PORTLAND JEWISH ACADEMY
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Kidscorner & Dragon's Den

Kindergarten – 3rd and 4th – 7th Grade Afterschool Programs
For PJA students and PPS students of SW neighborhood schools

PJA ושננתם
PJA Proud

17-18 PROGRAM HANDBOOK
OF POLICIES AND PROCEDURES

Schnitzer Family Campus, *inside Portland Jewish Academy*
6651 SW Capitol Hwy
Portland, OR 97219

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"Supporting a school-ager's development in a fun, diverse, and enriching environment!"

Tax ID #: *93-0504473*

The PJA-Afterschool Department WELCOMES You!

Dear Parents/Guardians:

The PJA-Afterschool Department warmly welcomes you to the start of another great school year! We thank you for selecting us as your child's school-age care provider. The PJA-Afterschool Department is proud to serve the child care needs of children and families at several locations throughout the Portland metropolitan area, including here at PJA.

We like to think of our program as a place that children would consider their home away from home - a place that they are excited and eager to come to after school. We believe that each child is unique and we strive to meet their individual needs. Our program provides opportunities to develop positive physical, emotional, mental, and social skills while giving needed attention and encouragement in a safe and healthy setting. We take great pride in fostering an environment where your child will feel accepted, appreciated, and cared for.

We have an incredible staff here at PJA-Kidscorner and Dragon's Den. Selected for their knowledge of school-age child development, as well as for their strong interpersonal and professional skills in the field of childhood care and education, we truly believe that they are the strength of our programs. Compassionate and caring, our staff are here to help capture your child's zest for learning and engagement as well as to provide support for your family through an open program curriculum and nurturing child care.

This Program Handbook features the philosophy of our curriculum, staffing standards, policies and procedures, and daily structure.

We are always here to assist you and are looking forward to a fabulous year of growth and accomplishment with you and your child. Please feel free to call the PJA-Afterschool Department with any questions.

We warmly welcome you to our PJA-Afterschool family.

Sincerely,

Natalie Haskins
Director of PJA-Afterschool Programs

KIDSCORNER and Dragon's Den

For Kindergarten thru 7th grade PJA and PPS Students of SW Portland Schools

OUR MISSION

To create, build, and maintain programs dedicated to the care, education, and development of children and youth during their out of school time. Emphasis is placed on promoting life skills through community service and enrichment-based programming.

As required by state and federal civil rights laws and the Americans Disabilities Act (ADA), Portland Jewish Academy and Kidscorner shall not discriminate against any child on the basis of race, religion, color, national origin, gender, sexual orientation, marital status, or because of the need for special care in accordance with OAR 414-300-0040 (3, a & b).

HOURS OF OPERATION

At least 5 children MUST be registered to participate each day for any program to be operational.
We have a 70 child capacity for aftercare at Kidscorner and a 25 child capacity at Dragon's Den.

Monday - Friday

Afterschool Care	2:15PM – 6:00PM
2-hr Late Opening Care	7:30AM – 10:00/10:45AM *(depending on child's school)*
Vacation Care Programs	8:00AM – 6:00PM*, unless otherwise noted!*

Please refer to our aftercare Calendar for more details.

ENROLLMENT CALENDAR

MARCH/APRIL	CLOSED Priority Enrollment begins for currently enrolled families.
APRIL/MAY	OPEN Public Enrollment begins
MAY 10TH	Open House, 5:30-6:00pm
AUGUST	Open House/New Family Orientation Night *(typically in the evening the last week of August; exact date & time TBD)*
AUGUST 30	First Day of School & Program for PPS Students (Kindergarten starts September 5th)
SEPTEMBER 7	First Day of School & Program for PJA Students

ADMINISTRATION & SUPPORT STAFF

Beth Germain	CFO	503.535.3593	bgermain@pjaproud.org
Merrill Hendin	PJA Principal	503.452.3424	mhendin@pjaproud.org
Natalie Haskins	PJA-Afterschool Dept. Director	503.535.3546	nhaskins@pjaproud.org
Heather MacLaughlan	Programs Site Director	503.452.3431	hmaclaughlan@pjaproud.org
Nancy Hauth	Portland Public Schools Child Care Supports Program Manager	503.916.3230	nhauth@pps.net

KIDSCORNER

DAILY ROUTINE

(DAILY ROUTINE IS SUBJECT TO CHANGE)

1st thru 3rd Grade –
AFTERSCHOOL CARE;2:15-6:00PM

50child Maximum capacity

2:15-2:45PM: PPS Bus Route for East Sylvan & Maplewood Students

2:35-3:55PM: Arrival, Free Choice Play& OPTIONAL Snack in Homerooms *Actual Arrival times differ depending upon school*
1st grade in room 143; 2nd grade in room 144; 3rd grade in room 142
Inside activity/enrichment centers and outside recess play may occur

3:00-3:15PM: PPS Bus Route for Rieke Students
3:30PM: PJA students arrive *(2:30pm on Fridays)*

3:55-4:00PM: *Sign-up for Daily Enrichment Options*

4:00-4:10PM:Group Meeting in Homeroom classes
- May include: check-in, game, extra recess, announcements

4:10-5:00PM: Enrichment Period I:
Activity/Project - May include: *art, cooking, science, community service, nature, literacy, etc…;*
Homework Club

5:30-6:00PM: Clean-up & Free Choice Play,
Inside activity centers & outside play on nice days

DRAGON'S DEN

DAILY ROUTINE

(DAILY ROUTINE IS SUBJECT TO CHANGE)

Monday-Thursday

2:45-3:10pm– PPS students arrive; Greetings and announcements
3:00-3:30pm– Snack time followed by free time *(includes use of technology in 15-min increments)*
3:30-4:15pm– PPS Homework/Quiet free time in room 208
3:30-3:45pm– PJA students arrive; Greetings and announcements with snack
3:45-4:15pm– PJA Homework/Quiet free time in room 207*(includes use of technology in 15-min increments x2/week)*
4:00pm– Robert Gray students arrives;
4:15-5:00pm– sports and rec., cooking, art, science etc.
5:00-6:00pm–Free time inside and/or outside *(includes use of technology in 15-min increments)*

Friday

FreeChoice Day ☺

2:35-2:45pm–PJA students arrive; Greetings and announcements
2:45-3:05pm–PPS students arrive; Greetings and announcements and Snack time for everyone
4:00pm– Robert Gray students arrive;
3:05-3:50pm– Homework/Quiet free time
3:50-6:00pm– Optional Group Game/Activity/Walking Fieldtrip/Free Time
(includes use of technology in 15-min increments)

Note: Additional or reduced homework time is given if needed.
Field trips may include but are not limited to: Hillsdale Library, Starbucks, Multnomah Village, Gabriel Park, Crestview, Hillsdale Shops, and more

A TYPICAL DAY IN DRAGON'S DEN

Activity spaces include the Dragon Den headquarters in room 207 and room 208, as well as the PJA Library, MJCC Gym & Soccer Plex, the Outside fields (upper and lower), Playground, the Kidscorner program space, and more!

School Pick-Up/Dismissal, Chill Time, Outdoor Play & Snack – PPS students are picked up from their school, while PJA students just walk over. Since the different schools release at different times, we begin the program with free time. All program activities and spaces are fully supervised by Dragon's Den and/or Kidscorner staff.

Homework – Homework is a big part of a 4th-7th grader's life and there can be lots of it. We provide time and resources for students to work towards their homework completion. Staff assistance, resources and materials, as well as access to computers are all provided. Private/individual tutoring is not part of this program.

Activity of the Day – Our staff introduce the Activity of the Day for the afternoon. Students can choose to participate in the Activity of the Day or just chill in the Den quietly and/or work on their homework.
The Activity of the Day is based on skills and expertise of the program staff and/or interests of the students; they will vary daily and may last one month to a full term depending on complexity and interest. The Activity of the Day may include but are not limited to: Art, Photography, Computers & Technology, Science Experiments, Legos, Cooking, Gardening, Gym Games, Service-Learning, etc…;
On Friday all students arrive at approximately the same time, 2:30PM; this is more of a Free Day…either longer activity, specialty activities, guest presenters, possible field trips or even a movie.

