

Summer Discovery 2010

Parent Manual



Portland Jewish Academy

6651 SW Capitol Hwy

Portland, OR 97219

Fax: 503-452-7001

www.portlandjewishacademy.org

PJA Summer Discovery 2010 Parent Manual

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General Information

Welcome back to our returning families and a warm welcome to our new families. We look forward to working with you to make the upcoming Summer Discovery Program a joyful experience your child will never forget. Our professionally developed activities have been carefully crafted in order to provide your children with a safe and exciting experience that fosters learning, growth, and exploration, all while having a fantastic time! This parent manual contains important information about our program, so please, read it carefully and share it with your child. If you need additional information, please contact the Program Director at: www.cllanez@portlandjewishacademy.org

Thank you for choosing the PJA Summer Discovery Program!

Mission Statement

Portland Jewish Academy's mission is to ensure an academically excellent environment in which children thrive. Our Summer Discovery Program inspires kids to explore new and exciting topics that incorporate inquiry-based activities, global themes, and project-based work. Our program aims to create life-long learners while students form friendships with other learners that share their passion for acquiring knowledge.

PJA Summer Discovery Program does not discriminate on the basis of race, color, creed, or national origin in the administration of its educational policies, admission policies, or any other programs.

Contact Information

Celinda Llanez, Program Director
cllanez@portlandjewishacademy.org

Portland Jewish Academy
www.portlandjewishacademy.org
503-244-0126
6651 SW Capitol Hwy
Portland, OR 97219
Fax: 503-452-7001

Program Hours and Dates for Summer 2010

July 5-30, from 9-12

Communication

The Discovery staff will communicate with you primarily using email. In the event of an emergency, we will call you by phone first. Please ensure that your email address and contact information is current and correct. If you don't receive an email confirmation of your registration within 10 days, please contact the program director.

Evaluation and Feedback

Our goal is to provide a positive, enriching experience. We value your opinions and suggestions as we are always looking for ways to improve our programs. We will provide you a program evaluation at the end of each class session. Please take the time to complete and return it so that we can offer the highest quality program possible.

Directions

From downtown Portland via Barbur Blvd.

1. Take Barbur Blvd. South
 2. Turn right at the Beaverton Hillsdale Hwy./Capitol Hwy. Turnoff
 3. Continue through the Hillsdale shopping area and get in the center lane
 4. Stay left/straight as the road splits
 5. Continue .3 mi (over the bridge and up the hill) on Capitol Hwy.
- The MJCC will be on your right side, just after the Vermont intersection

From Beaverton via Beaverton Hillsdale Hwy.

1. Travel east on Beaverton Hillsdale Hwy.
2. Turn right at traffic light onto SW 30th (Dosch Road intersection)
3. Turn left on Vermont and continue .25 miles east.

The MJCC will be on your left.From I-5 South

1. Travel south on I-5 and take the Terwiliger exit, #297.
 2. Turn left onto Barbur Blvd heading south.
 3. Turn right onto Bertha.
 4. Turn left onto Vermont.
 5. Turn left when Vermont merges with Old Capitol Highway
- The MJCC will be on your right.



Program Overview and Information

Our Programs

The Summer Discovery Program is designed with three age groups in mind:

Leapfrog

(4+5 yrs. old by June 1)

Leapfrog engages young learners in an exploration of math, science, and literacy activities that are hands-on and inquiry-based. These classes will nurture your child's curiosity, allow their imaginations to flourish, and foster a love for learning.

Stepping Stone

(entering grades 1-3)

Stepping Stone inspires kids to explore new and exciting topics that incorporate inquiry-based activities, global themes, and project-based work. Students will become inspired while forming friendships with other learners that share their passion for the same topic.

Soaring

(entering grades 4+5)

Soaring challenges learners to broaden their thinking through in-depth study of exciting topics offered by our talented instructors. The enrichment classes will be taught with inquiry in mind, allowing students to explore other cultures, and express themselves creatively.

Our Staff

Program Instructors: The heart of the Summer Program is not only our programming, but our instructors. The Summer Program **staff** dedicates themselves each day to planning and implementing outstanding programs. In turn, Summer Program **students** define, direct and breathe life into our work. Together, we are a diverse group of individuals who are committed to learning, achieving and having fun in the process! Our Instructors are comprised of **PJA teachers and highly qualified individuals in their field of expertise** who are passionate about the topics they teach. Please visit the PJA website to read the bios of our talented staff.

