



Parent Handbook

2990 Boone Rd SE
Salem, OR 97306



ADMISSION & ENROLLMENT INFORMATION

Please complete & submit all enrollment items at least 3 days before your child's first day:

- Enrollment & Participation Forms
- Automated Payment Processing Form (if you would like to sign-up for autopay)
- Immunization Records
- Medical/Dietary Restriction Form (if applicable)
- Register for the Procure App
- Supplies

Schedule:

- The Ridge is open Monday – Friday from 7:00 am – 5:30 pm
- We ask that all children arrive before 8:30 am
- Notify us if you need to adjust your child's arrival/departure time
- We close promptly at 5:30 pm please arrive in enough time to gather any belongings prior to 5:30 pm

SUPPLY LIST:

Infants 6 weeks - 23 months

- Bottles prefilled with breastmilk or formula. Label each bottle with full name and if it is breastmilk/formula.
- Extra infant formula (if applicable)
- Baby food ready to serve.
- Sleep sack (take home Fridays & laundry)
- Pacifier w/storage container (Labeled w/full name)
- Diapers & wipes (Labeled with full name)
- Change of clothing (labeled with full name)

24 Months – Pre-k

- 1 boxes of Crayola Crayons (24 pack)
- 3 Bottles of glue
- 1 Crayola Watercolor paint sets
- 1 Boxes of Crayola Markers
- Change of clothing
- Small Blanket & fitted sheet (crib size) take home Fridays & laundry
- Water bottle (Labeled)
- Diapers/pull-ups & wipes (if applicable)

Please label all clothes, bedding, bottles & lunch boxes.
Children use art supplies as a class. It is not necessary to label classroom supplies.

VISION & MISSION

Making A Difference Across The Generations

At Ridge Child Development Center, we have such a unique opportunity to work with today's youth as well as older generations. Our program has planned & spontaneous activities for children that take place throughout the week on our campus which is also home to older adults. When, the children and residents come together in a variety of planned activities such as music, dancing, art, lunch, storytelling or just visiting, the results are a mutual benefit for both generations. This enhances learning opportunities for the children to receive so much more than an ordinary education. In addition to mastering kindergarten readiness skills, the unique intergenerational aspect of our program provides opportunities that promote social-emotional growth, self-regulation, empathy, communication skills & a sense of community.

WE VALUE OUR FAMILIES

We believe that open communication builds a successful bridge between home and school, and we encourage and support the inclusion of families in every possible way. Our teaching and administrative teams build personal connections with each family. We depend on you for insight and information to guide how we can best support your child. You can depend on us to ensure that your family is part of your child's learning experience!

WE VALUE DIVERSITY

We're proud of the diversity of cultures and types of families within our Ridge Child Development community. Throughout our program, we provide children with opportunities to develop awareness, acceptance and appreciation of differences. Our unique program provides an enhanced opportunity to develop and appreciate differences through our interactions with the residence of Boone Ridge Independent Living.

WE VALUE SUPPORT

We understand the challenges of raising a family and the difficulty of maintaining work-life balance. RCDC was founded by parents, and many of our current staff have children in the program. We aim to be as supportive as possible to our families, so we offer flexible schedules, community resources and accept DHS & CCA payments.

WE VALUE COMMUNICATION

Communication is very important to us. Between sending pictures & messages through the Procure App & regular in person connections with your child's teacher we make sure you have all the information you need to know your child is in good hands!



PROGRAM INFORMATION

Ridge Child Development Center (Ridge or RCDC) serves children 6 weeks to 6 years of age, Monday – Friday from 7:00AM to 5:30 PM. We provide age-appropriate quality care in a nurturing and stimulating environment. Regular attendance is important for children to receive the maximum benefit from our program. In order for teachers to effectively plan for the day and be aware of scheduling needs for each individual child, we require families to notify the school when the children will be absent, arriving late or leaving early. Before the start of each school year, updated enrollment forms will be sent out and need to be completed and returned within 30 days. After 30 days a registration fee may apply and spots are not guaranteed, the new registration forms help us ensure that we have the most up-to-date information.

WE ARE CLOSED FOR THE FOLLOWING DAYS:

- New Year's Eve
- New Year's Day
- MLK
- Presidents Day
- March Inservice day (1 day)
- Memorial Day
- Juneteenth
- Independence Day (closed for 2 days, days vary depending on year)
- Thursday & Friday before Labor Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving & The day after Thanksgiving
- Christmas Break (Days vary depending on year)

*See annual calendar for closures

Holidays falling on a weekend will be observed on the next workday, (Saturday will be observed the Friday before, Sunday will be observed the day after). Notices will be posted, but please check your email for updates! If enrollment is low after a holiday, we may close the center the following day.