Chill time – As the end of the afternoon winds down, activities will wrap up, students will tidy their space and then it's time to go home. Students can be picked up by parents or complete a Self-Dismissal Form. NOTE that students under age 13 are NOT permitted unsupervised in the MJCC or in the school building.

Technology Use– Technology use is allowed twice per week in 15 minute increments. Technology use is ONLY allowed when a Technology User Agreement is signed by both parent and student.

Wednesday's Dragon Council Meetings – The group meets once a week for about 15-30minutes to discuss issues relating to the program. Here they can give ideas and suggestions about snacks, Activities, games, fieldtrips, etc. Students can also use this time to express concerns and frustrations as well as share their feelings.

ABOUT

PJA-Afterschool programs are committed to offering the highest quality care for our families. We strive to provide unique experiences that will strengthen each participating child's cognitive, social, emotional, physical, and creative development.

We respect the family as the primary and most important care provider and believe that parents, school, and afterschool are all partners in each child's care, education, and success.

OUR VALUES

PJA-Afterschool values the responsibility each parent/guardian places in our staff and programs to provide a safe and nurturing environment for each child in our care.

PJA-Afterschool values, promotes, and provides opportunities for staff growth and development as well as fostering teamwork and professionalism.

OUR GOAL

It is our goal to provide a safe, stimulating, and nurturing environment for all children in our care. We encourage feedback from children, families, staff, and the community all year long in order to help us meet this goal.

OUR PHILOSOPHY

We follow the **Creative Curriculum philosophy** which offers a healthy balance of teacher-directed activities and child-initiated play with an emphasis on responding to children's learning styles and building on their strengths and interests. A fundamental principle of this philosophy is that constructive, purposeful play supports meaningful learning and helps children to develop a positive concept of self.

PHYSICAL SETTING

Our programs are well-equipped with both indoor and outdoor play areas complete with a playground and green spaces. Indoor play spaces that children will have access to may include but are not limited to:

Art– painting, knitting, sewing, crocheting, beading, paper crafts, clay, recyclables, drawing and coloring materials, basic cooking, etc.

Building– Lego's, toy cars, blocks, a castle & pirate ship, action-figure sets, fort building materials, and more.

Dramatic Play– dress-up materials, musical instruments, dolls & puppets, and restaurant/kitchen play food and equipment.

Games– An area for playing a wide variety of board and card games & puzzles.

Science– magnets, Science resource & fact books, magnifying glasses, rocks & minerals, Marble Run and building contraption set!

Reading– we have a quiet reading space books for beginning, intermediate, and advanced readers. Blankets and pillows are also available.

Homework– we are equipped with the necessary materials to work on and/or complete homework, including resource books & tools, writing materials and more.

ENRICHMENT-BASED CURRICULUM as per [OAR 414-300-0295] & [OAR414-300-0340]

Each month, we introduce unique themes such as "*Medieval Times",* "*DIY Discovery",* and "*Grossology".* Within each theme we offer enticing and engaging group games and a variety of enrichment projects. Because our programs are choice based, children have the opportunity to explore what interests them most.

We also offer guidance and tools during free choice time to help children create their own projects that may or may not be related to the month's theme.

COMMUNITY SERVICE PROJECTS

Service learning is a key component of our programming at PJA-Aftercare. Our service learning projects encourage children to take part in their community, to learn about caring for one another, and to connect to the greater needs of humanity. Whether we are supporting our school communities by donating to the school auction, raising money for a special cause by selling child-made crafts, or making badges of honor & thank-you cards for veterans, PJA-Aftercare students are learning to give of themselves - a skill we hope they will continue to use once they leave our program.

DAILY ANNOUNCEMENTS/TRANSITION TIME

We take a few minutes at the start of each day to address the group.
This group time is used to discuss the day's activities, share important news, and problem solve.

MOVIES

Movies are occasionally shown in the program. Notice about a movie showing will be given to families in advance. All movies shown will be rated G or PG.
Children always have the option to either watch or participate in another activity. Typically there will be 1 to 2 other options provided for those who do not wish to watch a movie.

HOMEWORK CLUB

Monday through Thursday afternoons, for about 30 minutes, we provide a quiet, relaxing time for students to work towards homework completion or enjoy a good book. We are able to offer limited homework assistance during this time.
Families that wish to make homework a priority can complete a homework contract with their child. For more information, please speak with your program's Site Director.

HOMEWORK INCENTIVES –

We believe that it is important to celebrate and reward each student's homework efforts and so we reward students for their hard work! For every 30 minutes of time worked on homework, we hand out one Homework Buck. Children can save their earned Homework Bucks until it's time to spend them at the Homework Store. These incentives are offered to all children who work on their homework, whether they have a Homework Contact or freely come to work on homework or enjoy a book.
When the Homework Store opens, it is quite the event! The store offers an opportunity for children to learn about and practice money management and math skills on both the personal and business level.
Items available to purchase in the Homework Store vary widely as we strive to make the experience as fun and as educational to the children as possible.

In addition to the extrinsic motivation the Homework Store and Homework Bucks encourage, we feel that the whole homework experience promotes intrinsic motivation as well. Students find homework time to be an enjoyable experience where they gain confidence in themselves and their abilities, learn how to hold themselves accountable, and feel excited about their accomplishments.

INCLUSION PHILOSOPHY – PJA-Afterschool strives to provide programs that are inclusive of all children.

PJA-Afterschool defines the features of a high quality school-age childcare inclusive program as having **access**, **participation** and **supports:**

Access means providing a wide range of activities and environments for every child by removing physical barriers and offering multiple ways to promote learning and development.

Participation means using a range of instructional approaches to promote engagement in play and learning activities, and a sense of belonging for every child.

Supports refers to broader aspects of the system such as professional development, access to community resources, and opportunities for communication and collaboration among families, schools, and professionals to assure high quality inclusion.

PJA-Afterschool looks at each child and family individually and takes into account accommodations needed for the child to reach their full potential. We strive to create an environment of mutual respect and consideration. Families can expect honest communication in terms of childcare needs, individual progress, and recommendations for more support. In return, we encourage families, professionals, and other adults involved to maintain open and honest communication in regards to the child's social emotional, physical and educational needs.

More information and resources on inclusion can be found here:
http://www.naeyc.org/files/naeyc/file/positions/DEC_NAEYC_EC_updatedKS.pdf

STANDARDS OF CARE

ARRIVAL PROCEDURES –As per [OAR 414-350-0050] – When dropping off a child, parents/guardians must inform a staff member of the child's arrival and then sign in the child. Please do not leave a child unsupervised or send children into the program unescorted.
We realize families may be running late or in a hurry but state law requires parents/guardians bring their children to the program in person unless agreements in writing have been made. Please speak with your program Site Director if you wish to establish such an agreement.

AFTERSCHOOL CARE FOR PJA CHILDREN –PJA children are either escorted to Kidscorner by a school teacher or dismissed to Kidscorner directly from their class at 3:30PM. Once children arrive at the Kidscorner program, they are welcomed by Kidscorner staff, then officially signed into the program**,**sent to store their belongings in a provided homeroom cubby, then asked to wash their hands before getting their afternoon started at Kidscorner by having snack and then making their first activity choices for the afternoon.
AFTERSCHOOL CARE FOR PPS CHILDREN –PPS children board the Kidscorner bus at their school and are shuttled back to Kidscorner. Upon their arrival to the PJA campus they walked down to Kidscorner with our bus staff. Once children arrive at the Kidscorner program, are welcomed by Kidscorner staff, then officially signed into the program**,**sent to store their belongings in a provided homeroom cubby, then asked to wash their hands before getting their afternoon started at Kidscorner—having snack and making their first activity choices for the afternoon.