Program Director: Celinda Llanez oversees the program operations, registration, planning and staff. She will be classrooms to help wherever needed during program hours. Please feel free to contact her at: cllanez@portlanjewishacademy.org.

Pre-care and After Program Options

There is pre-care available through the MJCC Day Camp (our campus partners.) Pre-care is available from 8-9 am. Pre-registration is required. During program time, there is a mix of unstructured play and set activities. The pre-care program takes place at PJA. Younger children can be dropped off at the PJA room 106; older children at PJA room 108.

Afternoon camp classes are available through the MJCC Day Camp. Summer Discovery staff will drop off and pick up children from the MJCC camp's early care and afternoon programs. To register please contact Ben Edmunds at: daycamp@oregonjcc.org.

Snack and Recess

Your children will have snack and recess. Please send the following:

- A vegetarian snack (meat and shellfish free)
- Water bottle
- Students heading to MJCC Camp, should bring a dairy or vegetarian lunch
- Appropriate clothes for the day's activities

Please apply a coat of sunscreen in the morning at home before the program starts. Do not send electronic games, cell phones, expensive toys, iPods, etc. The PJA Summer Discovery Program is not responsible for lost or broken items. In addition, our program does not allow aggressive weapons or toys such as real or pretend guns, knives or swords.

Program Attire

Children should wear comfortable, casual clothes. Please keep in mind that your kids may get dirty, so do not send expensive clothes, shoes, or jewelry. **Attendees should come wearing sneakers or closed sandals, not flip flops.** For younger children, it is strongly recommended your child has a change of clothes. Accidents sometimes happen.

Field Trips

We will be taking numerous exciting trips this summer. For safety purposes **please make sure that your child comes on field trip days with his/her summer program T-shirt!** Extra T-shirts can be purchased through the Program Director for \$10. Before departing on any adventure, attendance will be taken, and again upon arriving at the destination. This process will be repeated when students return to PJA.

Security

Your child(ren)'s safety is our foremost concern; PJA's Summer Discovery as a program and the MJCC as an institution implement various risk management and security policies to provide a safe environment for you and your child (ren). Three practices are of particular importance for parents, and we highlight them here to explain why they are in place and to ask you for your support in creating a secure environment for our children.

First, please enter through the main entrance of Portland Jewish Academy for drop-off and pick-up. The door will be unlocked for you by office staff.

Second, **we require that anyone who arrives to pick up your child show identification.** Once an instructor knows or recognizes a parent, guardian, or other authorized person, they will no longer ask for ID. However, because of changes to staffing, **please arrive with your ID ready every day** as we cannot guarantee that the same staff member will be checking out your child every day.

Third, **all of the doors to the area around the facility are locked and accessible by security-code only.** To keep our campus secure, **we do not mail out security codes ahead of time.** Once you have a building code, please do not share it with people you do not know. We recognize that this system can cause some frustration, but we ask for your understanding, as measures such as this allow us to provide a more secure program for your child.

Attendance

Drop Off and Pick Up

All students need to be dropped off in the lobby of the PJA's main entrance unless they will be attending early care through the MJCC. Early care will take place in PJA classrooms. Younger children can be dropped off in room 106; older children in room 108. **Please do not drop off your child off unattended at the entrance of PJA.**

Pick up will take place in the lobby of the PJA's main entrance. If your child is going on to the MJCC Day camp at noon, Summer Discovery staff will walk all students to the camp. **We require that anyone who arrives to pick up your child show identification.** Once an instructor knows or recognizes a parent, guardian, or other authorized person, they will no longer ask for ID. However, because of changes to staffing, **please arrive with your ID ready every day** as we cannot guarantee that the same staff member will be checking out your child every day.

In Case of Absence, Early Pick Up, or Late Arrival

If your child will be absent from the program for any reason, please call the PJA office as soon as possible. (503-244-0126).

If you plan on picking up your child early, please call the PJA office, and his/her instructor will escort your child to the PJA office.

If you are running late, please call the PJA office and we will be able to direct you to the appropriate place to drop off your child.

Health and Safety

Accidents and Emergencies

Bumps and tumbles are not uncommon in a summer program. Should anything unusual happen throughout the day, staff will care for minor injuries with ice, soap, water, and Band-Aids, and of course, TLC (tender loving care) will always be provided. We are also prepared to handle more significant accidents and emergencies should they arise. Should there be an emergency, we will make every effort to contact parents/guardians or emergency contacts after appropriate measures are taken.

