“Supporting a school-ager’s development in a fun, diverse, and enriching environment!”

PJA-Kidsplace Tax ID #: 93-0504473
We had a lot of fun at Kidsplace playing with Ooblick this past month.

Ooblick is made from cornstarch and warm water. The unique qualities can keep kids busy for a long time. It is a quizzical study in solids and liquids. As the children explore the ooblick they will discover that it will have a liquid form when it's just being held but as you handle the ooblick it will form a solid mass. Oozy, gooey and messy but so much fun. I think these pictures show just exactly how much fun the kids had.

September 2014
The PJA-Afterschool Department WELCOMES You!

Dear Parents/Guardians:

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

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

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

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 the Kidsplace program regarding your child and family’s specific needs.

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

Sincerely,

Jennifer Merrill
Director of PJA-Afterschool Programs and Department Registrar

Like us on Facebook and stay connected... www.facebook.com/PJA.Afterschool

At PJA-Afterschool, we are all about supporting a school-ager’s development in a fun, diverse, and enriching environment!
October’s Kidsplace Family Night

We held an Apple-Palooza at Kidsplace and invited families to join us in an apple taste testing. We had seven different varieties of apples to taste and recorded our favorites. Among the varieties tried were: Gala, Fuji, Pink Lady, Honey Crisp, Jonagold, Breaburn and Golden Delicious.

Everyone had fun tasting all the different varieties and picking their favorites. Staff and parents joined in. We discussed factors that might effect the taste of the differing apples and we also talked about when apples are picked, how far they are transported, how they are stored and other things that may have made the differing apples taste better than the others. It was indeed yummy! The two winners were Honey Crisps and Pink Lady’s.

Participants recorded different tastes from sweet to tangy, but everyone enjoyed tasting the apples.

October 2014
OUR MISSION
To create, build, and maintain programs dedicated to the care, education, and development of children and youth during their out of school time. Emphasis is placed on promoting life skills through community service and enrichment-based programming.

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

HOURS OF OPERATION
At least 5 children MUST be registered to participate each day for any of the Kidsplace programs to be operational. We have a 15 child capacity for Before care and 30 child capacity for After care.

Monday - Friday

<table>
<thead>
<tr>
<th>Program</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>7:00AM – 8:45AM</td>
</tr>
<tr>
<td>Afterschool Care</td>
<td>3:00PM – 6:00PM</td>
</tr>
<tr>
<td>2-hr Late Opening Care</td>
<td>7:00AM – 10:45AM</td>
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<tr>
<td>(offered at Kidsplace)</td>
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<tr>
<td>Vacation Day Programs</td>
<td>8:00AM – 6:00PM, unless otherwise noted!</td>
</tr>
<tr>
<td>(offered at Kidspace and Kidscorner programs)</td>
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MOST Vacation Day Programs & Vacation Day Early Starts will be offered at the Kidspace location inside Forest Park School in NW Portland. All other days, including Federal Holidays and Winter Break, will be offered at our Kidscorner location inside the Portland Jewish Academy in SW Portland.

Please refer to the 2015-16 Kidsplace Calendar for more details.

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2015-16 ENROLLMENT CALENDAR

APRIL 6, 2015 CLOSED Priority Enrollment begins for currently enrolled families.
MAY 4, 2015 OPEN Public Enrollment begins
MAY 5, 2015 Kidsplace Open House, 5:00-6:00pm
AUGUST 2015 Kidsplace Open House/New Family Orientation Night
(typically in the evening the last week of August; exact date & time TBD)

AUGUST 27, 2015 First Day of School & Kidsplace
SEPTEMBER 1, 2015 First Day of Kindergarten

ADMINISTRATION & SUPPORT STAFF

Beth Germain CFO 503.535.3593 bgermain@pjaproud.org
Merrill Hendin PJA Principal 503.452.3424 m2hendin@pjaproud.org
Jennifer Merrill PJA-Afterschool Dept. Director and Registrar 503.535.3546 jmerrill@pjaproud.org
Jolene Williams Kidsplace Site Supervisor 503.535.3612 Kidsplace@pjaproud.org
Nancy Hauth Portland Public Schools Child Care Supports Program Manager 503.916.3230 nhauth@pps.net

Kidsplace has been exploring some all time favorite books and following each book with a related project.

We read Patricia Pollaco's Junkyard Wonders and then the children got to create and tear apart used items that had been collected over the year.

Seeing all the girls and boys with hammers and tools was wonderful. They focused on taking things apart and then on designing new creations.

It was fun to share the names of the various tools and how they work as well as that great old saying "lefty to loosey and righty to tighty!"

There really was only one problem, we ran out of take "aparts".

Well there was one more problem for both Ericka and I...the echoing of hammering in the cafeteria

It was a great story and good day.

November 2014
This month the children at Kidsplace created Snowman Holiday Cards.

Everyone was asked to make at least one card and we got over 30 cute cards to give to the Rose Valley Assisted Living Center in Scappoose.

We used potato's to make the different snowman bodies by printing the shape of the cut potato. Each card had a great snowman with it's own personality. The children wrote a little message inside as well.

My mother recently moved into the Rose Valley Assisted Living Center and it was really fun to see the children’s cards decorating the dining room tables and some of the resident’s doors.

This was a simple service project that turned out really well. I think the children realized they were bringing a smile to folks who don't get many visitors or mail.

I’m sure we'll be doing this again.

DECEMBER 2014
ABOUT KIDSPLACE

DAILY ROUTINE

BEFORE SCHOOL CARE;
7:00-8:45AM;
15 child Maximum capacity

At least 5 children MUST be enrolled EVERY DAY for this program to operate!

7:00-8:35AM:
Free Choice Time, inside activity centers
- Homework completion, resting, personal breakfast, games, art, puzzles, etc...

8:35-8:45AM:
Clean-up & dismiss to school

AFTERSCHOOL CARE: 3:00-6:00PM
30 child Maximum capacity

3:00-3:30PM: Arrival in cafeteria then Hand-washing
Put away belongings, socialize with friends, and prepare for snack

SNACK Service

3:30-3:35PM: Group Meeting

3:35-4:15PM: Enrichment Option Time I;
Homework Time, Monday-Thursday ONLY
Activity Project – May include: art, cooking, science, community service, nature, etc...;

4:15-5:15PM: Enrichment Option Time II;
Active Group Game (Outside or Gym);
Quiet Free Choice – reading, resting, board games, drawing, etc...

5:15-5:45PM: Outside: Extended Play Or Inside: Free Play and Homework

5:45-6:00PM: Clean-up & Free Choice Play; in Portable
Inside activity centers & outside garden play on nice days

6:00PM: PROGRAM CLOSES, UNLESS OTHERWISE NOTED

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

PJA-Afterschool values and respects each individual as special and unique as well as each child’s opportunity to experience fun, wonder and challenge in a social setting with positive, healthy role models.

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

OUR GOAL
It is the goal of Kidsplace and the entire PJA-Afterschool Department to provide a safe and nurturing environment for all children, families and teaching staff. We encourage feedback from children, families, staff and the community all year long in order to help us meet this goal.

OUR PHILOSOPHY
Our Afterschool Programs are designed to meet the developmental needs of the elementary-aged child. Each program strives to provide unique experiences to enrich and enhance each participating child’s cognitive, language, social, emotional, physical, and creative development.

We work to create environments that are safe, comfortable, and nurturing, both emotionally & physically. A place where children can have fun, learn, and relax from the stresses of their school day yet still continue to be stimulated by the world that surrounds them. We promote an atmosphere of cooperation, allowing children to participate at whatever level they desire.

We follow the Creative Curriculum philosophy which is a healthy balance of teacher-directed activities and child-initiated play with an emphasis on responding to children’s learning styles and building on their strengths and interests. A fundamental principle of this philosophy is that constructive, purposeful play supports meaningful and essential learning and we believe also helps children to develop a positive self-concept.
Within the program’s daily schedule, each child has the opportunity to create, explore, enjoy first-hand experiences, work to develop their problem solving and social interaction skills as well as build respect for each other as special and unique individuals. Kidsplace offers children a prime setting for trying new things and practicing good decision-making skills.

Our professional, creative, and educated employee’s serve as positive role-models and provide care that is supportive, nurturing, and responsive to each child. 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.

**THE IMPORTANCE OF PLAY FOR SCHOOL AGE CHILDREN**

School-age children come to the school age program after a full day of “work” at school where most of their activities are planned and controlled by adults. By the time children arrive at the school-age program they need to burn off some steam. Therefore, it is important for children to spend a good deal of the time at school-age program playing. Program staff should set-up activities with choices for children to pick from and staff to guide and direct children to these activities. Play helps children grow in all areas. It gives them opportunities to develop physically, to think and solve problems, learn to express themselves in acceptable ways, and build self-esteem. Play is also one of the most important ways in which children develop social skills. They learn to take turns, negotiate, share materials, understand how friends feel, and express their emotions. In addition pretend play helps children tryout grown-up roles and overcome their fears.

