

Pioneer Relief Nursery

7 1312 SW 2nd Pl.
Pendleton, OR 97801
PH 541-215-1017
FX 541-215-1018



PARENT HANDBOOK

PARENT RESOURCES

Pioneer Relief Nursery	541-215-1017
BMCC GED	541-278-5803
Capeco.....	1-800-752-1139
CCR&R (Child Care Resource & Referral).....	541-564-6878
Toll free.....	1-800-559-5878
DHS Self Sufficiency	541-276-9000
Dial a ride	1-877-875-4657
Domestic Violence	541-276-3322
Elite Taxi	541-276-8294
Head Start.....	541-966-3362
Health Department	541-278-5432
Helping Hand	541-276-3418
IMESD	(541)966-3131
Let r' bus ride	541-276-6476
Lifeways	541-276-6207
Midco bus.....	541-276-5621
Moving Forward Program.....	541-276-5073
<i>Contact Marci on the first day of the month</i>	
Pendleton Pediatrics.....	541-276-0250
Pregnancy Care Services	541-276-5757
St. Anthony Hospital.....	541-276-5121
We Care	541-278-8183
WIC.....	541-966-3354

One of the ways PRN can help support your family is to give you local referrals to other agencies. If you have a specific need, please don't hesitate to ask!



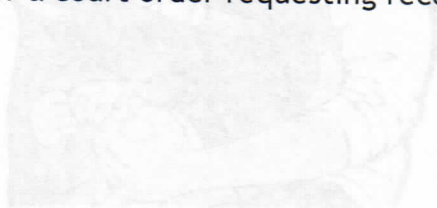
Welcome!

Welcome to the Pioneer Relief Nursery. We believe that *you* are your child's most important teacher. We will provide a warm and nurturing experience for your child in the classroom. Please take some time to look through this parent handbook, and keep it to refer to throughout the year.

If you have any questions, do not hesitate to talk to your Family Child Interventionist or the Program Manager. We want you to be satisfied and comfortable with your nursery experience.

CONFIDENTIALITY

PRN respects you and your family's right to privacy. All valuable information you share with us is kept confidential. Files are stored in locked cabinets, and are available on a need-to-know basis to those staff working with your family. Only the parent or legal guardian signing the enrollment forms will have access to records (unless we receive a subpoena or a court order requesting records).



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INFORMATION FOR YOU

Your family's contact person is:

Your child attends school on:

- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

Pioneer Relief Nursery (541) 215-1017

Mid Columbia Bus (541) 276-5621

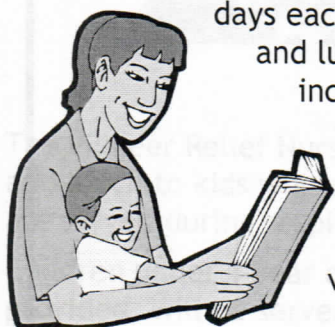
Facebook: Pioneer Relief Nursery

Website: pioneerreliefnursery.org

Therapeutic Early Childhood Program

CENTER BASED CLASSROOMS

Our early childhood classrooms are for toddlers and preschoolers. Classrooms are set-up to help each child feel safe and successful. Children attend class two days each week. They are served breakfast and lunch at school. The class schedule includes; free choice time, planned small group, outdoor grass motor play, and story/music time. There are two teachers, one teacher assistant, and usually a least one volunteer in the each classroom.



HOME VISITS

Home visits are a required part of classroom service. Families receive a minimum of one home visit each month. Those who have children under 1 year old have weekly home visits. During home visits, parents work with teachers to support their child's growth and development. Part of the visit is intended to focus on stressors your family is facing. With your FCI's help he/she can help you identify goals and access community resources.

USDA 1400 Independence Ave SW

Washington, DC 20250-4430 or call (855)672-9992

USDA's Farm to Family Program provides nutritious food for families.

Important Policies

DISCIPLINE

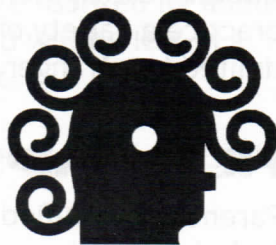
When necessary, we incorporate behavior interventions focusing on consistency and building self-control. We help children develop problem-solving skills and empathy (how their behavior effects others and things around them). We use approaches that are based on the situation, the child's age, and the child's stage of development. With our support, children learn self-control in a loving positive way. We encourage children to express their feelings with words.

The Pioneer Relief Nursery staff never spansks, screams at, isolates, or humiliates children. Most often, we use re-direction with verbal instruction.

We believe that an important part of care for young children includes holding, hugging, and touching them in positive ways. Children will be touched when it is appropriate and left alone when they prefer not to be touched. We purposefully support children's efforts to control their personal space and to respect others.

HEAD LICE

Head lice are common among children. They are also very contagious! Therefore, we check the heads of all children each day. If your child arrives at school with head lice, you will be called to immediately pick up your child. Children with head lice may not return to class until they are nit free. Ask your child's teacher about effective treatment for head lice.



RESTROOM SUPERVISION

Children are escorted to and from restrooms by a staff member. If the child does not need help, the staff member will remain at the door of the restroom. If the child needs help, the staff member will provide it. Only paid staff members assist or monitor children using the restroom (including field trips).

