors to Avery House are kept locked when children are inside the building.

### **Injury prevention/Risk:**

*At NaturePlay we know that allowing children to engage in some [risky play](#) helps them learn how to assess and manage risk in the future. Children climb, wade in the river (when conditions are safe), balance on fallen trees, and play with sticks. Children are closely supervised during all of these activities. Staff will never place children in a spot they cannot get to themselves. Children are encouraged to climb only as far as they feel comfortable. We spot children when they are climbing and check in with them about how they are feeling. Balancing risk and safety, we will always:*

- *Remain close to the children who are engaging in risky activities.*
- *Seek to understand what needs the activity meets for the child/children involved.*
- *Assess the situation and if we find it to be dangerous, we will offer alternatives*
- *When an activity is deemed too dangerous for children to engage in we will make a rule to keep children safe and inform all staff of the rule, so that all can enforce it.*

*Plants: Children will be taught to identify and avoid dangerous plants (such as poison oak).*

*Animals: We have caged animals inside Avery House. The Oregon Department of Early Learning and Care permits us to have these animals on site: “[A certified child care center may allow an animal, other than a cat or dog, such as a poisonous animal, reptile, amphibian, monkey, hook-beaked bird, chicken, duck, hermit crab, rodent or ferret on the premises only if:](#)*

*[\(a\) The animal is housed in and remains in a cage, tank, or other measure which precludes any direct contact by children”](#)*

*Water: During the months when the river levels are low, we will take periodic trips to the river. Children are allowed to wade, but the water must remain below their knees.*

*Walking/hiking: Children are taught to always remain in sight of an adult.*

*Weather exposure: We go outside every day no matter the weather. It is rare for temperatures in this area to reach a dangerously low level. We ask that parents provide children with appropriate clothes to keep them warm and dry.*

*Any time we are away from Avery house we will carry a list of all parent and emergency contacts and a first aid kit. You will be contacted immediately in the case of a severe injury or health concern that may require medical care.*

### **Emergency Preparedness Plan:**

*In the event of any evacuation, instructors will have rosters with the names of all children as well as parent/guardian emergency contacts with them.*

#### **Fire**

In case of a fire inside NaturePlay, anyone in the building must exit and wait at the dino bones for further instruction. There are four exits on the first floor of Avery House. The emergency exit will be the south entrance. Educators will do a head count and ensure all children in the CEC'S care are accounted for. Children can be picked up at the dino bones. Fire extinguishers are located in the windowsill of the stove inside the preschool - near the staff entrance. Fire drills will occur monthly so that children are aware of the policy.

#### **Floods**

In case of a flood at NaturePlay everyone must exit the building and get to higher ground. The Lyon's shelter is unlikely to flood and allows children to be easily picked up. There are four exits on the first floor of Avery House. The emergency exit will be the south entrance. Educators will do a head count and ensure all children in the CEC'S care are accounted for.

#### **Earthquake**

In case of an earthquake, everyone should take shelter under the nearest table, away from windows or objects that could easily fall. Children should hold on to table legs to keep their balance. Everyone must stay under the tables until the shaking from the earthquake stops. Educators will then check the classroom for any broken or fallen objects to ensure it is safe for children. Earthquakes may cause power outages or other grid damage, so educators should be prepared for parents to take a longer time to arrive, and be prepared to administer first aid and give water to children if needed.

#### **Severe Weather**

Severe storms at Avery House may cause fallen trees, mudslides, and power outages. In the case of a severe storm, children shall remain inside the facility, away from the windows, and parents should be called to pick up their children early. In the case of a power outage, educators will use flashlights from their cell phones or flashlights.

#### **Medical emergencies**

In the case of a child's medical emergency, the child shall be separated from the rest of the children to ensure privacy and safety, as well as maintain hygiene until they can be picked up. Their emergency contact (listed on the roster and in Ultracamp) will be called immediately.

CPR/First Aid: All educational staff are CPR and first aid trained while employed with the CEC. Staff will have access to a well-maintained first aid kit when leading a group of children. Staff will

provide basic first aid to enrolled students, staff members, parents, and volunteers when necessary.

Given the nature of the CEC's outdoor educational programs: Bumps, bruises, and scrapes or "small injuries" may occur. Injuries beyond this scope will be reported on an incident report and a copy will be provided to the enrolled child's parent/guardian.

*Epi-pen: If a child has an epi-pen to treat their allergies parents/guardians must declare this at registration. Staff do not carry epi-pens.*

### **Lost Child**

If a child strays from the group, staff will search for the missing child near the area where the child was last seen, while another educational staff member ensures that all other enrolled children stay in a central, easily supervised location. If the child is not recovered after 15 minutes, authorities will be contacted by calling 9-1-1 and the missing child's parent/guardian will be contacted immediately.