Children’s play may include using their imaginations, organizing and leading others, researching special interests, making collections, playing board games, doing puzzles, working on crafts, using physical skills, or listening to music. School-age programs can offer children a change of pace. A place to relax, have fun, use their creativity, make their own decisions, practice and master skills, do things with other children, and do things themselves.

Program staff play an important role in supporting children’s play by providing time, space, materials and encouragement. Children in the group may invite staff to participate in their games and dramatic play. Depending on a child’s temperament, he or she may enjoy playing games with one of more peers. Some children just enjoy the game; others are driven to win. Playing games with rules provides opportunities for children to deal with competition and strong feelings generated by winning or losing. Games with rules include board games, computer games, sports, or any type of play governed by a set of rules that everyone understands and follows.

School-agers may argue over the rules and they may have difficulty accepting when they lose. Games are an opportunity to help children work through their disagreements and handle feelings of anger and aggression. Staff can review the rules at key moments in the game and model how to be a graceful loser (or winner). Or, introduce non-competitive versions of popular games or other games that do not result in winners or losers. Some children enjoy competing with themselves; others are driven to win. Playing games with rules provides opportunities for children to deal with competition and strong feelings generated by winning or losing. Games with rules include board games, computer games, sports, or any type of play governed by a set of rules that everyone understands and follows.

Many school-age children enjoy planning and putting on their own plays and shows. School-age staff can provide writing materials for budding playwrites, books about creative drama activities and short plays, and dress up clothes and props. Older school-age children may involve younger ones in their productions, or they may put together a show, and then preform it for the whole group. Writing a script, providing background music and creating elaborate costumes can all be part of their play. Such projects may last from an afternoon to several weeks.

Older children prefer to make and carry out their own plans without a lot of adult involvement. Allowing children to be semi-independent tells children that you feel confident they can do many things on their own. However, never ignore them; instead observe to see how things are going, encourage them to ask for what they need and offer suggestions in a way that allows children to accept or reject them.

*If you are interested in more, Vivian Gussin Paley’s “A Child’s Work” is a wonderful resource.*

**PLAY IS IMPORTANT FOR LEARNING AND DEVELOPMENT**

Children learn through purposeful, quality play experiences, positively by adults. Through play, children build critical basic skills for academic achievement. These include verbalization, language comprehension, vocabulary, imagination, questioning, problem-solving, observation, empathy, cooperation skills and understanding the perspective of others. Play is vital for children’s optimal social, cognitive, physical and emotional development and meant to be enjoyable. Children particularly benefit from make-believe play.

As Dorothy Singer, play researcher and co-author of *Play = Learning* puts it:

“Through make-believe games children can be anyone they wish and go anywhere they want. When they engage in socio-dramatic play, they learn how to cope with feelings, how to bring the large, confusing world into a small manageable size; and how to become socially adept as they share, take turns and cooperate with each other. When children play, they are learning new words, how to problem solve and how to be flexible.”

Make believe situations give children an opportunity to role play, exchange ideas and try out ‘what if’s?’ if you think about it, important discoveries in rigorous disciplines such as medicine, politics and economics, start with ‘what if’ scenarios. So, is play-based learning important? Many experts think so and here at PJA-Afterschool programs, we agree!
THE KIDSPLACE PROGRAM

A CHILD-FRIENDLY ENVIRONMENT – The Kidsplace Before and Afterschool ChildCare Program is well-equipped with several indoor activity play areas and an outdoor play area complete with a playground, a covered play area and green spaces from which the children can choose to explore.

Indoor play spaces that children will have access to may include but are not limited to:

- **Art** – For painting, knitting, sewing, beading, paper crafts, clay, recyclables, drawing & coloring materials, basic cooking, etc.
- **Building** – With Lego’s, plastic animals, toy cars, wood blocks, action-figures, fort building materials, and more.
- **Imagination** – A virtual talent show with dress-up materials, office-related materials, puppetry, and restaurant/kitchen play food and equipment.
- **Games** – An area for playing a wide variety of classic board and card games, puzzles and a Bumper Pool Table.
- **Science** – Includes cool hands-on, science experiments, magnets, Science resource & fact books, magnifying glasses, and rocks & minerals!
- **Reading** – A quiet library-type area with books for the beginning, intermediate, and advanced readers. Blankets and pillows are also available.
- **Homework** – Equipped with the necessary materials to work on and/or complete homework, including resource books & tools, writing materials and more.

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

Because our program is choice based, children have the freedom to engage in what interests them most, gain independence, and through our ongoing community service activities develop into caring, responsible citizens in their community.

We introduce unique themes on a monthly basis that are not usually explored in school, such as “Geology,” “Diversity” and “Thinkin’ Green.” We then offer group games and a variety of enrichment projects to help them explore each theme. We also offer guidance and tools during their free choice time to help them create their own projects relating and/or not relating to the month’s theme.

**ACTIVITY CLUBS** – are an excellent vehicle for encouraging school-agers to explore a topic of their interest. Activity Clubs give children the chance to develop new skills and allow them to discover their individual talents. Activity Clubs can be organized around almost anything that interests a small group of children and even be organized and run by the children. When Activity Clubs are offered, children always have the choice to participate or not, none are ever excluded. Some Activity Club examples could include but are not limited to: sewing, beading, chess, drama/theater, cooking, fashion and more.

**DAILY ENRICHMENT ACTIVITIES MIGHT INCLUDE –**

- Art exploration
- Cooking
- Homework time
- Nature
- Storytelling
- Building & design
- Creative free play
- Culture study
- exploration
- Sustainability
- Camp crafts
- Drama/theater
- Literacy
- Paper-crafting
- projects
- Community
- Gardening
- Metal tooling
- Science
- Writing
- service
- Group games
- experiments

**COMMUNITY SERVICE PROJECTS** – Kidsplace offers a variety of Community Service projects in which children can actively participate throughout the school year. These projects help encourage our children to take part in their community, to learn about caring for one another, and to get connected to something greater than themselves. Though not always the most fun project, these selfless acts encourage the children to grow into healthy, responsible, young adults. From supporting Skyline School by donating an auction project to sharing our Community Service Projects with the whole school community by making surprises for the Skyline Staff; from creating thank you cards for local veterans to creating Care Kits for people in transition; from making party bags for children in local hospitals to hosting food drives benefiting the hungry in our communities; from conducting hand-washing experiments to learn the importance of cleanliness and more, the Kidsplace children are learning to give of themselves, a skill we hope they will continue to use once they leave our program.

**GROUP MEETING** – Monday through Friday, generally for about 10-minutes, the whole group will be addressed by the Kidsplace staff to discuss the activities planned for the afternoon. This time is also used to discuss and develop friendships as well as build positive peer conflict resolution and problem solving skills through stories and sharing. At this time of the day, the children are learning and practicing their active listening and participation skills, as well as respect and responsibility, good sportsmanship and other quality character skills as well as asking and answering questions.

This type of transition programming is used to enhance and teach the skills children need to prevent problems from arising here at Kidsplace, at home and school, and to develop positive friendship building tools.
INCLUSION PHILOSOPHY — PJA-Afterschool believes that every child, regardless of ability, has the right to participate in a broad range of activities and environments. The desired results for all children and families include a sense of belonging, positive social relationships and friendships, and development and learning to reach their full potential. The PJA-Afterschool programs strive to achieve balance in their spaces that is inclusive of all children. PJA-Afterschool defines the features of a high quality school-age childcare inclusive program as access, participation and supports.

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

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

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

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

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

ARRIVAL PROCEDURES – As per [OAR 414-300-0050] – When dropping off a child for any Kidsplace program, parents/guardians (or authorized individuals) need to enter the Skyline Cafeteria for both Before Care and After Care, inform a Kidsplace staff member that the child has arrived and “SIGN-IN” the child. Please do not leave a child at Kidsplace unsupervised OR send children into Kidsplace unescorted WITHOUT having established an agreement in writing with the Kidsplace Site Supervisor. We realize families may be running late or in a hurry; however it is a state law for parents/guardians to bring their children to the program in person unless agreements in writing have been made in advance. Kidsplace strongly enforces these regulations! Once children arrive at Kidsplace, a staff member welcomes them and they neatly store their belongings in a provided cubby.

