



St. Johns Community Center Soar Afterschool Program! ***Monday-Friday, 2:15-6pm***

Welcome to the St. Johns Community Center Soar Afterschool Program. This packet contains the policies & procedures that ensure everyone involved in the program has a positive experience. **All forms must be completed either through ePACT or filled out by the time your child begins the program.**

PROGRAM PHILOSOPHY

We offer healthy, active, engaging and fun recreational and educational activities to all of our participants. We are an “unplugged” program, which means while your child is with us they don’t play video games, watch television or movies, or play with phones and other devices. Our schedule is varied and includes a combination of quiet homework time, active recreation, arts and crafts, cooking, science and free choice activities. The daily schedule is flexible and students are encouraged to participate in all activities, but never forced.



PARENT & STAFF COMMUNICATION

We believe a good recreation program requires open and ongoing communication between parents and staff. Do not hesitate to talk to a staff person if you have questions, concerns, or ways to improve the program. As a parent you have access at all times to the program areas. We invite you to become familiar with the staff and encourage you to visit and participate in the program whenever possible.

REGISTRATION

When registering for the Soar Afterschool Program, you are registering for the entire 9-month program (August – beginning of June). You are paying for one of a limited number of spaces, regardless if your child is in attendance. If you choose to withdraw for a month, we cannot guarantee that your child’s spot will still be available the following month.

PROGRAM FEES & PROGRAM POLICIES

Monthly tuition fees will always be due on the first of each month. At the time of registration, a \$35 registration fee is due. Monthly tuition is \$165 per month, this is determined by the total number of days in the program operates divided into 9 equal payments (August/September – May/June). Please note during November, December & March, there are significantly fewer Soar program days due to PPS scheduling.

Administration

1120 SW 5th Ave., Suite 1302
Portland, OR 97204
Tel: 503-823-7529 | Fax: 503-823-6007

PORTLANDPARKS.ORG
Amanda Fritz, Commissioner
Kia Selley, Interim Director



LATE FEE POLICY

Payments made after the 5th day of the month will be assessed a \$20 late fee. If we have not received payment by the 15th of the month, the student may be dropped from the program, and the full month's fee will still be owed to St. Johns Community Center. We understand that sometimes unexpected circumstances arise that may cause a delay in your monthly payments. If this is the case, please directly speak to someone in the office before the first of the month to work out an alternative payment arrangement. Please, note that only office staff has the clearance to make these types of arrangements.

LATE PICK-UP POLICY

We understand that sometimes you encounter unavoidable delays when coming to pick-up your child from the program. However, after the 2nd late pick-up, you will be charged \$1 per minute after the first 5 minutes, payable to the office upon picking up your child.

WITHDRAWAL POLICY

If you intend to withdrawal your child from the program, an Intent to Withdraw form must be completed minimum of five business days (M-F) before the month ends. The monthly tuition is refundable only if you notify a manager at least five business day (Monday through Friday) before the month begins. The monthly tuition is not refundable for a withdrawal occurring less than five business days before the month begins or anytime during the month. In the event that you withdraw your child and plan to re-enroll at a later date, St. Johns Community Center cannot guarantee re-admission.

SCHEDULE PAYMENT OPTION

To help you manage your payments, we offer an auto pay option. Once initiated by you, your child's monthly tuition will be deducted from your debit/credit card on the 1st of the month. This option may help alleviate late fees. For more information on this payment option, please inquire at the front desk.

CHECK OUT PROCEDURES

A parent or guardian is required to sign their child out each day. If we do not have written or verbal permission of a parent or guardian, we will not release your child. It is very important to notify the office if you've made other arrangements for your child that day. We believe in ensuring your child's safety and having the opportunity to speak with you directly each day. This provides a chance for the staff to discuss the day's activities and gives you a chance to ask any questions you may have. Please keep in mind that we may ask for identification from any person who is picking up your child.

MEALS

Each day we will provide your child with a healthy meal provided by the Centennial School District. Each meal will consist of sandwich, milk, a fruit and/or vegetable. If your child requires alternative dietary needs, please speak with the Recreation Coordinator to discuss your options.