### **Violence/Threats of Violence:**

In the case of violence at Avery House, educators will get all children to a safe location. If it is not safe to be in the building and it can be done safely, all children will be relocated to the parks building at 1310 SW Avery Park Dr (Across from Boat Park). If it is not safe for children and staff to leave Avery House, everyone will go upstairs to a space where the door can be secured. 911 will be called immediately. Incident reports will be filled out once it is safe to do so.

### **Addressing the Needs of All Children:**

Children with special needs and chronic medical conditions will have the opportunity to visit Avery House before enrolling in preschool. Their guardian and the preschool director will discuss additional care needed for the child including but not limited to: extra staffing, staff trainings, and procedure development.

The NaturePlay preschool registration form and camp registration forms ask for medical information including medications, bee sting reactions, allergies, and physician information so that instructors can be as prepared as possible to care for children.

There is a medication lock box at Avery House if any medication needs to be stored for a child.

### **Important Emergency Phone Numbers**

Emergency Line 911

Poison Control 800-222-1222

Corvallis Fire Department 541-766-6961

City of Corvallis, Public Works Dept. 541-766-6916

## Child Wellbeing & Expectations

NaturePlay preschool is a safe space where students can make mistakes as they learn to navigate social interactions, resolve conflicts, identify emotions, and facilitate understanding. Educators use clear, positive language to help students understand what we would like them to do rather than what not to do.

We support children as they learn to enter into play with others, solve problems and express themselves in appropriate ways. We do everything we can to teach children the skills needed to regulate feelings and behaviors. We help children find the words to use when they are frustrated, provide quiet places for them to be alone, and teach calming strategies to use when upset.

It is not unusual for young children to have trouble using words to solve problems when they are frustrated. Children have to learn skills to manage their feelings and behaviors in an appropriate way. As children learn these important skills, mistakes happen. Unfortunately, in preschool sometimes children hit, kick, push, and, although it is rare, bite when they feel frustrated or overwhelmed. Our first task is prevention: setting up an environment that gives children a sense of security, teaching problem-solving and calming strategies when children are in a calm state, and creating a caring community of learners who feel connected to one another.

When hurtful behaviors happen, we help the children involved get into a calm state and discuss what happened and a better way the situation could be handled in the future. When a specific behavior reoccurs over and over, we develop a plan of action - looking for triggers, intervening before the behavior happens, and giving the words to help solve the problem. We may also use visual strategies and social stories to teach social/emotional skills. We will inform parents/guardians of the plan, ask for feedback, and provide information about how they can help at home.

If, over a period of time, improvements are not seen, we will request a meeting with parents/guardians to look at other options. We do not wish to exclude children who are struggling to learn social/emotional skills, but if we determine that we do not have the resources to help this child and keep the rest of the children safe, we will have to ask parents/guardians to find another program to better meet their child's needs.

## Wellness Policy

Educators recognize that caretakers need to work and we do try to accommodate as much as possible. However, for the health and well-being of the children in our care and our staff, we feel it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping sick children at home.

### **When a child may not attend school if they exhibit any of the following symptoms:**

- **Fever:** Children will be sent home if their temperature is 100.4 or higher and must stay away from our facility for 10 days, unless a COVID-19 test occurs and has a negative result or a medical professional advises that they are safe to

return. In this case, the student may return to school after being fever free for 24 hours without the use of fever reducing medication.

- **Diarrhea:** Children will be sent home if they have three or more loose bowel movements in one day and must stay home for observation. Before returning to school, children must be free from diarrhea for 24 hours with at least one regular bowel movement. If your student has one or more loose bowel movements on their first day back they will be sent home for further observation.
- **Vomiting:** Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school, children must be symptom free with no vomiting for at least 24 hours.
- **Thick green or yellow nasal discharge:** Children will be sent home if they have colored discharge from their nose. This is often indicative of an infection and they must stay home for observation.
- **Severe cough**
- **Unusual yellow color to skin or eyes**
- **Skin or eye lesions or rashes that are severe, weeping, or pus-filled**
- **Stiff neck and headache with one or more of the symptoms listed above**
- **Difficult breathing or abnormal wheezing**
- **Complaints of severe pain**

### **Handwashing Policy**

Students and staff are required to wash hands:

- Upon entering and leaving the child care facility.
- After sharing toys, learning materials, etc.
- After coming in from outside.
- Before and after eating and/or preparing food.
- Before and after administering medication.
- After toileting or assisting with toileting.
- After wiping a nose, coughing, or sneezing.
- Before and after handling any animals.