FOR BEFORE SCHOOL CARE - At 7:00AM, Kidsplace opens in the Skyline Cafeteria. At 8:35AM, children clean-up and are then dismissed to their classrooms.

FOR AFTERSCHOOL CARE - Upon their arrival to the Skyline Cafeteria, children are greeted by a Kidsplace employee and signed in. They store their belongings in a provided cubby, and are welcomed by Kidsplace staff, then sent to wash their hands and get their afternoon started at Kidsplace.

DEPARTURE PROCEDURES – As per [OAR 414-300-0050] – When picking up a child from the Kidsplace program, parents/guardians (or authorized individuals) need to enter the Skyline Cafeteria, children will NOT be sent out of Kidsplace for drive by pick-ups; inform a Kidsplace staff member who they are here to pick-up, and “SIGN-OUT” the child. Anyone who is unfamiliar to the Kidsplace staff, including parents/guardians and other authorized individuals, will be asked to present photo identification before a child will be released to them.

CONSISTENCY AT PICK-UP TIME: Transitions are often very difficult for children, especially younger children. It is very important to form a routine and have consistency in their schedule. Reunions between parents/guardians and children at the end of a long day are very important. Too often when parents/guardians run late or arrive early to pick-up their child it can cause difficulty, anxiety and frustration between the parent/guardian and/or the child. Discuss with your child ahead of time if you will be picking them up earlier or later than usual or if someone else will be picking them up. This will help prepare the child for the transition and the change in routine.

EARLY FOR PICK-UP: When a parent/guardian arrives earlier than planned, children may be so involved and interested in what they are doing they won’t want to leave. This can cause frustration with the parent who does not want to stay or cannot stay because they are in a hurry; this can also be the start of a difficult evening.

LATE FOR PICK-UP: When parents/guardians run late, children worry if their parents/guardians are okay or if they have been left behind. Both of these situations can create a negative experience when leaving the center and can lead to a difficult evening at home.

It is important to call if you find that you are running late and ask that your child be informed. This will help prevent children from worrying when you run late.

BATHROOM PROCEDURES – All children enrolled at Kidsplace MUST be potty trained. Kidsplace staff understands that accidents to happen and thus encourage ALL families to send at least one set of LABELED spare clothes to Kidsplace in the event of a bathroom accident or mud puddle accident.

Children are required to ask a Kidsplace staff member for permission, and then go to the bathroom. Children return when finished and check back in with the Kidsplace staff member.

Other exceptions to these procedures may be made on a case by case basis if deemed necessary.

Kidsplace children are also regularly reminded to flush and then wash hands before exiting the bathroom, and to report to a Kidsplace staff and problems in the bathroom such as no soap, etc. It is asked that only one child be in bathroom at a time, unless an emergency dictates otherwise to aide in comfort and help prevent horse-play, etc and to report to a Kidsplace staff any problems in the bathroom such as no soap, etc.

PLEASE REMEMBER – all Kidsplace families are REQUIRED to sign their child out of the program BEFORE removing their child from Kidsplace. This is both a Parental Expectation as well as an Oregon State Law, [414-300-0050 (1)].

We thank you for your cooperation in adhering to this program requirement.
PARENT COMMUNICATION & INVOLVEMENT – We value and respect each family as unique and important. We interact daily with the parents, 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 therefore perceptive to changes in behavior, mood, and attitude. Parents will be informed of any significant changes observed in their child. Likewise, parents should share with Kidsplace when there are changes or disruptions in the family's routine, including changes in the family structure, living arrangements, or other situations that affect children. We are able to make referrals to support services as necessary and will do so in complete confidentiality, in accordance with our Nondiscrimination Policy, and without interruption to your child's participation in our program.

Kidsplace keeps the lines of communication open with our families in a variety of ways;

- Bi-weekly Email Updates
- Daily contact with parents
- Flyers & Bulletin Board Displays
- Formal meetings/conferences
- Informal meetings
- Monthly Newsletters & Calendars

A PROGRAM HANDBOOK is part of the Kidsplace enrollment process and includes the program's philosophy and policies, as well as the services the program offers, hours, fees, parent requirements and responsibilities, as well as the listed responsibilities of the program. The information is all inclusive of the program and department. A copy of the Program Handbook is always available on our website at www.pjaproud.org/Kidsplace

BI-WEEKLY EMAIL UPDATES are sent out to all participating families from the Site supervisor. These bulk emails include the Monthly Newsletter as well as upcoming date reminders like closures and no school days, but also some general reminders from the Site Supervisor. These emails are also an opportunity for families to email the program back with any feedback, questions, concerns, etc that they might have.

PARENT CONFERENCES, when necessary, can take several forms, including large group, small group, and individual conferences. Group conferences are utilized to present general information, and gather information from parents. Individual conferences may be either formal or informal (i.e. - a brief discussion depending on whether or not a staff is free during pick-up).

Parents are often busy and rushed when they arrive to pick up their children, but parent visits to the site are welcome and encouraged! Parents should always feel welcome and should feel free to participate with the current activity.

NEWSLETTERS are created each month by the program’s Site Supervisor. These are then emailed out to families as well as posted onsite at the program. Each Newsletter contains a wide array of information including but not limited to: the teacher planned activities and snacks for the month, insight from our frontline teaching staff, reminders, dates to be aware of, photos of what’s been happening in the program, Eco-Healthy tips and tid-bits, literacy information, a highlight from the previous month, other announcements, funny things we’ve heard the children say, and much more.

A NEW ENROLLMENT SURVEY is typically given to both the family and child after the first month of participation in the program. This feedback is used to help ensure a child’s adjustment into the program and evaluate a families understanding of program policies, expectations and any other general inquiries they might have about the program.

CONTACTING KIDSPLACE AND COMMUNICATION WITH KIDSPLACE STAFF; Parents are encouraged to talk with our staff at any time either in person when dropping off or picking up, scheduling a time to talk that is more convenient, sending an email to the Program Site Supervisor or the Department Director, or placing a phone call to the program staff, Site Supervisor or Department Director.

We welcome questions, suggestions for improvement, complaints of dissatisfaction or concern, etc. we take everything we get from families to heart and work to address both the good and the bad.

- When families have questions we want to get those addressed and answered as quickly as possible, if that is not right when the question is answered we will happily write it down and work to get you the answer as well as possibly provide you with resources towards finding the answer as well.
- When families share compliments with our staff we make sure all our staff are made aware and also share with our Department Director as we take great pride in the quality of service we provide.
- When families share concerns, suggestions for improvement or complaints we also share this with our Kidsplace team so that we can brainstorm how we can work towards improvements. When we come up with a plan for improvement we share that out with families in our Newsletter and Bi-Weekly Updates or we may even solicit directly from to families for improvement ideas. As a program team along with our Department Director and input from families we want to make sure all families who need our services are satisfied with the care we offer. If we are ever not able to meet the specific needs of a family then we will work with them to find alternative care options for their child as we do realize that our large group program may not be the best suited environment or care program for every child.

The Kidsplace staff and Site Supervisor can be contacted directly by calling 503.535.3612 or emailing Kidsplace@pjaproud.org. The Department Director can be contacted at 503.535.3546 or via email at Afterschool@pjaproud.org.
**PARENT FEEDBACK EVALUATIONS** are conducted typically twice a year, generally online but a paper format may be made available. A Mid-year survey is conducted by PPS and a copy of the survey results are then shared with the district, the Glencoe principal and our program. The End-year survey is conducted by PJA and is shared with company administrators and program staff. The objective in both surveys is to evaluate our program’s progress and continually work towards improvements. We want to learn parent concerns and interests as well as to assess changes where applicable. Our goal is to meet the needs of the children, families and communities in which we operate. Occasionally throughout a school year our program staff may also conduct surveys with the children in the program to help ensure we are regularly meeting their needs and interests as well. When feedback is received by our program staff they will work together to come up with viable solutions and then share out to families their solutions as well as ask families to give any alternate solution ideas they might have for our program. This may simply be done through email or newsletter communication or a parent meeting may be scheduled or a parent/staff committee formed if necessary to help address parent concerns and program improvement suggestions.

**PARENT VOLUNTEERS** are most welcome and strongly encouraged at Kidsplace. As little as 15 or 20 minutes spent with a small group of children provides those children the opportunity to interact with other positive adult role-models and receive a wonderful new learning experience. Larger scale volunteering could include field trips, work parties, etc, please talk with the Kidsplace Site Supervisor.