DEPARTURE PROCEDURES –As per [OAR 414-300-0050] –When picking up a child from program, parents/guardians must enter the building; inform a staff member who they are here to pick-up, and sign out the child. Anyone who is unfamiliar to the program staff, including parents/guardians and other authorized individuals, will be asked to present photo identification **before** a child will be released to them.

CONSISTENCY AT PICK-UP TIME:

Too often when parents/guardians run late or arrive early to pick-up their child it can cause challenges. Please discuss with your child ahead of time if you will be picking them up earlier or later than usual or if someone else will be picking them up. This will help prepare the child for the transition and the change in routine.

PLEASE REMEMBER – all families are required to sign their child out of the program before departure. This is both a parental expectation and an Oregon state law, *[414-350-0050 (1)]*.

BATHROOM PROCEDURES –All enrolled children must be potty trained. We understand that accidents happen and will gladly store spare (labeled please) clothing for your child.
Children are regularly reminded to "listen to their body" to see if they need a bathroom break and also to wash hands before exiting the bathroom.

PARENT COMMUNICATION & INVOLVEMENT –
We interact daily with parents/guardians, passing on the positive aspects of their child's day, as well as sharing any problems or concerns that may need to be addressed. We come to know the children in our care well, and are generally perceptive to changes in behavior, mood, and attitude. Parents will be informed of any significant changes observed in their child. Parents are encouraged to communicate with staff when there are changes or disruptions in the family's routine, including changes in the family structure, living arrangements, or other situations that affect children. If needed, we are able to make referrals to support services and will do so in complete confidentiality, in accordance with our Nondiscrimination Policy, and without interruption to your child's participation in our program.

We keep the lines of communication open with our families in a variety of ways:

- Email Updates/Monthly Newsletters
- Flyers & Bulletin Board Displays
- Formal/informal meetings/conferences
- Open communication via phone and email
- Open Door Policy
- Annual Parent Feedback Evaluations

QUALITY AND PERFORMANCE– We believe our families deserve the best and we take our quality standards seriously. We aim to meet and maintain the highest quality childcare standards that are set by both state and federal agencies. We evaluate our programs, employees, and practices regularly to ensure these high standards are continuously met and maintained. We follow high quality childcare standards set by our state chapter of the National Afterschool Association and then survey both our staff and program families at least once a school year to help us evaluate our success in the following areas:

- Age-appropriate programming and curriculum
- Assessment of fees and billing process
- Consistent and effective communication
- Overall cleanliness
- Overall parent and child satisfaction
- Professionalism and staff development
- Safety & security of the program facilities and play areas
- Snack nutrition
- Vacation Care & Late Opening Program satisfaction

The PJA-Afterschool management team continually monitors these high quality standards and provides necessary ongoing training for all staff if/when applicable.

STAFFING –As per [OAR 414-300-0070 through -00120] At PJA-Afterschool, we believe that our teaching teams are the strength of the program. Employees work to create a caring and nurturing atmosphere, encouraging each child's creativity and positive self-image. In accordance with state requirements, the necessary competencies have been identified that all staff members must have to meet the needs of any/all participating children. Staff members are carefully selected based on a combination of their education, background, and experience in the field. All staff must also submit to state run background checks prior to their employment as required by the Oregon Child Care Division.

STAFF/CHILD RATIOS are set by the state of Oregon at a minimum of 1 teacher for every 15 children/youth. We do our best every day to raise the bar and provide better than minimum standards.
CONTINUAL PROFESSIONAL DEVELOPMENT PJA-Afterschool staff must receive a *minimum* of 18 clock hours of continuing education per school year. Most staffs exceed this minimum by up to 10 hours or more 414-300-0120 (1 & 5)]. The level of continuing education we require of our PJA-Afterschool employees exceeds the minimum requirements set by Oregon state law.

NUTRITION – As per [OAR 414-300-0280 (1a, c & d, 5e & 8a-e)] & [OAR 414-300-0270 (1 & 4-6)] - We are committed to serving food that is appealing, nutritious, and supportive to every child's continued growth and development.

PJA-Aftercare programs follow strict nutritional guidelines established for school-age children by the U.S. Department of Agriculture, the National Association for the Education of Young Children, *(NAEYC),* and the National Afterschool Association, *(NAA)*. Our snack menus are planned so children receive a well-portioned diet that includes a variety of nutritious foods. Snacks meet or exceed both the Oregon Child Care Division and the USDA nutrition standards.

Snacks include *(as per state law requirements)*: 100% juice and/or milk; a serving of fruit and/or vegetables; a dairy option: *generally cheese, milk, or yogurt*; and a grains portion of either: *crackers, pasta, or other breads*. Menus are posted at the program as well as in the Monthly Newsletter so parents/guardians and children will know what is planned for the month. Soda pop and candy are not allowed for snack as per OAR 414-300-0270 (2 &5).

Special Dietary Needs-If your child has any special dietary requirements, please let your Site Director know. Families with very specific dietary needs may wish to provide snack options for their child. We will then provide storage space and service of the specific snack items to your child as you request.

SANITATION – As per [OAR 414-300-0180] & [OAR 414-300-0260] – Cleanliness standards are taken very seriously at all of our PJA-Afterschool Programs. Our programs are cleaned nightly by cleaning crews that are not employed by the PJA-Afterschool Department. They pay special attention to snack prep/service areas, bathrooms and all the children's play areas. All toys and play materials are washed and disinfected on a regular basis. We also follow strict guidelines for food preparation and promote good personal hygiene habits with the staff and children in our care.

HAND WASHING is a major component to high cleanliness standards and is required by state law. Children and staff are required to wash their hands before and after eating, upon returning from an outside play area, after using the bathroom and after using a tissue, sneezing or coughing. This consistent and ongoing hand washing helps to prevent the spread of germs and disease and teaches proper cleanliness habits. Use of moist towelettes may be used when soap and water are not available like on field trips.
PJA-Aftercare does not permit the use of Hand Sanitizers by children/youth in the program as per state regulations. Staff may only use sanitizer in an emergency when water and soap are not available.

SAFETY – As per [OAR 414-350-0160] & [OAR 414-350-0170 (3)] – Providing a safe environment for children is our top priority. When your child is in our care, they are in a secure and safe environment. We have a number of safety systems and procedures in place:

- Ensuring that children's whereabouts are known and supervised at all times via a paper tracking system and constant counting by staff.
- All employees must have valid certifications in first aid, CPR, and safe food handling. Employees are also trained to recognize and report all forms of child abuse and neglect as they are mandatory reporters under state law.
- All employees carry a complete first-aid kit with them at all times during operating hours.
- Fire drills are performed monthly and other forms of emergency drills every other month.
- Employees use 2-way radios to communicate during operating hours whenever the group might be split up.
- A PJA-Afterschool Department issued cell-phone is assigned to program for daily and emergency communication use.
- Grab and Go Emergency packs, complete with extra First Aid supplies and emergency contact information for every child and employee are ready to go should they be needed.
- All staff know when and how to call 911 for emergency services, where fire alarm pulls, AEDs and extinguishers are located, and how and where to evacuate if needed and where to convene. This information is reviewed regularly and drills are practiced by staff with and without children.

All these safety systems and procedures are in place and many more to help ensure that we provide the highest quality care and maintain all required certifications for the state of Oregon's Child Care Division, the Multnomah County Health Department and the Portland Fire Bureau.

SECURITY– As per [OAR 414-350-0160] –Security is a top priority at Portland Public Schools and the PJA-Afterschool Department. Every effort is made to provide the best possible security for all who use our PJA-Before and Afterschool programs:

- Entrances to the **school** building is restricted
- Smoke alarms and heat sensors in all indoor spaces
- Children are only released to Authorized Pick-up persons, and they may be required to show Photo ID before a child is released to them. *Only legal custodial guardians can amend who is authorized to pick-up a child.*
- PJA-Afterschool staffs use 2-way radios to maintain constant communication if/when the group is ever separated.
- Photo ID badges are required at all times of all PJA-Afterschool employees and volunteers.
- PJA-Afterschool Staff and students wear identifying t-shirts on all field trip day.