Families who wish to share birthday celebrations may bring items that are store bought and in the original container. Please remember No Peanuts/Nuts. Celebrations will be done at afternoon snack time to avoid scheduling conflicts and disruption to the classroom.

HOLIDAYS AND CELEBRATIONS

The Ridge celebrates all culturally relevant holidays to the children of our program. Please inform teachers which holidays your family celebrates. Please also let us know if there is holiday that you don't wish your child to partake in. We will make other arrangements to provide an alternative activity.

BILLING & WITHDRAWAL

RCDC bills in advance on a monthly basis. A non-refundable initial \$200 registration fee is due at the time of enrollment. There is an annual re-enrollment fee of \$100 per family with re-enrollment forms. RCDC bills one month in advance for space to be reserved in your child's class. No less than ½ tuition is due by the 1st of each month for the current month and the balance by the 15th. Tuitions paid after the 15th of the month are subject to late fees of \$50. NSF checks are subject to a \$32 fee, any applicable late fees, and we will request that future payments are made in cash or money order. There is a \$5 per minute, per child late pick up fee after 5:30 PM.

If you decided to withdraw your child from RCDC, we do require at least a 30-day written notice. Families failing to provide this notice will still be responsible for 30 days tuition for each child enrolled and no refund will be given for unused time or tuition. We will determine tuition amount by calculating the number of days the child will be in attendance and charge the current daily rate or monthly rate, whichever is less. We do not offer refunds for any other reason. In the event that The Ridge Child Development Center requests the withdrawal of a child for reasons other than account delinquency, we will refund any unused portion of your tuition (calculated on the daily rate). Withdrawal may be requested, but not limited to, dangerous behavior to other children or exhibits chronic behavior problems. Or, if parents exhibit inappropriate behavior in the center or if we can no longer meet the child's developmental needs. Your child's total well-being is our main priority.

We reserve the right to re-evaluate our rates at any time

The Ridge gladly welcomes and accepts children and families from all backgrounds, regardless of race, color, national and ethnic origin, religion, ability or gender.

A child's enrollment may be terminated at any time by joint decision of the Director and Teacher of the child's classroom. Reasons for termination/withdrawal include (but are not limited to):

- The program does not meet the needs of the child and/or the child's family.
- The child's behavior is disruptive or unsafe for the child, other children, and teachers in the class.
- Tuition payments have not been submitted and no arrangements for payment by the family have been made and approved.
- The family fails to cooperate with staff in operation and management of the program, behavior plan and/or parent code of conduct.

BILLING & WITHDRAWAL CONTINUED:

FOR DIVORCED AND SEPARATED FAMILIES

We have one account per child. We do not bill parents separately. Please make co-payment arrangements between yourselves. RCDC considers account liability to rest with those signed as enrolling parent(s)/legal guardian(s).

VACATION, ABSENCE, AND SICK DAYS BILLING POLICY

RCDC does not credit accounts or issue discounts, for sick days, holidays, non-use, vacations, pandemics, quarantine, health related outbreaks or weather-related closures.

SCHEDULE CHANGES

Changes will only be done with the approval of the center director, based on classroom size and space availability. A written 30-day notice is required for schedule changes.

WEATHER CLOSURES

In the event the school cannot be opened due to snow, ice, or other related bad weather conditions this information will be available through local news channels and a message will also be updated on our answering system. RCDC follows the same safety advisories as the Salem-Keizer School District and will be closed if the district closes.

ARRIVAL AND DEPARTURE

All children must be accompanied to the center and signed in by an adult. It is a state requirement that each child be checked in & out daily by an authorized adult. Children under five must be accepted by a caregiver before the parent/guardian leaves. Please notify us by 8:00 if your child will be absent for the day. Children will be released only to those authorized on the enrollment form & picture ID is required.

OPEN DOOR POLICY

Ridge Child Development Center has an open-door policy. We want you to feel welcome in our center at any time. We encourage parent involvement in their child's class. Custodial parents and/or legal guardians may visit the center during the hours of operation without notice.



ILLNESS

RCDC staff appreciates the fact that many families who enroll their children at the center are working and that it is difficult to have their schedules interrupted. However, your cooperation is needed in stopping the spread of contagious illnesses.