**QUALITY AND PERFORMANCE**—At PJA, we believe our families deserve the best and we take our quality standards VERY seriously. We aim to meet and maintain the highest quality childcare standards that are set by both state and federal agencies. We then evaluate our programs, employees, and practices regularly to ensure these high standards are continuously met and maintained. It is important to us that our services meet the needs of the children and families we serve. To do so, we set exacting criteria to achieve the high quality childcare standards and then survey our families two to three times a school year to help us evaluate our success in the following areas:

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

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

**STAFFING** — As per [OAR 414-300-0070 through -00120] - At PJA-Afterschool, we believe that the teaching team is the cornerstone for implementing our enrichment philosophy. The Kidsplace staff work to create a caring and nurturing atmosphere, fostering each child’s creativity and positive self-image. In accordance with state requirements, the necessary competencies have been identified that all Kidsplace staff members must have to meet the needs of any/all participating children. Staff members of the Kidsplace program are carefully selected based on a combination of their education background and experience in the field of working with school-age children in a childcare setting. All Kidsplace staff must also submit to state run background checks prior to their employment as required by the Oregon Child Care Division. **STAFF/CHILD RATIOS** are set by the state of Oregon at a minimum of 1 teacher for every 15 children/youth. At Kidsplace, we do our best every day to raise the bar and provide better than minimum standards.

**CONTINUAL PROFESSIONAL DEVELOPMENT** for each Kidsplace employee is an employment requirement. Currently each PJA-Afterschool employee must receive a minimum 18+ clock hours of continuing education per school year, depending upon their position, starting with an orientation process [414-300-0120 (1 & 5)]. The level of continuing education we require of our PJA-Afterschool employees exceeds the minimum requirements set by Oregon state law. Upon hiring, all our PJA-Afterschool employees are enrolled in the Oregon Registry for Professional Development at a step 1 or higher depending upon their level of education relating to the field of childhood care and education. For more information about the Oregon Registry for Professional Development and how it relates to the quality and professionalism of our Afterschool staff please visit their website – [http://www.pdx.edu/occd/](http://www.pdx.edu/occd/)

**NUTRITION** — As per [OAR 414-300-0280 (1a, c & d, 5e & 8a-e)] & [OAR 414-300-0270 (1 & 4-6)] - At Kidsplace, we are committed to serving food that is appealing, nutritious, and supportive to every child’s continued growth and development. Snack is to be a pleasant occasion with lots of opportunities for social interaction.

Another goal of our food and nutrition program is education. The Kidsplace staff encourages children to learn more about the foods they eat and work to help them understand the value of a nutritious and balanced diet. Children are also taught other skills at snack time such as proper table manners/etiquette and helping with clean up.

Kidsplace follows strict nutritional guidelines, for all family provided lunches and snacks served, established for school-age children by the U.S. Department of Agriculture, the National Association for the Education of Young Children, *(NAEYC)*, and...
the National Afterschool Association, \textit{(NAA)}. Kidsplace 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.

During snack and lunch, we strive to help children develop healthy food and eating habits – avoiding many of the negative eating practices that can manifest themselves later in life such as walking and eating, sitting on tables, or talking with food in the mouth, these behaviors are strictly discouraged at Kidsplace.

**LUNCHES** - Parents/guardians are REQUIRED to provide all lunches for children attending Vacation Day Programs. We ask that lunches be nutritious and free from excessive sugar & soda drinks.

**SNACKS** - Snack time at Kidsplace is generally 15-20 minutes in length, and will also be offered later in the afternoon to those children who arrive to Kidsplace late due to extracurricular classes.

- During the Before School Program, snack is NOT provided by Kidsplace EXCEPT on the Late Opening Program Days. Children are always welcome to bring a snack/breakfast provided by parents/guardians from home.
- During the Afterschool Program, snack time is an individual experience Monday-Friday, children not interested in eating are encouraged to practice appropriate socialization skills with their peers and the Kidsplace staff. Children are always welcome to eat the Kidspace provided snack, or finish their own lunch for a snack, or have a snack provided by parents/guardians.
- During Vacation Day Programs, a Morning and Afternoon snack are provided by Kidspace or Kidscorner programs. Children are always welcome to bring a snack/breakfast provided by parents/guardians from home.

Kidsplace snacks WILL include \textit{(as per state law requirements)}: 100% juice \textit{(not-diluted)} and/or milk; a serving of fruit and/or vegetables; a dairy option: \textit{generally cheese, milk, or yogurt}; and a grains portion of either: \textit{crackers, pasta, or other breads}. Menus are posted in the Kidsplace 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 \textit{NOT} allowed for snack and are strongly discouraged for lunch while at Kidsplace as per OAR 414-300-0270 (2 &5).

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

**SANITATION** – As per [OAR 414-300-0180] & [OAR 414-300-0260] – Cleanliness standards are taken very seriously at all of our PJA-Afterschool Programs. Our programs are cleaned nightly by cleaning crews that are not employed by the PJA-Afterschool Department. They pay special attention to snack prep/service areas, bathrooms and all the children’s play areas. All toys and play materials are washed and disinfected on a regular basis. Kidsplace also follows strict guidelines for food preparation and promotes 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. At Kidsplace, children and staff are required to wash their hands upon arrival, before and after eating, upon returning from an outside play area, after using the bathroom and after using a tissue, sneezing or coughing. This consistent and ongoing hand washing helps to prevent the spread of germs and disease and teaches proper cleanliness habits. Use of moist towelettes may be used when soap and water are not available like on field trips.

Kidsplace does not permit the use of Hand Sanitizers by children/youth in the program as per state regulations. Staff may only use in an emergency when water and soap are not available.

**SAFETY** – As per [OAR 414-300-0160] & [OAR 414-300-0170 (3)] – Providing a safe environment for children is a top priority at Kidsplace. When your child is attending Kidsplace, s/he is in a secure and safe environment. We have a number of safety systems and procedures in place here Kidsplace, including:

- Ensuring that children’s whereabouts are known and supervised at all times via a paper tracking system and constant counting by Kidspace staff.
- All Kidsplace 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 Kidsplace employees carry a complete first-aid kit with them at all times during Kidspace operating hours.
- Fire drills are performed monthly and other forms of emergency drills every other month.
- Kidspace staff use 2-way radios to communicate during operating hours whenever the Kidspace 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 at Kidspace, are ready to go should they be needed.
● All Kidsplace staff knows when and how to call 911 for emergency services, where fire alarm pulls and extinguishers are located, how and where to evacuate if needed and where to convene. This information is reviewed regularly and drills are practiced by staff with and without children.

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

SECURITY – As per [OAR 414-300-0160] – Security is a top priority at Portland Public Schools and the PJA-Afterschool Department. Every effort is made to provide the best possible security for all who use our PJA-Before and Afterschool programs.

● Entrance into the Skyline School is restricted to the main front doors and visitors are required to check-in with the school office until 4:00PM.

● Smoke alarms and heat sensors monitor all indoor spaces used by Kidsplace.

● Children are only released from Kidsplace to those individuals who are listed as Authorized Pick-ups, and they may be required to show Photo ID before a child is released to them. Only legal custodial guardians can amend who is authorized to pick-up a child from Kidsplace.

● PJA-Afterschool staff use 2-way radios to maintain constant communication if/when the Kidsplace group is ever separated.

● Photo ID badges are required at all times of all PJA-Afterschool employees and volunteers.

● PJA-Afterschool Staff wear bright blue identifying shirts on ALL Vacation Day Programs and field trips.

This month we had a funtastic family night at Kidsplace. Our theme was “A Minute To Win It!”

The evening was full of fun little challenges for kids and their parents. Some of the fun started off with putting a cookie on your forehead and attempting to get the cookie into your mouth without using your hands. They were pretty successful.

Next they tried to get a penny out of the bottom of a panty hose in one minute. There was also transferring cotton balls on their nose with just Vaseline, moving beans with a straw, trying keep 3 balloons in the air with one hand, and taking index cards from between stacked cups hoping the cups would end up in a nice stack.

But perhaps the most fun to watch was “Junk In Your Trunk” which challenged you to get 8 ping pong balls out of a box that was tied to your waist.

These kids can move. All in all it was a fun night of games and popcorn.

JANUARY 2015
ENROLLMENT POLICIES

Kidsplace ONLY serves children and youth of Skyline School in grades Kindergarten thru 7th, ages 5-13.

THE ENROLLMENT PROCESS –

A CURRENT ACCOUNT is REQUIRED for families currently enrolled at Kidsplace during the 2014-2015 school year (prior to March 2015) in order to register for 2015-16 school year.

A NON-REFUNDABLE REGISTRATION FEE is required to complete the enrollment process. Enrollment materials will not be processed without your full registration fee enclosed. If there is no space available, you can opt to be put into the Wait List system and after a month if we still can’t get you into the program then have your registration fee refunded OR choose to have your registration fee refunded immediately and paperwork shredded.