Hygiene & Sanitation

One of the great joys in summer is the opportunity to play outside, get dirty, and have fun. In fact, some of the best times come when children get dirty, muddy, wet, or sweaty. At the same time, our staff recognizes that it is imperative to maintain high levels of personal hygiene and to stay clean whenever possible. Our staff requires all children to wash their hands before eating and after going to the bathroom. They have hand sanitizer nearby and will encourage children to change out of their dirty clothes when appropriate.

Health

Please keep your child at home if he/she:

- has a fever of 100 degrees or higher or has had one during the previous 24 hours.
- is vomiting or has diarrhea.
- has heavy nasal discharge not directly related to allergies.
- has a constant cough that interferes with activity.
- has redness of the eye, obvious discharge, matted eyelashes, burning, and/or itching.
- has symptoms of communicable disease.
- is unusually lethargic or tired – “not him/herself”

If a child does not feel well enough to participate in the activities of the day, parents will be called to pick up the child. If your child is ill and will not be attending the program, please notify the Program Director or PJA office staff as soon as possible. We ask that parents notify the Summer Director of any communicable disease a child has, such as measles, chicken pox, lice, etc., so that we may notify other parents. Please be considerate of others; we need to keep in mind the health and well being of our entire Discovery Program and MJCC camp community.

Medication

On the first day of each week or session it is the parents' responsibility to deliver all medications and written instructions in a Ziploc bag directly to the PJA office. Please write the child's name and age on the Ziploc bag. **Medications may not be stored in child's possession at any time.** The only exception is for a child who requires the immediate use of an inhaler for a medical condition. In this case, written permission needs to be on file in the PJA office. All medications, including over the counter health items, must be in their original packaging.

Insurance

PJA Summer Discovery Program and the MJCC Day Camp do not provide accident or health insurance for attendees. It is the parent's responsibility to take care of all fees and charges related to health care.

Miscellaneous

Rainy Days

Rain won't spoil our fun! We are open rain or shine, but you can help your child stay comfortable by sending the appropriate attire. Summer Discovery is prepared for a possible rainy day. We have many exciting and dynamic activities ready to be implemented if the weather prohibits us from carrying out our regularly scheduled activity.

Lost and Found

PJA has several lost and found locations on campus. Please check with your child's instructor for help with lost items. **Please label all of your child's possessions.**

PJA Summer Discovery 2010 Terms and Conditions

Additions

Classes may be added (based on availability) at any time by calling or emailing the Program Director.

Behavior

The PJA Summer Discovery Program is dedicated to providing every child with a positive summer experience. As such, we have a set of community standards and expectations for behavior to which all program participants must agree. **Please review these policies and rules with your child before/he arrives to the program.**

When a student breaks a rule, staff addresses the situation directly and in a timely manner by clarifying expectations around rules and suggesting appropriate behaviors. With recurring or persistent misbehavior, staff will involve program administrators, who in turn, will contact parents to discuss the issue and create a plan to resolve it. The PJA Summer Discovery Program reserves the right to dismiss any student whose behavior is deemed inappropriate. It is also important to note that there are some "zero-tolerance" behaviors that may result in immediate expulsion. In the event that a student is expelled, there is no refund.

The PJA Summer Discovery Program expects that every participant will:

- Follow the rules that instructors set out for each activity, area, or project.
- Be honest and respectful, in actions and words, of all other students and staff.
- Keep their hands to themselves and respect other people's space
- Do their part to keep campus clean and orderly.
- Stay with their group and notify staff when they need to leave the group.
- Be a positive and active participant in all program activities.

The PJA Summer Discovery Program has a zero-tolerance policy of the following:

- Any behavior that disrupts or interferes with others ability to enjoy program
- Bullying, fighting, hazing or physical aggression.
- Negative or hateful speech or language of any kind, as well as harassment
- Theft or vandalism of any kind.
- Possession of controlled substance, weapons/firearms, or other contraband

Participants are responsible for complying with this behavior policy.

