Little Vikings Flexible Childcare

Family Policies

for Childcare During Covid-19

Updated April 23, 2021
Little Vikings has changed our model and policies to meet the new requirements of the Early Learning Division for operating a childcare center during a pandemic. We are caring for infants and toddlers only (under age 2) in stable, consistent groups. See below for details. If you have any questions, please email us at lvikings@pdx.edu.

The guidelines for childcare are changing periodically by the Early Learning Division. Little Vikings will update these guidelines and correspond via email when necessary.

Cohort Model:

Little Vikings (LV) will be operating with two stable groups also known as cohorts, per guidance from the Early Learning Division. Specific Little Vikings teachers will be the only assigned adults interacting with their corresponding cohort, except when extenuating circumstances arise. Classroom teachers will only be assigned to one cohort. This is to ensure the safety of the staff and children. Currently there are two stable cohorts: a Monday/Wednesday/Friday cohort and a Tuesday/Thursday cohort.

Registration:

Little Vikings requires all online registration forms linked here: (https://forms.gle/9GKWAjTk364YY9RU8) and any additional forms emailed are required to be returned either by email(lvikings@pdx.edu) or on the first day of your child’s care. All forms turned in on the first day of care will be reviewed by LV staff members before the child may enter the facility. This is to ensure that all forms are completed before the parent/or legal guardian leaves the vicinity.

Waiting List:

Families will be placed on the waiting list if the center’s open classroom slots are currently unavailable. Little Vikings staff will contact families as space becomes available. When a space is offered to a family on the waiting list, the family can either accept the space and complete the enrollment process or they may remain on the waiting list for future notice.
**Operation hours:**

Little Vikings hours of operation is from Monday through Friday, 9:00 am to 4:00 pm.

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**Closures:**

Portland State University and Little Vikings acknowledges the following holidays and will be closed on the following holidays for the 2020-21 academic year:

- **Labor Day:** September 6, 2020
- **Veterans Day:** November 11, 2020
- **Thanksgiving:** November 25, 2021 AND November 26, 2020
- **Winter Break:** December 21, 2020-January 10, 2021
- **MLK, Jr Day:** January 18, 2021
- **Spring break:** March 22-26, 2021
- **Memorial Day:** May 31, 2021
- **Summer Break Closure:** June 14-18, 2021
- **Independence Day:** July 5th, 2021
- **Week before Fall term begins:** September 20th-24th
Inclement weather:

In the event of inclement weather, Little Vikings follows Portland State University for any weather related closures or late openings.

In the event of severe weather, Little Vikings reserves the right to decide to close early or open late for the safety of the staff, parents and their children. This applies even if PSU remains open. Little Vikings will attempt to stay open when possible.

In the event that Little Vikings will open late or close early due to inclement weather, Little Vikings staff will contact scheduled families via email or telephone about the schedule change.

Parents will be charged a prorated amount for reduced care due to an early closure.

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Cancellation:

Little Vikings requires fourteen days notice (2 weeks) IN WRITING via email to lvikings@pdx.edu to cancel your childcare reservation for the month or the term. Parents are still responsible for paying their final fourteen days of care whether the child attends or not. If parents do not give notice in writing, the center will reserve the right to continue to charge parents' accounts until notice is given and confirmed.

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Refund Policy:

Little Vikings requires two weeks' notice of cancellation in order to receive partial refund for the month. Refunds can take between 4-6 weeks and will be placed back on the original card. Without a cancellation, Little Vikings reserves the right to continue charging until notice is given.

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Check In/Check Out policy:

Parents will be given a window of time when they are able to check in and check out their child. Parent pick up/drop off will be located at the front entrance of Little Vikings on the outside of the building. We will only be accepting children during their scheduled cohort days. Parents are to communicate with staff about pick up times and work with staff to accommodate pickups that occur prior to the assigned window. Once a child is picked up, the child may not return until their next scheduled cohort day.

Child drop off/Pick up requirements:

- All adults and children over five years old (5) are REQUIRED to wear a face covering at all times when dropping off and picking up your child.
- Adults and children over five years are REQUIRED to maintain social distancing (6 feet apart).
- Children are REQUIRED to have a temperature check before check-in by a Little Vikings staff member.
- Little Vikings requests that you call LV in advance if you (parent) are planning on picking up your child earlier than originally planned.
- The LV staff will do their best to return all items (soiled clothes, bottles, food, etc.) that were left to provide for the child. Please always double check before leaving Little Vikings to make sure that all items brought were returned. Any item that is left behind (except perishable items) will be kept in the child’s cubby until the end of the term, and then discarded or donated.

