Sherman County
Child Care Foundation, Inc.
www.abchuskiesdaycare.com

11/29/2025

CHILD CARE

HUSKIES

Parent Handbook

General Information

NAME

ABC Huskies Child Care

ADDRESS

P.O. Box 424
920 Fulton
Wasco, OR 97065

PHONE

541-442-5031

Website

www.abchuskiesdaycare.com

Email

abchuskies@yahoo.com

HOURS

Mon - Fri
6:00 am TO 6:00 pm

Closed Christmas, Thanksgiving, New Year's Day, Memorial Day, July 4th, Labor Day

Daily Schedule

6:00 am	Opening & Arrivals
8-9:00 am	Breakfast
9-10:00 am	Planned Activity/Circle time
10-10:30 am	Snack Time
10:30-11 am	Supervised Play Time
11-12:30 pm	Clean Up & Lunch
12:30-12:45 pm	Reading Time
12:45-2 pm	Nap/Quiet Time
2-3:00 pm	Wake Up & Snack Time
3-4:30 pm	Supervised Play Time
4:30-5 pm	Clean Up
5-5:30 pm	Dinner
5:30-6 pm	Prepare To Go Home Quite Play Time

Who We Are:

Welcome to ABC Huskies Child Care. This program/service exists in large part due to the collaborative efforts of local parents, the Sherman County School District who provided this facility rent free for several years and the former Sherman County Commission on Children and Families who provided significant support through grants to help cover operational costs. In 2007, after a very successful fundraising campaign, the Sherman County Child Care Foundation purchased and renovated the property where ABC Huskies Child Care is located.

A 501 (c) (3) non-profit corporation, the Sherman County Child Care Foundation, Inc. oversees operation of the ABC Huskies child care facility. Governed by a board of directors, our staff includes one full-time Executive Director/provider and part-time assistant providers.

Mission:

Our Mission is to provide dependable, high quality child care services that are affordable for the residents of Sherman County.

Goal:

Our goal is to create a nurturing environment where each child feels safe, secure and accepted while growing socially, physically, emotionally and intellectually. Our child care program is open to all families regardless of race, religion, national origin, or financial status. Our commitment is to both the child and his/her family.

ABC Huskies Operational Guidelines

In order to ensure smooth operation of our child care program, please follow these guidelines.

Enrollment

Enrollment is on a first-come/first-serve basis and is open to any child 6 weeks through 11 years of age.

To enroll a child, all families must complete the enrollment forms before their child can receive services.

Drop-ins must notify ABC Huskies of the intent to use the facility by 8:00 a.m. of the morning of intended use. At that time staff will be able to determine if there are openings available for the day.

Fees

Fees are as follows:

infants (6 wks. - 18 months)	$4.90/hr.
toddlers (19 months - 35 Months)	$4.65/hr.
school age (3 years - 11 years)	$4.40/hr.
second child in family	$4.15/hr.

(first child rate based on youngest child)

Bills will be sent out by the 22nd of each month. In order to assure adequate cash flow for facility operations, payment must be made within 10 days of the billing date. **Past due accounts will be charged interest at the rate of 5% per month plus a late fee of $35.00 will be charged for each month payment is not made. Unpaid past due balances will not be allowed to exceed $750. Services will be provided on a CASH BASIS ONLY if the unpaid past due balance exceeds $750 and on all accounts, regardless of balance due, not paid in full by the 25TH of the month following billing. Accounts referred to a Collection Agency will have Collection Agency fees added to the amount owed on the past due account. Payments made one month in advance will receive a 5% discount!!**

Schedule Changes

Please notify the director of any changes in your child's schedule by 8:00 a.m. of the morning scheduled to be at day care.

Holidays - Facility Closed on the Following Days

Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, July 4th and Labor Day.

Enrollment Forms

1. Client Information
2. General Information
3. Health Record
   a. Medical History
   b. Immunization Records
4. Permission to Administer
5. Authorization to Treat
6. Parent Contract for Services
7. Transportation Agreement
8. Child Care Log (for parents of infants—to be filled out daily)

Food

For infants and toddlers on formula or baby food, all food and formula should be brought by the parents daily. For those children eating "table food", we participate in the USDA food program.

Meal times are as follows:

8:00 - 9:00 am	Breakfast offered
10:00 am	Mid-morning snack
11:30 pm	Lunch
2:00 pm	Mid-afternoon snack
5:00 - 5:30 pm	Dinner offered

Parent Participation

Please let us know of any concerns, questions or comments you or your child might have. Transition to a new child care program for the first time can be stressful to the child and we will try our best to help them adjust. If you have any expectations and/or goals you would like to have staff work on with your child, please let us know.

Diapering

Diapering is a routine part of each child's day and provides an opportunity to give special attention to each child many times each day.

Parents will supply disposable diapers, creams, lotions and powders. They must indicate on the log each day if they wish the products to be used.

All changing will be done on a changing table. No child will be left unattended on a changing table. Staff will remain with the child and block the child with his/her body or hold the child directly. After each use, tables are cleaned with an antibacterial solution and wiped dry.

