

southside

YOUTH OUTREACH

Child Care *Parent Handbook*

General Information

SouthSide Youth Outreach

2065 SE Debord St.
Corvallis, OR 97333
541-758-8131

Hours of Operation

Monday-Friday 8:00 – 5:00p

Executive Director: Jake Moevao - jake.m@ssyocorvallis.org

Child Care Director: Anna Jennings - anna.j@ssyocorvallis.org

Sick Policy

Southside Youth Outreach (SSYO) is closely following the safety procedures and guidelines put forth by the Oregon Department of Education for Child Care facilities operating during COVID-19. Staff and children are not allowed to be present at SSYO if they have recently had an illness with a fever or cough and must wait 72 hours after having a fever or cough before returning. *It is required by the Oregon Department of Education that we take the temperature of each child when they arrive each day.*

If a child develops a cough, fever, or shortness of breath while at SSYO, they will be taken to an isolated room and his/her parents will be notified immediately. A staff member will remain with the child until they are able to be picked up. We will notify all parents if a child becomes ill. Once the child(ren) is symptom free for 72 hours they will be allowed to return to the program.

SSYO is also adhering to the COVID-19 sanitation and cleaning schedule recommendations by the Oregon Department of Education for Emergency Child Care facilities. Children will be required to wash their hands: upon entering the building, before and after eating, after blowing their nose, after using the toilet, and after any potential contact with bodily fluids. All rooms, areas and toys that are used during the childcare program will be cleaned and sanitized regularly. High touch surfaces will be disinfected frequently.

Behavior Policy

The mission of SSYO is to help build strong young lives so our community will thrive. As an organization, we have identified four main pillars that are crucial to accomplishing this mission: creating a healthy family culture, encouraging high character, training future leaders, and investing in personal relationships.

In order to help children develop high character, as an organization, we hold high expectations for the behavior of the children in our programs. At SSYO we have 5 Rules that we expect children to follow:

Be Respectful
Be Responsible
Be Honest
Be Kind
Be Grateful

Our goal in handling misbehavior is to correct in such a way that it serves as a learning experience for the child. Though we do give out punitive consequences for not following the rules at SSYO, our first priority is to teach the proper way to do something and then give children as many opportunities as we can to practice.

Our initial response to misbehavior is to provide the chance for a “redo”. If we observe misbehavior, we will address it immediately with the child and give them a chance to correct the behavior. The child will be asked to actively engage in redoing the behavior. By giving the child a chance to act out the correct way to do something, we’re helping them practice positive behavior so that they’ll more readily respond that way in the future.

If, however, a child consistently fails to follow the rules, or displays extreme misbehavior, we have established a warning system to address such behaviors:

The *first warning* results in the child’s name being written on the whiteboard to serve as a reminder that they need to be following the rules.

The *second warning* results in the child sitting out of the activity for 15 minutes.

The *third warning* results in the child having a talk with the Child Care Director about their behavior. During that talk, the Director will discuss with the child what they did, and how they can make it right by either: Writing a nice note, doing something kind, fixing what they broke, giving a compliment, or helping with something. The child will then have the opportunity to follow through with what they decided to do to make it right and apologize. On top of that, the Director will notify the child's parents in writing of the misbehavior and the steps that were taken to correct the behavior.

If, after all of that, the child continues to have trouble following rules, they will receive a *fourth warning*. Once a child has received four warnings in one day, their parent will be called and informed of the misbehavior, and the parent or an authorized adult will need to pick up the child.

If a child consistently engages in specific misbehaviors, the Child Care Director will notify the child's parent and arrange to set up a meeting to discuss an individualized behavior management plan. If at any time a child's behaviors become dangerous to them, other children or staff members, the child will be removed from the program.

Meals & Snacks

SSYO will provide breakfast, a morning snack, and an afternoon snack each day. Lunch will be provided through the Corvallis School Districts Grab and Go Meal service at Lincoln Elementary School. Children are allowed to bring their own meals and snacks; however, they must be eaten only during designated snack and mealtimes. Children are not allowed to share any food.

Lunch Field Trips

Every day at 12:30 two staff members will walk with the children to Lincoln Elementary School to pick up a sack lunch. The staff will ensure that the students adhere to good social distancing and remain 6 feet away from the public during the walk. The children will be required to wash their hands upon returning to the SSYO building, before they eat their lunch.

Electronic Devices

Electronic devices are not allowed to be used while attending programs at SSYO, with the exception of using tablets during homework time. If a child has an electronic device, it must remain in his/her backpack throughout the time he/she is attending the program. If a child needs to contact his/her parents, he/she is allowed to use the phone at SSYO. Phone calls will be limited to important communications only, unless otherwise arranged by a parent or guardian.

Emergency Procedures

Medical Emergency

If a child is seriously injured or becomes ill after arriving at SSYO, a parent will be called immediately. If we are unable to reach the parent, the emergency contact will be phoned. We will notify parents of all known major injuries by a written incident report.

In the event that a child needs immediate medical attention, a staff member will call 911. The parent will be called as soon as possible after that. If we are unable to reach the parent, the emergency contact will be called. If the child needs to be transported to the hospital, a staff member, who witnessed the emergency situation, will accompany the child in the ambulance.

Other Emergency Procedures

Evacuation routes are posted near the exits of each room. In the event of a fire, bomb threat, flood or other evacuation emergencies, the children and SSYO staff will immediately leave the building and meet in the parking lot. In case of an earthquake, children will seek shelter under tables for protection until the emergency is over. In the event of a lockdown, all external doors and windows will be locked. Outside play will be suspended for the entirety of the threat. The program will continue normal operation inside the building. As soon as safely possible after an emergency situation, parents will be contacted. In order to keep children, parents, and staff safe, we ask that parents do not attempt to pick up their child(ren) during an emergency situation.

If the emergency is such that we need to leave the premises, we will proceed to the corner of Alexander and Debord and begin calling parents to pick up their child(ren) at the emergency site. We routinely practice emergency drills.

Mandatory Child Abuse Reporters

As after-school care providers who work with children on a daily basis, the staff at Southside Youth Outreach are mandatory child abuse and neglect reporters and must contact the Department of Human Services (DHS) whenever abuse or neglect is suspected.