

PJA Afterschool



PJA Proud

Before and After School Program Parent Handbook 2019-20 School Year

PJA Afterschool Department
6651 SW Capitol HWY
Portland, OR 97219
503.535.3546

www.pjaproud.org/afterschool
afterschool@pjaproud.org

"Supporting the school age child's development in a fun, diverse, and enriching environment!"

Tax ID #: 93-0504473

Welcome to PJA Afterschool!

The PJA Afterschool Department warmly welcomes you to the start of another great school year! We are proud to serve the child care needs of families at several locations throughout the Portland metropolitan area and we thank you for choosing us as your child care provider!

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.

At PJA Afterschool we understand that each child is unique and we endeavor to meet their individual needs. We are committed to providing welcoming and inclusive programs that recognize the diverse backgrounds, abilities, interests, needs and learning styles of the children in our care.

We have an incredible staff at PJA Afterschool and believe that our teaching teams are the strength of our programs. Carefully selected based on a combination of education, background and/or experience in the field, our Site Directors and teaching staff are caring and compassionate folks dedicated to creating a fun, engaging, educational and nurturing environment for all PJA Afterschool children.

This Program Handbook features the philosophy of our curriculum, staffing standards, policies and procedures, and daily structure. In addition, you will find information important to maintaining communication with the PJA Afterschool Department and your program regarding your family's specific needs.

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 contact us with any questions.

Welcome to the PJA Afterschool family!

SITE LOCATIONS

Portland Jewish Academy (serving PJA, Odyssey, Rieke and Maplewood families)
 6651 SW Capitol HWY, Portland, OR 97219; 503.452.3431; kidscorner@pjaproud.org

Glencoe Elementary (serving Glencoe families)
 825 SE 51st Avenue, Portland, OR 97215; 503.535.3553; kidzone@pjaproud.org

Forest Park Elementary (serving Forest Park families)
 9935 NW Durrett Ave., Portland, OR 97229; 503.535.3611; kidspace@pjaproud.org

Skyline Elementary (serving Skyline Families)
 11536 NW Skyline Blvd., Portland, OR, 97231; 503.535.3612; kidsplace@pjaproud.org

HOURS OF OPERATION

Hours of operation will vary by location. Program capacity and ages served vary by site.

Please note: At least 5 children must be registered to participate in before care and 15 in after care for PJA Afterschool programs to be operational. At least 10 children must be enrolled in vacation day programs.

Monday – Friday

Before School Care	7:00 AM to start of school <i>(Skyline, Forest Park & Glencoe ONLY)</i>
Afterschool Care	End of school to 6:00 PM
Vacation Day Programs	8:00AM – 6:00PM <i>(unless otherwise noted)</i>

Administrative and Support Staff

Merrill Hendin	PJA Principal	503.452.3432	mhendin@pjaproud.org
Beth Germain	Chief Financial Officer	503.535.3593	bgermain@pjaproud.org
Natalie Haskins	Department Director	503.535.3546	nhaskins@pjaproud.org
Charlotte Gund	Assistant Director	503.353.3552	cgund@pjaproud.org
Nancy Hauth	PPS Childcare Supports PM	503.916.3230	nhauth@pps.net
Jolene Williams	Skyline Site Director	503.535.3612	kidsplace@pjaproud.org
Heather MacLaughlan	PJA Site Director	503.452.3431	kidscorner@pjaproud.org
Dylan Anderson	Forest Park Site Director	503.535.3611	kidspace@pjaproud.org
Kimberlee King	Glencoe Site Director	503.535.3553	kidzone@pjaproud.org

DAILY SCHEDULE SAMPLE

Actual schedules will vary by site

Before School

(Skyline, Forest Park and Glencoe only)

Arrival/Check-in – *free choice and/or small group activities throughout the morning*

Clean-up & dismiss to school – *Kindergarten students are walked to class*

After School

Arrival/Check-in

5-10 minutes *Meet and greet, put away belongings, socialize with friends and prepare for snack*