EMERGENCY PROCEDURES – as per [OAR 414-350-0170] – We follow mandated guidelines set by the Oregon Child Care Division, with monthly fire drills (recorded), staff training on earthquake emergencies, as well as other potential "threat" emergencies. Fire drill and other emergency procedures are posted, and fire emergency equipment, when required, is available and maintained per schedule. However, should an emergency occur during a school's operating hours, when we have not yet arrived, which necessitates closing a site we will not be available to care for your child later that day.

EVACUATION- If an evacuation must take place, order, safety and speed is crucial. Staff will direct individuals to leave the building from the closest available exit and will have plans in place for children in our care that have special needs or medical conditions.

Your child's Enrollment Form serves as your authorization and permission to transport and/or relocate your child in the unexpected event of an emergency evacuation rendering the current environment unsafe. We ask that families include a local contact (nearest acquaintance) in the space provided on their child's Enrollment Form for reunification purposes in the event of a school emergency or natural disaster. ***It is crucial that families keep contact information updated for our files.***

In the event of an evacuation, parents/gaurdians will be contacted via cell phone.

If cell communication is not available, staff will post a laminated sign in a visible area communicating any important information regarding reunification. All programs have procedures in place to maintain continuity of childcare in the event of either an evacuation or the need to "shelter-in-place". For plans specific to your facility please speak with your program Site Director.

EMERGENCY EVACUATION arrangements have been made at the following locations:

Kidzone/Glencoe - Mt. Tabor Presbyterian Church – 5441 SE Belmont, Portland, OR 97215; 503.234.6493

Kidsplace/Skyline - TVFR – 11646 Skyline Blvd. Portland, OR 97231 503.649.8577

Kidspace/Forest Park - Forest Heights Starbucks – 2021 NW Miller Rd., Portland, OR 97229; 503.297.0142

Kidscorner/PJA – St. Barnabas Church – 2201 SW Vermont St., Portland, OR 97219; 503.246.1949

ENROLLMENT POLICIES

A NON-REFUNDABLE REGISTRATION FEE is required to complete the enrollment process. Enrollment materials will not be processed without the registration fee enclosed.

THE REGISTRATION PROCESS AND PRIORITY:

1. The CLOSED-Priority Enrollment period for currently enrolled family's generally starts in late March or early April.
   a) During this time, enrollments are distributed and accepted from currently enrolled participants, who have current account balances, and who submit enrollment materials, signed and completed with required payment prior to the start of the OPEN-Public Enrollment period.
   b) This is ALSO the time for currently participating families to enroll their new sibling into the program.

2. The OPEN-Public Enrollment period begins in late April or early May. Available spaces will be calculated prior to the OPEN-Public Enrollment period beginning and all available spaces will either be given away via first-come, first-serve or through a lottery system.
   a) At this time priority is no longer given to currently enrolled families.

3. If receipt of enrollment applications exceeds the program's capacity, then the enrollment applications will be accepted into a Wait List system and then placed into the program if/when space becomes available.

CONFIRMATION LETTERS will be emailed and confirm the child's placement in the program. Enrollments received during the school year will typically be mailed or emailed to families within 2 business days to 2 weeks depending on the enrollment availability and requested start date.

TUITION &FEES

THE FIRST MONTH'S TUITION will be charged in JULY for registration received prior to July 1st, in August for registration received after July 1st but prior to September, and in September for registrations received after August 1st. Payment is then due upon receipt to confirm and hold your child's space. This tuition fee is also **NON-REFUNDABLE.** The remaining monthly tuition payments will be billed and due at the beginning of each month, October – May.

TUITION FEE STRUCTURE – Our monthly tuition rates are based on the number of total school days divided in to 9 months of the school year, September through May. We take into account the days off of the PPS school calendar including breaks in December and March. *We do not pro-rate December or March Tuitions.*
Children who are enrolled in the program prior to January receive regular June Afterschool Care at no additional cost. Children who enroll after January 1st will receive a pro-rated tuition bill for June at the end of the month as they did not pay the full tuition rates September through December.

The monthly tuition fees charged to participating families are set at a point where our income offsets our monthly expense for space use, activity & operation supplies, as well as administrative and staffing costs. The cost of our program does not vary with individual daily absences (i.e. illness or vacations) and we do not make daily or hourly adjustments

BILLING STATEMENTS are mailed out the first week of the month for the current month's tuition and payments are due by the 15th of the month. Late charges will be assessed after the last day of the month. Service will be discontinued for non-payment.

PAYMENT PROVISIONS –

i. A non-refundable registration fee must accompany the enrollment form; *incomplete forms or forms without payment will be returned and/or NOT processed until completed with payment.*
ii. Fees shall be paid as specified on each monthly bill. Billing questions can be directed to the Director of PJA-Afterschool Department, 503.535.3546 or afterschool@pjaproud.org.
iii. Statements are mailed out the first week of each month with a due date of the 15th of that month.
iv. Accounts that go 30-days past due shall be considered delinquent. Payment arrangements can be made, please call or email if this is necessary.
v. Notices of delinquent accounts shall be sent to parents/guardians who started the account.
vi. Delinquent accounts not cleared within 5 days of the notice date, may deem a child ineligible to participate
vii. Re-instatement of the child may occur when the delinquent account is paid in full or satisfactory payment arrangements have been made, but will be subject to current space availability.

viii. In addition, PJA-Afterschool, in its sole discretion, reserves the right to deny program re-entry due to habitual non-payment of accounts. Delinquent accounts may also be taken to collections if satisfactory resolution cannot be made.
ix. Tuition payments can be made by check, money order, credit card *(Visa or MasterCard only),* or you can have your payments set up to be automatic through your bank account *(checking or savings)*via Automatic Funds Transfer or through your credit card via Automatic Credit Card Payment. Contact the Director of PJA- Afterschool Department, 503.535.3546, for more information on monthly automatic credit/debit payment information.
x. Tuition payments can be made via postal mail to our company offices at – PJA-Afterschool Dept., 6651 SW Capitol Hwy, Portland, OR 97219; or in person at our company offices. Program staffs are not able to accept tuition payments.
xi. **Written notice must be given by the 20th of the month** preceding cancellation or change in your child's attendance schedule.

CREDIT CARD & AUTO-PAYMENT POLICY

PJA also offers a monthly Auto-Payment option from either a credit card (Visa or MasterCard only) or an EFT from a checking or savings account.

Participation in the Auto-payment option requires an annual renewal each school year. This paperwork will also be made available all school year on our program website.

- Credit cards will normally be charged within the first few business days of the month, the actual date will vary month to month.
- EFT payments from your bank account (checking or Savings) can occur on either **the 5th or the 20th of the month**.
  - If you credit card changes at any time, please complete and remit a new form with the new card option OR you can call us to update the current form you have on file with the new card information.
    - Late charges of up to 1.5% will be assessed after the last day of the month.
    - Service will be discontinued for non-payment.

TUITION ASSISTANCE & CHILD CARE SUBSIDY

PJA TUITION ASSISTANCE – Applications are available upon request and funds are subject to availability.
The PJA Tuition Assistance is privately funded and takes the entire picture of a family's situation into account not just the financial situation. No more than 50% of monthly tuition will be covered by PJA Tuition Assistance. The Annual Registration fees are NOT covered by PJA Tuition Assistance.
Applications will be reviewed typically within 2-4 weeks of being received. Applicants will then be notified via a letter in postal mail of the committee's decision and their awarded assistance. Applicants then have 14 business days to respond and return the acceptance notice in order to begin receiving the Tuition Assistance benefit.
For questions, concerns or more information, please contact Beth Germain, PJA CFO, directly at 503.535.3593 or bgermain@pjaproud.org.
DHS CHILD CARE SUBSIDY – We gladly accept DHS Child Care Subsidy payments. It is the responsibility of the parent/guardian to follow through with required voucher forms and follow-up with ensuring payments are being taken care of either through their case-worker or DHS.
Parents/Guardians are responsible for any Co-Pays and any amount DHS does not pay. The parent/guardian must pay the registration fee at the time of registration.
We are an Enhanced Rate Provider meaning DHS will pay a higher percentage rate than the standard DHS rates. This is because our employees all meet and exceed specific training and education requirements set by DHS.

