

Parent Handbook — Little Explorers Learning Center

Compliance Document

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1. Welcome and Program Overview

PARENT HANDBOOK

Little Explorers Learning Center
850 Maple Avenue
Portland, OR 97201

License Number: [STATE LICENSE NUMBER]

Welcome to Little Explorers Learning Center! We are delighted that you have chosen our program for your child's early education and care. This handbook provides important information about our policies, procedures, and what you can expect as a member of our community.

Little Explorers Learning Center is a state-licensed childcare facility serving children ages 6 weeks through 5 years. Our program is designed to provide a safe, nurturing, and stimulating environment where children can explore, learn, and grow at their own pace.

Our Philosophy: We believe that children learn best through play-based exploration in a structured, supportive environment. Our curriculum incorporates developmentally appropriate practices aligned with Oregon's Early Learning Standards and emphasizes social-emotional development, early literacy, math concepts, science exploration, creative arts, and physical development.

2. Enrollment, Tuition, and Scheduling

Enrollment Process: Enrollment at Little Explorers begins with a facility tour and family meeting. Following acceptance, families must complete the following documentation: enrollment application, emergency contact and authorization forms, immunization records (current per Oregon Health Authority requirements), child health history and allergy information, signed acknowledgment of this handbook, and an authorized pick-up list.

Tuition Rates and Payment: Tuition is due on the first business day of each week. Current weekly tuition rates are:

- Infants (6 weeks - 12 months): \$375/week
- Toddlers (12 - 24 months): \$350/week
- Preschool (2 - 5 years): \$325/week

Payment may be made by check, automatic bank draft, or credit card. A late payment fee of \$25 will be assessed for payments received after Wednesday of the billing week. A non-refundable registration fee of \$150 is required at the time of enrollment.

Scheduling: We offer full-time (5 days/week) and part-time (3 days/week, Monday-Wednesday-Friday) schedules. Schedule changes require 30 days written notice. Our hours of operation are Monday through Friday, 6:30 AM to 6:00 PM. A late pick-up fee of \$1 per minute applies after 6:00 PM.

3. Health and Safety Policies

Illness Policy: To protect all children and staff, children must be kept home when exhibiting any of the following symptoms: fever of 100.4°F or higher, vomiting or diarrhea (within the past 24 hours), undiagnosed rash, eye discharge or pink eye symptoms, head lice (until treated), or any communicable disease as defined by the Oregon Health Authority.

Children must be symptom-free for 24 hours (without the use of fever-reducing medication) before returning to the center. If a child becomes ill during the day, parents will be contacted immediately and must arrange pick-up within one hour.

Medication Administration: Medications will only be administered with a completed Medication Authorization Form signed by the parent and, for prescription medications, accompanied by the original pharmacy-labeled container. Over-the-counter medications require written physician authorization. All medications are stored in a locked cabinet inaccessible to children.

Allergies: All known allergies are documented at enrollment and posted (with parental consent) in the child's classroom and the kitchen. Staff are trained in allergy awareness and emergency response, including EpiPen administration where authorized. The center maintains a nut-aware environment — while we cannot guarantee a nut-free facility, we do not serve foods containing tree nuts or peanuts.

4. Parent Communication and Involvement

Daily Communication: Each child receives a daily report that includes meals and snacks consumed, diaper changes or restroom use, nap times, activities and milestones, and any notes from teachers. Infant and toddler rooms provide more detailed reports including feeding amounts and times.

Digital Communication: We use the Brightwheel app for daily reports, photos, messaging, and billing. Parents are expected to download the app and check it regularly. Urgent communications (illness, injury, facility closure) will be communicated by phone call and text message.

Parent-Teacher Conferences: Formal conferences are held twice per year (fall and spring) to discuss your child's development and goals. Additional conferences may be requested at any time by parents or teachers.

Open Door Policy: Parents are welcome to visit the center at any time during operating hours without prior notice. We believe in full transparency and encourage families to be active participants in their child's experience at Little Explorers. Visitors must check in at the front desk and wear a visitor badge.