Snack/Announcements

15-20 minutes - *Snack service and daily announcements/group time*

Free Choice Options

Ongoing throughout day

Inside – *free choice of centers, supplies and self-directed play*

Outside – *self directed play*

Homework Support Option

30-45 minutes – *Homework support and reading*

Enrichment Option

30-60 minutes – *STEAM, creative arts, service learning, cooking, crafts etc.*

Active Game Option

30-60 minutes – *Large, organized group game*

ABOUT PJA AFTERSCHOOL

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 MISSION is to create, build and maintain programs dedicated to the care, education and development of school age children during their out of school time. We emphasize life skills through community service and enrichment-based programming.

OUR VALUES PJA Afterschool values the responsibility that parent(s)/guardian(s) place in our staff and programs to provide a safe and nurturing environment for each child in our care. We are committed to providing welcoming and inclusive programs that recognize the diverse abilities, interests, needs and learning styles of the children in our care.

OUR GOAL is to provide a safe, fun, diverse and enriching 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 Utilizing a child-centered approach, PJA Afterschool follows 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. We use strategies that are intended to support the distinct learning needs, interests, aspirations and backgrounds of individual students or groups of students.

Child-Centered Approach The child-centered approach encourages children to explore their own interests with teachers facilitating and encouraging rather than dictating and directing. In utilizing this approach we support each child's unique sense of creativity - not just through artistic expression - but in how they learn new concepts and solve problems. Additionally, staff respect the decisions made by children in whether or not to participate in scheduled activities.

INCLUSION PJA admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, sexual orientation or ethnic origin in administration of its educational policies, admission policies or other school administered programs. PJA Afterschool complies with the American Disabilities Act (ADA) and applicable state, local and Federal law and does 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. As care providers, our goal is to meet the individual needs of each child within the structure of our program while maintaining a safe and healthy environment for all children and staff.

LICENSED CHILD CARE PJA Afterschool programs are state certified programs through the Oregon Child Care Division. Current copies of our license, relevant sanitation, fire and CCD forms are available upon request at your program site. As licensed programs, we participate in annual inspections with our state-appointed licensing specialist, state health inspector and fire marshal. Program capacity is limited by host school space availability/assignment and licensing restrictions regarding use of space. Questions regarding compliance with licensing regulations or complaints can be directed to the Child Care Division at 503.669.7112. Our current licensing specialist is Susan Tourre.

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.

ENRICHMENT BASED PROGRAMMING At PJA Afterschool, our programming is enrichment based. We develop activities that expand on student learning in fun and exciting ways. Enrichment activities are interactive, project-based and impart knowledge and skills that can be applied in the real world; our active game time supports gross motor development, health and wellness as we emphasize the value of growth mindset and teamwork. 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.

Service Learning and Life Skills Two major components of our enrichment programming include service learning and life skills education:

Community Service learning is a key component of our afterschool experience and is integrated into our monthly themes and programming. 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 host school staff, our students are learning to give of themselves - a skill we hope they will continue to use once they leave our program.

Life Skills At PJA Afterschool, we know the value of teaching life skills to the children in our care and we make certain to model these skills daily as well as to make sure that our enrichment programming provides ample opportunity for students to learn and practice. Life skills run the gamut - from more concrete skills like how to tie shoelaces, make healthy food choices, manage money, negotiate, plan, organize and set goals, to the softer skills of empathy, leadership, conflict resolution, stress management, respectful attitudes and good communication. By teaching life skills, we help children prepare for the everyday situations of life as well as how to make good decisions about more abstract, long-term choices.

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.

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 support 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. For every 30 minutes of time used to work on homework, we distribute 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.

HOMEWORK STORE provides an opportunity for children to learn about and practice money management and math skills on both a personal and business level. Items available to purchase in the Homework Store vary widely and we strive to make the experience fun and educational. In addition to the extrinsic motivation our 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.

MOVIES are occasionally shown in the program. Advanced notice will be given (with few exceptions). All movies shown will be rated G or PG. Typically there will be 1 to 2 other options provided for those who do not wish to watch a movie.