If a child becomes ill while attending our center, a parent will be contacted and asked to **pick up their child immediately within 1 hour of being contacted**. If a parent is unable to be reached, we will contact a listed emergency contact. Once a child becomes ill at our center the child will be placed in our sick area, within sight and sound of an adult, or kept in their classroom (away from other children) until a parent arrives. If your child is sent home with any of the above listed symptoms, they may not return until they are free of such illness for 24–48-hour period or no longer contagious as deemed by a physician. We also require siblings to not attend care while their sibling is excluded for an above symptom. Staff may require written notification from a physician. We practice proper hand washing for staff and children at all times to help reduce the spread of illnesses.

*Credit/refunds will not be issued for absence due to absences or illness

Children who have the following symptoms cannot be admitted until the contagious period has passed and for 24-48 hours after the symptoms have subsided.

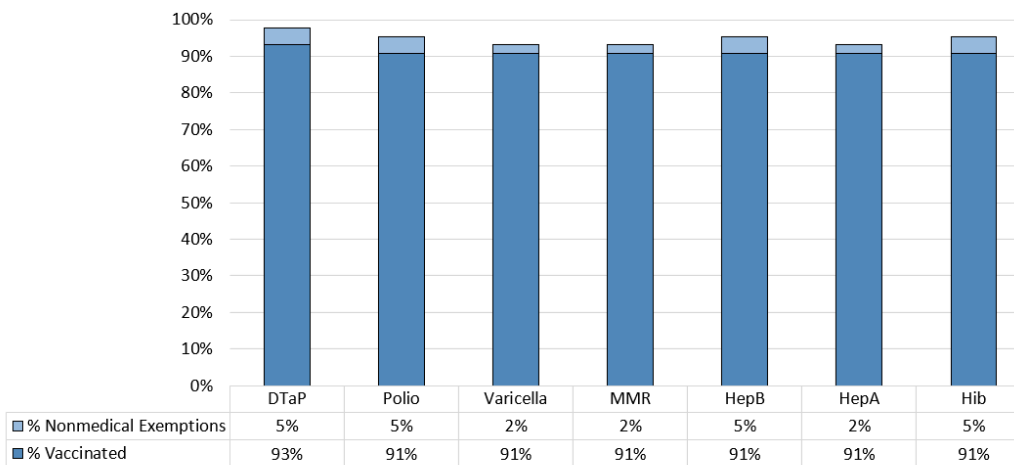
We cannot serve children with:

- **Temperature of 100.4°F or more**
 - A child with a fever over 100.4°F may return if fever free for 24 hours without the aid of medication.
- **Diarrhea**
 - Three or more watery/bloody/loose stools in 24 hours, or a child is unable to control bowel function when previously able. A child with diarrhea may return 48 hours after diarrhea resolves (48 hours after last diarrhea).
- **Vomiting**
 - at least one time, where there is no explanation for the vomiting. A child who vomits without explanation may return 48 hours after the last episode of vomiting.
- **Severe or persistent coughing**
 - A child with severe or persistent coughing may return after symptoms are improving for 24 hours or with written clearance from a licensed healthcare provider.
- **Unusual yellow color to skin or eyes**
 - A child with unusual yellow color to skin or eyes may return to care with written clearance from a licensed healthcare provider.
- **Open sores or wounds discharging bodily fluids**
 - A child with open sores or wounds discharging bodily fluids may return to care after rash is resolved, when sores and wounds are healing, dry and are not considered contagious.
- **Stiff neck and headache with one or more of the symptoms listed above**
- **Uncharacteristic lethargy**
 - Decreased alertness, increased irritability, increased confusion, or a behavior change that prevents active participation in usual school activities. A child with any of the above symptoms may return to care when symptoms resolve, return to normal behavior,
- **Difficulty breathing or abnormal wheezing**
 - A child with difficulty breathing or abnormal wheezing may return to care after symptoms are improving for 24 hours.
- **Complaints of severe pain**
 - A child with complaints of severe pain may return to care after symptoms are improving.
- **Headlice**
 - A child must be lice and nit free to return to school
- **Eye lesions that are severe, weeping, or pus filled**
 - A child with eye lesions that are severe, weeping, or pus filled may return to care after symptoms resolve or with written clearance from a licensed healthcare provider.
- **If diagnosed as having/being a carrier of a childcare restrictable disease, as defined in OHA**

IMMUNIZATIONS

State of Oregon Certificate in Immunization must be completed and on file the first day of enrollment. Immunization records need to be kept up to date. Please update each time your child receives immunizations.

