LEAH'S LITTLE RASCALS CLUBHOUSE

PARENT HANDBOOK

Where Little Rascals learn, play, & grow.

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1. Welcome to Our Clubhouse!

Welcome to Leah's Little Rascals Clubhouse LLC! We are glad your family is part of our community. Our goal is to provide a safe, nurturing, and engaging environment where children feel welcome, build confidence, develop friendships, and learn through play.

Our Mission

We provide a stable and secure learning environment that builds a strong foundation for lifelong success. Our Clubhouse is safe, respectful, and inclusive, and supports each child's confidence and development.

Our Philosophy

We believe quality early learning and child care can make a positive difference in the lives of young children. Every child is an individual with unique strengths, interests, and developmental needs. We create predictable routines and meaningful opportunities for children to create, explore, experiment, solve problems, and learn through both guided activities and child-initiated play.

Our environment is designed around children and supports each child in developing at their own pace. We work to build the skills, confidence, and independence that help children succeed in future learning environments.

2. Program Information & Communication

Program Contact Information:

Director: Leah North
Phone: 971-227-2726
Email: leahslittlerascals@gmail.com
Address: 4984 SE Sandra Avenue, Milwaukie, OR 97267

Regular communication should take place during business hours whenever possible. Families may text or email Leah outside business hours for emergencies.

Brightwheel

Leah's Little Rascals Clubhouse uses Brightwheel to share updates about children's days, including messages, photos, videos, activities, newsletters, and program announcements. Brightwheel is also available for payments. Staff will use the app to manage children's sign-in and sign-out records. Please check Brightwheel regularly and keep your contact information current so the program can reach you when needed.

Family Communication

Please communicate schedule changes, absences, health concerns, changes to emergency contacts, and other information that may affect your child's day as soon as possible. Families are welcome to contact the Director with questions, concerns, or feedback.

Parent Responsibilities

Parents and guardians are responsible for keeping all enrollment and child information accurate and up to date. This includes contact information, emergency contacts, authorized pick-up individuals, medical information, allergies, and immunization records. Families must notify the Clubhouse promptly of any changes that may affect their child's health, safety, or care.

Families are also responsible for providing required supplies, including diapers, formula or breast milk, extra clothing, and any other items needed for their child's daily care. Please ensure supplies are replenished as needed and that all required forms, authorizations, and documentation remain current.

3. Attendance, Arrival & Departure

Hours of Operation

The program operates from 6:30 a.m. to 4:30 p.m. Children may not arrive before 6:30 a.m. and must be picked up by 4:30 p.m.
A late-pickup fee of $1.00 per minute applies for each minute after 4:30 p.m. Please contact the Director as soon as you know you may be delayed.

Scheduled Drop-Off and Pick-Up

Families are expected to follow the arrival and departure times listed in their enrollment agreement. Requests to change a regular schedule must be submitted in writing at least 24 hours in advance. For a one-day adjustment, contact the Clubhouse as soon as possible. Schedule changes may affect staffing, meals, and planned activities and are subject to approval.

Daily Drop-Off Cutoff

The latest drop-off time is 9:00 a.m. Children may not be dropped off after 9:00 a.m. This cutoff allows the program to maintain its planned schedule, activities, staffing coverage, and daily routines. Children arriving after 9:00 a.m. should arrive ready for the day, having eaten breakfast.

Absences

Please notify the Clubhouse as soon as possible when your child will be absent. Whenever possible, notify the Clubhouse before 8:00 a.m. If you know in advance that your child will be absent for a reason other than illness, please provide at least 24 hours' notice.
Tuition remains due for scheduled days, whether or not your child attends.
See the Tuition section for details.

Transitions at Drop-Off

Some children need support when separating from family members. A predictable, brief goodbye routine can help children feel secure. Staff will work with families to establish a simple routine, such as helping the child enter, greet friends, say goodbye, and begin an activity. Families may contact staff through Brightwheel if they would like an update after drop-off.

Sign-In, Sign-Out & Authorized Pick-Up

Children must be signed in and out according to Clubhouse procedures. Only a parent, guardian, or person authorized by the parent or guardian may pick up a child. If someone not routinely authorized will pick up your child, provide advance written authorization and notification. A person unfamiliar to staff must show photo identification.

Anyone picking up a child must be at least 18 years old. If a court order limits who may have contact with or pick up a child, provide the official documentation for the child's file. The program will not release a child to an individual who appears to be under the influence of alcohol or drugs. Staff will contact another authorized emergency contact. Additional action may be taken when necessary to protect the child.

Every child must leave the Clubhouse properly secured in an appropriate, legally compliant child safety seat or booster seat. Families are responsible for ensuring that the person picking up the child has the required car seat. The Clubhouse does not provide car seats.

4. Closures & Weather

The Clubhouse observes scheduled holidays, staff workdays, vacation days, and other planned closures. Families will receive closure updates through Brightwheel. The annual closure calendar must be reviewed and confirmed before each enrollment year.

Inclement Weather

The Clubhouse will generally remain open during inclement weather unless conditions make travel or operation unsafe. If the Clubhouse must close, families will be notified through Brightwheel.

Clubhouse Closures

Leah's Little Rascals Clubhouse observes scheduled holidays, vacation days, and planned program closures throughout the year. Please refer to the dates below when planning your family's childcare needs. Families will also receive reminders and updates through Brightwheel.