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Exceptions to Check-in and Check-out Procedures:

Although check-in and check-out will typically happen outside, check-in and check-out will be permitted inside the center in the event of inclement weather conditions. These conditions include: hail, lightning, strong winds, sleet, snow, ice, freezing rain, or temperatures 32°F Fahrenheit and below. In the event of a PSU closure for inclement weather, LITTLE VIKINGS will close as well.

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The following reasons are why a parent/guardian may be contacted by LV staff while their child is in attendance:

- A child is inconsolable
- Parent is late for pick-up
- Child exhibits violent behavior and is not responding to staff redirection
- Child is in need of extra clothes that are not provided. (Due to: Accident, minor injury or spills)
- Child is hungry and has run out of food/bottles.
- Any emergency situation, illness or injury
- Any other reason a Little Vikings staff member deems appropriate.

Parents are required to keep their cell phone on while in class or work, in case of emergency. If a parent is in class, it is your responsibility to inform your class instructor that you need to receive phone calls from your childcare provider. If the parent does not answer the phone call from LV, the LV teacher will then attempt to contact people listed on the child’s emergency contact list.

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If there is a Confirmed Case of COVID-19:

- If anyone who has entered the Center is diagnosed with a confirmed case of COVID-19, Little Vikings staff will notify SHAC, our county public health authority and the Office of Child Care and the Dean of College of Education.

- In consultation with the public health authority administration will communicate with families and other individuals who have been in the center in the past 14 days.
- In the event of a confirmed case of COVID-19, children and staff in the stable cohort will be excluded from the Center for 14 days.
- If multiple classes or large numbers of staff must be quarantined and the care and operations of the center is compromised, Little Vikings will consult the Early Learning Division, PSU and the public health authority about decisions to close.
- Little Vikings will continue to offer Virtual Teacher Playdates, providing that there is the staff and support to continue these activities.

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**Visitors:**

Volunteers, practicum students and any visitors on PSU campus will not be allowed in the child care center under any circumstances. (With the exception of: maintenance, custodial staff, and emergency responders.)

Parents will only be permitted to enter under these circumstances that include but are not limited to: breast-feeding, feeding needs, health concerns and specialized care.

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**Late Pick-Up Policy:**

Little Vikings requires all children to be picked up by 4:00 pm. If a parent/guardian picks up a child at 4:01, the parent will be responsible for a $10.00 late pick-up fee. Parents/guardians will be charged $1.00 every minute the parent is late after 4:01 pm.

**In the event of a late pick-up:**

1) Parent/Guardian will be called on the first phone number on our list

2) Other contact numbers of parent/guardian will be called

3) Emergency contacts listed on the children’s registration form will be called to pick up the children

4) The Department of Human Services (DHS) will be called to pick up the children if parents/guardians or emergency contacts have not responded within one hour of indicated pick up time.

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**PAYMENT POLICY:**

Bills are sent out via email, on the 20th day of the month for childcare charges for the following month.

**Tuition payment is due on the 1st of the month.** Little Vikings will not charge for days we are closed. Payment must be made through the Little Vikings’ CashNet link at commerce.cashnet.com/lvikings. All payments are made online by the responsible party. Little Vikings does not accept checks or cash and we cannot take credit card payments on site.

If we do not receive payment by the **1st on the month**, we will take the following steps to remind and support student families to pay their required tuition:
1. Families who have not paid by the 1st of the month will receive a verbal reminder and printed copy of their bill when they pick up or drop-off on the 1st day of the month, or whenever they next attend care.

2. Families who have not paid by the 6th of the month will receive a reminder email with a link to make a payment, and invitation for parents to request a payment plan or extended deadline to make a payment. Payment plans must be approved by the Little Vikings Director.

3. Families who have not paid by the 14th of the month AND who have not initiated a payment plan request will be denied child care until they either make a payment or request a payment plan.

Parents are 100% responsible for paying the tuition they have incurred. If families are granted an extended deadline to pay their balance and/or receive support in seeking assistance paying for childcare, their full balance is still due.

PSU staff who are taking classes and who are using the staff fee privilege are required to pay the staff rate, since they are not paying student fees as part of their PSU tuition.

PSU staff who opt out of the staff fee privilege and are enrolled a minimum of eight credit hours for undergraduate classes OR five credit hours for graduate classes, will be charged the student rate, since they are paying student fees.