THE REGISTRATION PROCESS AND PRIORITY:

1. The CLOSED-Priority Enrollment period for currently enrolled family’s starts mid-March.
   a) During this time, enrollments are ONLY distributed and accepted from currently enrolled participants, who have current account balances, AND who submit ALL enrollment materials, signed and completed with required payment prior to the start of the OPEN-Public Enrollment period.
   b) This is ALSO the time for currently participating families to enroll their new sibling into the program.
2. The OPEN-Public Enrollment period begins in mid-April. Available spaces will be calculated prior to the OPEN-Public Enrollment period beginning and all available spaces will either be given away via first-come, first-serve OR through a lottery system, depending upon how many spaces we have available...
   a) At this time priority is no longer given to currently enrolled families.
3. If, at any time, receipt of enrollment applications exceeds the program’s capacity, then the enrollment applications will be accepted into a Wait List system and then placed into the program if/when space becomes available.

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

THE FIRST MONTH’S TUITION will then be charged in JULY for registration received prior to July 1st, in August for registration received after July 1st but prior to September and in September for registrations received after August 1st. Payment is then due upon receipt to confirm and hold your child’s space. This tuition fee is also NON-REFUNDABLE.

TUITION & FEES

TUITION FEE STRUCTURE – Our Monthly tuition is based on 9 equal monthly payments, September through May.

Children who are enrolled in the program prior to January will get their regular June Afterschool Care at no additional cost. Children who enroll after January 1st will receive a pro-rate tuition bill for June at the end of the month as they did not pay the full tuition rates September through December. We do NOT pro-rate December or March Tuitions.

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), so we do not make daily or hourly adjustments.

September’s monthly tuition is NON-REFUNDABLE and will be BILLED and is DUE in July/August. The remaining monthly tuition payments will be billed and due at the beginning of each month, October – May.

BILLING STATEMENTS are mailed out the first week of the month for the current month’s tuition and payments are then 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.

Payments made after the 15th of the month, may NOT be reflected in the next month’s billing statement.

PAYMENTS are to be made Portland Jewish Academy and can either be mailed in, Attn: PJA Billing Dept.; 6651 SW Capitol Hwy., Portland, OR 97219, OR receipted in person at the PJA Office or MJCC Reception Desk. Tuition Payments cannot be accepted by Kidsplace staff as they cannot provide you with a receipt NOR will they be held responsible for assuring your payment is received by the PJA accounting department. Postage-stamped, addressed envelopes will be provided at the program for your convenience.
PAYMENT PROVISIONS — In accordance with the statement of fees below:

i. A non-refundable registration fee MUST accompany the enrollment form; incomplete forms or forms without payment will be returned and/or NOT processed until completed with payment.

ii. Fees shall be paid as specified on each monthly bill. Billing questions can be directed to the Director of PJA-Afterschool Department, 503.535.3546 or afterschool@pjaproud.org

iii. Statements are mailed out the first week of each month with a due date of the 15th of that month.

iv. Accounts that go 30-days past due shall be considered delinquent. Payment arrangements can be made, please call or email if this is necessary.

v. Notices of delinquent accounts shall be sent to parents/guardians who started the account.

vi. Delinquent accounts not cleared within 5 days of the notice date, may deem a child ineligible to participate at Kidsplace and/or any Vacation Day & Late Opening Programs offered.

vii. Re-instatement of the child may occur when the delinquent account is paid in full or satisfactory payment arrangements have been made, but will be subject to current space availability.

viii. In addition, Kidsplace, in its sole discretion, reserves the right to deny program re-entry due to habitual non-payment of accounts. Delinquent accounts may also be taken to collections if satisfactory resolution cannot be made.

ix. Tuition payments can be made by check, money order, credit card (Visa or MasterCard ONLY), or you can have your payments set up to be automatic through your bank account (checking or savings) via Automatic Funds Transfer or through your credit card via Automatic Credit Card Payment. Contact the Director of PJA-Afterschool Department, 503.535.3546, for more information on monthly automatic credit/debit payment information.

x. Tuition payments can be made via postal mail to our company offices at – PJA-Afterschool Dept., 6651 SW Capitol Hwy, Portland, OR 97219; or in person at our company offices...Kidsplace staff CANNOT accept your monthly tuition payments as they are not able to provide receipt. HOWEVER we will make postage-paid, PJA-addressed envelopes available to all Kidsplace families. Skyline School staff can also not accept nor receipt your payments as our Kidsplace program is an entirely separate entity and business from the school.

xi. Written Notice (email to Kidsplace@pjaproud.org is acceptable) must be given to the Kidsplace Site Supervisor by the 20th of the month preceding cancellation or change in your child’s Kidsplace 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. If you are interested in either of these options, please fill out ONLY the form that would apply, do NOT complete both forms.

Participation in the Auto-payment option requires and annual renewal each school year. This paperwork will also be made available all school year on our program website. If you have a form on file for the 2014-15 school year it will NOT be applicable past June 30, 2015.

• 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.

You need to indicate the preferred date on the form.

If you credit card changes at any time, please complete and remit a new form with the new card option OR you can call us to update the current form you have on file with the new card information.

Late charges of up to 1.5% will be assessed after the last day of the month.

Service will be discontinued for non-payment.

One-Time Credit Card payments can be taken over the phone or using our Credit Card Payment Form, be sure to check the ONE-TIME payment box!

We do not keep credit card numbers on File when you make a one-time payment via Credit Card.

TUITION ASSISTANCE & CHILD CARE SUBSIDY —

PJA TUITION ASSISTANCE — Applications are available upon request and funds are subject to availability.

The PJA Tuition Assistance is privately funded and takes the entire picture of a family’s situation into account not just the financial situation. No more than 50% of your monthly tuition will be covered by PJA Tuition Assistance. The Annual Registration fees are NOT covered by PJA Tuition Assistance.

Applications will be reviewed typically within 2-4 weeks of being received. Applicants will then be notified via a letter in postal mail of the committee’s decision and their awarded assistance. Applicants then have 14 business days to respond and return the acceptance notice in order to begin receiving the Tuition Assistance benefit.

For questions, concerns or more information, please contact Beth Germain, PJA CFO directly at 503.535.3593 or bgermain@pjaproud.org.
**DHS CHILD CARE SUBSIDY** – The Kidsplace program gladly accepts 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. The Kidsplace Program is an Enhanced Rate Provider meaning DHS will pay a higher percentage rate than the standard DHS rates. This is because the Kidsplace employees all meet and exceed specific training and education requirements set by DHS. Families can request our DHS provider number by contacting the Director of PJA-Afterschool Dept. at 503.535.3546 or afterschool@pjaproud.org

**SIBLING DISCOUNT** – **MONTHLY TUITION** – Families enrolling more than one child in the program may be entitled to a 10% discount if all child/ren registered will be attending the program 3 days a week or more. The discount is awarded to the equal or lesser value tuition. (i.e. If one child is enrolled for 5-days a week care and one child is enrolled for 3-days a week care, the discount will be applied to the child attending 3-days a week.)

**VACATION DAY PROGRAMS & PPS 2-HR LATE OPENING CARE** – A 10% Sibling Discount is available for families registering more than one child on any offered Late Opening Care and/or Vacation Day Program services.

**SCHEDULE CHANGES & CANCELLATION** – **WRITTEN NOTICE** must be given directly to the Kidsplace Site Supervisor by the 20th of the month preceding a cancellation or ANY changes to a child’s Kidsplace participation schedule. Notice given AFTER the 20th of the month prior to the change is subject to the next full month’s fee and/or other additional fees. Email notification is accepted as written notification.

**REFUNDS/CREDITS ARE NOT OFFERED FOR ANY CHANGES.**

**CREDITS/REFUNDS** – Kidsplace does not issue refunds for days children miss due to illness, family vacation, or any other absences. If a child misses their scheduled day at Kidsplace, that day is then lost. DUE TO STRICT state-enforced child/staff ratios, and the costs of staffing, supplies, building fees, etc., Kidsplace does NOT provide any credits, refunds, or trading of days for absences of any kind, including but not limited to: illness, vacation, or inclement weather/emergency closures.

It is possible for a child to attend Kidsplace on an unscheduled day under our Extra Day Drop-in Service. The Kidsplace’s Extra Day Drop-in Service is ONLY AVAILABLE for those children/families that are registered, regular participants of the Kidsplace program. The Extra Day Drop-in Service is subject to space availability and the Kidsplace Site Supervisor’s approval. A 24-hr advance request is REQUIRED!

The Extra Day Drop-in Service fee will then be charged to your Kidsplace bill on the next month’s billing cycle.