How many children at Ridge Child Development Center are vaccinated?*



Number of children at the school**: 44

March 2025

Percent of children with no immunization or exemption record: 0%

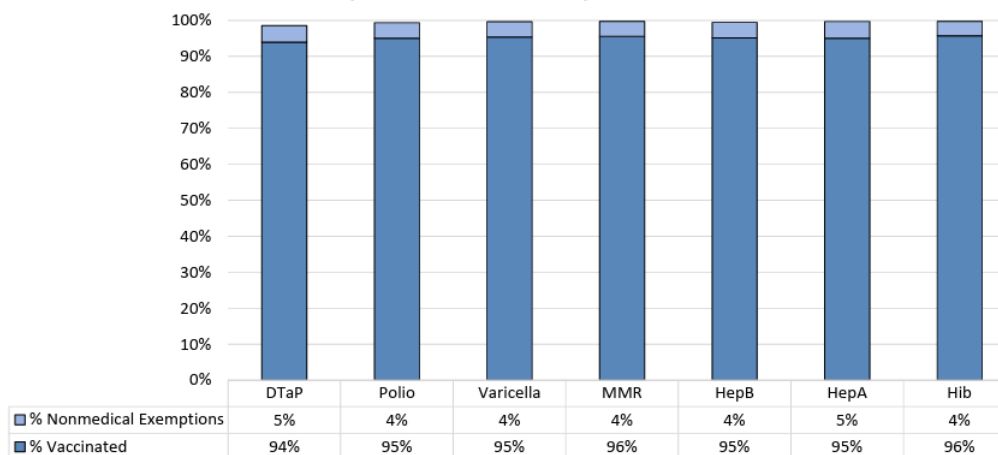
Percent of children with a medical exemption for one or more vaccine(s): 0%

* Not all immunizations are required for all grades. These numbers may not total 100% if some children have medical exemptions, or are incomplete or in process with immunizations but do not need an exemption because they are on schedule.

**There is/are also 2 child(ren) enrolled for whom immunizations are not required to be reported because their records are tracked by another site or they attend fewer than 5 days per year.

**There is/are also 5 child(ren) 18 months of age or younger who are not required to be finished with their pre-school vaccines because of their age.

How many children at Marion County are vaccinated?*



Number of children at the school**: 4663

March 2025

Percent of children with no immunization or exemption record: 0%

Percent of children with a medical exemption for one or more vaccine(s): 0%

* Not all immunizations are required for all grades. These numbers may not total 100% if some children have medical exemptions, or are incomplete or in process with immunizations but do not need an exemption because they are on schedule.

**There is/are also 1092 child(ren) enrolled for whom immunizations are not required to be reported because their records are tracked by another site or they attend fewer than 5 days per year.

**There is/are also 340 child(ren) 18 months of age or younger who are not required to be finished with their pre-school vaccines because of their age.

DRESS CODE

Please dress your child appropriately for active, messy play.

- All diapers and underwear must be covered by clothing.
- Socks and closed-toe shoes are required at all times for safety.
- If your child wears boots, sandals, or flip-flops, they may not be able to participate in all activities.
- Because play can get messy, please provide a complete change of clothing (shirt, pants, underwear, socks) to keep at the center in case of spills, accidents, or toilet issues.

PARENT INVOLVEMENT

We value and encourage family involvement in your child's early learning experience. There will be times and ways for you to participate—your engagement helps create a rich, supportive environment for all children.

Here are some examples of how you can get involved:

- Lending objects for classroom units of study
- Visiting to talk about your job or special skills (by invitation)
- Helping teachers prep materials
- Donating treats or supplies for classroom parties and events

We also welcome you to share family traditions, cultural practices, home languages, or special talents that can be incorporated into classroom activities.

INDOOR AND OUTDOOR PLAY

INDOOR PLAY:

We offer a wide variety of age-appropriate toys and learning materials. To support organization and prevent frustration, children may choose one or two toys at a time during free play and will be shown how to put them away before selecting something new. Toys may be rotated or temporarily removed to maintain engagement and interest.

OUTDOOR PLAY:

We go outside every day, except during severe weather. Please dress your child appropriately for the season. Outdoor time is an essential part of learning and development.

To help your child stay comfortable and safe, please:

- Wears closed toed tennis shoes
- Ensure your child has play-appropriate clothing that can get dirty.

RCDC SPECIAL ACTIVITIES & VISITORS

Here at the RCDC our classes have the amazing opportunity to have little outings with the “Grandmas & Grandpas”. We are so excited to have the privilege to have an intergenerational program. We aim for something every week either here in our childcare space or outings in the main building.