2026 Closures	**2027 Closures**
● January 1–2 ● January 25 ● March 27 ● May 22–25 ● June 12 – August 28: Fridays closed ● September 4–7 ● November 26–27 ● December 23–25 ● December 31	● January 1 ● January 21–29 ● March 26 ● May 28–31 ● Summer Fridays: Dates TBD ● September 3 ● September 6 ● November 1 ● November 11–12 ● November 25–26 ● December 22–25 ● December 31

**Additional summer closure dates will be announced in advance.*

5. Enrollment, Tuition & Payments

Tuition is based on the schedule and rate selected in the family's Financial Responsibility Agreement.

Registration Fees

A one-time, non-refundable registration fee is due at the time of enrollment. The fee is $75 for the first child and $25 for each additional child enrolled from the same family.

Tuition Fees

Leah's Little Rascals Clubhouse LLC

Tuition Pricing

Updated November 2026

	Infants 6 weeks - 14 months	Toddlers 15 months - 3 years	Preschool 2 - 5 years *Fully Potty Trained*	School-Age 5 - 10 years *Offered Summer Only*
5 days/full-time	$1,825	$1,650	$1,450	N/A
4 days	$1,600	$1,450	$1,150	N/A
3 days	$1,200	$1,150	$900	N/A
2 days	$800	$720	$650	N/A
Drop-in Rate	$100	$90	$75	$75
Hourly Drop-in Rate	$15/hour	$15/hour	$10/hour	N/A

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**School-age care is offered during summer months only. The stated daily rate includes three meals.*

Annual Activity & Enrichment Fee

To help provide children with engaging activities, creative experiences, and special celebrations throughout the year, the Clubhouse collects an annual activity and enrichment fee, shown below.

The activity fee also helps cover everyday enrichment materials and supplies that are not provided through state-funded resources. The Clubhouse strives to provide meaningful, fun, and engaging experiences for children throughout the year.

The activity fee also allows the program to offer these additional experiences consistently while helping offset the out-of-pocket costs traditionally covered by the provider.

Monthly Activity & Enrichment Fees

Age Group	Monthly Fee	Annual Fee
Infants	$5	$60
Toddlers	$10	$120
Preschool / School-Age	$15	$180

Infant Fee: This fee helps cover age-appropriate sensory experiences, soft books, baby-safe exploration materials, seasonal keepsakes, and holiday gifts.

Toddler & Preschool Fee: Please see examples of what the fee helps cover below.

HOLIDAY / OCCASION	ACTIVITIES & EXPERIENCES
 Fall & Halloween 	Pumpkins, Halloween buckets, candy, decorating, and themed crafts
 Thanksgiving 	Seasonal crafts, cooking activities, and special projects
 Christmas & Winter Holidays 	Small gifts, holiday parties, decorations, winter crafts, Santa visit
 Valentine's Day 	Valentine's cards, treats, and crafts
 Easter & Spring 	Easter egg hunt, eggs, treats, and spring crafts, Easter Bunny visit
 Birthdays 	Birthday celebrations, decorations, and special activities
 Throughout the Year 	Art supplies, sensory materials, themed projects, and hands-on learning activities

**The activity fee is separate from regular tuition and is used exclusively for program enrichment, supplies, and special activities.*

Referral Credit

Families receive a $50 credit for each referred family that enrolls!
The credit is applied to the following month's tuition, not the month the referral enrolls.

Tuition Rules

Tuition is paid in advance. Tuition is based on the contracted schedule and is due whether or not a child attends, including absences due to illness, holidays, personal leave, vacation, or weather. If a child attends on a day not included in the enrollment agreement, the applicable drop-in fee will be charged. Scheduled days may not be exchanged or switched. A child's enrollment space is not guaranteed unless tuition is paid according to the agreed schedule. Tuition is also due during scheduled Clubhouse closures, including summer Fridays, holidays, and planned vacation days.

Summer Tuition & Reduced Schedules

Leah's Little Rascals Clubhouse is closed on Fridays during the summer months. Regular tuition rates remain unchanged during this time, as tuition reserves each child's enrollment and guarantees their space in the program, regardless of the weekly schedule.

For families whose childcare needs temporarily change during the summer, such as teachers or families with reduced summer work schedules, a reduced tuition arrangement may be available. Eligible families may receive a **50% reduction in tuition for the days they commit to using care when their regular schedule resumes**.

This reduced rate allows families to maintain their child's enrollment and secure their contracted days for the upcoming school year or another agreed-upon return date. In other words, families pay half of their regular tuition during the temporary reduced-care period to hold the days they intend to use once their normal schedule resumes.

All reduced summer tuition arrangements must be discussed and approved in advance. The agreed-upon schedule, dates, and tuition amount will be documented with each family.

Payment Methods & Due Dates

Accepted payment methods: Zelle, Brightwheel, Venmo, cash, or check. Depending on the frequency you'd like to pay, the due dates are broken down below:

Monthly Payments

Payment is due on the last Friday of the month before care begins. For example, June tuition is due on the last Friday in May.

Biweekly Payments

The first payment is due on the last Friday of the month before care begins. The second payment is due on the second Friday of the month.

Weekly Payments

Payment is due on the Friday before care begins and every Friday thereafter. The existing handbook calculates weekly tuition by dividing the monthly rate by four and adding a $15 processing fee. Confirm this calculation and whether the fee applies to every weekly payment.