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

**LATE FEES** –

**LATE PICK-UP** - Kidsplace closes at 6:00PM, unless otherwise stated. You will be charged a Late Pick-up Fee of $1.00 for each minute after 6:05PM. This fee will appear on your next monthly bill. Regular late pick-ups may result in consideration for termination from the Kidsplace program.

**VACATION DAY PROGRAM LATE REGISTRATION FEES** - Late registration fees may be billed for all Vacation Day Program Participation Authorizations Forms received AFTER the stated registration deadline. Late registration fees will be billed to your account in addition to any/all Vacation Day Program fees.

**FAILURE TO NOTIFY OF ABSENCE FEE** – It is important that we know if your child will not be attending the program on a day when s/he was scheduled to be with us. When children do not arrive as scheduled, staff must take time away from program duties to determine the missing child’s whereabouts. Please call Kidsplace and leave a message on the voicemail before 2:45PM, send an email BEFORE 1:30PM, or send a written note in advance to keep us informed.

There will be a $5.00 fee added to your next bill for EACH failure to notify us of an absence, or for notifications received after 2:45PM.

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.
ANNUAL REGISTRATION FEES –  
$50 – 1st child | $25 – 2nd child | $75 – Total for 3 or more children

MONTHLY TUITION PACKAGES –  
**REGULAR CARE TUITION PACKAGE:**  
- Includes regular Before and/or Afterschool Care hours ONLY for the days your child is registered to attend.  
- NO Vacation Day Programs are included, but they can be purchased separately if space is available.  
**VACATION CARE TUITION PACKAGE:**  
- A 3-month term at this higher tuition rate is REQUIRED (FALL-Sept.-Nov.; WINTER-Dec.-Feb.; SPRING-Mar.-May)  
- Includes regular Before and/or Afterschool Care hours for the days your child is registered to attend.  
- All Vacation Day Program during the 3-Month term are included – Fall, Winter or Spring  
- Vacation Day Programs in June are NOT INCLUDED.  
- A completed Participation Authorization Forms MUST be submitted at the start of the term to confirm your child’s attendance and enrollment at this tuition package.

MONTHLY TUITION RATES –  
**FLAT RATES** billed the first of each month, 9 equal months; September 2015 – May 2016  
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.

<table>
<thead>
<tr>
<th>REGULAR CARE TUITION</th>
<th>Before Care ONLY</th>
<th>After Care ONLY</th>
<th>Before &amp; After Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month-to-month</td>
<td>7-8:45AM</td>
<td>3-6PM</td>
<td>7-8:45AM &amp; 3-6PM</td>
</tr>
<tr>
<td><strong>5 days/week</strong></td>
<td>$132 /month</td>
<td>$409 /month</td>
<td>$495 /month</td>
</tr>
<tr>
<td><strong>4 days/week</strong></td>
<td>$121 /month</td>
<td>$367 /month</td>
<td>$439 /month</td>
</tr>
<tr>
<td><strong>3 days/week</strong></td>
<td>$107 /month</td>
<td>$322 /month</td>
<td>$385 /month</td>
</tr>
<tr>
<td><strong>2 days/week</strong></td>
<td>$95 /month</td>
<td>$237 /month</td>
<td>$316 /month</td>
</tr>
<tr>
<td><strong>1 day/week</strong></td>
<td>$81 /month</td>
<td>$166 /month</td>
<td>$249 /month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VACATION CARE TUITION</th>
<th>Before Care ONLY</th>
<th>After Care ONLY</th>
<th>Before &amp; After Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month for Full 3-month Term minimum</td>
<td>7-8:45AM</td>
<td>3-6PM</td>
<td>7-8:45AM &amp; 3-6PM</td>
</tr>
<tr>
<td><strong>5 days/week</strong></td>
<td>Not Available</td>
<td>$489 /month</td>
<td>$576 /month</td>
</tr>
<tr>
<td><strong>4 days/week</strong></td>
<td>Not Available</td>
<td>$464 /month</td>
<td>$518 /month</td>
</tr>
<tr>
<td><strong>3 days/week</strong></td>
<td>Not Available</td>
<td>$401 /month</td>
<td>$477 /month</td>
</tr>
<tr>
<td><strong>2 days/week</strong></td>
<td>Not Available</td>
<td>Not Available</td>
<td>Not Available</td>
</tr>
<tr>
<td><strong>1 day/week</strong></td>
<td>Not Available</td>
<td>Not Available</td>
<td>Not Available</td>
</tr>
</tbody>
</table>

*Vacation Care Tuition Rate REQUIRES registration for a FULL 3-month term, after which you can downgrade to the Regular Tuition Rate*

**The Vacation Tuition Package does NOT ensure that your child is signed up to participate, you MUST still complete a separate Participation Form EACH TERM! Spaces are LIMITED so early Sign-up is necessary to guarantee your child a spot in each Vacation Care Programs.**

VACATION DAY PROGRAMS (AKA NON-SCHOOL DAYS) –  
**FULL-DAY** Vacation Program HOURS: | 8:00AM-6:00PM

Availability is ONLY GUARANTEED each term for active Vacation Care Tuition Members, who have completed their child’s Participation Form for that term in ADVANCE. All other participants are subject to space availability on a first-come, first-serve basis. Participation Authorization Forms MUST be completed each Term!  
(FALL Term: Sept.-Nov.; WINTER Term: Dec.-Feb.; SPRING Term: Mar.-May)

Vacation Day Program fees INCLUDE:  
- Morning & afternoon snacks, any field trip participation fees and field trip transportation

| VACATION CARE TUITION MEMBER | Only available to families registered for 3 days a week or more –  
A 3-month term enrollment at this tuition rate is required:  
(FALL Term: Sept.-Nov.; WINTER Term: Dec.-Feb.; SPRING Term: Mar.-May)  
ALL Vacation Days & all Late Opening days offered during the enrolled term  
Vacation Programs Offered in June 2016

| REGULAR CARE TUITION MEMBER | $50/Child per Full-Day Vacation Program

| NON-KIDSPLACE MEMBER | $60/Child per Full-Day Vacation Program
NOTE-if for any inclement weather reason Skyline School is CLOSED then Kidsplace MUST also be CLOSED!

PPS 2-HR LATE OPENING CARE (2HR LATE START SCHOOL DAYS) —
LATE OPENING CARE Program HOURS: | 7:00AM-10:45AM;

Availability is ONLY GUARANTEED each term for active Vacation Care Tuition Members, who have completed their child’s Participation Form for that term in ADVANCE. All other participants are subject to space availability on a first-come, first-serve basis. Participation Forms MUST are available for the ENTIRE years’ worth of Late Openings!

Participation Authorization Forms MUST be completed & received PRIOR to the Late Opening date!

<table>
<thead>
<tr>
<th>VACATION CARE TUITION MEMBER</th>
<th>ALL Late Opening Care Days are included when paying this tuition rate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR CARE TUITION MEMBER</td>
<td>$15/Child per Late Opening Care Program;</td>
</tr>
<tr>
<td>NON-KIDSPLACE MEMBER</td>
<td>$20/Child per Late Opening Care Program;</td>
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EXTRA DAY ‘DROP-IN’ SERVICES — for registered, regular participants ONLY!
The Kidsplace’s Extra Day Drop-in Service is ONLY AVAILABLE for those children/families that are registered, regular participants of the Kidsplace program. The Extra Day Drop-in Service is subject to space availability and the Kidsplace Site Supervisor’s approval. A 24-hr advance request is REQUIRED!
Extra Day Drop-in Service fees will then be charged to your Kidsplace account on the next billing cycle.

BEFORE SCHOOL Care Extra Day Drop-in FEE: $12/day/child (sibling discount NOT available)
AFTERSCHOOL Care Extra Day Drop-in FEE: $20/day/child (10% sibling discount IS available)

Extra Day Drop-in Service is reserved for emergency situations and the occasional, irregular additional childcare needs a family might incur. It is ONLY available if there is sufficient space available in the program under our required child/staff ratios. A child MUST be a registered, regular participant of the Kidsplace program to be eligible for the Kidsplace Extra Day Drop-in Services as we are not a Licensed Drop-in Child care facility.
If a child uses the Extra Day Drop-in Services regularly, then the corresponding tuition rate will be charged the families Kidsplace billing account.

You MUST call AT LEAST 24-hours in advance to find out if there is space and staffing available for our EMERGENCY Drop-in care services. You may be called to pick up your child immediately, if Kidsplace was not previously notified and space for your child is not available. This policy is in accordance with our Oregon state certification.