Here in our space the possibilities are endless & we are coming up with new ideas every day. So far, we have done:

- Muffin, ice cream, pie social & lemonade stand
- Pumpkin patch
- Card making
- Story time

Out in the main building there are many possibilities:

- Trick-Or-Treating, Holiday performance,
- “Movie day” this will alternate between the preschool and pre-k once each month.
- Arts & crafts in the art room
- Stories in the library
- Bowling
- “Walk” to Disneyland with the residents. In the next few months, we will in small groups walk with the residents and log our distance until we reach enough miles to reach Disneyland. Once we have done that, we will have a “Disney” party together to celebrate.

In all of our activities with the residents our teachers and teacher to child ratio will remain what it always is here on site. With most activities we often have extra teachers helping.

BEHAVIOR EXPECTATIONS

Leading up to and during these special activities we have certain behavior expectations to participate. We wanted you to be aware of the expectations to help support your child in being able to participate as much as possible.

- Be respectful of each other, teachers, others property, etc.
- Follow teacher direction/redirection (without arguing or talking back)
- Inside voices
- Kind hands & words to others
- Being in control of their body
- Share

INJURY

Minor injuries will be treated as needed on sight including washing, ice packs, and applying band-aids. Parents will be notified. All accident reports will be kept in your child's file.

Major injuries will be assessed by the Director/staff. If necessary, appropriate medical attention will be administered. This includes, but is not limited to contacting parent/guardian, calling 911, or transport child to **Salem Hospital 890 Oak St SE Bldg A, Salem, OR 97301** by ambulance. If a child is taken to the hospital, a Ridge staff member will accompany the child until the parent or emergency contact arrives.

If a child is injured and any clothing is contaminated with blood, they will need to be picked up or brought a change of clothing in order to eliminate possible exposure to blood borne pathogens.

Minor or Major injuries will be accompanied by an accident report, which parents will be asked to sign and acknowledge that they were informed of the injury. **Please check the front counter daily for any accident reports.**

There will be a person present on site at all times who is certified in First Aid and CPR. First Aid Kits are kept on site and in center vehicle(s) at all times.

SUNSCREEN:

The Ridge will provide sunscreen (Banana Boat SPF 30 or higher). We ask that during the Spring & Summer seasons that parents apply sunscreen in the morning prior to coming to school & we will re-apply in the afternoon. If you prefer to supply your own sunscreen, please inform the front desk and supply sunscreen by May 1st.

HAND WASHING:

Children are encouraged and taught the importance and proper methods of hand washing (upon arrival, before meals, after using the bathroom, after blowing nose,)

All staff will wash hands after diaper changes, using the bathroom, coming in contact with bodily fluids, before, after food prep.

DIAPER CHANGING:

The following is the procedure used for Diaper Changing by Ridge Child Development Center staff:

- Wash hands
- Gather necessary materials
- Change diaper (without leaving child unattended)
- Dispose of diaper (in covered and locked container)
- Wash and disinfect changing area
- Wash child's hands / Wash staff hands

SOILED LAUNDRY:

Soiled clothing will be placed, without rinsing, in a closed, concealed container and returned to parent. Bedding for rest time must be taken home every Friday to be laundered and returned the following Monday. An extra set of clothing must be kept on hand in case of accidental wetting or spill. We try to keep extra clothing on hand but may not have appropriate size etc.

FOOD PREPARATION

- All food served to the children will be prepared in our facility or has been purchased from a store.
- All prepared food brought into the facility (such as cupcakes or cookies) must be store bought & in original container.
- Employees handling food/food preparation will have a current food handler's card.
- All dishes and utensils are washed and sanitized after each use.
- Food brought from home must be in a container labeled with your child's first & last name, & date.

MEALS & SNACKS

- RCDC provides AM/PM snacks following USDA guidelines.
- Parents shall send lunch in lunch box with ice pack each day.
- Please include all food groups: (protein/fruit/vegetable/grain) RCDC will provide milk
- Water bottles

INFANT MEALS/SNACKS

- For infants under 1 and not able to eat our center provided snacks, please send in all formula/expressed milk, meals & snacks.
- All bottles, sippy cups, pacifiers and any other personal items must be labeled with your child's name
- Parents shall provide bottles (labeled) of pre-mixed formula OR expressed milk (average of 4, per day depending on how much a child consumes). Pre-mixed bottles brought from home shall be stored in the refrigerator in the infant room. Any food items or bottles with formula/breast milk will be sent home or discarded at the end of each day. Bottles shall be sent home each night to be cleaned.
- Parents shall also have on site 1 extra case of ready to feed formula (not needing to be mixed) in the event extra formula becomes necessary.
- Bottles are heated in an approved bottle warmer and served to infants according to their natural schedule and the USDA Meal Pattern Requirements
- Excess formula/expressed milk in bottles shall be discarded if not eaten within 45 minutes.
- If your child uses a pacifier, please provide 2 each day (labeled) and take home each night to be cleaned. We do have the ability to sanitize here if needed.
- Due to an increase in severe allergies, we do not serve any items where peanuts/peanut butter is an ingredient.