Staff will thoroughly wash their hands with a disinfecting soap after each change. The center will provide baby wipes to use in diapering.

Each child will be checked upon arrival and at least every two hours thereafter. They are also checked before and after feedings and naps.

Attendance

Please notify ABC Huskies at least **12 hrs.** in advance if your child will not be attending on his regularly scheduled day. **CLIENTS WHO ARE "NO-SHOWS" AND DON'T CALL WILL BE CHARGED $20/DAY/CHILD. AFTER THE 3RD INCIDENT, "NO-SHOW, NO-CALL" CLIENTS WILL NO LONGER BE ALLOWED TO RESERVE A SPOT FOR THEIR CHILD IN ADVANCE BUT MUST CALL DAILY TO SEE IF THERE IS A VACANCY FOR THEM.** If illness occurs and the child will not be attending, please inform a staff member as soon as possible. This makes us aware of any communicable illness that may have been transmitted to other children in attendance.

Snow and Ice Policy

In cases of severe weather, when the schools close, ABC Huskies will remain open if possible to accommodate working parents. Please call the Director to confirm.

Arrival and Departure Procedures

Infant, toddlers, and pre-school children must be accompanied by a parent or guardian to ABC Huskies. The adult must also register the child each day on the Sign-in/Sign-out sheet located at the entrance of the facility. Children must also be signed out each day on the same sheet.

For safety reasons, the ABC Huskies staff will not release your child to any person other than those listed on your enrollment form. You must contact the Director in writing if someone other than those listed will be picking up your child.

THERE IS A $1/MINUTE CHARGE FOR CHILDREN PICKED UP AFTER 6:00 P.M.

Discipline

In keeping with our philosophy, we aim to support each child's ideas and respect their individual differences. At all times, our staff respects the moral and social development of the children. Our goal is to encourage children to speak up for their needs and to encourage children to understand that they, as part of a community, must work together in order for the community to function effectively. Learning self-control is an integral part of functioning within a group.

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self control.

For a child not cooperating in a group listening situation, the child is seated by a staff member and reminded of acceptable behavior.

Removal from the group for a period of "time-out" is the next tactic used for a child who continually demonstrates unacceptable behavior. This time-out is not a punishment, but rather a time when the child may calm down, remember what behavior the staff member is asking for and decide for himself/ herself when he/she is ready to rejoin the group with appropriate behavior.

Corporal punishment is not an accepted method of dealing with young children's behavior. Children will not be hit, slapped, or spanked at any time while attending ABC Huskies.

If behavior problems persist, the parents will be invited to a conference to discuss what may be helpful in motivating their child to behave in an acceptable way. It may be suggested that the child be involved in a behavior modification program, with the parents having the option of being involved in the process.

Because self-control and inner discipline are learned skills, just as math and science are learned skills, a child's level of development in these areas are considered when implementing discipline techniques. At no time are techniques that undermine the child's self-esteem or respect used in the ABC Huskies program.

We reserve the right to refuse services at anytime.

Meals and Snacks

Meals are prepared in our kitchen facility that meets State Licensing Requirements and USDA Food Standards. In addition to breakfast, lunch, and dinner, morning and afternoon snacks are also served. If you would like to bring any food from home for the children, it must be commercially prepared, in its original packaging and we would ask that you bring only healthy, nutritional food items.

INFANTS

Arrival

The child may be brought to either the front or side door of ABC Huskies Child Care. Upon arrival, the parent will sign the child in and fill out the log to communicate the infant's daily schedule and needs.

Visitation

The visitation policy is the same as that for other children in our care. Parents may visit at any time. Infants will need to remain in the child care facility upon arrival and will not be taken from the facility unless the parent is departing for the day.

Departure

Parents will check the daily log and sign out. **ALL PERSONS PICKING UP THE CHILD MUST BE AUTHORIZED TO DO SO IN WRITING BY THE PARENT.**

Clothing

Please bring only disposable diapers for children still in diapers. Parents please bring an extra change of clothing for babies and toddlers daily. Think of your child's comfort and provide simple clothing that is free of complicated fastenings. You may leave a change of clothing at ABC Huskies.

Illness and Medicine

Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be isolated from the others and you will be contacted. If you are notified your child is ill, please pick him/her up as soon as possible.

Medication will be given only if it is in the original container with prescription label attached and signed authorization from the parent is on file.

Please follow the guidelines as outlined on the sick child pages of this Parent Handbook.

C. If neither you or your designated persons can be reached, an ABC Huskies staff member will contact the designated physician and/or local emergency unit for treatment and/or transportation. A staff member will accompany your child and remain with him or her until you arrive.

Blood Policy

All staff will wear gloves if possible. They will bag any clothing with blood on it to be sent home. Towels and other items will be disposed of in bags. Blood spills will be cleaned with a bleach and water solution.

Medication

If your child is taking medication, ABC Huskies staff can dispense the prescription if it remains in the original container. A medication release form including dates and dosages must be filled out by the parent before the medication can be administered.

Immunization

A copy of each child's immunization record must be on file on the date of enrollment. Parent will submit a doctor's note or a new copy of the record when the child receives additional vaccinations.