Drop-In Care

Drop-in care must be paid in advance or on the morning before the child attends.

Returned Checks

A $35 fee applies to a returned check. After two returned checks, future payments must be made by cash or Venmo, as stated in the existing policy.

6. Ending Care

Family-Requested Withdrawal

Families must provide at least two weeks' written notice before ending care. If two weeks' notice is not provided, payment for two weeks will be due in lieu of notice. All outstanding balances must be paid in full when notice is given.

Program-Initiated Termination

The program may end a family's enrollment when necessary, subject to applicable law and licensing requirements. Circumstances that may lead to a review of continued enrollment include:

- Nonpayment or repeated late payment.
- Repeated late pick-up.
- Abusive, threatening, or discriminatory conduct toward staff, children, or families.
- Repeated failure to communicate or work with the program on matters affecting a child's care.
- Repeated failure to follow program policies or the enrollment agreement.
- When the program determines, after appropriate assessment and efforts to identify supports, that it cannot safely or appropriately meet a child's needs.

Immediate steps may be necessary when there is an urgent safety concern. Any decision to end care, including notice and payment obligations, must follow current Oregon requirements and the program's written suspension and expulsion prevention policy.

Unpaid Balances & Collection

Tuition and other fees are due according to the payment schedule outlined in the family's enrollment agreement. Families are responsible for ensuring their accounts remain current. If an account remains unpaid, Leah's Little Rascals Clubhouse reserves the right to pursue collection of the outstanding balance through appropriate lawful means, which may include referral to a collection agency or legal action. Any additional collection costs, court costs, or attorney fees will be sought only when authorized by the family's enrollment agreement or permitted by applicable law.

7. Learning, Play & Daily Routines

Curriculum

The program uses a flexible curriculum that is adapted to children's ages, interests, strengths, and developmental needs. A predictable daily routine helps children understand what to expect and practice skills that support independence and future school transitions.

Electronics

Use of electronics is limited. The existing schedule identifies occasional use during slower morning arrivals (6:30–8:00 a.m.), for children who do not nap or nap briefly during the afternoon rest period, and during severe weather when outdoor play is not possible. Programs or movies shown are limited to G- or PG-rated content.

Rest Time & Quiet Activities

After lunch, children have a designated rest period, generally scheduled between 12:30 p.m. and 2:30–3:00 p.m. Toddlers and preschool-age children are provided with a quiet/rest period in accordance with Oregon Child Care Licensing requirements. Soft music or a white-noise machine may be used to create a calm environment.

Children who are developmentally ready may bring a favorite blanket or stuffed animal for rest time. The Clubhouse provides cots and washes bedding each Friday. Clean cots and fresh bedding are available for school-age children who choose to rest.

Children who do not sleep are encouraged to rest quietly and may be offered activities such as reading, drawing, coloring, tactile activities, puzzles, or activity books. School-age children are not required to nap and may participate in quiet, independent activities.

Infant Safe Sleep

Leah's Little Rascals Clubhouse follows Oregon's infant safe-sleep requirements. Infants are placed on their backs for every sleep period unless a documented medical exception permits another position.

Infants sleep in an approved crib, portable crib, or play yard with a firm, flat, non-inclined sleep surface and a tightly fitted sheet. Each infant has an individual, designated sleep space.

Infant sleep spaces must remain free of loose items, including blankets, pillows, stuffed animals, toys, bumpers, and other soft objects. Pacifiers may be offered without clips or attachments. Swaddling and weighted sleep products are not used.

Infants are monitored regularly during sleep, and caregivers respond promptly to any signs of distress or need for assistance. If an infant falls asleep in a car seat, swing, or other location not approved for sleep, the infant will be moved to an approved sleep surface as soon as possible.

Families may discuss individual sleep routines and needs with the Director. Any medically necessary sleep accommodations must be supported by the appropriate written medical documentation.

Daily Meal Times

The Clubhouse provides three meals for each child: breakfast is served from 8:30–9:00 a.m., lunch from 11:30 a.m.–12:00 p.m., and afternoon snack from 3:00–3:15 p.m.
Menus may change when needed. For more information regarding the menu, including any allergy concerns, please contact the Clubhouse directly.

8. Guidance, Behavior & Emotional Support

Leah's Little Rascals Clubhouse believes children learn best through encouragement, consistency, patience, and positive relationships. Our goal is to help children develop self-regulation, emotional awareness, problem-solving skills, and respect for others.

Positive Guidance & Behavior Support

We use positive, developmentally appropriate guidance strategies to help children understand expectations, build social skills, and make positive choices. Strategies may include:

- Establishing clear, consistent, age-appropriate rules and expectations.
- Modeling kindness, respect, and appropriate behavior.
- Recognizing positive behavior through encouragement and descriptive praise.
- Redirecting children toward appropriate activities and choices.
- Helping children recognize and express their feelings.
- Teaching problem-solving, sharing, cooperation, and taking turns.
- Using visual supports, mindfulness activities, and predictable routines.
- Explaining natural and logical consequences when appropriate.

Calm-Down & Self-Regulation Support

Children sometimes become overwhelmed, frustrated, or upset. When this happens, caregivers respond calmly and supportively, helping children understand their feelings and work through the situation.