SIBLING DISCOUNT –

MONTHLY TUITION – Families enrolling more than one child in the program may be entitled to a 10% discount if all children registered will be attending the program 3 days a week or more. The discount is awarded to the equal or lesser value tuition. *(i.e. If one child is enrolled for 5-days a week care and one child is enrolled for 3-days a week care, the discount will be applied to the child attending 3-days a week.)*
EXTRA DAY DROP-IN – The Sibling Discount is not applicable to Extra Day Drop-in Service fees.
VACATION DAY PROGRAM/2-HR LATE OPENING CARE– A 10% Sibling Discount is available for families registering more than one child on any offered Late Opening Care and/or Vacation Day Program services.
*Vacation Day, Late Open, and Drop-in Rates can be found on your enrollment application

EXTRA DAY 'DROP-IN' SERVICES *–for registered, regular participants only*

Extra Day Drop-in Service is available for those children/families that are registered, regular participants of the program. The Extra Day Drop-in Service is subject to space availability and the program Site Director's approval. **A 24-hr advance request is required.**

Extra Day Drop-in Service fees will be charged to your account on the next billing cycle.

For Drop-in rates please see your program enrollment form and/or our current rate sheet

Extra Day Drop-in Service is reserved for emergency situations and the occasional, irregular additional childcare needs a family might incur. It is only available if there is sufficient space available in the program under our required child/staff ratios. A child must be a registered, regular participant of the program to be eligible.

You may be called to pick up your child immediately if the program was not previously notified and space for your child is not available. This policy is in accordance with our Oregon state certification

CREDITS/REFUNDS FOR ABSENCES – PJA-Afterschool Department is not able to issue refunds for days children miss due to illness, family vacation, or any other absences.

CHANGE OF CIRCUMSTANCE –If a change of circumstance occurs which affects your ability to pay or your child's continued attendance in the program, please talk to the Director of PJA-Afterschool immediately. The Director of PJA-Afterschool Department will advise you of the appropriate course of action. We want to work with you to structure an agreeable arrangement as soon as possible.

LATE PICK-UP/FINDERS FEES –

LATE PICK-UP –Our programs close at 6:00PM, unless otherwise stated. We charge a Late Pick-up Fee of $1.00 for each minute after 6:00PM. This fee will appear on your next monthly bill. Repeat late pick-ups may result in termination from the program.

FINDERS FEE –It is important that we know if your child will not be attending the program on a day when scheduled to be with us. When children do not arrive as scheduled, staff must take time away from program duties to determine the missing child's whereabouts. Please call and leave a message on the voicemail before 2:00PM, send an email BEFORE 1:30PM, or send a written note in advance to keep us informed.

There will be a $5.00 fee added to your next bill for each failure to notify us of an absence.

All families will receive a one-time warning call or email for the first failure to notify of an absence.

All further failures or later receipts of notices will result in the added charge to your bill.

MONTHLY TUITION RATES –

FLAT RATES billed the first of each month, 9 equal months; September - May

Tuition is billed the first of each month, with the exception of September which is billed in July or August depending upon date of enrollment.

For current rates please see your program enrollment form and/or our current rate sheet

MONTHLY TUITION PACKAGES –

REGULAR CARE TUITIONPACKAGE:

- Includes regular Before and/or Afterschool Care hours for the days your child is registered to attend.
- Vacation Day Programs are not included, but they can be purchased separately if space is available.

VACATION CARE TUITION PACKAGE:

- A 3-month term at this higher tuition rate is required. *(FALL-Sept.-Nov.; WINTER-Dec.-Feb.; SPRING-Mar.-May)*
- Includes regular Before and/or Afterschool Care hours for the days your child is registered to attend.
- Available to families attending 3 days/week care or more only.
- All Vacation Day Programs during the 3-Month term are included – Fall, Winter or Spring
- Vacation Day Programs in June are not included.
- A completed Participation Authorization Forms must be submitted at the start of the term to confirm your child's attendance and enrollment at this tuition package.

Important: The Vacation Tuition Package does not ensure that your child is signed up to participate; you must complete a separate Participation Form each term! Spaces are limited so early sign-up is necessary to guarantee your child a spot in each Vacation Care Program.

VACATION DAYS AND LATE OPENINGS

FULL-DAY Vacation Program HOURS: | 8:00AM-6:00PM

Vacation Day Programs are offered for Portland Public School Closures per term. No Vacation Day Programs are offered before the first day of school. Vacation Day Programs are offered by "term" and families must complete a Vacation Care Participation Form to enroll each term. Participation forms can be found at your program or online at www.pjaproud.org/afterschool.

Any Vacation Day Programs offered in June after the last day of Portland Public School will not be included in a term but will be available for purchase first-come, first-serve.

(NOTE- actual last day may vary due to inclement weather/snow make-up days).

Participation Authorization Forms MUST be completed & received prior to the Vacation Day date

PPS 2-HR LATE OPENING CARE (2HR LATE START SCHOOL DAYS)

LATE OPENING CARE Program HOURS: | *Please refer to "Hours of Operation" in this handbook*

We offer morning care for students on Portland Public School Late open days. Participation Forms are available for the ENTIRE years worth of Late Openings and can be found at your program or online at www.pjaproud.org/afterschool

Participation Authorization Forms MUST be completed& received prior to the Late Opening date.

FIELD TRIPS & IN-HOUSE ACTIVITIES – As per [OAR 414-300-0030 (7e)] & [OAR 414-300-0350 (6-8)] -Your signed Participation Form is your authorization for your child to attend and participate in all planned activities & field trip on Vacation Day Programs & Late Opening Care. Special Activity and Field Trip details including in-house themes, destinations and any necessary materials will be listed on the Participation Authorization Forms.

FIELD TRIPS will generally be confined to a maximum driving/riding time of one hour each way. Exact departure & return times are not printed on Participation Forms as they can vary by circumstances outside our control. Please talk with Director of PJA-Afterschool Department or the onsite Supervisor if you need more exact times.

IN-HOUSE ACTIVITY THEMES may include activities that occur outside the regularly accessed afterschool space, special presentations, special guests/visitors, a theme-related movie, special snacks and more.

MODES OF TRANSPORTATION for field trips may vary by location, season, cost & location of field trip vendor. They could include but are not limited to: the PJA activity bus, rented vans and/or school buses, and Tri-Met public transportation.

STAFFING on Vacation Day Programs, including field trips, will generally exceed our regular afternoon ratios depending upon the amount of expected participants and any specific requirements set by the field trip vendor. Parents/Guardians are always welcome and encouraged to volunteer and accompany the group on field trips.

INDENTIFYING T-SHIRTS will always be worn by staff and children while our group is out on field trip.

PARENT/GUARDIAN OBLIGATIONS

i. **Parents/Guardians shall notify the Program before 1:30 pm when their child is to be absent on day they are scheduled to attend.**
   a. Notifications can be given to the program via email, phone, or in person at the program. **The School is not responsible for notifying the program of a child's absence - this is the sole responsibility of the child's Parents/Guardians.**
ii. Parents/Guardians are requested to read all materials sent via email, postal mail, or posted on site
iii. A parent/guardian shall furnish ALL requested medical information not more than TEN days after enrollment
iv. Parents/Guardians and other authorized individuals shall sign out the enrolled child on the Attendance Log for the correct day BEFORE removing the child from the program premises. S*taff may require Photo ID before release from the program as per the state law.*
v. Parents/Guardians shall request in writing (email is acceptable) any changes they would like to make in their child's attendance schedule to the Director by the 20th of the month prior. Change requests will then be reviewed for approval.
   a. In the case of withdrawal from the program, Parents/Guardians shall give their written Notice by the 20th of the month prior OR at least two-weeks advance notice. Failure to comply will result in forfeiture of any remaining fees.
vi. Parents/Guardians shall notify the program Site Director in advance when someone other than themselves will be picking up the child. This person shall either be an authorized pick up person on the child's registration form or a note authorizing an additional individual must be received in advance, via fax, email or handwritten note..

vii. Parents/Guardians shall notify the Site Director if their child has possibly been exposed to a contagious/communicable disease or infestation such as lice. Parents/Guardians shall see that their child is promptly removed from the program if they arrive or become ill while at program
viii. Parents/Guardians shall refrain from reprimanding their children and/or the children of other families while in program.
ix. Parents/Guardians shall come to program for conferences when requested to do so by the program Site Director, school principal and/or the Director of PJA-Afterschool Programs.
x. Parents/Guardians shall notify PJA-Afterschool regarding any change to your account or child's records, including email, authorized pick-ups, allergies, etc.