Changes

We understand that parent and family schedules can change quickly during the summer and because of this changes to enrollment are an inevitable part of programming. At the same time, they pose challenges for staffing, supervision, supplies, and office systems. Parents may request a change to program enrollment up through the second day of each session. If space is available, the change will be accommodated. **Changes made in advance of the start of a program session incur a \$25 processing fee per change**, and a refund or additional fee based on the difference in price between the two classes. **Once a program session has begun, a change still incurs the \$25 fee; however, no refund will be given if a participant switches between classes of different prices.**

Program Cancellations

PJA Summer Discovery reserves the right to cancel classes due to low enrollment. Should cancellations occur, staff will contact the parents/guardians prior to the beginning of the class and refunds or transfers will be given. Typically, this occurs **seven to ten days before** a class begins. PJA Summer Discovery Program also reserves the right to dismiss a student whose behavior violates our Behavior Agreement, in which case no refund is given.

Early Drop-Off

Drop off begins on in the PJA lobby each morning at **8:45**. Pre-Care is an enrollment only (i.e. no "drop in") program through the MJCC Day Camp. Parents who arrive a few minutes early should wait with their child until regular drop-off begins at 8:45. Please note that **the MJCC is unable to pro-rate Pre-Care**, so in the case that a parent must do a "drop in" for Pre-Care, they will be billed for the full weeks rate of **\$20 (members)/ \$25 (non-members)**

Payment

Payment is due at the time of registration. Enrollment fees totaling **\$500** or less must be paid in full at time of registration and may be paid by cash, check, Visa, or MasterCard.

Enrollment fees **over \$500 may be split into two credit card payments**: one at the time of registration and the other on **May 31, 2010**.

Refund/Discount

Any deviation from the policies listed here, in the Brochure, and in the Parent Manual must be approved in writing by the Chief Executive Officer or the Operations Manager of PJA, in consultation with the Program Director and the CFO.

Risk and Release

Use of any recreational facility and participation in any activity involves a risk of accidental injury despite all safety precautions. I/we have been informed of the activities to be conducted by the Mittleman Jewish Community Center and/or Portland Jewish Academy. I/we, as an individual or as a parent or guardian of the participants named herein, assume all risks and hazards incidental to the activities, and release from responsibility and all liability, claims, costs, and damages including attorney fees and costs. I/we further agree to indemnify and hold harmless the Mittleman Jewish Community Center and Portland Jewish Academy, their officers, directors, independent contractors, volunteers, and all employees for any illness, injury or damage to me or my children, or my family members occurring during the use of any recreational facility or the participation in any activities conducted by the MJCC or Portland Jewish Academy. All fees must be paid in full at time of registration. The Summer Discovery Program reserves the right to cancel any activity based on insufficient enrollment. In the event that a program is cancelled by the PJA, all fees will be refunded within 30 days.

Terms of Enrollment

-Payment is due at time of registration. Enrollment fees totaling **\$500** or less must be paid in full at time of registration and may be paid by cash, check, Visa, or MasterCard. Enrollment fees **over \$500 may be split into two credit card payments**: one at the time of registration and the other on **May 31, 2010**.

-Cancellations or program transfers must be made in writing to the Program Director. A **\$25 administration fee** will be charged on all cancellations or changes. Except for course cancellation, there are no refunds after May 1, 2010. There are no refunds for cancellations once the program session begins except for medical emergencies with a note from a doctor.

-The Summer Discovery Program reserves the right to cancel any class due to insufficient enrollment or unforeseen circumstances.

-The Summer Discovery Program reserves the right to dismiss a student whose behavior is deemed inappropriate, in which case, no refunds will be given.

-Final enrollment and reservation of a space in the Summer Discovery Program is contingent upon review of completed program paperwork.

-The Summer Discovery Program reserves the right to bill and charge fees pursuant to the policies outlined in the program enrollment forms, Parent Manual, and Summer Discovery Brochure.

Waiting List

All classes are first come, first served. When a class fills, the Summer Director will begin a waiting list for that class. Wait-listed students will know if there is space available to them in the program three business days ahead of the start of the program.

Withdrawals

Please note: MJCC Day Camp and PJA Summer Discovery have different withdrawal policies.

PJA Discovery

Except for course cancellation, there are no refunds after May 1, 2010.

MJCC Day Camp

Parents may withdraw their child from a camp program up to ten days prior to the first day of the session. A \$25 processing fee will be withheld on each cancellation, and the remaining monies will be refunded within 30 days. **There are no refunds for cancellations ten days prior to the start of the camp session or after.**