BEHAVIOR MANAGEMENT

We strive to meet the needs of all children by using a positive behavior management style. This strategy teaches important social and life skills in a manner that is respectful and encouraging for both children and adults. Our goals are to teach young people to become responsible, respectful and

resourceful in their interpersonal relationships. We focus on conflict resolution skills and empathy. Positive behavior management is based on the understanding that campers must be taught acceptable behaviors in order to become responsible for their own choices.

We set and communicate three overarching guidelines: Be respectful, be responsible and be safe. Expectations and boundaries are discussed on the first day of the program, as well with new participants joining the program. If issues arise we follow these guidelines:

1. Consistently reinforce positive behaviors when we see the group/individuals meeting the expectations.
2. Give a verbal reminder of the desired behavior.
3. Redirect the behavior by describing the action we want to see.
4. Take a break from the activity. *(No longer than 5 minutes)*
5. Time in the office if the behavior continues. *(No longer than 10 minutes)*

You may be notified of certain issues arising with your child and asked to sign a behavior log. This is just a means of communicating what is going on regarding behavior issues so we can work together to help children be successful.

MEDICATION

If it is necessary for your child to take medications while they are in our care, a written parental consent by the way of the Authorization for Medication Administration Waiver & Release form must be completed and on file with your child's participation form for us to administer any medication. Please complete the necessary paperwork and provide **only a single daily dose in its original container**. It must be properly labeled with your child's full name, date prescription was filled/or medication's expiration date, and legible instructions for administration. Directly give the medication to a staff member at the front desk when you drop off your child. Medication will be returned to the parent/guardian at the end of the day. Medications are stored out of the reach of children. We cannot receive medications in other containers and we cannot accept it from your child. Only trained staff will administer medication at the appropriate time. **We cannot keep medication overnight.**

The following non-prescription medications require written parental consent and can be given only at the dose, duration and method of administration specified on the manufacturer's label for the age or weight of your child.

- Antihistamines
- Non-aspirin fever reducers/pain relievers
- Decongestants
- Anti-itching ointments or lotions, intended specifically to relieve itching

A physician's written authorization is required for non-prescription medication that is not included in the above list, or for any of the above medicines that are to be taken differently than indicated on the manufacturer's label. We cannot give aspirin except with a written authorization from a physician. Any unused medication will be returned to you or properly disposed.

St. Johns CC staff is not allowed to assist campers with application of anti-itching ointments, or lotions.

MEDICAL EMERGENCIES

In the case of life threatening emergencies, a member of our staff will immediately call 911 and if needed, administer first aid and CPR. We will notify you as soon as possible. If you cannot be reached, your designated emergency contact will be notified. If transportation to the hospital is needed a staff member will accompany your child and will stay with him/her until you arrive. We will utilize your chosen hospital if possible.



For minor emergencies and injuries, there will always be a staff person on duty who is trained in First Aid/CPR and will administer as needed. A staff member will then contact you to come and care for your child if additional care is needed.

For minor injuries that do not require us to notify you immediately (bumps, small cuts, etc.), a Bumps & Bruises Report will be provided when you pick up your child.

ILL CHILD

We cannot accept children for the program when they are ill. Staff will observe each child upon daily arrival and if your child is experiencing any of the following symptoms, we will call you and ask that other arrangements be made for his/her care. We will separate your child from the other children until you can arrive:



- Fever of 101° F or higher
- Vomiting on 2 or more occasions within the past 24 hours
- Diarrhea – 3 or more watery stools in a 24 hour period
- Draining rash – could indicate highly infectious Ringworm
- Eye discharge or pink eye
- Too tired or too sick to participate in daily activities
- Lice or nits
- Mucus discharge from nose

ADAPTIVE & INCLUSIVE SERVICES

Portland Parks & Recreation provides assistance to those needing special accommodations to successfully participate in our programs. To request services, please contact Adaptive & Inclusive Recreation at (503) 823-4333.