STANDARDS OF CARE

STAFFING We believe that our teaching teams are the strength of our programs. Carefully selected based on a combination of their education, background, and/or experience in the field, PJA Afterschool Site Directors and teaching staff are dedicated to creating a fun, engaging and nurturing atmosphere. All staff members are trained in and expected to uphold the policies and procedures of PJA Afterschool and of the Oregon Child Care Division. Prior to hiring, up to three professional references are checked and all staff must submit to and pass a state background check which includes fingerprinting. All staff are CPR/First Aid certified, trained in child care health and safety, maintain a food handler's certification and receive training each year in recognizing and reporting child abuse and neglect. Additionally, our staff must obtain a minimum of 18 clock hours of professional development per school year, 8 of which are in child development and/or early childhood education. Most staff exceed this minimum by up to 10 hours or more. The level of continuing education we require of our PJA Afterschool employees exceeds the minimum requirements set by Oregon state law. All of these requirements are continuously monitored by PJA Afterschool administration and by the state of Oregon's Child Care Division. PJA Afterschool values, promotes, and provides opportunities for staff growth and development as well as fostering teamwork and professionalism.

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 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: *Monthly newsletters * Flyers and bulletin board displays * Formal/informal meetings and conferences * Open communication/open door policy * Fun family nights * Annual family evaluation survey*

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: *Developmentally appropriate programming/curriculum * Assessment of fees and billing process * Consistent and effective communication * Overall cleanliness * Overall family/child satisfaction * Professionalism and staff development * Safety and security * Snack nutrition * Vacation care program satisfaction*

STAFF/CHILD RATIOS are set by the state of Oregon at a minimum of 1 teacher for every 15 children. We do our best every day to raise the bar and provide better than minimum standards. Our programs are staffed at 1 teacher for every 10 children.

PHYSICAL SETTING Our programs are well-equipped with both indoor and outdoor play areas. 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, action-figure sets, fort building materials etc.
- Dramatic Play– dress-up materials, musical instruments, dolls, puppets, restaurant/kitchen play food and equipment etc.
- Games– An area for playing a wide variety of board and card games & puzzles
- Science– magnets, Science resource & fact books, magnifying glasses, natural materials etc.
- 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.

NUTRITION We are committed to serving food that is appealing, nutritious and supportive to every child's growth and development. Our programs follow strict nutritional guidelines established for school-age children by the U.S. Department of Agriculture. 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. 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 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, 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, such as on field trips. We do 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 Providing a safe environment for children is our top priority. 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/or 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 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 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 programs:

- Entrances to the **school** building are restricted
- Smoke alarms and heat sensors in all indoor spaces
- Children are only released to Authorized Pick-up persons and 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 days.

VACATION DAYS

Vacation Day Programs (VDPs) are full day care programs (*8am to 6pm unless otherwise noted*) offered during various school closures per term. No Vacation Day Programs are offered before the first day of school. Not all Vacation Day Programs are offered on site at your host school. See your program calendar for details. Vacation Day Programs are offered by "term" and all families must complete a Vacation Care Participation Form to enroll each term, regardless of tuition package. 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 school will not be included in a term but will be available for purchase first-come, first-serve. (*Actual last day may vary due to inclement weather/snow make-up days*).

VDP ENROLLMENT Programs must have 10 or more students enrolled per day in order to operate. If enrollment numbers are below the required minimum, your program may be moved to a different site for combined care. We will notify families no later than one week prior to the scheduled vacation care day(s) if care must be moved due to low enrollment.

FIELD TRIPS In addition to your initialed enrollment application, your signed Participation Form is your authorization for your child to attend and participate in all planned activities & field trips on vacation days. Special activity and field trip details, including in-house themes, destinations and any necessary materials will be listed on the Participation Authorization Forms. *On occasion, regular program days may include field trips or walking field trips in the neighborhood. Families will be informed in writing at least one week prior to scheduled trips.* We reserve the right to alter destinations or cancel trips due to inclement weather, safety reasons or other unforeseen reasons.