PORTLAND PUBLIC SCHOOLS RELEASE WAIVER — We are not affiliated with Portland Public Schools, but we are tenants within their buildings and property grounds. Our Kidsplace Program has a contractual agreement with the school district to operate our childcare programs and services for students who attend Skyline School. In order to use our services, the district requires in our contract agreement that all participants must sign and return the required release waiver authorizing the school and our program to communicate about your child for their continued success before school, during school and after school.

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

E-SIGNATURES — are not able to be accepted this school year as they have been in the past due to growing legal concern. We apologize for the inconvenience this may cause but our priority is safety and following regulations in place to help keep the children in our care safe.
PARENT/GUARDIAN OBLIGATIONS

i. Parents/Guardians shall notify the Kidsplace Program when their child is to be absent from Kidsplace on day they are scheduled to attend before 2:00PM.
   a. Notifications can be given to the program via email (Kidsplace@pjaproud.org), phone (503.535.3612), or in person at the program. Notifications cannot be received via TEXT! 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.
   b. Failure to notify the program may result in a Finder’s Fee charge being added to your Kidsplace account.

ii. Parents/Guardians are requested to read the Kidsplace 2015-16 Program Handbook complete with our program policies and procedures upon enrolling their child in a Kidsplace program as their signature on the Enrollment Form indicates they accept, agree to, and will abide by all listed policies, procedures and expectations.

iii. A parent/guardian shall furnish ALL requested medical information not more than TEN days after enrollment into the Kidsplace program.

iv. Parents/Guardians and other authorized individuals shall SIGN OUT the enrolled child on the Kidsplace Attendance Log for the correct day BEFORE removing the child from the program premises. Kidsplace staff may require Photo ID before release from the program as per the state law.

v. Parents/Guardians shall request in writing (email is acceptable) any changes they would like to make in their child’s Kidsplace attendance schedule to the Kidsplace Site Supervisor by the 20th of the month prior. Change requests will then be reviewed for approval.
   a. In the case of withdrawal from the program, Parents/Guardians shall give their WRITTEN Notice by the 20th of the month prior OR at least two-weeks advance notice. Failure to comply will result in forfeiture of any remaining fees.
   b. Parents/Guardians shall notify the Kidsplace Site Supervisor in advance when someone other than themselves will be picking the child up from Kidsplace. 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 by the Kidsplace lead staff in advance, via fax, email or handwritten note. All individuals not recognized by Kidsplace staff will be asked and required to show photo ID before being allowed to remove the child from the premises in accordance with Oregon state law.

vi. Parents/Guardians shall see that the child is dressed appropriately for school and Kidsplace. Children are not allowed to play outside while at Kidsplace without a coat during precipitation and/or when temperatures dip below 55°F.

vii. Parents/Guardians shall notify the Kidsplace Site Supervisor 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 Kidsplace program if they arrive or become ill while at Kidsplace.

viii. Parents/Guardians shall abide by the parking rules of Skyline School and/or the Portland Jewish Academy.

ix. Parents/Guardians shall refrain from reprimanding their children and/or the children of other families while in Kidsplace and/or on the Skyline School or PJA-MJCC Campuses.

x. Parents/Guardians shall come to Kidsplace for conferences when requested to do so by the Kidsplace Site Supervisor, school principal and/or the Director of PJA-Afterschool Programs.

xi. Parents/Guardians shall send their children to all Kidscorner and Kidspace offered Vacation Care Programs with the proper attire for forecasted weather and a nutritious lunch as our program does not have the means to provide replacement lunches and lunches are not available for purchase in any means.

TERMINATION OF ENROLLMENT

Enrollment shall be terminated and child(ren) will not be permitted to attend any Kidsplace program if any of the following occur:

1. Serious illness of the child, preventing program attendance and regular tuition payment.
2. The parent/guardian of the child allows their account to become delinquent, as set forth above in the Payment Provisions.
3. Failure of the parent/guardian to honor any of the above listed Parent/Guardian Obligations and/or any policies, rules, expectations listed in this Kidsplace 2015-16 Program Handbook and/or other manuals provided by the Portland Jewish Academy.
4. Kidsplace, in its sole discretion, determines that it is unable to meet the needs of the child and/or family.
5. Kidsplace, 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.
6. Failure of the child’s parent/guardian to cooperate with Kidsplace, when the Director of PJA-Afterschool Department determines that a problem is serious enough, may warrant termination.
**PROCEDURE** – In exercising its discretion under numbers 3, 4, 5 and 6 above, Kidsplace may require the child and/or the child’s parents/guardians to attend conference(s) with Kidsplace lead staff regarding the matters that potentially warrant termination of the child’s enrollment.

This month at Kidsplace we wanted to highlight some of the amazing talent that we see on a daily basis.

With so many manipulative's and our large selection of wooden blocks Ericka and I are continually amazed at the engineering abilities and imaginations that the children possess.

We captured a few of our favorites and the kids even photographed their own St John's Bridge. They even went as far as creating a write up for the parents to see when they came to pick up. The sad part of this story is that the structures have to be taken down each day because Kidsplace operates out of the shared school cafeteria space and we have no way to save these amazing engineering feats, other than in photographs.

Admittedly, we are pretty sure we wouldn't have been able to create such detailed and intricate structures when we were children... or now.

These Kidsplace children continue to amaze us everyday.

**FEBRUARY 2015**
PROGRAM POLICIES

ABSENCES — Parents/guardians are EXPECTED to let Kidsplace know if their child/ren will not be attending their regularly scheduled day at Kidsplace (due to illness, vacation, play-date, etc...), by calling the Kidsplace program at 503.535.3612 or by emailing Kidsplace@pjaproud.org....the Skyline School office is neither expected nor responsible for reporting children’s absences to the Kidsplace program; this is the sole responsibility of the parents/guardians. Our concern is for children’s safety. If a child is absent and we have not received prior notification, we will investigate the whereabouts of the child, by contacting the child’s parents/guardians directly.

CREDITS/REFUNDS: DUE TO STRICT state-enforced child/staff ratios and the costs of staffing, supplies, building fees, etc., Kidsplace does NOT provide any credits, refunds, or trading of days for absences, illness, vacation or inclement weather/emergency closures.

FAILURE TO NOTIFY OF ABSENCE FEE: When children do not arrive as scheduled, staff must take time away from program duties to determine the missing child's whereabouts. Please call Kidsplace and leave a message on the voice mail before 2:45 PM, send an email BEFORE 1:30PM, or send a written note in advance to keep us informed.

There will be a $5.00 fee added to your next bill for EACH failure to notify us of an absence, or for notifications received after 2:45PM.

ACCIDENTS, INJURIES & MEDICAL EMERGENCIES — As per [OAR 414-300-0040 (6)] – All Kidsplace employees are CPR and First Aid certified and are trained to give appropriate basic first aid to an injured child. A parent/guardian shall be contacted immediately, if it is the judgment of the Kidsplace staff that medical attention may be necessary, immediate or not. If a parent/guardian cannot be reached, Kidsplace 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 Kidsplace staff person will accompany the child until a parent/guardian’s arrival. Syrup of Ipecac will ONLY be administered to a child by Kidsplace staff if instructed to do so by Poison Control Professionals.

ACCIDENTS REPORTS are completed by Kidsplace 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 at Kidsplace. Copies of Accident Forms are available to parents/guardians upon request, generally by the next business day.

We use universal safety precautions for blood-borne pathogens.

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

AUTHORIZED TO PICK-UP PERSONS — As per [OAR 414-300-0050 (2)] - Only those individuals listed as PERSONS AUTHORIZED TO PICK-UP on the child’s Kidsplace Enrollment Form will be allowed to pick-up a child from the Kidsplace program and/or Vacation Day Programs. If at any time you wish to authorize additional people to pick-up your child, notice must be received in writing by the Kidsplace Site Supervisor before Kidsplace can release your child to the new individual. Photo ID will ALSO be checked before the child will be released from Kidsplace's care in accordance with OAR 414-300-0050, (2). Under no circumstances will Kidsplace release a child to a person who is not on a child’s pick-up authorization list if Kidspace has not received a written release note from the child’s parent/guardian. This includes people the child and/or Kidspace staff members may be familiar with as well as parents/guardians and families of other children enrolled in the Kidspace program. Kidspace staff will not force a child to leave with someone who is unfamiliar to that child.

If the individual in question is not a parent, we will attempt to contact a parent for further instructions. If the individual is a parent, we will attempt to contact the other parent. If we are unable to make contact or are unable to obtain instructions which appear to correct the imminent danger of harm to your child(ren), or staff, we will contact local law enforcement agents and will refuse to release the child(ren) until we have been authorized by those local law enforcement agents.