MEDICAL EMERGENCY

Staff is trained to follow emergency procedures. A staff member will stay with the injured or sick child at all times and administer first aid if necessary. The parent, guardian, or emergency contact will be notified. Therefore, it is crucial your contact info is current. EMS will be called if required.

EMERGENCY PLAN

PRN has an emergency evacuation plan in place in case of fire, flood, earthquake, or other emergency situation. The plan is available at the front desk. In case of emergency evacuation, the parent, guardian, or emergency contact will be notified where to pick up the student.

Should we need to seek long term shelter, staff will escort children to the DHS building. Phone calls will be made from there regarding how to pick up children.

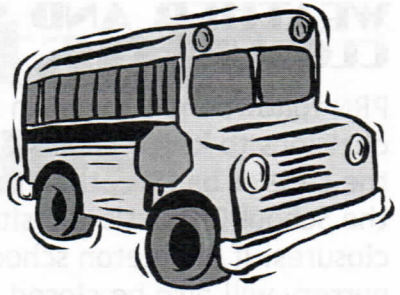
Classes participate in a monthly fire drill. Bi-monthly we practice a variety of different drills, to include, but not limited to, stranger in the building, sick child, and earthquake.

FIELD TRIPS

Parents are notified of field trips in advance. Notification included location and schedule. All buses are driven by a qualified bus driver. We provide parents with a form giving PRN permission to transport your child in our buses. Check with your child's teacher about assisting with these outings. Classroom children regularly walk to one of the local parks.

TRANSPORTATION

The Pioneer Relief Nursery is able to provide bus transportation through Mid Columbia Bus. Their phone number is (541) 276-5621. Reminders if your child is scheduled to ride the bus:



- Be ready, on time, and watch for the bus.
- If your child will not be attending class, notify the Bus Company and PRN.
- Only persons listed on the "Release" form can accept your child at pick-up.

If you or a designated person is not available at the drop time, your emergency contact will be called. If still no one is available, your child will be returned to PRN. Any child left after 30 minutes without parent contact has to be reported to Child Welfare.

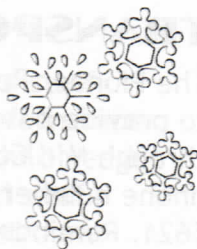
If your child will not be at school, or if your address changes, please inform Mid Columbia Bus AS WELL AS your child's teacher

ARRIVAL & DEPARTURE

Children must be escorted by an authorized adult to and from the classrooms and the playground. No child may enter or exit PRN unescorted by an adult. All children are assisted by adults when getting on and off the buses. No child will be left in a classroom unless a staff member is present.

WEATHER AND SCHOOL CLOSURE

PRN follows the Pendleton School District's decisions to keep schools open or to close in the case of bad weather. Radio, TV news, and the School District's website will announce closures. If Pendleton schools are closed, the nursery will also be closed.



KEEP YOUR CHILD HOME IF THEY HAVE:

- an oral temp over 99.6. Keep home until temp has been normal for 24 hours.
- sore, red throat.
- a cold with a hacking cough.
- diarrhea and/or vomiting within 24 hours.
- non-clear discharge from the nose.
- yellow discharge from the eyes.
- a rash.
- untreated wheezing.



Please notify PRN as soon as you know your child will not be coming to class. We will want to know symptoms, so we can inform other families.



SPECIAL EDUCATION SERVICES

We help support healthy development in children by assuring that each child receives developmental screens for language, thinking, motor and social/emotional development. When possible delays are noted in any of these areas, a Special Education Consultant can provide support and information for parents about special services available for their children.

Intermountain Education Service District works with the Pioneer Relief Nursery to provide services to children who have special needs. Parents participate in developing a plan that will address their child's individual needs.

The goals on the plan will be made a part of the child's goals in the classroom. Special developmental support and training is provided to the child in their classroom setting.



The Pioneer Relief Nursery serves USDA approved breakfast and lunch to kids who enter our classrooms. Healthy snacks are served during respite times.

Children under 1 year old, if formula or breast milk is not provided, will be served Similac Soy. Meals in our preschool class are served family style and toddler class kids are served restaurant style. We encourage all children to work at self sufficiency. They are encouraged to try new foods but are never forced to eat something they don't want to eat.

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

To file a complaint of discrimination write

Office of Civil Rights

USDA 1400 Independence Ave SW

Washington, DC 20250-9410 or call (866)632-9992.

USDA is an equal opportunity provider and employer.



SUPPORT SERVICES

- Respite Care
- Clothes Closet
- Hygiene Cupboard (upon request)
- Parent Education and Support
- Home Visits
- Transportation Assistance for Pioneer Relief Nursery activities

OUTREACH FAMILIES

Families who qualify for the Nursery who have children under the age of 18 months or children who are on a waiting list qualify as a "outreach client."

We encourage these families to take advantage of our Respite days that are offered three times a month. This time is designed for you to have a break.

Home Visits are scheduled at your discretion, community service support, access to the clothes closet and a monthly outreach letter stating the days and times that respite is offered. This newsletter will also describe any other events going on at Pioneer Relief Nursery.

Parenting classes are offered monthly. It's important to call and let us know you and your family will be attending.

Please remember that respite and parenting classes are designed to accommodate children under 6 years of age.

Pioneer Relief Nursery

541-215-1017



**Keeping children safe
and Families together**