TERMINATION OF ENROLLMENT

Enrollment shall be terminated and students will not be permitted to attend any program if any of the following occur:

1. The parent/guardian of the child allows their account to become delinquent, as set forth above in the Payment Provisions.
2. Failure of the parent/guardian to honor any of the above listed Parent/Guardian Obligations and/or any policies, rules, expectations listed in this Program Handbook and/or other manuals provided by the Portland Jewish Academy.
3. The PJA-Afterschool Department, in its sole discretion, determines that it is unable to meet the needs of the child and/or family.
4. The PJA-Afterschool Department, in its sole discretion, determines that it is not in the best interest of the program or other children enrolled in the program to have the child in continued attendance.
5. Failure of the child's parent/guardian to cooperate with the program, when the Director of PJA-Afterschool Department determines that a problem is serious enough, may warrant termination.

PROCEDURE - In exercising its discretion under the above, we may require the child and/or the child's parents/guardians to attend conference(s) with lead staff regarding the matters that potentially warrant termination of the child's enrollment.

PROGRAM POLICIES

ABSENCES –Parents/guardians are expected to let us know if their child will not be attending their regularly scheduled day (due to illness, vacation, play-date, etc.), by calling the program or by emailing the program.
Our concern is for the children's safety. If a child is absent and we have not received prior notification, we will investigate the whereabouts of the child by contacting the child's parents/guardians directly.

ACCIDENTS, INJURIES & MEDICAL EMERGENCIES – As per [OAR 414-300-0040 (6)] –All employees are CPR and First Aid certified. A parent/guardian shall be contacted immediately, if it is the judgment of staff that medical attention may be necessary, immediate or not. If a parent/guardian cannot be reached, staff will attempt to contact the child's emergency contact(s) and/or the child's listed doctor. In the event that a parent/guardian, emergency contact, or doctor cannot be reached OR there is an extreme emergency, 911 will be contacted. If emergency personnel determine a child needs immediate medical attention the child may be taken via ambulance (at the family's expense) to the nearest emergency hospital. A staff person will accompany the child until a parent/guardian's arrival.

ACCIDENTS REPORTS are completed by staff for any/all accidents that result in any type of visible injury, a bump to the head, and/or the presence of blood. Completed forms are then given to parents/guardians for review upon pick-up and require a signature. Signed forms are then kept in the child's file. Copies of Accident Forms are available to parents/guardians upon request, generally by the next business day.
We use universal safety precautions for blood-borne pathogens.

ANTI-DISCRIMINTORY POLICY –As required by state and federal civil rights laws and the Americans Disabilities Act (ADA), Portland Jewish Academy and PJA-Aftercare programs shall not discriminate against any child on the basis of race, religion, color, national origin, gender, marital status of parent, or because of the need for special care in accordance with OAR 414-300-0040 (3,a & b).

AUTHORIZED TO PICK-UP PERSONS– As per [OAR 414-300-0050 (2)]-Only those individuals listed as ***PERSONS AUTHORIZED TO PICK-UP*** on a child's enrollment form will be allowed to pick-up a child from the program.
If at any time you wish to authorize additional people to pick-up your child, notice must be received in writing by the Site Director before we can release your child to the new individual. Photo ID will ALSO be checked before the child will be released in accordance with OAR 414-300-0050, (2). Under no circumstances will we release a child to a person who is not on a child's pick-up authorization list if we have not received permission from the child's parent/guardian. This includes people the child and/or staff members may be familiar with as well as parents/guardians and families of other children enrolled in the program. Staff will not force a child to leave with someone who is unfamiliar to that child.
If the individual in question is not a parent, we will attempt to contact a parent for further instructions. If the individual is a parent, we will attempt to contact the other parent. If we are unable to make contact or are unable to obtain instructions

which appear to correct the imminent danger of harm to your child(ren), or staff, we will contact local law enforcement agents and will refuse to release the child(ren) until we have been authorized by those local law enforcement agents.
Harassment of staff, children, or other parents/guardians is always inappropriate and may be grounds for immediate dismissal from the program. If you have any particular instructions which you would like us to follow in circumstances such as outlined above, please provide them to us on your enrollment form.
NOTE - ONLY the Legal Custodial Guardians of the child may make changes to who is authorized to pick-up.

CONTRACTED CLASSES – As per [OAR 414-300-0295 (4)]– Families with children who attend extracurricular classes offered outside of our care but during program hours are required to complete Contracted Class Release form prior to the class start date and submit to the program. The State of Oregon's Child Care Division requires this form by law [OAR 414-350-0295(4)]. This form recognizes that the child(ren) will be attending a class offered by another agency or organization outside of our certified care..
We do not register children nor accept payment for extracurricular classes operated outside of the PJA Company. These classes are completely separate from PJA-Afterschool programs.
We are not able to escort children to and from classes. Class pick up and drop off is the responsibility of the company holding the class. We cannot be held accountable for cancelled classes and/or children missing a class.

CUSTODY ARRANGEMENTS –we are responsible for the well-being of your child while in our care. Therefore we will remain neutral in marital issues and aim to maintain a professional relationship with both parents. All information we receive is considered confidential with the exception of child abuse information that we are mandated to report under State Law. Parents should provide our program with information that is necessary for our staff to carry out their job. We will follow all laws regarding child custody issues.
We will release your child to either parent or legal guardian or anyone listed on the Enrollment Form that is authorized to pick-up your child. In the event of a divorce or separation, we will continue to follow this information until either of these happens:

- We receive written instructions changing the information on the Enrollment form which must be signed by both parents OR
- We receive a court order (custody agreement or restraining order) that changes this information. We will need a copy for our file of a Child Custody agreement or restraining order.

We will then follow what is set out in the custody agreement. We will then release your child to the parent who has legal custody or anyone they designate in writing. The non-custodial parent cannot authorize someone to pick-up your child without your written consent.
In the absence of a court order, we cannot deny a parent/guardian access to his or her child. Even with a court order, our ability to deny access is limited to promptly notifying the custodial parent and the proper police authority should unsanctioned contact be attempted at the center. Difficulties of this type should be discussed with the program Site Director so that we can clarify our procedures and legal limitations. Staff members will be instructed not to place themselves in jeopardy by attempting to mediate a family dispute or by attempting to enforce a court order. Staff will immediately contact the police in the event a parent attempts to break a child custody order or restraining order.
Your child's records in our files will only be released to parents or legal guardians or as indicated on the custody agreement. We require your written permission to release these records to any other parties.
We will not speak to either attorney or release any other information about your child without a subpoena.
Separate Enrollment from both parents may be required if they share custody of the child.

PORTLAND PUBLIC SCHOOLS RELEASE WAIVER –We are not affiliated with Portland Public Schools, but we are tenants within their buildings and property grounds. The district requires in our contract agreement that all participants must sign and return a release waiver authorizing the school and our program to communicate about your child for their continued success before school, during school and after school.

SPECIAL NEEDS –In an effort to provide the best possible care for every child in the program we ask that, when completing your child's enrollment form, you note any special circumstances or needs.
While every effort is made to serve all children who need care, occasionally a child's special condition may limit our ability to care for him/her in a group setting. Each case will be evaluated on its own merits and concerns or restrictions will be addressed with parents on a one-to-one basis. Care of differently-able or exceptional students should be discussed individually with the site staff and Director of PJA-Afterschool Department to determine the ability of the program to meet those needs.