To protect the health of all our children, we reserve the right to exclude any child from ABC Huskies based on noncompliance or insufficient immunization.

Mandatory Reporting

As a child care provider registered or certified under ORS 657A.030 and 657A.250 to 657A.450, ABC Huskies Child Care is a Mandatory Reporter. If staff suspect a child has been abused, they must report to either the Department of Human Services or a law enforcement agency.

Toy Sanitation

Infant toys will be sanitized daily. The toys will be washed in soapy water, rinsed and sanitized in a bleach solution. Toddler toys will be washed on a weekly basis. Climbing surfaces, shelves, and tables will be sanitized at the end of each day.

Naps

All preschool and toddler children will take naps while at ABC Huskies Child Care for 30 minutes to 1 hour. Children who do not regularly nap should be prepared for nap time before entering the child care program. A favorite doll or stuffed animal may be brought to share nap time with. This is a relaxing time. Children who do not sleep are asked to rest quietly and are given books.

Infant napping schedules are flexible and the staff will deal with each child's development and schedule on an individual basis.

Parent Visitation

ABC Huskies Child Care has an open door policy for parent visitations. All custodial parents shall have immediate access to all parts of the facility during hours of operation.

Field Trips

Walking trips throughout the neighborhood will be planned. Emergency information will be carried with the staff whenever they leave the child care facility. Trips will be planned in advance and integrated into the program.

Celebrations

In keeping with our philosophy of respect and diversity, we will celebrate holidays with the children. Birthdays and other family holidays will be encouraged in the classroom. It is our goal to support family values and culture in our program so we will work together to provide experiences that depict and define our cultures. Parents are welcome to bring commercially purchased items (sorry, this is a licensing issue) to enhance the celebration.

Parental Involvement

The success of any good child care program rests on the partnership between parents and staff. We encourage you and your family to be involved in any way you feel most comfortable.

If you have any complaints or concerns, please follow the complaint procedure as described in the **Complaint Form** available on site. We encourage parents to voice their concerns and/or recommendations so improvements to our child care program can be made.

Inconsolable Children

Staff members will make every effort to engage unhappy children in play or by rocking them. If a child cannot be comforted and cries continuously for 15 to 20 minutes or longer, the parent will be call for guidance on how to soothe their child. Follow-up contact with the parent to confirm resolution of the situation or to seek additional advice will be made by the staff member at about 20-minutes intervals by phone or using private chat (DM) on the GroupMe ap. If, after multiple efforts, the child remains inconsolable, the parent and staff member will re-evaluate the situation which may include the decision by the parent to take the child home.

Dress Code

We ask that you send your children in comfortable play clothes and comfortable shoes. Also, please have an additional change of clothes present at the site at all times for those unanticipated accidents.

Sick Child Policy

To avoid spreading illness throughout the child care facility, we ask that you do not bring your children in if they display any of the following symptoms:

Fever	*If over 100 degrees axillary or 101 degrees orally, or if accompanied by other symptoms such as diarrhea, nausea, vomiting, rash or behavioral changes.*
Respiratory Symptoms	*Congestion or wheezing which is unexplained or sudden.*
Vomiting	*Occurring with other symptoms such as fever behavioral changes, abdominal pain or diarrhea. No Vomiting/diarrhea for 48 hrs.*
Pink Eye/ Conjunctivitis	*Irritated or itching eyes or discharge.*
Lice	*Lice or nits in the hair.*
Sore Throat	*If accompanied by other symptoms such as fever or rash.*
Rash	*If the cause is unknown.*

You will be notified if your child displays any of the above symptoms. If you cannot be reached, your emergency designee will be called. Until someone arrives, a cot and blanket will be provided and your child will be separated from the other children. The child will, however, remain within sight and hearing of a staff member.

If neither you or your designee can be reached, or if you are delayed in picking up your child, the staff will continue to monitor your child. If the staff determines that the child's condition warrants medical attention, the designated source of health care will be notified.

Notification of Infectious or Communicable Diseases

The guidelines by which a child will be re-admitted to the ABC Huskies program for various conditions are as follows:

Chicken Pox	*After pox marks have dried and are no longer weeping*
Impetigo	*After treatment begins*
Lice	*After treatment begins and all nits are removed.*
Scabies	*After treatment begins*
Pinworm	*After treatment begins*
Strep Throat	*24 hours after injectable, 48 hours after oral therapy begins.*
Pink Eye	*24 hours after treatment begins.*
Giardiasis	*After treatment begins and diarrhea has stopped*
Others	*Specific recommendations for re-admission are based on physician's or health department's advice.*

Emergency Procedures

All parents are required to submit a medical release form on the first day of enrollment. This gives ABC Huskies staff authorization to seek medical attention for your child in case of an emergency. You must update this form if there are any changes in home, work or medical telephone numbers.

In case of an accident, the following procedures will be used:

A. A staff member will carry out immediate first aid. If no further medical attention is necessary, a short report will be completed and given to you.

B. If further medical attention is necessary,a staff person will contact you to come to take your child to receive further care.