Payments must be made prior to care unless there are extenuating circumstances and have been approved by the centers Director.

If you inform Little Vikings that you are receiving ERDC (Employment-related daycare), you have 45 days from your child’s first day to contact your ERDC worker and inform them that Little Vikings is your current childcare. If Little Vikings does not receive a voucher from ERDC within 45 days, you will be responsible for payment until the paperwork is received.

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Need Help Paying for Childcare?

Please review the following Little Vikings Child Care Resources:

- Jim Sells Child Care Subsidy: [https://www.pdx.edu/students-with-children/jim-sells-childcare-subsidy](https://www.pdx.edu/students-with-children/jim-sells-childcare-subsidy)
- Employment-Related Daycare (ERDC): [https://www.oregon.gov/dhs/ASSISTANCE/CHILD-CARE/Pages/Parents.aspx#HowToApply](https://www.oregon.gov/dhs/ASSISTANCE/CHILD-CARE/Pages/Parents.aspx#HowToApply)
- Oregon Student Childcare Grant: [https://oregonstudentaid.gov/child-care-grant.aspx](https://oregonstudentaid.gov/child-care-grant.aspx)

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What to Bring to Little Vikings Every Day Your Child Attends:

- 1 pre-made bottle for every 2 hours during the duration of care (if your child takes bottles).

- All bottles will be labeled and placed in a closed container, ziploc bags will be provided for parents to deposit bottles into at drop-off. Bottles placed in a plastic or cloth grocery bag are not adequate.

- A minimum of two changes of clothes is required.

- If your child eats solid food, you must provide meals and snacks. Meals and snacks must include components required by USDA (protein, grain, fruit and vegetables), these guidelines are included in the Nutrition Policy below.

- For Children one year and older: One special blanket or stuffed animals is welcome to help make your child feel more comfortable at Little Vikings.

- Please mark your child’s belongings clearly and remember that Little Vikings is not responsible for lost or broken personal items.

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Nutrition Policy:

For the duration of Covid-19 policy plan, we will expect parents to provide all of the necessary meals and snacks for the duration of your child’s stay in our care. Bottles must be premade in individual servings for every child at each meal.

Little Vikings is a state-certified childcare center and follows the direction of the Office of Early Learning Division (ELD). Parents must provide all food for their children and the ELD requires the parents must follow these guidelines for their children over 12 months.

If your child over 12 months is attending during the following hours, you must provide a meal as described below for your child:

- AM Snack: 9:30 AM- 10:15 AM: Items from two different food groups (dairy, fruit or vegetable, protein, grain).

- Lunch: 11:30 AM- 12:30 PM: Must contain a grain, a protein, 2 fruits or vegetables and a milk.

- PM Snack: 2:30 PM- 3:15 PM: Items from two different food groups (dairy, fruit or vegetable, protein, grain).

In addition, parents can bring more food than listed on this policy and parents may request that their child eat more often than these meal times. The times and amounts listed are based on the State of Oregon Office of Child Care requirements. These
nutrition policies are required by the Office of Child Care rules [OAR 414-300-0280 (5)].

We have the ability to refrigerate and heat meals, but we cannot prepare or cook food. (Ex. adding water to an oatmeal packet) Please make sure meals/snacks are clearly marked with your child’s name. Please bring all meals and snacks for your child to have during meal and snack times.

**Strollers, Car seats and parents’ personal items will not be allowed inside the center.**

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**Allergens:**

We are a **peanut/tree nut-free facility**. If you bring a meal or snacks for your child, please be sure they do not contain any kind of **peanuts or tree nuts**. If your child has a nut allergy, please notify us upon initial enrollment and we will document it in your record.

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**Nap/Rest Time Policy:**

According to the Rules for Certified Child Care Centers, all child care centers and preschools must **offer** a supervised nap or rest period for children preschool age or younger. It also states that withholding rest from a child is not permitted and we cannot accept parental permission to do so. We will have a quiet time, a mat, and a blanket for any child that is in our care and displays signs of being tired.

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**Illness:**

For the health and safety of children and staff, Little Vikings cannot accept into care any children with the following conditions or symptoms:

- Fever over 100.4 degrees
- diarrhea
- vomiting
- nausea
- severe cough
- lice
- unusual yellow color to skin or eyes
- skin or eye lesions or rashes that are severe, weeping or pus-filled
- stiff neck and headache *with* one of more the of the above-listed symptoms
- difficulty breathing or abnormal wheezing, or complaints of severe pain.