Depending on the child's age and individual needs, support may include:

- Offering a quiet, supervised space to relax and regroup.
- Providing comfort, reassurance, or space when needed.
- Helping the child identify and communicate their feelings.
- Offering appropriate choices or redirecting to another activity.
- Talking through the situation once the child is ready.
- Helping the child practice safer and more appropriate ways to respond.

A calm-down space is intended to provide comfort and support, never punishment or isolation. Children remain appropriately supervised and supported by a caregiver.

Suspension & Expulsion Prevention Policy

At Leah's Little Rascals Clubhouse, we believe every child deserves a safe, nurturing, and supportive environment where they can learn, grow, and feel a sense of belonging. We are committed to working with families to address behavioral, developmental, or other challenges and to providing children with the support they need to succeed.

Our goal is to prevent suspension or expulsion by identifying concerns early, working collaboratively with families, and seeking additional resources when needed.

Identifying Concerns & Providing Support

If a child experiences ongoing behavioral, emotional, developmental, or safety-related challenges, the Clubhouse will work with the family to better understand the child's needs and identify appropriate strategies.

This process may include:

- Observing and documenting behaviors, patterns, and possible triggers.
- Identifying situations, activities, or transitions that may be contributing to challenges.
- Using positive guidance and individualized behavior-support strategies.
- Communicating regularly with the child's family about concerns and progress.
- Developing an individualized support plan when appropriate.
- Seeking recommendations or assistance from qualified early childhood professionals.

Family Communication & Collaboration

Families are important partners in supporting their child's success. When concerns arise, the Clubhouse will communicate with parents or guardians to discuss observations, share strategies, and work together toward solutions.

Communication may include in-person conversations, scheduled meetings, written updates, or other agreed-upon methods. The goal is to maintain open communication and develop consistent approaches that support the child both at home and in childcare.

Additional Resources & Professional Support

When additional assistance is needed, the Clubhouse may request support through Oregon's Every Child Belongs program. This program connects childcare providers with resources such as early childhood mental health consultation, behavioral guidance, coaching, and other individualized supports.

The Clubhouse will seek assistance from Every Child Belongs when required by Oregon childcare licensing rules, including when a child is at risk of expulsion.

Commitment to Inclusion

Leah's Little Rascals Clubhouse is committed to providing an inclusive environment where children are treated with patience, dignity, and respect.

The program will not use suspension or expulsion as a response to challenging behavior. When difficulties arise, every reasonable effort will be made to identify appropriate supports, collaborate with families, and maintain the child's connection to care.

In situations involving an immediate and serious safety concern, the provider will follow applicable Oregon regulations regarding temporary safety-based interventions and required notifications.

Our commitment is to work alongside families, focus on each child's individual needs, and create an environment where every child has the opportunity to thrive.

9. Meals, Nutrition & Food Allergies

Meals & Snacks

Leah's Little Rascals Clubhouse provides breakfast, lunch, and an afternoon snack. Menus are posted daily in the Clubhouse, and are available upon request.

Please note: the menu may be adjusted as needed.

The program participates in the USDA Child and Adult Care Food Program (CACFP), which supports the provision of nutritious, balanced meals and snacks for children.

Children are encouraged to try a variety of foods and develop healthy eating habits. Mealtimes are also an opportunity to practice independence, social skills, and positive interactions with others.

Food Allergies & Sensitivities

Families must notify the Clubhouse of any known food allergies, sensitivities, or dietary restrictions before care begins and whenever information changes.

For any known allergy, families must provide written information identifying the allergen and any necessary precautions. Allergies that may pose a serious health risk must have an appropriate written care plan and emergency instructions, including information about required medication.

Caregivers will be informed of relevant allergies and will follow the child's care instructions to help prevent accidental exposure. Families will be contacted immediately if an allergic reaction or suspected exposure occurs.

Special Dietary Needs & Accommodations

We understand that children may have individual eating needs, food sensitivities, or dietary restrictions. Families should discuss these needs with Leah before enrollment so that appropriate arrangements can be considered.

The Clubhouse will make reasonable efforts to accommodate individual dietary needs whenever possible. Special diets requiring medical accommodation may require written instructions from a registered dietitian or medical practitioner, along with parental consent, in accordance with applicable childcare licensing requirements.

Family-Provided Food

If a child is unable to eat the majority of the meals or snacks provided by the Clubhouse, or has individual dietary needs that cannot reasonably be accommodated through the regular menu, the family may be asked to provide food for their child.

Family-provided food must meet the following requirements:

- Food must be brought daily and be ready to eat, requiring no preparation by the provider.
- All food and beverage containers must be clearly labeled with the child's name.
- Food must meet applicable nutritional requirements.
- Any necessary storage instructions or special handling needs must be communicated to Leah in advance.
- Arrangements for family-provided meals and snacks must be discussed and approved before they begin.
- Prohibited or restricted items include raw sprouts, uncooked animal foods, home-canned items, honey for infants under 12 months, and choking-hazard foods for children under three (unless appropriately cut).

The goal is to ensure every child has access to safe, nutritious meals and snacks that meet their individual needs while maintaining a consistent mealtime routine for the group.

Communication With Families

Open communication is important when it comes to children's nutrition and safety. Families are encouraged to share concerns about eating habits, food preferences, allergies, feeding difficulties, or changes in dietary needs.

Please notify the Clubhouse promptly of any new allergies, medical diagnoses, dietary restrictions, or changes to your child's eating needs so the program can make appropriate arrangements.