### **Potty Training Policy**

We consider your student to be potty trained when they are:

- able to tell an educator when they need to use the bathroom.
- aware of the need to use the toilet without reminders from the educators (although, educators will remind students throughout the day as outlined in our daily class schedule, for example, before or after meals, and before going on outside adventures, etc.)
- able to go to the bathroom (either urinating or a bowel movement) on their own. This includes being able to remove clothing, sitting on the toilet, wiping themselves, putting clothing back on, flushing the toilet, and washing and drying their hands.

\* We are available to assist students with tricky clothing, setting up the bathroom in a way that works, and “teacher checks” if your student wants one after a bowel movement.

- Will not be in diapers or pull-ups at all. They must be in regular underwear.

We recognize that accidents happen. That is why we ask you to keep a change of clothing at school.

### **Medication Administration**

*Prescription or non-prescription medication including but not limited to pain relievers, cough syrup, antihistamines, or nose drops, may be given to a child under the following conditions:*

1. A medication authorization form signed and dated by the parent is on file.
2. Prescription medication is in the original container and labeled with the child's name, name of drug, dosage and directions for administering, date and physician's name.
3. Non-prescription medication is in the original container, labeled with the child's name, dosage, and directions for administering.
4. All medications are secured in a tightly-covered container with a child-proof lock or latch and stored so that they are not accessible to children.
5. Medications requiring refrigeration are kept in the refrigerator in a separate tightly-covered container with a child-proof lock or latch, clearly marked medication.
6. Parents are informed daily of medications administered to their child.
7. Programs must immediately document the administration of any medication.

*\*All parents will be asked to complete a “Getting to Know You” survey upon enrollment. In the survey, you will be asked to consent to the use of sunscreen, insect repellent, and Tecnu soap (if your child has come into contact with poison oak). The parent will supply sunscreen for their child and apply it to the child before or upon arrival. It will be reapplied as needed by staff later in the day. Insect repellent and Tecnu soap are on hand to be used as needed.*

### **Immunizations**

Parents are required to provide a [Certificate of Immunization Status](#) before a child's first day. In January we are required to submit an immunization report to Benton Co. Health Department. We are required to submit names of any children who have incomplete or missing immunizations.

### **Mandated Reporting of Suspected Abuse/Neglect**

As mandatory reporters, CEC employees and volunteers will be alert to the physical and emotional state of all children participating in programs and are legally required to report injuries or suspected abuse/neglect to DHS.

## **Family Involvement**

We are always happy to have family members visit the classroom, join us on an adventure or be part of a “work party”. You are an important part of our program! You are always welcome!!!! If you plan to volunteer in the classroom for an extended period of time or on a regular basis, you will need to authorize a background check through [Oregon Central Background Registry](#).

Ways to be involved:

- Read a story to children during circle time
- Join us on an adventure
- Share your knowledge of the natural world
- Join a work party to improve the area around the preschool (sandbox, chicken coop, gardens)

## **Payment Information**

Enrollment in the NaturePlay Preschool program is monthly and based on the number of days a child attends per week (scheduling options below). Your payment amount will be the same each month except December, which is half of your usual monthly payment, and no payment is due in June (unless attendance begins in winter or spring quarters). This accounts for all holidays. Payments are due the first week of each month. There is a one-time annual registration & supply fee of \$100.

### **Payment Methods:**

Credit Card/ACH

- Your registration fee and tuition can be paid online using a bank account (preferred) or credit card. A monthly payment plan is set up as part of your sign up in our registration software UltraCamp.

### **Cancellations and Refunds:**

NaturePlay Preschool is staffed according to our monthly registrations and pre-planned, therefore missed days for sickness, vacation, or extreme weather conditions cannot be refunded. Registration is for the length of the school year or an otherwise agreed upon time. If you need to cancel your enrollment, please provide 30 days written/emailed notice (required). Upon written notice, you will receive your prorated invoice for balance due.

## **Scholastic Books:**

This year you can help us build our NaturePlay library with books about the natural world and books that support our [equity statement](#) by ordering books from Scholastic Books and using our program's code. Every time you order books for your child we receive points we can use to order books to use in the classroom. You will be receiving emails from **Scholastic Books** about ordering. If you prefer not to receive these emails, let me know and I will remove you from the mailing list.





I have read the NaturePlay handbook. I understand the policies and procedures and my responsibilities to provide information and materials needed for my child's safety and enjoyment.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_