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 rented 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.

ENROLLMENT POLICIES

We offer a **CLOSED Priority Enrollment** period for currently enrolled families which generally starts in late March or early April. During this time enrollment paperwork is distributed and accepted from currently enrolled participants who have current account balances. This is also the time for currently participating families to enroll their new sibling into the program.

Our **OPEN Public Enrollment** period begins in late April or early May. Available spaces will be calculated prior to the enrollment period beginning and all available spaces are given on a first-come-first-serve basis. At this time priority is no longer given to currently enrolled families. If receipt of enrollment applications exceeds program capacity, enrollment applications will be accepted into a waiting pool system and then placed into the program if/when space becomes available.

REGISTRATION FEE a non-refundable registration fee is required to complete the enrollment process. Enrollment materials will not be processed without the registration fee enclosed.

CONFIRMATION LETTERS are sent via email and confirm a child's placement in the program. Confirmations may be sent anywhere from 2 business days to three weeks of receipt of application, depending on the time of year.

TERMINATION OF ENROLLMENT may occur due to the following:

- The parent/guardian of the child allows their account to become delinquent, as set forth above in the Payment Provisions.
- Failure of the parent/guardian to honor any of our 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.
Enrollment Policies continued...
- The PJA Afterschool Department, in its sole discretion, determines that it is unable to meet the needs of the child and/or family.
- 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.
- Failure of the child's parent/guardian to cooperate with the program, when the PJA Afterschool Department determines that a problem is serious enough, may warrant termination.

In exercising its discretion under the above, the PJA Afterschool Department may require the child and/or the child's parents/guardians to attend conference(s) regarding the matters that potentially warrant termination of the child's enrollment.

PORTLAND PUBLIC SCHOOLS RELEASE WAIVER We are not affiliated with Portland Public Schools, but we are tenants within their buildings and property grounds and/or we serve many PPS families. The district requires in our contract agreement that all PPS student program 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. This release is included in our enrollment application.

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 first tuition fee is refundable so long as withdrawal notice is given no less than 30 days prior to the beginning of the school year.** 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.

MONTHLY TUITION RATES Flat rates are billed the first of each month, for 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 rate sheet.**

MONTHLY TUITION PACKAGES:

We offer both regular and vacation tuition packages. **Please see your program rate sheet for details.**

Regular Care Tuition Package

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

- A 3-month term at this higher tuition rate is required. (FALL-Sept.-Nov.; WINTER-Dec.-Feb.; SPRING-Mar.-May). Cancellation of care must occur by the 20th of the month prior to new term.
- 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.

Important Note: The Vacation Tuition Package does not guarantee participation in vacation day program care. 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 Day Program.

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

- Fees shall be paid as specified on each monthly bill. Billing questions can be directed to the PJA Afterschool Department at afterschool@pjaproud.org.
- Statements are mailed out the first week of each month with a due date of the 15th of that month.
- Accounts that go 30-days past due shall be considered delinquent. Payment arrangements can be made, please call or email Beth Germain, PJA CFO, directly at 503.535.3593 or bgermain@pjaproud.org.
- Notices of delinquent accounts shall be sent to parents/guardians who started the account.
- Delinquent accounts not cleared within 5 days of the notice date, may deem a child ineligible to participate.
- 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.
- 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.
- 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 PJA Afterschool Department, for more information on monthly automatic credit/debit payment information.
- 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.
- **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.

- 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 your 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 applications are available upon request and we encourage families to apply. 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 and 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. Funds are subject to availability. 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 Families enrolling more than one child in the program receive 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/week care and one child is enrolled for 3-days/week care, the discount will be applied to the child attending 3-days/week.*) Sibling Discount is not applicable to Extra Day Drop-in Service fees. A 10% Sibling Discount is also available for any family registering more than one child for Vacation Program services.

