



Vet Cadets

CHILDCARE

Where your child's learning experience is meaningful and they are provided with opportunities to practice necessary skills through play based learning.





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WELCOME TO

VET CADETS CHILDCARE





Vet Cadets Mission

- Vet Cadets Childcare recognizes and respects the uniqueness and potential of all children, their families, and their cultures.
- We provide positive learning experiences appropriate to the individual developmental needs of each child in our care.
- We believe that it is vital to create a safe and caring environment for each child to thrive.
- Our curriculum is designed to be child centered and includes activities which foster learning opportunities in social skills, fine and gross motor skills, problem-solving, and creativity.
- We believe that teacher-child interactions should always reflect trust, patience, and respect. Positive guidance strategies are utilized to promote growth and confidence in each child's learning process.
- Our daily schedule is utilized by staff to provide consistency and help with transitions in between activities throughout the day.

Research shows that boosting children's thinking skills and knowledge through intentional, emotionally supportive, and responsive interactions is critical to children's learning. Here at Vet Cadets, it is our mission to merge this research into your child's experience at our early childhood education center.

ENROLLMENT & CENTER INFORMATION



Vet Cadets is located at 62889 NE Oxford Ct. Bend in the upper level of the VRCCO Emergency & Specialty Hospital.

- The center is open Monday through Friday, 6:45am - 5:00pm.
- Our facility age range is 12 months - 6 years.
- The center has a maximum capacity of 21 children.
- Our preschool classroom has a ratio of [1 teacher per 10 children] consisting of ages 36 months - 6 years.
- Our toddler classroom has a ratio of [1 teacher per 4 children] consisting of ages 12 months - 35 months.

Childcare Director- Kelly-Anne MacDowell

kmacdowell@vrcvet.com | 541-216-4730

Vet Cadets enrollment is open year round with the option to join the waiting list when the center has reached capacity.

- Vet Cadets tuition rate is \$1,700 a month regardless of age or attendance.
- There is a \$250 non-refundable materials fee at the time of registration.
- The center has a 60 day maximum holding fee at 100% of the monthly tuition, of which 50% is credited back once your child enrolls.

Please ensure the child enrollment form is completed and provided to the director. Please double check that your child's medical information is up to date.

Families on the waitlist will be contacted by the center director when a space is available. The center waitlist is organized by original date requesting to join the waitlist. Families can join the waitlist by contacting Kelly-Anne MacDowell: kmacdowell@vrcvet.com.

PICK UP & DROP OFF



PICK UP AND DROP OFF DETAILS

Late pick up fees: Vet Cadets implements a \$1 per minute fee for late arrival. After 10 minutes, the rate increases to \$15 per 5 minutes. Fees are to be paid prior to dropping off your child the next business day in the form of a check.

DROP OFF

Families may drop off their child anytime throughout the day before or after the scheduled nap time between 12:30pm-2:30pm. We ask that families please do not drop off children during nap time to avoid disturbances to other children. If your child has an appointment that conflicts with nap time and they will be returning to the center afterwards, please coordinate with the director to make a plan for a smooth transition during nap time.

It is normal for children to have some difficulty separating from parents, and staff will work to be supportive and use positive encouragement about parents returning for pick up later in the day.

PICK UP

Families may pick up their child at any time throughout the school day, communicating the planned pick up time with staff is helpful to have the child ready for pick up.

Vet Cadets staff may only release a child to the parents listed on the enrollment authorization form, or the emergency contacts designated on the form. Please notify staff if someone other than the parent is picking up the child later that day.

- On occasions where an extended family member is picking up the child or a family friend, we **MUST** have your written or verbal permission (text or phone call) to release your child. Please inform them we will need to see a driver's license to confirm identification if they are not listed on your child's authorization form.
- Please email the director (Kelly-Anne MacDowell: kmacdowell@vrcvet.com) with updated emergency contact information for your child to keep on site. We will need to know the individuals' first and last name along with their relationship to the child.

FIRST DAY OF SCHOOL

What to Bring

Please **DO** provide your child with the following items on the first day of school:

- A packed and labeled breakfast if you are dropping your child off between 6:45am - 7am.
- A packed and labeled lunch box with an ice pack for perishable items.
- A backpack or reusable bag with extra clothes to have on site for spills and accidents (replace when soiled please)
- Please send your child daily with appropriate outdoor play clothing (a warm jacket, gloves, hat)

- A water bottle labeled with your child's name in sharpie

- A pack of diapers to last up to 2-3 weeks and wipes (if you have a preference on wipes) The center will use and provide huggies sensitive & fragrance free wipes. Here is a picture for reference →



- Diaper rash ointment (labeled with your child's name)
- Sleeping materials for preschoolers:
A blanket, pillow, & stuffed animal (comfort items are allowed), pull-ups if applicable.
- The center will provide cots for children to rest on. Sound machines are used throughout the rest time for promoting a relaxing environment.
- Sleeping materials for toddlers:
A sleep sack, pacifier with a case to keep on site (please label the container), comfort items.

