



## **Our Little Village | Dixon (OLV | Dixon) Drop-off Child Care Center Student Parent Rules and Procedures**

\_\_\_\_\_OLV | Dixon provides drop-off care for children ages 6 months to 10 years on a first come, first serve basis. If student parents arrive to OLV | Dixon and the center is full, staff will give the parent a pager and page them when space is available for their child(ren). Student parents are expected to remain in the Dixon Café lobby with their child(ren) and the pager.

\_\_\_\_\_ Student parents will have access to OLV | Dixon for a maximum of three (3) hours per day. It is the student parent's responsibility to return at or prior to the 3 hour mark. Failure to do so could result in the loss of privilege to use OLV | Dixon. REMINDER: Children under the age of 16 are not allowed in Dixon Recreation Center unless they are being cared for at OLV | Dixon OR they are with an adult during Family Swim/Climb or Youth Access times and have paid usage fees. When a student parent arrives to pick up their child(ren) from OLV | Dixon they will be ready to leave the building with their child(ren). <http://oregonstate.edu/recsports/youth-policy>

\_\_\_\_\_ Student parents will remain on the OSU main campus, while their child(ren) are being cared for at OLV | Dixon. Failure to do so could result in the loss of privilege to use OLV | Dixon.

\_\_\_\_\_ Student parents will indicate on the sign in/out sheet where they will be located on campus while their child(ren) are in care. If the student parent decides to move to another location on campus, they will contact the OLV | Dixon staff by phone and notify them of the change in location.

\_\_\_\_\_ Student parents will have a cell phone turned on and with them at all times while their child(ren) are being cared for at OLV | Dixon.

\_\_\_\_\_ Student parents will fill out and sign a Registration and Liability Waiver Form before their child(ren) are left for the first time. This form will be kept in a confidential family file to be referred to by OLV | Dixon staff, if needed. \*Student Parents will notify OLV | Dixon staff if there are any changes to the information, so the file can be updated and kept current.\*

\_\_\_\_\_ Student parents will go over this document with a staff member of OLV|Dixon and both the student parents and a staff member will sign, before their child(ren) are left for the first time. A signed copy will be kept in the confidential family file. Another copy will be kept by the student parent, so they have it to refer to if necessary.

\_\_\_\_\_ When student parents bring their child(ren) into OLV|Dixon they will take their child(ren)'s shoes off and wash their hands before letting them go play.

\_\_\_\_\_ Student parents will have to show Student ID when dropping off their child(ren) and photo identification when picking up their child(ren).

\_\_\_\_\_ OLV|Dixon staff will give bottles of breast milk or formula to babies if needed. The student parents will bring the already prepared bottle to OLV|Dixon, 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 student parent. For the safety of children and staff, diaper changing will occur in OLV|Dixon. Proper sanitation procedures will be followed.

\_\_\_\_\_ Due to the large amount of children with food allergies, no food or drinks will be allowed in OLV|Dixon other than bottles as described above. If a child states they are hungry, staff will page the student parent and then they will make a decision about what they want to do. Reminder: No food or drinks in Dixon. Please take your child to the Dixon Cafe if you want to feed them at Dixon.

\_\_\_\_\_ If there is any chance that a student parents child(ren) will sleep while at OLV|Dixon, they will bring a blanket for them to sleep with/on.

\_\_\_\_\_ It is critical that OLV|Dixon do its best to prevent the spread of illness. There are children ages 6mo. to 10yrs. in the same room. If a child has any visible signs of illness they will not be allowed to be cared for at OLV|Dixon. If your child has a fever, is vomiting, has diarrhea, pink eye, a severe cough, head lice, etc. you must keep them out of child care for at least 24 hours. We will page the student parent if their child begins to show any signs of illness while in our care and they will have to take them out of care for the remainder of the day. No medication will be administered by OLV|Dixon staff.

\_\_\_\_\_ Staff at OLV|Dixon are Mandatory Reporters for Child Abuse.

\_\_\_\_\_ If a student parent has a concern or complaint about daily operations, student employees, safety, rules and procedures, etc. they may e-mail the Site Director, Kristi King, at [kristi.king@oregonstate.edu](mailto:kristi.king@oregonstate.edu) If they do not feel that the concern/complaint was dealt with or they have a concern/complaint about the Site Director they may e-mail the Childcare and Family Resources Coordinator, Amy Luhn, at [amy.luhn@oregonstate.edu](mailto:amy.luhn@oregonstate.edu) or call and leave a message at 541-737-4906.

\_\_\_\_\_ The staff at OLV|Dixon 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|Dixon 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 paged. At that time, the staff will discuss with the student parent what they tried and what was not working. The student parent will remove their child from care for the remainder of the day. OLV|Dixon staff are prohibited from using physical discipline (spanking, slapping, etc.) or inappropriate verbal discipline (yelling, belittling, etc.) Student parent requests to use any form of punishment that is prohibited will be denied.

\_\_\_\_\_ If a child is injured while at OLV|Dixon, staff will follow CPR/First Aid procedures. If the injury is minor (rug burn, bumped head, etc.) the staff will let the student 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 or page the student parent immediately. If the injury is very serious (broken arm, etc.) the staff will call 911 and page or call the student parent at the same time.

\_\_\_\_\_ In the event of an emergency, where evacuation of Dixon is necessary, staff will follow the OLV|Dixon Emergency Procedures, which are posted in the room. Staff will take the children to a safe location outside the front of Dixon (towards the Student Legacy Park), for pick up.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OLV|Dixon Staff Signature

\_\_\_\_\_  
Date