



Oregon State
University

Family Resource Center
Oregon State University
1030 SW Madison Ave
Champinefu Lodge 211 & 213
Corvallis, Oregon 97333
P 541-737-4906
familyresources.oregonstate.edu

Our Little Village Parent Rules

____ Parents will remain on the OSU main campus, as much as possible, while their child(ren) are being cared for at OLV. If a parent must return home to complete their work that is currently acceptable. The intent of OLV is to provide student and employee parents time to complete work and school tasks associated with their roles at OSU.

____ Parents will have a cell phone turned on and with them at all times while their child(ren) are being cared for at OLV. Parents will answer their phone if an OLV employee calls.

____ Parents will complete OLV Registration through an online registration. This information will be kept confidential and be referred to by OLV staff, if needed. *Parents will notify OLV staff if there are any changes to the information, so the information can be updated and kept current.

____ Parents will have to show photo identification when picking up their child(ren). (Ex. OSU ID card or Driver's License)

____ Due to the large amount of children with food allergies, no food or drinks will be allowed in OLV (other than a bottle for a baby). Children may bring a water bottle that has been labeled with their name.

____ OLV staff will give bottles of breast milk or formula to babies if needed. The parent will bring the already prepared bottle to OLV, labeled with the baby's first and last name. A staff member will hold the child and feed them the bottle.

____ If a child wears diapers, the diapers and wipes will be provided by the parent. For the safety of children and staff, diaper changing will occur in OLV. Proper sanitation procedures will be followed.

____ If there is any chance that a child(ren) will sleep while at OLV parents will bring a blanket for them to sleep with/on.

____ No medication will be administered by OLV staff.



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____ Staff at OLV are Mandatory Reporters for Child Abuse.

____ If a parent has a concern or complaint about daily operations, student employees, safety, rules and procedures, etc. they may e-mail the OLV Coordinator, Kristi King, at kristi.king@oregonstate.edu If they do not feel that the concern/complaint was dealt with or they have a concern/complaint about the OLV Coordinator they may e-mail the Family Resource Center Director, Amy Luhn, at amy.luhn@oregonstate.edu or call and leave a message at 541-737-4906.

____ The staff at OLV welcomes children with disabilities. All efforts will be made by our limited staff to meet the needs of a child with special needs.

____ The staff at OLV will provide positive guidance and discipline while children are in our care. If all efforts have been exhausted by the staff in the room and/or a child is being unsafe towards staff and/or other children, the child's parent will be called. At that time, the staff will discuss with the parent what they tried and what was not working. The parent will remove their child from care for the remainder of the day. OLV staff are prohibited from using physical discipline (spanking, slapping, etc.) or inappropriate verbal discipline (yelling, belittling, etc.) Parent requests to use any form of punishment that is prohibited and will be denied.

____ If a child is injured while at OLV, staff will follow CPR/First Aid procedures. If the injury is minor (rug burn, bumped head, etc.) the staff will let the parent know when they pick up their child. If the injury is more severe (bit lip, hit head and it bleeds, etc.) the staff will call the parent immediately. If the injury is very serious (broken arm, etc.) the staff will call 911 and call the parent at the same time.

____ In the event of an emergency, where evacuation of Dixon or Milne is necessary, staff will follow the OLV|Dixon and OLV|Milne Emergency Procedures, which are posted in the centers. At OLV|Dixon, staff will take the children to a safe location outside the front of Dixon (towards the Student Legacy Park), for pick up. At OLV|Milne, staff will take the children to a safe location outside of Milne (towards the Valley Library, in the library grass quad), for pick up.