10. Clothing, Supplies & Personal Belongings

Clothing & Everyday Supplies

Please send your child in comfortable clothing appropriate for the weather and planned activities. Seasonal items may include hats and sunscreen in warm weather, and coats, gloves, hats, and rain boots in colder or wet weather.
Each child has a designated storage bin for extra clothing and supplies. Please check it daily and replace items as needed. It is recommended to keep a coat, rain boots, and at least one change of clothes in your child's bin at all times.

Diapers & Infant Supplies

For children who wear diapers, families should provide enough diapers for a full day of care and any required diaper cream.
Infants should arrive with their formula or breast milk, clean bottles, baby food as needed, diapers, diaper cream, and a pacifier if used. Keep at least two changes of clothing, burp cloths, and a sleep sack (if needed) in the child's storage area.
The Clubhouse provides baby wipes.

Items from Home

Toys from home should remain at home unless the Clubhouse has scheduled a sharing day. Children may bring a comfort item, such as a blanket or stuffed animal, for rest time. Please speak with the Director in advance if your child needs a particular comfort item.
The program is not responsible for personal items that are lost or damaged. Toys that depict weapons, war, or destructive play are not permitted.

11. Toileting & Potty Learning

Toilet learning is a developmental process, and every child progresses at their own pace. Leah's Little Rascals Clubhouse works with families to maintain consistent, positive toileting routines between home and childcare. Families are encouraged to communicate any changes, concerns, or progress so we can provide consistent support. Staff will work with families to use consistent, encouraging approaches that respect each child's developmental pace.

Accidents are a normal part of learning and are handled calmly and respectfully. Children are never shamed or punished for toileting accidents.

Please refer to the separate Potty Training Guide for additional details and discuss questions or concerns with the Director.

Diapering Procedures

Children who wear diapers are checked regularly throughout the day and changed promptly when wet or soiled. Diaper changes are completed in a designated diaper-changing area using appropriate hygiene and sanitation practices.

Caregivers wear disposable gloves when appropriate, safely remove and dispose of soiled diapers in a designated, covered waste container, and clean and disinfect the changing surface after each diaper change. Children are kept safely supervised throughout the process.

Caregivers wash their hands and ensure the child's hands are washed after each diaper change. The changing area and any reusable supplies or equipment are cleaned and disinfected as needed to help prevent the spread of germs. Each diaper change is tracked using the Brightwheel app.

Families are responsible for providing an adequate supply of diapers and any required diaper creams. The Clubhouse provides wipes. Families will be notified when supplies are running low.

12. Health, Illness & Medication

Illness & Exclusion

To protect the health of all children and staff, children who are too ill to participate comfortably in the program or whose care needs cannot be met safely in a group setting must remain home. Staff monitor children for signs of illness throughout the day.

The Oregon Department of Early Learning and Care's current guidelines for child illness are shown at the end of this section.

Illness-Related Pick-Up

If a child becomes ill during care, the parent or emergency contact will be notified and must arrange for the child to be picked up as soon as possible. The child must be picked up within 45 minutes of the initial notification.

If the child has not been picked up within 45 minutes, a late pick-up fee of **$1 per minute** will apply, beginning after the 45-minute period. The fee will not exceed **$40 per illness-related pick-up incident**.

The Clubhouse appreciates families making prompt arrangements to protect the health and comfort of the child and the other children in care.

Please notify the Clubhouse if your child is diagnosed with a contagious disease or has been exposed to a communicable illness. The Clubhouse will provide notices and follow public-health or licensing instructions when required.

Injuries & Accidents

The Clubhouse takes reasonable precautions to prevent injuries, but minor accidents can occur as children play and explore. Staff will inform families of injuries or accidents and complete an incident report for the child's file. A copy will be provided to the family upon request.

Serious Illness or Injury

In an emergency involving a serious illness or injury, staff will call 911 and provide first aid or CPR within their training. Parents or emergency contacts will be notified immediately.

Bloodborne Pathogens & Standard Precautions

Leah's Little Rascals Clubhouse follows standard precautions to reduce the risk of exposure to blood and other potentially infectious bodily fluids. These precautions are followed with every child, regardless of whether an illness or infection is known.

Disposable gloves are worn whenever contact with blood or potentially infectious bodily fluids may occur. Cuts, scrapes, nosebleeds, and other injuries are handled promptly and safely. Any blood or bodily fluids are cleaned and disinfected using appropriate products and procedures. Contaminated disposable materials are safely discarded, and reusable equipment is cleaned and disinfected before being used again.

Hands are thoroughly washed after removing gloves and following any potential exposure. Any contaminated clothing or materials are handled carefully to prevent the spread of infection.

Cleaning, Sanitizing & Disinfecting

Leah's Little Rascals Clubhouse maintains a clean and sanitary environment to help prevent the spread of germs and illness. Toys, surfaces, equipment, and frequently touched areas are cleaned, sanitized, or disinfected as appropriate for their use.

- **Cleaning:** Removes dirt, food, and other visible debris from surfaces and objects.
- **Sanitizing:** Reduces germs on surfaces and items that may come into contact with children's mouths or food.
- **Disinfecting:** Uses appropriate products to kill germs on surfaces, particularly those that may have been exposed to bodily fluids or illness.