We also ask that any food items brought from home be Peanut/Nut free.

MEDICATIONS

Ridge Child Development Center cannot dispense and/or administer any medication without the expressed written consent of the child's parent/legal guardian. Any medication brought to the center must be given to a staff member and must be in the original container. The label must clearly identify the child's name, doctor, date, prescription name and dosage. Over the counter medications must also be in the original container and labeled with the child's name, dosage, time and/or directions for distribution and accompany a Medical Authorization Form.

Children are not allowed to administer medication themselves; all medications must be given to and administered by staff. All medications will be stored in a locked cabinet/container and be inaccessible to children.

Please do not send/leave medication in your child's backpack or diaper bag.

PARENT CODE OF CONDUCT

Ridge Child Development Center believes in the importance and value of a mutually supportive relationship between the teachers and parents. The care and education of a child is most successful when the school and parents share a commitment to collaboration, open lines of communication, and mutual respect. Parents shall always model positive and responsible behavior and communicate in an ethical manner. In doing so, they not only show their children how to appropriately express and address issues and concerns, but they ensure that there is no disruption to the educational process.

Parent expectations include:

- Recognize that the education of each child is the joint responsibility of the parent, student, and teacher
- Both parents and the school, work in cooperative interest of the child, and in a professional and respectful manner
- Exhibit a good example for students in their conduct, language, and behavior while on campus or at school sponsored activities
- Refrain from negative gossip or unsubstantiated criticism that disparages the reputation of the school or its employees, including on social media sites
- Seek to clarify a child's version of events with the teachers view to avoid misunderstanding and to bring about a successful resolution to any dispute.
- Seek to clarify understanding of curriculum goals and objectives and understand the school's curriculum goals, philosophies and policies. Attend back to school night and other school functions.
- Contact the school directly when you have a question or need clarification of a school matter rather than depending upon the interpretation of other parents or other non-official school sources
- Ensure that children arrive to school and are picked up on time.
- Refrain from planning pick up or drop off during nap time (11:00-2:00), please discuss alternate arrangements with the front desk if there will be a need to pick up during this time frame.
- Communicate with the school when your child will be late or out by calling the school by 10:00 AM. If the child is ill let the school know their symptoms.
- Abide by our Illness Policy. **Knowingly bringing a sick child to school may result in termination.**
- May not threaten or approach any student or teacher in an abusive or intimidating manner
- Refuse to comply with any reasonable request from a school employee in the performance of his/ her duties
- Communicate with teachers in person, or with RCDC accounts (email or Procure), **there is no need to contact a teacher on their personal phone or accounts to discuss school matters.**
- Refrain from making arrangements for any RCDC staff to provide outside services (babysitting) while they are on the clock. RCDC does not encourage outside services and is not responsible or liable for any such services provided outside of our contracted care with the family.

Anyone not respecting the above guidelines may be asked to leave school premises and, in some cases, may be prohibited from access to the school or have care terminated.



DISCIPLINE PHILOSOPHY

RCDC uses the Conscious Discipline method in our classrooms. Conscious Discipline is a leader in social-emotional learning and classroom management best practices. RCDC taps into the transformative potential of Conscious Discipline to establish sustainable, brain compatible social-emotional learning and classroom management practices that increase connection, cooperation, self-regulation, equity, mental health, belonging and achievement.

THREE ESSENTIAL INGREDIENTS FOR SCHOOL SUCCESS



Willingness to Learn

Without willingness, each interaction becomes a power struggle instead of a learning opportunity. The School Family brings all children and adults, especially the most difficult, to a place of willingness through a sense of belonging.



Impulse Control

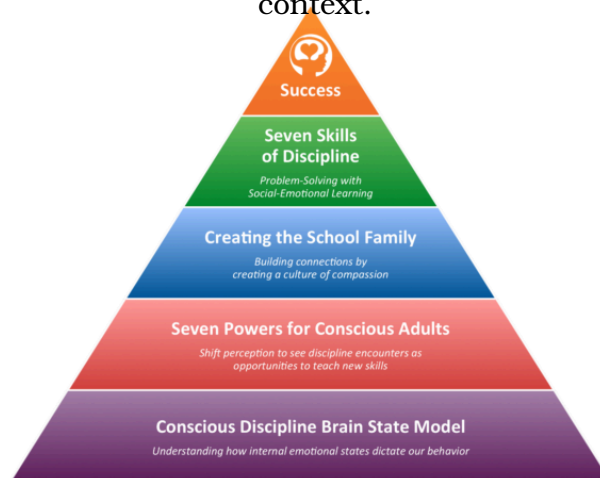
Connection with others wires the brain for impulse control.