DROP-IN SERVICES are available for registered participants of the program. Drop-in Service is subject to space availability and the program Site Director's approval. **A 24-hr advance request is required.** Drop-in Service fees will be charged to your account on the next billing cycle. Drop-in Service is reserved for emergency situations and the occasional irregular additional childcare needs a family might incur.

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 for 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 Our programs close at 6:00 PM. Children must be picked up by end of program. We charge a Late Pick-up fee of \$1.00 for each minute your child is with us after 6:00PM. If a child is not picked up within 5 minutes of scheduled closing time, site staff will begin calling parents and emergency contacts. If no one can be reached within 30 minutes of program end time, our staff reserve the right to contact the Police Department and/or Child Protective Services to take the child until the parent is located. While we understand that unforeseen events may cause the occasional delay in pick up time, we are not able to accommodate repeat late arrivals. Repeat late arrivals can result in a termination of enrollment contract.

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 and we are not notified, staff must take time away from program duties to determine the missing child's whereabouts. Please call and leave a message on the program voicemail before 1:00PM, send an email before 1:30PM. **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.

PARENT/GUARDIAN OBLIGATIONS

- Parents/Guardians shall notify the Program no later 1:30 pm when their child is to be absent on day they are scheduled to attend.
- 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.
- Parents/Guardians are requested to read all materials sent via email, postal mail, or posted on site.
- A parent/guardian shall furnish ALL requested medical information not more than TEN days after enrollment
- Parents/Guardians shall furnish ALL other requested enrollment information on their enrollment application prior to submission
- Parents/Guardians shall notify PJA Afterschool regarding any change to your account or child's records, including email, authorized pick-ups, allergies, etc.
- 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. *Staff may require Photo ID before release from the program as per the state law.*
- 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.
- In the case of withdrawal from the program, Parents/Guardians shall give their written notice by the 20th of the month prior. Failure to comply will result in forfeiture of any remaining fees.
- 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.
- 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
- Parents/Guardians shall refrain from reprimanding and/or disciplining their children and/or children of other families while in program.

Parent/Guardian Obligations continued...

- 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.

PROGRAM POLICIES AND PROCEDURES

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 before 1:30pm. Our concern is for the child'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.

AUTHORIZED & EMERGENCY AUTHORIZED PICK-UP PERSONS Only those individuals listed as on a child's enrollment form as either "emergency" or "authorized" pick-up persons will be allowed to pick-up a child from the program. Emergency pick-up persons listed on a child's application are also designated persons for staff to contact if, in an emergency the child's primary guardian(s) are not reachable. Authorized pick-up persons are those authorized to pick up a child from the program at any time. If 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 be checked before the child will be released in accordance with licensing standards. 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 guardian. Only Legal Custodial Guardians may make changes to who is authorized to pick-up.

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.

ARRIVAL PROCEDURES 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. When children self-arrive upon release from school, program staff will greet and sign each child in.

PJA Afterschool Transport Care for PPS Children (for PPS families regularly attending our SW PJA location)

If your PPS student will use a bus to arrive at our Kidscorner/Dragon's Den program at PJA, please be sure to speak with your PPS school office staff. They will help make sure your child takes the correct bus. **Maplewood** students are transported by a PPS yellow school bus and dropped off at PJA where a staff member greets them at drop off and walks them to program. If an expected Maplewood student is not present upon arrival to PJA, staff will phone parents and/or emergency contacts from the program.

Odyssey and **Rieke** students are greeted by PJA Afterschool staff at school dismissal. Staff check students in before they board our PJA yellow school bus to take their assigned seats. If an expected student is not present at check in, staff will speak with school office staff and phone parents and/or emergency contacts from the school using the program bus cell phone. Once all students checked in and seated, they are then shuttled back to our programs located at the Portland Jewish Academy

Bus schedules:

- *East Sylvan/Odyssey*—greeted at dismissal and board bus at 2:15, drop off at PJA at approx. 2:45
- *Maplewood*—transported by PPS School Bus and greeted by PJA Afterschool staff on campus at drop off at approx. 2:45
- *Rieke*—greeted at dismissal and board bus at 3:05, drop off at PJA at approx. 3:15

DEPARTURE PROCEDURES 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.