Tables, food preparation surfaces, toys, and shared materials are cleaned and sanitized or disinfected as appropriate. Diaper-changing areas, bathrooms, and other frequently touched surfaces receive regular cleaning and disinfection.

Cleaning and disinfecting products are used according to manufacturer instructions, including required contact times, and are stored safely out of children's reach. Products are never mixed. Children are kept away from areas and materials while cleaning or disinfecting products are being used.

Handwashing is encouraged and practiced throughout the day, especially before eating or handling food, after toileting or diaper changes, after outdoor play, and after contact with bodily fluids.

Handwashing & Personal Hygiene

Handwashing is an important part of maintaining a healthy environment and preventing the spread of germs. Children are encouraged and assisted with proper handwashing throughout the day.

Children wash their hands:

- Upon arrival at the Clubhouse.
- Before eating or handling food.
- After using the toilet or potty.
- After outdoor play.
- After blowing their nose, coughing, or sneezing into their hands.
- After contact with bodily fluids.
- After playing with pets or animals.
- Whenever hands are visibly dirty.

Caregivers wash their hands before preparing or serving food, before feeding children, before and after administering medication, after diaper changes or assisting with toileting, after handling bodily fluids, after cleaning, and whenever hands are visibly soiled.

Soap and running water are used for handwashing. Children are taught and supported in washing their hands thoroughly, including between fingers and around fingernails, and drying them with a clean towel or paper towel.

Medical Conditions & Individualized Care Plans

Families must inform Leah's Little Rascals Clubhouse of any medical condition, diagnosis, or health concern that may affect their child's care, safety, or participation in daily activities. This may include conditions such as asthma, seizures, diabetes, or other medical needs that may require monitoring, medication, special accommodations, or emergency intervention.
When a child has a medical condition requiring additional support, an individualized care plan may be required. The plan should include relevant information about the child's condition, symptoms to watch for, necessary precautions, routine care needs, emergency procedures, and any required medications or treatments.
Families are responsible for providing accurate medical information, required written instructions from healthcare professionals, and any necessary medications or supplies. The Director will review the care plan with the family and ensure that appropriate caregivers understand the procedures they may need to follow.

Families must notify the Clubhouse promptly of any changes to their child's medical condition, treatment, medications, or care instructions. Care arrangements will be reviewed as needed to ensure the child's health and safety needs can be appropriately supported within the program.

Medication Administration

The Clubhouse may administer prescription and non-prescription medication, including sunscreen, when required written parent authorization and all applicable licensing requirements are met. The guidelines are:

- Medication must be provided in its original container, clearly labeled, unexpired, and identified with the child's name.
- Medication must include the required dosage and administration instructions. Prescription medication must be administered according to the prescription label unless the required additional written direction is provided.
- A separate medication authorization must be completed for each medication and updated when required information changes.
- A parent or guardian must hand the medication directly to a staff member.
- Medication may not be left in a child's cubby or on a counter.

Medication will be stored securely and inaccessible to children. Medication requiring refrigeration will be stored securely in a designated refrigerated container. Children may not carry medication, cough drops, or throat lozenges unless a specific legal exception and approved care plan applies. Gum is not permitted.

Sunscreen

The Clubhouse's stated sunscreen is Banana Boat Broad Spectrum SPF 50. Written parent permission is required before staff apply Clubhouse-provided sunscreen. Families should discuss any product sensitivities or alternate sunscreen needs with the Director.

Immunizations

Leah's Little Rascals Clubhouse follows **Oregon Health Authority immunization requirements** for children attending licensed childcare. Families are responsible for ensuring their child meets applicable immunization requirements and for providing any required documentation, approved exemption, or documentation of immunity, as applicable under Oregon law.

Immunization requirements vary based on a child's age and enrollment category. Please refer to the attached Oregon Health Authority Immunization Requirements handout for age-specific information. Families may also contact their healthcare provider or Leah with questions about the requirements that apply to their child. Families are responsible for notifying Leah of any updates to their child's immunization status.

Head Lice Policy

Because Leah's Little Rascals Clubhouse operates in a family home, preventing and managing head lice is especially important. The goal is to protect the children in care, the provider's household, and the home environment from recurring infestations.

Family Responsibility

Families are expected to check their child's hair regularly and notify the Clubhouse immediately if head lice are discovered at home or if the child has been diagnosed with an active infestation. Families are responsible for promptly addressing the infestation and following appropriate treatment instructions.

Exclusion from Care

If live head lice are discovered during the childcare day, the parent or guardian will be contacted and asked to arrange pick-up as soon as reasonably possible.

A child with an active infestation will not be admitted or readmitted until:

- An appropriate lice treatment has been completed or initiated according to its instructions.
- The child's hair has been carefully checked and no live crawling lice are found.
- Any written approval or clearance required by Oregon childcare licensing rules or the local public health authority has been obtained.

Remaining nits (lice eggs) alone will not automatically prevent a child's return when treatment has been appropriately completed and no live lice are found.

Follow-Up and Recurrence

Families are expected to continue checking their child's hair after treatment and complete any recommended follow-up treatment. If live lice are discovered again, the child may be excluded from care until the infestation has been addressed and the return requirements above are met.

Prevention and Cleaning

The Clubhouse will take reasonable precautions to limit the spread of head lice, including:

- Avoiding the sharing of brushes, combs, hats, hair accessories, and other personal items.
- Laundering affected bedding and washable items as appropriate.
- Cleaning items and areas that may have had contact with an affected child's head.