Disconnected children are disruptive and prone to aggression, shutting down, or bullying behaviors. The School Family uses connection to encourage impulse control while teaching self-regulation skills in context.



Attention

Our attentional system is sensitive to stress and becomes engaged with positive emotions. The School Family reduces stress while creating an atmosphere of caring, encouragement and meaningful contributions.



DISCIPLINE

It is our goal to provide a safe, healthy, secure environment for all children using the Conscious Discipline Method. In the event that "discipline" is needed we will use "Timeout" 1 min per year of age or a short break out of class.



EXTREME BEHAVIORS POLICY

Extreme Behaviors are defined as any behavior that causes physical or emotional harm to another party that is outside of the developmental norm for a child or occurring at a level that is unmanageable for the classroom. The threshold for what constitutes an Extreme Behavior will vary for different age groups. When Extreme Behaviors continue despite appropriate intervention, they can require a level of attention from staff that is unreasonable, and unfair to the other children in the classroom. A conference will be scheduled with the Director and/or classroom teachers and the student's parents. Observations, incident reports, and other necessary documentation relating to the events will be presented. A behavior action plan developed, including appropriate intervention strategies for the specific to the child's needs, the steps the parents/guardians must take to support the child and the school. The purpose of the conference is to develop a plan jointly with the family and available resources to address specific behaviors that are disruptive and/or pose an imminent danger (recurring violence, behavior, or aggression). RCDC is not an Early Intervention program and does not have special education resources.

The Behavioral Plan may include:

- Follow up actions for the teachers, parent, child, or all of the above
- Temporary or permanent schedule modifications
- Request for outside early intervention services such as Speech Therapy, Occupational Therapy, Behavioral Support, or other screenings or services as recommended by your child's pediatrician
- Recommendations for other community resources that could be beneficial to the child or family
- A timeline for improvement, and for resources to be implemented

Extreme Behavior includes but is not limited to:

- Biting
- Hitting
- Kicking
- Spitting
- Choking
- Screaming/temper tantrums
- Verbal Abuse
- Escaping/running away/hiding from group

EXTREME BEHAVIORS & UN-ENROLLMENT

If the behavior continues to be disruptive to the classroom, constitutes an immediate danger to the child, staff, or other students, or is considered uncontrollable and the school's techniques for behavior management have been exhausted, the following may occur:

- One-on-one assistant for the child (parents will be responsible to the additional staffing expense)
- Modification to schedule
- Withdrawal from program

It is our deepest hope that we never have to make the choice to expel a child from RCDC. Unfortunately, sometimes Extreme Behaviors result in an expulsion decision. RCDC administration will meet with the family to discuss the concerns at hand at least once before deciding to expel. During the meeting we will review the records of events that have led to the meeting, steps that have already been taken to avoid expulsion and review the behavior action plan.

If the behavioral concerns persist despite all our efforts, or if parents do not complete the actions agreed upon within a reasonable window (up to 30 days), then we may make the decision to expel the child.

The following items may result in immediate expulsion:

- Instances of repeated violence, or other safety concerns that could harm that child or others
- Parent violation of any of our policies
- Parent refusal to seek outside resources when recommended
- Parents who create a hostile or dangerous environment for children or staff (behaving in a disrespectful, intimidating, abusive, or threatening manner)

RESTRAINT POLICY

414-305-0720

RCDC staff will employ all situationally appropriate interventions before implementing a physical restraint. Children will only be physically restrained if they pose an immediate safety concern to themselves or others.

Physical Restraint Rules for Certified Child Care Centers

A certified childcare center may only use physical restraint after complying with all requirements of OAR 414-305-0700, Behavior and Guidance and OAR 414-305-0710

If a child has been restrained for more than 5 minutes and the situation is not de-escalating then we will call a parent/guardian to pick up the child. If restraint is used, an incident report will be written and the family will be informed, as well as RCDC Licensor

BITING

Biting is a typical behavior often seen in infants, toddlers, and 2-year olds. As children mature, gain self-control, and develop problem-solving skills, they usually outgrow this behavior. While not uncommon, biting can be an upsetting and potentially harmful behavior. It's best to discourage it from the very first episode.

Why do young children bite?