ILLNESS – As per OAR [414-300-0220] & [333-019-0200]- Please keep your child at home if they show any of the following symptoms or are just not feeling well.

The program shall not admit nor retain any child with one of the following symptoms or combination of symptoms:

- Fever over 100.1 degrees F, *taken under tongue*
- Diarrhea *(more than one abnormally loose, runny, or bloody stool per day)*
- Vomiting
- Severe cough
- Nausea
- Unusual yellow color to skin or eyes
- Head lice

- Skin or eye lesions or rashes that are severe, weeping, or pus-filled
- Stiff neck and headache with one or more of the listed symptoms
- Complaints of severe pain
- Difficult breathing or abnormal wheezing
- Any of the communicable diseases *(chicken pox, strep throat, measles, fifths disease, scabies, pink eye, diphtheria, measles, hepatitis A, tuberculosis, pertussis, rubella, scabies, Pediculosis and any illness accompanied by diarrhea or vomiting, etc.)*

Any child who shows symptoms of illness as listed above shall be isolated from the group as best possible while still visible to staff. The child's parents/guardians will be immediately notified and asked to have the child removed from the program as soon as possible as we are not equipped with either staff or facilities to care for sick children. If a child's parents/guardians cannot be reached, we will call the emergency contact person listed on the child's registration form and ask that they pick-up the child immediately.

All contagious diseases (chicken pox, pink eye, head lice, etc…) must, *by law*, be reported to lead staff IMMEDIATELY. All family information will be kept confidential.

We are required by law to report an outbreak of communicable disease or food poisoning to all parents/guardians by posted notices. Children cannot be admitted back until 24-hours after the end of the symptoms listed above. Also, children who are put on antibiotics should not return to program until 24-hours after first taking the antibiotics. A physician's note stating that the child is no longer contagious may be required.

HEAD LICE CHECKS– we reserve the right to conduct spontaneous head lice checks on all attending children. No child will be singled out for a check; however, if head lice are detected on a child, that child will be sent home immediately. A child may return 24-hours after treatment and after all symptoms have disappeared.

INCLEMENT WEATHER – PJA-Afterschool programs follows the PPS Inclement Weather Policy. If school is closed due to inclement weather then ALL programs will also be CLOSED. If school has a 2-hr morning delay due to inclement weather or some other emergency issue, then Before School Care will be also be CLOSED.
Call your program for closure information as well as any updates. You can also check PJA-Afterschool's Facebook page and the PPS webpage or Facebook page.

EARLY CLOSURES– If the program determines that it will be unsafe to operate Afterschool Care due to current and/or pending inclement weather, the program will close early. Parents/guardians will be notified immediately via phone and email of the decision to close early and will be asked to make arrangements for the immediate pick-up of their child. All children will then be expected to be removed from the program within one hour of the call to parents/guardians. No child will be left unsupervised.

Note: PJA-Afterschool does not prorate tuition for closures due to inclement weather

INEBRIATED PICK-UPS – We urge you to not pick-up your child from program if you are under the influence of alcohol or drugs. If you do arrive under the influence and are visibly intoxicated, we will try to persuade you to allow us to contact an authorized person on your child's enrollment form to pick-up you and your child and get you both home safely. *PLEASE DO NOT PUT US IN THIS POSITION*. If you insist on taking your child and you are driving, we will be forced to report the incident to the Child Care Division and the police. Under Oregon State law, all child care providers are required to report any and all abuse, neglect or endangerment regarding children.

LATE PICK-UPS – Our programs close at 6:00pm. While we understand that unforeseen events may cause the occasional delay in pick up time, we are not able to accommodate repeat late arrivals. Multiple late arrivals can result in a termination of enrollment contract.

MANDATORY REPORTING – All PJA-Afterschool employees are considered mandatory reporters and MUST report "reasonable suspicion" of child abuse according to Oregon Law. Suspected Child Abuse reports are filed with either the Department of Human Services child welfare or the local law enforcement agency. DHS child protective services will

assess the information provided and take further action, if necessary. Oregon Law recognizes these types of abuse: physical injury, neglect, sexual abuse and exploitation, threat of harm, mental injury and child selling.

MEDICATIONS –Staff shall only administer physician-prescribed medication according to a parent/guardian's written and signed instructions on the required official program Medication Administration Form.
We shall not administer a non-prescription medication, such as headache or allergy medications, unless it is accompanied by a physician's request to do so for that named child. We shall not be held responsible for failure to administer requested medication, prescription or non-prescription, nor for any adverse reactions which may be caused by the administration of such medications.
No medication will be administered without a signed consent via the required Medication Administration Form. Children are not allowed to carry or keep medications of any form in their personal belongings such as their backpacks or lunch boxes.
All medications MUST be stored at program and in a designated and secured area according to Oregon Law 414-300-0230. *Medication Administration Forms are available on our online and at program*

MEDICATION TO BE ADMINISTERED MUST:

1. Be brought directly to lead staff.
2. Be accompanied by a Medication Administration Form indicating specific instructions as to quantity, time to take medication, name and telephone of the doctor, and all other pertinent information.
3. Must be in its original, labeled container; ***otherwise it shall not be administered***

OPEN DOOR POLICY – As per [OAR 414-300-0060 (2)] –We maintain an open door policy, at all times, for participating members as well as employees. Please feel welcome to stop by whenever our programs are in session to observe, ask questions, and/or make suggestions.
Custodial families have immediate access to the center during hours of operation and are welcome at any time.
Current copies of relevant sanitation, fire and CCD forms are available upon request. Questions regarding compliance with licensing, regulations or complaints can be directed to the Child Care Division at 503.669.7112 x 357, Janna Cook, certifier. Parental request or permission to waive any of the rules for the certification of child care centers does not give our program permission to do so.

PERSONAL BELONGINGS, TOYS FROM HOME & ELECTRONIC DEVICES –Children are provided with a small personal space for all their daily belongings. We follow Portland Public School policy and don't allow toys from home unless otherwise specified by your program Site Director. The program shall not be held responsible for missing or damaged belongings.

ELECTRONIC DEVICES ARE NOT ALLOWED in accordance with Portland Public School policy. This may include but is not limited to: cell phones, gaming devices, e-readers, and video or music players.
Some exceptions may be agreed upon between staff, parents, and the child with regards to use of music/personal headphones and E-Readers during specifically designated times only, with the understanding that staff, the Portland Jewish Academy, and the school are not responsible for loss, theft or damage of any kind. Use will be limited and content must be deemed appropriate by staff.

PHOTO RELEASE & PROGRAM MARKETING – staff will often take photographs of children enjoying their time participating in the activities and choices offered while in our care. These photos are generally only used for the Monthly Newsletter which is only distributed to current participating families as well as for random enrichment projects (such as yearbooks, scrapbooking, mother's day gifts, etc.).
For marketing purposes we may use some photos for our website, brochure, and a wide variety of other materials that are distributed to members of the community at large. Permission for photographing children and using the photos for public marketing is acquired via the current year's Enrollment Form.
On rare occasion, we may be interviewed by the media for special activities and/or projects. Any interviews will be conducted by program lead personnel and not children without prior parental consent. Any and all photographs taken will have prior release from all children's parents/guardians and no last names will be issued to the media.
To revoke your child's release for photography use, a written request must be given to the Site Director.

SCHOOL CLOSURES AND HOLIDAY CLOSURES – We offer several Vacation Day Programs when schools are closed for in-services, conferences and holidays, including the Winter & Spring Breaks.

PJA-AFTERSCHOOL OBSERVES THE FOLLOWING FEDERAL HOLIDAYS AND WILL BE CLOSED: Labor Day, Veteran's Day, Thanksgiving and the day after, portions of winter break *as determined by PPS*, New Year's Day, and Memorial Day.

We are also closed on Martin Luther King Day for our annual Staff In-Service.