Family Notification

Families will be notified when a head lice exposure occurs in the Clubhouse. Notifications will protect the privacy of the child involved. Families are encouraged to check their children's hair and notify the Clubhouse if lice are discovered.

Oregon Department of Early Learning and Care's current guidelines for child illness :

Keep me home if...

Oregon Department of Early Learning and Care

Your child has one of the following symptoms or combination of symptoms or illness:



- **Fever over 100.4°F.** A child with a fever over 100.4°F may return if fever free for 24 hours without the aid of medication.
- **"Diarrhea"**, which means three or more watery, bloody, or loose stools in 24 hours, the sudden onset of loose stools. A child with diarrhea may return 48 hours after diarrhea resolves.
- **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.
- **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 dry or can be completely covered with a bandage.
- **Stiff neck and headache** with one or more of the symptoms listed above;
- **Difficulty breathing or abnormal wheezing**
- **Complaints of severe pain**
- **Eye lesions that are severe, weeping, or pus filled**



It is recommended when your child is sick:

- Parents have a plan for back-up child care when their child is sick.
- Parents tell their caregivers what is wrong with their child, even if parents have to keep their children home.
- Parents do not return their child to child care earlier than recommended except with written clearance from a licensed health care provider

Reference: **Registered Family Child Care homes (RF): OAR 414-210-1010**
Certified Family Child Care homes (CF): OAR 414-360-1010
Certified Child Care Centers (CC): OAR 414-305-1010
Certified School-age Centers (SC): OAR 414-310-0550
Certified Outdoor Nature-Based Programs (ONB): OAR 414-320-1010
Regulated Subsidy (RS): OAR 414-180-0015

Oregon Department of Early Learning and Care | Child Licensing Division | www.oregon.gov/DELC | PTA-0166 (7/2025)

13. Safety & Emergency Procedures

Children's safety is the Clubhouse’s highest priority. Staff receive training in emergency procedures, including fire, earthquake, and other disasters. Emergency drills are conducted regularly so children can become familiar with the procedures.
Leah’s Little Rascals Clubhouse emergency and disaster guide is kept in the red emergency go-bag. Staff will use the safest available exit and will not re-enter the building until it has been cleared by the appropriate emergency personnel.

Emergency Evacuation & Supervision

If an emergency requires evacuation, caregivers will move children to the safest available designated location. Children will remain under caregiver supervision throughout the evacuation and relocation process.

Caregivers will bring the emergency go-bag, attendance information, emergency contacts, and necessary medical information whenever possible. Once at a safe location, all children will be accounted for to confirm everyone is present and safe. Children will remain supervised until the emergency has been resolved or they are safely released to an authorized adult.

Shelter-in-Place & Lockdown

In certain emergencies, such as severe weather, an environmental hazard, or a security threat, it may be safer to remain inside the home rather than evacuate.

When sheltering in place or initiating a lockdown, children will be moved to a designated safe area within the home. Caregivers will keep children together, provide reassurance, maintain supervision, and follow instructions from emergency personnel. Doors and windows will be secured as appropriate to the situation. Families will be notified through Brightwheel or by phone when it is safe and appropriate to do so.

Emergency Supplies & Preparedness

The Clubhouse maintains a designated emergency go-bag with supplies to support the children's basic needs during an evacuation or other emergency. Supplies may include first-aid materials, drinking water, emergency food, flashlights, batteries, sanitation supplies, weather-appropriate items, and copies of important emergency information.

Emergency supplies are checked periodically and replenished as needed. The emergency go-bag is kept in an accessible location so it can be taken quickly if relocation is necessary.

Pets & Animals

Leah's Little Rascals Clubhouse is a family childcare home with three resident dogs. One of our furry friends, Princess Peach, regularly spends time with the children and is a familiar part of the Clubhouse family!

The other two resident dogs are generally kept separate from the children but may occasionally be present in outdoor areas. All interactions between children and dogs are closely supervised by a caregiver. Children are taught to treat animals gently and respectfully, and interactions are stopped if a dog shows signs of stress or a child needs additional guidance.

The dogs receive appropriate veterinary care and vaccinations. Children wash their hands after handling or playing with animals. Pets are kept away from food preparation areas, and children are never left alone with an animal.

Families should notify Leah of any concerns, allergies, or fears related to animals.

Water Play & Water Safety

During warmer weather, children may enjoy outdoor water activities such as sprinklers, splash play, and water tables. These activities provide opportunities for sensory exploration and fun while staying cool.

Children are supervised at all times during water play. Water tables are emptied, cleaned, and sanitized after use, and fresh potable water is provided for each session. Children are encouraged to bring appropriate clothing, towels, and a change of clothes for water-play days.

Water activities are selected based on the children's ages and developmental abilities, with safety and supervision always being the priority.

Emergency Relocation Locations

Primary relocation location:
4993 SE Sandra Avenue, Milwaukie, OR 97267 (neighbor's home across the street).

Secondary relocation location:
Rex Putnam High School, near the auditorium, 4950 SE Rothe Road, Milwaukie, OR 97267.

Families will be notified through Brightwheel or the emergency contact process when an emergency affects the Clubhouse.