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.

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.

OPEN DOOR POLICY We maintain an open door policy at all times for parents or legal guardians of participating members. 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.

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. Your program also has a written bathroom safety protocol and procedures in place. Please speak with your program Site Director to view this document.

CONTRACTED CLASSES Families with children who attend extracurricular classes offered outside of our care but during program hours are required to complete Contracted Class Release and submit to the program form prior to the class start date. The State of Oregon's Child Care Division requires this form by law. This form recognizes that the child 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.

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. For details, please see your program calendar.

PROGRAM CLOSURES We are closed for Labor Day, Thanksgiving and the day after, portions of winter break, New Year's Day, and Memorial Day. We are also closed on Martin Luther King Day for our annual staff in-service. **Our Kidscorner program may be closed additional days in observance of Jewish high holidays.** 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.

PERSONAL BELONGINGS, TOYS FROM HOME & ELECTRONIC DEVICES Children are provided with a small personal space for all their daily belongings. We 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. 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.

ILLNESS Please keep your child at home if they are ill and notify your program. Our programs will not admit or retain any child with one of the following symptoms or combination of symptoms:

- Fever over 100.1 degrees F
- Diarrhea
- Vomiting
- Green discharge from nose or eyes
- Head lice
- Chicken pox, pink eye or any other contagious disease

If a child becomes ill while at a program, they will be isolated from the group as best possible while still within sight and sound of staff. The child's parents/guardians will be immediately notified and asked to have the child removed from the program within 1 hour of being contacted as we are not licensed 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. Please note that we are required by law to report an outbreak of communicable disease to all parents/guardians by posted notices – family information is kept confidential.

Children cannot be admitted back until 24-hours after the end of the symptoms listed above.

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 are par for the course in school age care. Any child with live lice and nits cannot be admitted to PJA Before and Afterschool programs and will only be readmitted after treatment and re-examination for live lice and nits. Your school nurse is a great resource if you have questions about lice.

MEDICATIONS Lead staff (Site Director/Head Teacher) shall only administer prescription medication if it is the original container and labeled with the child's name, name of the drug, dosage, directions for administering, date, and physician's name. Non-prescription medication must also be in the original container, labeled with the child's name, dosage, and directions for administering. All medications must be stored at program and in a designated and secured area according to Oregon Law. 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. *Medication will not be administered without a completed Medication Administration Form.* Forms are available online and at program. Children are not allowed to carry or keep medications of any form in their personal belongings.

SUNSCREEN cannot be applied to children without expressed parental consent as per Oregon state law. 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 unforeseen 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. If a child cannot use the brand of sunscreen we provide, then they may bring in their own SPF 45+ sunscreen.

INCLEMENT WEATHER PJA Afterschool programs follow the PPS Inclement Weather Policy as it applies to our PPS families. 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, the PPS webpage or the PJA webpage depending on your host school.

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. For further details please see our [Inclement Weather FAQ](#).

PJA Afterschool does not prorate tuition for closures due to inclement weather.

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.) or to highlight a program on our social media page. 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.

VOLUNTEERS are a rare but valued occasional presence in our program 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. Volunteers over the age of 18 may be required to go through the same background checks as our program staff.

ACCIDENTS, INJURIES & MEDICAL EMERGENCIES 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.

ACCIDENT 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.

PARENT CONCERNS/COMPLAINTS PJA Afterschool values and encourages open communication and positive relationships with families. If a family has a concern or complaint regarding any aspect of programming, please don't hesitate to contact your program Site Director or the Department Director.

EMERGENCY PROCEDURES 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 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 written 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/guardians 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;
- **Kidsplace/Skyline** – Brookshill Historic Church – 11539 NW Skyline Blvd. Portland, OR 97231;
- **Kidspace/Forest Park** - Forest Heights Starbucks – 2021 NW Miller Rd., Portland, OR 97229;
- **Kidscorner/PJA** – St. Barnabas Church – 2201 SW Vermont St., Portland, OR 97219;

BEHAVIOR MANAGEMENT POLICY

BEHAVIOR EXPECTATIONS/RULES PJA Afterschool expects **safe, respectful, and responsible** behavior from all 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 and to support them in the process.