Some children bite instinctively, because they have not developed self-control. For example, when 3-year-old Marcus grabs a doll from his 2-year-old sister Gina, her first response is to bite him and grab the doll. She doesn't stop to think about other ways to act or the result of her actions. But there are many other reasons why children may bite.

A child might bite to:

- Relieve pain from teething.
- Explore cause and effect ("What happens when I bite?").
- Experience the sensation of biting.
- Satisfy a need for oral-motor stimulation.
- Imitate other children and adults.
- Feel strong and in control.
- Get attention.
- Act in self-defense.
- Communicate needs and desires, such as hunger or fatigue.
- Communicate or express difficult feelings, such as frustration, anger, confusion, or fear

WHEN A CHILD BITES ANOTHER CHILD, WE WILL

- Intervene immediately
- Help the child who was bitten (wash area with soap & water, TLC & ice)
- Talk briefly to the child who bit and remove the child from the situation for a brief period of time. We will tell the child in a calm but firm voice, "No biting, biting hurts."
- Notify parents of all children involved
- Talk with the parents of the child who is biting
- Document biting child with date, time, child bitten, area bitten,
- Shadow closer the child during free play when biting often occurs.

While using all of these techniques, most children resolve the biting behavior. However, should this continue without any improvements, then we must take further steps to ensure the safety of the children in our care.

If you would like more information about biting please visit:



FIRE SAFETY

RCDC fully equipped with smoke alarms, sprinklers, emergency lights and carbon monoxide detectors. We have annual fire system & fire extinguisher tests & inspections by our alarm specialist as well as by the Marion County Fire Marshall. We also conduct monthly checks to make sure our alarms & emergency lighting are working. RCDC also practices monthly fire evacuation with all staff and the children. We go over the plan that we have posted, our evacuation route, meeting place, and fire safety rules like stop, drop & roll and “do not hide, go outside.” In addition to fire drills, we also conduct at least 6 other types of drills throughout the year including but not limited to: earthquake, tornado, lock down & power outages.

EMERGENCY EVACUATION

In the event that this building must be evacuated, the children and staff will be relocating to across the street to:

Boone Ridge Memory Care (right next door)
2950 Boone Rd SE
Salem, OR 97306

Parents will be notified of the emergency evacuation via the Procare App &/or by phone. Children are to be picked up as soon as possible at the above location.

If in need of emergency medical care the nearest hospital is located at:

Salem Hospital
890 Oak St SE Bldg A
Salem, OR 97301



TIPS FOR A SUCCESSFUL EXPERIENCE

PLEASE DO:

- Partner with us through your child's learning & growing journey
- Allow time for adjustment (usually about 2 weeks)
- Inform us of any difficulties your child may be having
- Label all outer clothing and extra set of clothes
- Send your child to school in running/tennis shoes
- Notify us in advance of any absences or planned vacations
- Listen to your child's achievements and PRAISE them

PLEASE DO NOT:

- Send money, gum or pocket snacks with your child
- Allow swearing or foul language
- Bring toys or personal items except for on sharing days
- Hold us responsible for lost or broken toys
- Send food items that contain any type of nut as ingredient

SCHEDULE:

- Have a consistent drop off & pick up schedule
- We ask that all children arrive before 8:30 am.
- Notify us if you need to adjust your child's arrival/departure time
- Lunch and Rest time are approximately 10:45 to 2:00. While your child may not sleep, we require this time to be a quiet rest time. We ask, when possible, children not be picked up during this time.

VALUABLES AND VEHICLES

Please do not leave valuables, including children under 10 in your car or cars running. We are not responsible for any damaged or stolen personal property.

CHILD ABUSE REPORTING REQUIREMENTS

For the protection and welfare of the children, all Ridge Child Development Center staff, required by law, are mandatory reporters and have gone through appropriate training to recognize and report suspected child abuse or neglect.

An Important Reminder For Your Child's Safety:

Children under 10 may not be left unsupervised in your vehicle (not even for a minute).

Please note that Ridge Child Development Center reserves the right to make decisions &/or make changes not covered in this overview as deemed necessary for the safety and welfare of all children. Failure to follow these procedures may be grounds for dismissal.

Ridge Child Development Center reserves the right to refuse service for any reason.

RIDGE CHILD DEVELOPMENT CENTER

2025-2026 SCHOOL CALENDAR

2990 BOONE RD SE
503 967-5253

AUGUST 2025

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER 2025

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY 2026

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2026

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

JULY 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

IMPORTANT DATES:

August 28-29

September 1

October 13

November 11, 27-28

December 24-26, 31

January 1-2, 19

February 16

March 27

May 25

June 19

July 3, 6



Center Closed