Children must be fever-free without medication and symptom-free for at least 24 hours before visiting Little Vikings. A child who shows signs of illness after admission shall be isolated from the other children and the child’s parents will be notified and asked to pick up the child as soon as possible. Additional restrictions may apply as our guidelines are subject to change at the direction of the Center for Disease Control (CDC), the Oregon Early Learning Division, or Oregon Health Authority. Our goal is to maintain a safe and healthy environment for our center.

**Doctor’s Note:** For the safety of our children, staff and parents, we request that parents/guardians bring a doctor’s note to verify that a child is cleared from exclusion if the child contracted any of the following

- Chicken Pox
- Hand, Foot, and Mouth disease
- Measles
- Scabies
- Whooping cough
- Scarlet Fever
- Salmonella
- Covid-19

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Immunizations:

We require a copy of the child’s immunization records after their first (1st) visit. All children must be current on appropriate immunizations with the exception of medical or non-medical exemptions. A copy of the child’s immunization record and/or exemption certificate is required to attend LV.

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The Immunization Rates for Children Enrolled in Little Vikings Are As Follows:

(from the 2019-2020 school year)

Adjusted Enrollment: 114

% of children complete: 84%
% of children DTap complete: 78%
% of children Polio Complete: 84%
% of children Varicella complete: 83%
% of children MMR complete: 86%
% of children Hib complete: 84%
% of children Hep A complete: 83%
% of children Hep B complete: 81%
% of children with nonmedical exemptions: 2

Current Multnomah County immunization rates for all school aged children can be found in our website: https://www.pdx.edu/students-with-children/little-vikings

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Discipline:

Little Vikings staff members use positive methods of discipline and guidance that encourage self-esteem. These methods include praise of good behavior, reminding children of behavior expectations, and redirection. We will use methods that are developmentally appropriate. When necessary, brief supervised separation from the group may be necessary and will be redirected to another activity. No corporal
punishment, physical or verbal abuse, abusive language, or withdrawal of food, naps, or toileting of any kind is permitted.

For the safety of all, parents will be called to pick up any child that exhibits repeated misbehavior or behaviors that physically hurt other children and/or staff members. We may schedule a meeting with family and to establish a constructive solution and/or provide resources for support services.

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**Transition policy:**

Young children may have a hard time adjusting to the new environment of Little Vikings. Little Vikings encourage parent(s)/guardian(s) to say goodbye to the child and let them know that they will be back soon. We encourage parents to make a prompt drop off, as children transition to Little Vikings staff that are prepared to comfort, soothe and engage children in activities. In most cases children are able to be consoled and engage in the program. Children may be inconsolable regardless of any and all attempts made by the care providers. Every attempt will be made by staff to keep the child as comfortable as possible until the parent/guardian comes to pick up their children. If a child is extremely upset and is unable to adjust to the environment after approximately 30 minutes, the parent may be called.

Staff may call the parent/guardian to seek suggestions or alternatives for calming the child. If necessary for the well-being of the child, the parent may be asked to pick up their child. Please let a Little Vikings staff member know ahead of time if you anticipate your child may have a difficult transition and if you have any suggestions on how we can support your child.

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**Mandated Reporting:**

The staff of Little Vikings are required by law to report any instance or suspect that an occurrence of physical abuse, sexual abuse, emotional abuse, child neglect or exploitation to the police or DHS. Notification of the parent(s)/guardian(s) is solely dependent upon the recommendation of the police or DHS.

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**Disaster Plan:**

Little Vikings has a Disaster Plan in place and all staff have been trained on the procedures. The plan is available for review in our office. In the event of a center evacuation, parents will be contacted immediately. The relocation site is the make-shift
dog park between Hoffman Hall and the Science Center.

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**Nondiscrimination:**

Little Vikings does not discriminate on the basis of gender, race, color, creed, religion, sexual orientation, gender identity or national origin. Little Vikings does not discriminate against any person with physical, mental or sensory disabilities. However, Little Vikings services do not include one on-one supervision, therefore, Little Vikings cannot accept children whose needs require consistent one-on-one care. Little Vikings reserves the right to refuse service to any person or persons for legitimate business reasons, such as maintaining the safety of our facility and the children in our care.

Initial here:__________________
I agree to the policies and procedures as stated in the LITTLE VIKINGS Childcare Policies:

Printed Name:_________________________________________________

Signature:_____________________________________________________

Date:_________________________________________________________

Child(ren):___________________________________________________

_____________________________________________________________

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