Family Notification & Reunification

In the event of an emergency, Leah's Little Rascals Clubhouse will make every effort to notify parents and guardians as quickly as possible through Brightwheel, phone calls, or the emergency contacts listed in the child's enrollment records.

If children must be evacuated or relocated, families will be informed of the children's location and any necessary pick-up instructions as soon as it is safe to do so.

Children will remain under caregiver supervision until they are safely released to a parent, legal guardian, or another individual authorized for pick-up. Identification may be requested to verify the identity of the person picking up a child.

Families are responsible for keeping all emergency contact information and authorized pick-up information current. If a parent or guardian cannot be reached, the program will contact the child's designated emergency contacts.

The safety and well-being of the children will remain the priority throughout any emergency and reunification process.

14. Celebrations & Family Involvement

Holidays & Cultural Celebrations

Leah's Little Rascals Clubhouse welcomes a multicultural, multi-ethnic, and multilingual community. Children may learn about different cultural and religious celebrations through stories, activities, or special events. Participation is voluntary. Please let the Clubhouse know about family preferences, restrictions, or accommodations that may be needed.

Birthdays

Families are welcome to celebrate a child's birthday by bringing a prepackaged snack to share or donating a special book to the Clubhouse library. Please coordinate with Leah at least two days in advance. Nutritious options are encouraged, and all food must meet Clubhouse requirements.

Family Events & Participation

Families are valued partners in the Clubhouse and are welcome to participate in projects, events, and activities. Parents and guardians may visit and observe their child during operating hours, subject to applicable program procedures.
Families are encouraged to share talents, cultural traditions, occupations, music, stories, or other interests with the children. Please contact the Director to arrange a visit or volunteer opportunity.

Date-Night Care

The Clubhouse may offer optional date-night care from 5:30 p.m. to 9:30 p.m. The fee is $60 for the first child and $25 for each additional sibling. The fee includes a pizza dinner, snack, and movie. Families should ensure children arrive ready for the evening. Space is limited to 10 children and is offered on a first-come, first-served basis.

Child Abuse Prevention & Mandatory Reporting

Leah's Little Rascals Clubhouse is committed to providing a safe, nurturing environment where every child is treated with dignity, respect, and care. The safety and well-being of children are always our highest priority.

The Clubhouse maintains appropriate supervision and follows child safety practices designed to help prevent abuse, neglect, and unsafe situations. Children are treated respectfully, and physical, emotional, or verbal mistreatment is never permitted.

Under Oregon law, childcare providers are mandatory reporters. Leah and any applicable caregivers are required to immediately report suspected child abuse or neglect to the Oregon Department of Human Services Child Welfare or law enforcement. This responsibility applies whenever there is reasonable cause to suspect abuse or neglect and does not require proof or an investigation by the provider.

Suspected abuse or neglect may include physical abuse, sexual abuse, emotional abuse, neglect, exploitation, or endangerment. Reports are made in accordance with Oregon law, and the Clubhouse will cooperate with authorities as required.

To report suspected child abuse in Oregon, call the Oregon Child Abuse Hotline at **855-503-SAFE (7233)**. The hotline is available 24 hours a day, seven days a week.

15. Licensing & Contact Information

Licensing & Inspection Information
Fire inspection, sanitation inspection, and lead-testing information is available upon request.

Licensing Specialist
Alesia Higgins (Lisa), She/Her
Department of Early Learning and Care
Phone: 503-510-9915
Email: Alesia.higgins@delc.oregon.gov

Families may contact the Director with questions about the Clubhouse's policies or licensing information.

16. Parent Handbook Agreement

I/We acknowledge that I/we have received, read, and understand the Parent Handbook for Leah's Little Rascals Clubhouse LLC. I/We agree to follow the Clubhouse's policies and understand that written amendments may be made when necessary. The Clubhouse will provide families with notice of policy changes.

Child's name: _____

Parent/Guardian 1 printed name: _____

Signature: _____ Date: _____

Parent/Guardian 2 printed name: _____

Signature: _____ Date: _____

Parent/Guardian 3 printed name: _____

Signature: _____ Date: _____

Director signature: _____ Date: _____

17. Financial Responsibility Agreement

This agreement is between Leah's Little Rascals Clubhouse LLC and the parent(s) or guardian(s) of the child named below:

Child's full name: _____

Agreement start date: _____

Registration fee: $75 Additional child fee (if applicable): $25

Tuition rate: $_____

Payment frequency: ☐ Monthly ☐ Biweekly ☐ Weekly

Weekly processing fee, if applicable: $15

Contracted days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Scheduled arrival time: _____ Scheduled pick-up time: _____

School-age care: ☐ Before school ☐ After school ☐ Before and after school ☐ Summer

Additional notes / agreed schedule details:

_____

_____

I/We understand that changes to contracted days or hours may result in additional charges and must be approved by the Clubhouse.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Director signature: _____ Date: _____

18. Discounts & Special Tuition Arrangements

Sibling Discount: ☐ No ☐ Yes

Discount Amount / Percentage: _____

Special Summer Tuition Arrangement: ☐ No ☐ Yes

Regular Contracted Schedule: _____

Temporary Summer Schedule: _____

Reduced Summer Tuition Amount: $_____

Dates of Reduced Tuition Arrangement: _____

Date Regular Tuition & Schedule Resume: _____

Additional Terms or Agreements:

_____

_____

Parent/Guardian Initials: _____ Date: _____

Director Initials: _____ Date: _____