PJA-Kidscorner in SW Portland will offer Vacation Day Programs with LIMITED space availability on Veteran's Day and President's Day.

Please REFER to your program's Calendar for a list of dates that we will be CLOSED and/or open offering care on no-school days.

SUNSCREEN – As per [OAR 414-300-0230 (1)]- Sunscreen cannot be applied to children without expressed parental consent as per the Oregon state law, noted above. Included on the Enrollment Form is the option to allow your child to have sunscreen applied by staff while participating at program. You may add or rescind this permission at anytime during the school year via written notice. We are not responsible for unforseen allergic reactions that may occur due to sunscreen application.

Sunscreen will be applied to all children with permission on all forecasted sunny days upon their arrival. Children without sunscreen permission will be allowed to play outside but only for 30-minute intervals unless under covered play areas.

VOLUNTEERS–As per [OAR 414-300-0070 (7)] Volunteers are valued and offer unique life experiences and creative capabilities to help enrich and enhance each child's experience at our program. Volunteers are not counted in our child to staff ratios and are never given unsupervised access to children at any time, including during emergencies. Volunteers over the age of 18 may be required to go through the same background checks as our program staff.

BEHAVIOR MANAGEMENT POLICY

BEHAVIOR EXPECTATIONS/RULES– PJA-Afterschool expects safe, respectful, and responsible behavior from children in our care. Our goal is to create an environment in which students feel safe, supported, empowered, and well equipped to self-manage and modify their own behavior.

TEACHING THE BEHAVIOR EXPECTATIONS/RULES–From the first day of program and consistently throughout the school year our staff will be modeling, reminding, encouraging, and positively reinforcing our behavior expectations/rules. Behavior expectations/rules will be posted in all areas used by the program.

POSITIVE BEHAVIOR SUPPORT SYSTEMS–Positive Behavior Support is a key component in the Portland Public School System and with PJA-Afterschool programs.

Praise and encouragement combined with effective instruction/communication are the cornerstones of our Positive Behavior Support System.

To encourage and promote the positive behaviors we expect from the children in our care, we offer incentives and rewards on both a group and individual basis.

The following are some of the incentives that we *may* use throughout the year:

The Pom-Pom Effect –When the staff spot children going out of their way to follow and model the appropriate behavior expectations hey are rewarded with a Pom-Pom. Upon receiving a personal Pom-Pom reward, children have two choices…they can keep their pom-pom reward, collect and save them in any way they choose OR they can turn them into the pom-pom jar to help the entire group achieve a large group reward such as an Ice Cream Party, Pizza for snack, new toys, etc…this is known as the Pom-Pom Effect!

Most Valuable Player –children modeling exceptional teamwork and sportsmanship behavior during active play and group games may be awarded the MVP for the day. Children who earn MVP more than three times in one month may receive a small prize of their choosing.

Leadership Program –Encouraging good leadership grounded in Respect, Responsibility, and Safety; this special Positive Behavior Support Program is specifically designed for our 4th and 5th grade participants. This program is on a volunteer basis. Participants, staff, and parents may sign a contract agreement regarding participation requirements. The Leadership Program has high expectations for its volunteers, but it also comes with some pretty cool rewards. If program participation requirements are met, children can - for example - take special walking field trips, order special supplies, enjoy their own designated play area, and even help choose their own program approved rewards. **In order to run this program, we must have 5 or more participants.*

DISCOURAGING INAPPROPRIATE BEHAVIOR –As a staff we are committed to using consistent behavior management practices. Inappropriate behavior and conflict are viewed as an opportunity to teach students effective communication skills, conflict resolution, and how to recognize and manage their own emotions and behaviors.

If a child is acting in an unsafe, disrespectful, or disruptive manner, the child ***may*** be removed from the program.

Consequences for extreme or repeated inappropriate behavior will be handled on a case-by-case basis. Generally, we follow a three step process to determine dismissal from the program (see Cont'd Behavioral Issues/Behavior Contracts).

We recognize that behavior issues, even recurring ones, may not result in dismissal and we make every effort to work with children and families to help children be successful in the program.

Action Plan for Inappropriate Behavior – Clear and consistent guidelines are presented to children so that they are aware of their responsibilities and can be held accountable for their behavior. Discipline is not intended as punishment but is meant to be a positive way of helping children learn to cooperate with one another, to develop self-control, and to learn positive problem-solving skills.

The following is an outline of practices staff will may to manage inappropriate behavior:

1. **REDIRECTION –** Redirection and effective communication are our first steps helping a child manage behavior. Staff will listen actively and compassionately and work to help children identify emotions and to communicate thoughts and feelings in a safe and respectful manner. Staff will discuss alternative choices, expectations, and appropriate problem-solving/conflict resolution skills such as but not limited to:
   Walking away; say no, go tell; take "self-time" before acting; ask a staff member for assistance.
   The child will then be redirected to handle their situation appropriately and/or encouraged to participate in another activity.
2. **CHOICES REMOVED/INCIDENT REPORT –** If redirection does not resolve the issue, the child will be given specific choices by staff. The child may be asked to move to another area where behavior can be closely monitored. If necessary, the child may be removed from all activities and be given the choice to take some "self-time" to think or cool off. It may also be necessary to revoke privileges/choices. At this point, an Incident Report may also be written and then shared with parents to help communicate the behavior issue and to encourage parental support. Incident Reports are signed by the child's parents/guardians and document the incident at hand, what steps were taken to resolve the issue, and how the child responded to these steps.
3. **EARLY PICK-UP REQUEST-** If a child exhibits continuous behavioral issues throughout the day or if their behavior poses a safety risk, a call may be placed to the child's family requesting immediate early pick-up. This will be determined on a case-by-case basis and will depend on the severity of the behavior.
4. **CONTINUED BEHAVIORAL ISSUES/BEHAVIOR CONTRACT –** We strive to provide a safe and nurturing environment for all children in our care and are committed to helping each child in our care find success in our program. However, if a child's behavior endangers or harms themselves, another child, staff, and/or if the child leaves the group, is verbally or physically aggressive toward another child or staff member, the child will be separated from the group and supervised by a staff member and the child's family will be contacted for immediate removal of the child. A conference will then be scheduled with the child and family. A Behavior Contract ***may*** be put into place.
   Behavior Contracts are completed by the program Site Director, child, and their parents/guardians. Contracts are tailored to the child and typically allows for up to 3 additional instances of repeat negative behavior. Each instance of repeat negative behavior is documented on the Behavior Contract and may result in a requirement of immediate pick-up to a one day suspension from the program depending on the severity of the incident. Extreme cases may warrant permanent expulsion from the program. Behavioral contracts are meant to help minimize the instances of repeat negative behavior as well as to help each child work toward success in our program.

BULLY FREE ZONE–PJA-Afterschool programs are considered Bully-Free Zones in accordance with the Portland Public School Policy. This policy prohibits harassment and bullying on or near school grounds, going to or from school, at any school activity, or on school buses or other school transportation.

Please communicate to your child that if they feel threatened or unsafe to immediately let a PJA-Afterschool staff member know.

What does PPS consider harassment and bullying?

- Threatening
- Insulting
- Making fun of someone
- Intentionally excluding a certain child or group of children
- Damaging another child's property
- Hurting another child's body
- Causing another child to fear being hurt or embarrassed
- Causing another child to fear having his/her property damaged
- Trying to make others afraid at school

We do not tolerate bullying, excessive inappropriate/negative behavior, or violence. Such behaviors can result in immediate suspension or expulsion from the program.

In the event of suspension/expulsion, the parent/guardian and school principal will be contacted.

No refunds will be given for discipline related suspensions/expulsions.

Please Note: We follow the school's actions if a child is suspended or expelled from school. Students will not be authorized to attend the program until they are allowed to return to school.

Modification Clause

All policies and procedures listed herein may be modified whenever any of the circumstances covered by these policies and procedures change. Portland Jewish Academy reserves the right to modify the rules and policies at its sole discretion and give families a 30-days written notice of said changes.

Notice requirements shall not be applicable in event of emergencies or state licensing mandates.