The center has toddler size cots and pack and plays for younger children who haven't graduated to a big kid bed just yet. Please communicate with the center director about your child's sleeping arrangements to ensure we can make rest time comfortable for them.

Here are some links for preschool nap blankets which include a pillow as a resource:

- 1) <https://a.co/d/bU3aSby>
- 2) <https://a.co/d/gJ19twL>
- 3) <https://a.co/d/gTAbO8o>

MEALTIMES

Vet Cadets provides an AM snack and PM snack.

Vet Cadets provides an AM snack and a PM snack. We ask that parents please provide lunch and breakfast for their child with an ice pack to preserve any perishable items. The center refrigerator is utilized for bulky snack items and we may not be able to fit each lunchbox. If you are dropping your child off between the hours of 6:45 am and 7:00 am, please provide breakfast and the Vet Cadets staff will serve the items. Children who arrive shortly after 7:15 am should be fed before they arrive. The center's morning snack starts at 9:30 am.

Milk will be provided by the center during breakfast & lunch. If your child has an allergy or sensitivity to dairy, oat milk can be requested and will be documented on your child's seating area.

If your child has allergies, and requires a modified diet, we must be notified of this in writing and has to be listed in the child's enrollment form. An appropriate substitution will be made, when possible.

Please **DO NOT** provide your child with the following items on the first day of school:

- Toys from home unless it is Wednesday, which is our show & tell day. We do not want your child to lose the special item and/or risk having it damaged by another child.



TOILETING & REST TIME

Vet Cadets does not require students to be toilet trained upon enrollment.

We understand that each child learns at their own pace, and not all children are potty trained by the age of 3.

When your child is ready for toilet training, we ask that you begin teaching this process at home with your child. Vet Cadets cannot potty train your child for you, instead we will provide encouragement and positive verbal praise. If your child does not show interest in potty training at school, they will need to wear diapers until they are ready to begin again.

The daily schedule has built in toileting breaks to encourage your child to practice their toileting habits.

During toilet training we ask that children be dressed in "user friendly" clothing as often as possible. The best items are shorts/pants with elastic waists, or dresses. Try to avoid tight clothing, pants with zippers, and overalls. These are difficult for children to remove in a hurry.

During toilet training we ask that parents bring a large plastic bag with at least three sets of extra clothing, including three pairs of socks, pants, shirts, and underwear.

Vet Cadets scheduled rest time is between 12:30pm - 2:30pm daily.

We want your child to be comfortable napping in a new environment and understand that certain comfort items from home may help.

A designated nap/rest time gives children an opportunity to recharge and sleep plays a crucial role in the development of young minds.

After lunch the classroom will transition into rest time. If a child is not asleep after 30 minutes, teachers will provide them with a quiet activity such as a book, puzzle or coloring.

The center has two sound machines for soothing background noise and sleep divider mats as needed to block out distractions.

Cots and sheets are provided for the children by the center. The cots are disinfected daily after rest time, and the sheets will be washed by the center at the end of the week. We will send your child's nap time blanket home at the end of each week, please wash and return this for the following week.

ILLNESS & EMERGENCY

If a child is hurt, a member of our staff will apply first aid immediately and the parent will be notified.

Notification procedures for families:

(A) Any injury that may need evaluation by a physician or impact to a child's head must be reported to the child's parent(s) immediately and documented.

(B) Any injury requiring first aid or requiring observation must be reported to the child's parent(s) on the day of the occurrence.

If an incident requires immediate medical attention, the center will attempt to contact the parent/guardian listed in the enrollment authorization forms. In the event that the parent/guardians cannot be reached, the emergency contact person/people will be called. The director will call your child's listed doctor and/or local emergency unit for treatment. The director will accompany the child to the doctor or hospital and stay until the parent/guardian arrives.

[Click here to view the full Vet Cadets Illness Policy.](#)

[Click here to view the Vet Cadets Accident Report.](#)





Vet Cadets
CHILD CARE

DAILY SCHEDULE

6:45am SCHOOL OPENS

7:00am Breakfast / toileting & wash hands

7:15am - 8:15am Free choice play

8:30am Toileting & wash hands / A.M. Snack

9:00am Free choice play

9:30am Circle time

10:00am Transition outside

10:15am Outdoor play

11:15am Transition inside / bathroom break

11:20am Quiet story time / wash hands

11:30am LUNCH

12:00pm - 2:45pm Nap / rest-time

2:45pm Nap time clean up

3:00pm Toileting & wash hands / P.M. Snack

3:15pm Activity of the day OR stations

3:30pm Transition outside for outdoor play

3:45pm - 4:15pm Outdoor play

DAILY SCHEDULE

4:15pm Transition inside

4:30pm Quiet reading / free choice play

4:45pm Bathroom break

5:00pm SCHOOL CLOSSES

Centers & Stations include:

- *Cognitive skill building*
- *Gross and fine motor skills*
- *Sensory- touch, smell, taste, and feel*
- *Social and emotional awareness*
- *Dramatic play*
- *Counting and number recognition*

2024

VET CADETS SCHOOL CALENDAR

ORANGE COLORED DAYS REPRESENT SCHOOL CLOSURE

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2024

CENTER CLOSURE DATES

JANUARY

**NO SCHOOL CLOSURES IN
JANUARY 2024**

**(JANUARY 2025 WE WILL BE
CLOSED NEW YEARS DAY)**

FEBRUARY

**NO SCHOOL CLOSURES IN
FEBRUARY**

MARCH

NO SCHOOL CLOSURES IN MARCH

**MARCH 25TH– 29TH
SPRING CAMP**

APRIL

**• APRIL 19TH
STAFF DEVELOPMENT DAY
(NO SCHOOL)**

MAY

**• MAY 27TH
MEMORIAL DAY HOLIDAY
(NO SCHOOL)**

JUNE

NO SCHOOL CLOSURES IN JUNE

JULY

**• JULY 4TH
INDEPENDENCE DAY
(NO SCHOOL)**

AUGUST

**• AUGUST 9TH
STAFF DEVELOPMENT DAY
(NO SCHOOL)**

SEPTEMBER

**• SEPTEMBER 2ND
LABOR DAY
(NO SCHOOL)**

OCTOBER

**NO SCHOOL CLOSURES IN
OCTOBER**

NOVEMBER

**• NOVEMBER 28TH & 29TH
THANKSGIVING BREAK
THURSDAY & FRIDAY
(NO SCHOOL)**

DECEMBER

**• DECEMBER 13TH
STAFF DEVELOPMENT DAY
(NO SCHOOL)
• DECEMBER 25TH
CHRISTMAS DAY
(NO SCHOOL)**

**DECEMBER 23RD, 26TH, 27TH,
30TH, & THE 31ST
WINTER CAMP**

CURRICULUM & THEMES

- Each week we focus on a new color, letter, number, and shape.
- Each month we have several themes structuring our curriculum and a social focus to promote your child's social development.

On a weekly basis themed lesson plans are provided to both parents through the Brightwheel app.

Every Wednesday children are allowed to bring an item from home for show & tell. The theme for show & tell is based on the letter of the week. For example, if the letter of the week is "K" then your child could bring in a kite, a kangaroo toy, as long as it is safe and appropriate to show. We will have a dedicated circle time in the morning for show & tell.

Our curriculum is designed to enrich each child's social, intellectual, and physical development with hands-on opportunities to explore. Gross motor movement is encouraged through a variety of indoor and outdoor activities, which will take place in the gated playground. We implement safety, sensory exploration, nutrition, environmental education, geography, and creative expression into our lesson plans.

The Vet Cadets center provides opportunities for your child to practice the necessary tools for kindergarten readiness including social and emotion awareness, problem solving, communication skills, counting and number recognition, cognitive skill building, and literacy development.



REMINDERS & BRIGHTWHEEL APP

Vet Cadets Childcare utilizes the Brightwheel app for all platforms of parent - center communication.

- Reminders of center closures will be posted on our parent communication board along with a notification sent via Brightwheel.
- Reminders of restock needed on diapers and clothes will be sent home on a paper slip & sent as a notification via Brightwheel as well.
- Weekly snack menus will be posted on our parent communication board.

Please notify the center director about any scheduled child absence (vacations, doctor appointments, etc.) in advance.

We ask that you please notify the center if your child will not be attending due to sickness, and review our illness policy prior to the child returning to school. Our staff will attempt to reach the parent via phone if your child has not arrived by 11am (if we have not heard from you).

If your child is sent home with soiled clothes, please ensure to send extra clothes the following day. We want all of our children to be comfortable throughout the day and providing additional clothing contributes to this!



PARENT RESOURCES

Additional information may be found in the Vet Cadets Childcare Policies & Procedures Handbook:

- Emergency procedures/monthly safety drills
- Parent-center contract is available upon enrollment
- Drop in care instructions & information
- Medications for your child
- Vet Cadets teaching team- Mandatory reporters to DHS & CPS
- Immunization policies
- Incident/accident reporting for children
- Rest time protocols
- Rules for Certified Child care Centers can be found on site and available online at:
<https://www.oregon.gov/delc/providers/Pages/child-care-rules.aspx>