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. We make a point of aligning rules/expectations with our host school because we understand the importance and value of continuity from school day to after school.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS) PBIS is essential in successful prevention and positive behavior support in our programs. Positive feedback and encouragement, combined with effective instruction, communication, reinforcement and supervision are the cornerstones of our Positive Behavior Support System. All PJA Afterschool staff attend district-wide training in PBIS and employ this system in our programs daily.

To encourage and promote the positive behaviors we expect from the children in our care, we offer incentives and positive reinforcement 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 they 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! Rewards are chosen through a democratic process. Any child who wishes to participate may.

Leadership Program Encouraging good leadership grounded in Respect, Responsibility, and Safety, this special Positive Behavior Support Program is designed for our 4th grade and up participants and 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 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.

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. Consequences for inappropriate behavior are not punishment but 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 outlines practices staff may use to manage inappropriate behavior:

Redirection and effective communication are our first steps helping a child manage their own 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 options, expectations, and appropriate problem-solving/conflict resolution skills such as but not limited to: walk 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.

Choice Removal/Incident Report If redirection does not resolve the issue, the child will be given specific options to choose from. The child may also be asked to move to an area where behavior can be closely monitored. If necessary, the child may be removed from activities and be given the option to take some "self-time" to process their emotions and/or cool off. It may be necessary to revoke privileges/choices for a while. At this point, an

Action Plan for Inappropriate Behavior continued...

Incident Report may be written and 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.

Early Pick-up Request/Conference We strive to provide a safe and nurturing environment for all children in our care and are committed to helping each child find success in our program. If a child's negative behavior continues after redirection and choice removal or if the behavior is extreme, the child may be separated from the group and supervised by a staff member and the child's family will be contacted for immediate pick-up. A conference may be scheduled with the child and family in order to establish a Behavior Support Plan. Extreme or repeated behavior may warrant suspension or expulsion from the program.

Behavior Support Plan In instances where a child's behavior is extreme or continuously unsafe, disruptive or disrespectful the child may be placed on a Behavior Support Plan. Behavior Support Plans are designed to support the child's return to a safe, respectful and positive space in the program. Plans are tailored to the child and are completed by the program Site Director, child and the child's family. The school principal, child's teacher and school support staff are notified of the plan and may be involved in the plan's development. Behavior Support Plans typically allow for up to 3 additional instances of inappropriate behavior. Any instances of repeat inappropriate behavior are documented on the plan and will result in a requirement of immediate pick-up. A fourth instance will result in suspension from the program and a call to reassess the plan. Continued behavioral issues may warrant extended suspension or permanent expulsion from the program. We recognize that behavior issues, even recurring ones, may not result in expulsion and we make every effort to work with children and families to help children be successful in the program.

Suspension/Expulsion We recognize that behavior issues, even recurring ones, may not result in suspension or expulsion and we make every effort to work with children and families to help children be successful in the program. While PJA Afterschool does not make it a practice to suspend or expel students from a program, we reserve the right to do so if behavior is not conducive to the safety and well-being of staff, other children in the program or of the child's own safety. We do not tolerate abusive language toward other children, staff and families and we do not tolerate violence, bullying or repeated defiant, unsafe, inappropriate and negative behavior. **Such behaviors can result in immediate suspension or expulsion from the program.**

Behaviors Considered Serious Infractions:

Physical Abuse – Includes kicking, punching, pushing, biting, threatening harm, and other such physical violations of another person's body.

Verbal Abuse – Includes use of inappropriate or threatening language directly at another person.

Inappropriate Language – Includes use of expletives or derogatory terms.

Continued Defiance – Includes refusal to listen and respond to staff instruction, hiding and leaving a designated program area.

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

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 2 weeks written notice of said changes.

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