Harassment of staff, children, or other parents/guardians is always inappropriate and may be grounds for immediate dismissal from the program. If you have any particular instructions which you would like us to follow in circumstances such as outlined above, please provide them to us on your enrollment form.

NOTE - ONLY the Legal Custodial Guardians of the child may make changes to who is authorized to pick-up the child from Kidsplace.
BIRTHDAYS – For birthdays, instead of food or other sugary treats, we ask children and families wanting to share a birthday at Kidsplace to donate a favorite book, game, and/or toy to the Kidsplace program...please be sure that your donation is appropriate for our program by contacting the Kidsplace Site Supervisor at 503.535.3612 or Kidsplace@pjaproud.org
We also include each child’s name and birth date in the Kidsplace monthly newsletter.
Sorry…party favors, hats, balloons, invitations and food are NOT ALLOWED at Kidsplace. Thank you!

CONTACTING KIDSPLACE – Program Hours are 7:00-8:45am and 3:00-6:00pm on regular days of school except in the instance of inclement weather or another form of school closure. Our staff are only available to answer the program phone during program hours but you are welcome to leave a voicemail anytime. Voicemails are typically only checked 1-2 times a day at the start of program hours. 503.535.3612 is the Kidsplace program phone number.
Emails are only checked once a day around 2:00pm so all email absence notifications MUST be received prior to that time. Absence notifications sent via email AFTER 2:00pm will not count as advance notification and you will most likely receive a phone call regarding your child’s unknown absence and may also receive a Finder’s Fee charge to your account. The Kidsplace email is Kidsplace@pjaproud.org; we ask that families send all Notifications to this address and NOT the Site Supervisors personal address so that our program staff are sure to receive the notice in the event the Site Supervisor is absent for any reason as those emails would only be accessible by the Site Supervisor and thus not able to be received by the staff of the program that day.

CONTRACTED CLASSES – As per [OAR 414-300-0295 (4)] – Children who attend any extracurricular classes offered outside Kidsplace’s care but during Kidsplace’s operating hours (i.e. athletics, tutoring, drama, art, etc...) will be REQUIRED to complete Contracted Class Release form PRIOR to the class start date and submit to Kidsplace. The State of Oregon’s Child Care Division requires this form by law [OAR 414-300-0295(4)]. This form recognizes that the child(ren) will be attending a class offered by another agency or organization outside of Kidsplace’s certified care, therefore the standards, policies, and procedures of Kidsplace may not be applied. Specifically, the staff may not meet minimum state childcare standards, the staff to child ratios may not meet state childcare standards, and the staff may not have completed a Child Care Division criminal background check.

Kidsplace does not register children nor accept payment for extracurricular classes operated outside of the PJA company. These classes are completely separate from PJA and the Kidsplace program.
Kidsplace will NOT be held accountable for cancelled classes and/or children missing a class.

CUSTODY ARRANGEMENTS – It is our position that 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 which 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, Kidsplace staff 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 Kidsplace Site Supervisor so that we can clarify our procedures and legal limitations. Kidsplace 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. Kidsplace 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.
FIELD TRIPS & IN-HOUSE ACTIVITIES — As per [OAR 414-300-0030 (7e)] & [OAR 414-300-0350 (6-8)] - Your signed Participation Form is your authorization for your child to attend and participate in all planned activities & field trip on Vacation Day & Late Opening Care Programs. Special Activity and Field Trip details including in-house themes, destinations, and any necessary materials will be listed on the Participation Authorization Forms.

**FIELD TRIPS** will generally be confined to a maximum driving/riding time of one hour each way. Kidsplace may occasionally offer longer day trips that will be confined to two hours of driving each way. Most field trips will occur between 9-4PM, we ask that on a Field trip day ALL participants arrive around 8:30AM for proper transitioning. Exact departure & return times are NOT printed on Participation Forms as they can vary by circumstances outside our control. Please talk with Director of PJA-Afterschool Department or the onsite Supervisor of if you need more exact times.

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

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

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

**IDENTIFYING T-SHIRTS** will always be worn by Kidsplace children while our group is out on field trip. The shirts are bright in color and include PJA-Afterschool contact information. Staff will wear these shirts during all operating hours on all Vacation Day Programs for ease in visibility to parents/guardians, visitors, vendors and children. These Field trip t-shirts and are the property of PJA-Afterschool Department and MUST be returned to Kidsplace staff upon return or early departure from a field trip. NOTE that these Field trip t-shirts are always washed before and after every field trip!

**ILLNESS** — As per OAR [414-300-0220] & [333-019-0200] - Please keep your child at home if they show any of the following symptoms or are just not feeling well. A good day of rest and fluids is better than trying to spend a day learning while feeling ill.

Kidsplace shall not admit or retain any child with one of the following symptoms or combination of symptoms:

- Fever over 100.1 degrees F, taken under tongue
- Diarrhea (more than one abnormally loose, runny, or bloody stool per day)
- Vomiting
- Severe cough
- Nausea
- Unusual yellow color to skin or eyes
- Head lice
- Skin or eye lesions or rashes that are severe, weeping, or pus-filled
- Stiff neck and headache with one or more of the listed symptoms
- Complaints of severe pain
- Difficult breathing or abnormal wheezing
- Any of the communicable diseases (chicken pox, strep throat, measles, fifths disease, scabies, pink eye, diphtheria, measles, hepatitis A, tuberculosis, pertussis, rubella, scabies, pediculosis and any illness accompanied by diarrhea or vomiting, etc.)

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

If a child has minor cold symptoms, which do not impair his/her functioning, the child may remain at Kidsplace and the parents/guardians will be notified upon pick-up of their child.

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

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

**HEAD LICE CHECKS** – Kidsplace reserves the right to conduct spontaneous head lice checks on all attending children.

No child will be singled out for a check; however, if head lice are detected on a child, that child will be sent home immediately. A child may return 24-hours after treatment and after all symptoms have disappeared.

When treating for head lice, use proper medicated shampoo. Be careful to pick out all the nits (eggs) and see that the child’s scalp appears nit free; be sure to re-check the head several times a day. Watch carefully for the next 7 days and check all other family members for a new infestation. If new lice appear, re-treat immediately!

*Don't Panic! Head Lice are a common event during the early to middle childhood years.*
INCLEMENT WEATHER — Kidsplace follows the PPS Inclement Weather Policy. If Skyline School is closed due to inclement weather then ALL Kidsplace programs will also be CLOSED. If Skyline School has a 2-hr morning delay due to inclement weather or some other emergency issue, then Kidsplace Before School Care will be CLOSED. Call Kidsplace for closure information as well as any updates and be sure to refer to the local news stations 2, 6, 8 and Fox as well as the below PPS website and the PDX Info website for continued inclement weather announcements and coverage: http://www.pdxinfo.net/ KIDSPLACE PROGRAM – 503.535.3612

Get Skyline news and alerts via text message. Text "@PPSSkyline" to 23559.

2-HR MORNING DELAYS – If the PPS announces that Skyline School will be having a 2-hr morning delay due to inclement weather, then the Kidsplace Before School Care program will NOT operate.

EARLY CLOSURES – If the Kidsplace program determines that it will be unsafe to operate Afterschool Care due to current and/or pending inclement weather, then the Kidsplace 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 at Kidsplace unsupervised.

INCLUSION PHILOSOPHY — PJA-Afterschool believes that every child, regardless of ability has the right to participate in a broad range of activities and environments. The desired results for all children and families include a sense of belonging, positive social relationships and friendships, and development and learning to reach their full potential. The PJA-Afterschool programs strive to achieve balance in their spaces that is inclusive of all children. PJA-Afterschool defines the features of a high quality school-age childcare inclusive program as access, participation and supports.

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

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

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

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

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

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

LATE PICK-UPS — Kidsplace closes PROMPTLY at 6:00PM, unless otherwise stated. You will be charged a Late Pick-up Fee of $1.00 for each minute after 6:05PM. This fee will appear on your account in the next monthly billing cycle. Regular late pick-ups can result in termination from the Kidsplace program.

MANDATORY REPORTING — All PJA-Afterschool employees are considered mandatory reporters and MUST report “reasonable suspicion” of child abuse according to Oregon Law. Suspected Child Abuse reports are filed with either the Department of Human Services child welfare or the local law enforcement agency. DHS child protective services will assess the information provided and take further action, if necessary. Oregon Law recognizes these types of abuse: physical injury, neglect, sexual abuse and exploitation, threat of harm, mental injury and child selling.
MEDICATIONS — The Kidsplace staff shall **ONLY** administer to your child, physician-prescribed medication according to a parent/guardian’s written and signed instructions on the required official Kidsplace Medication Administration Form. Kidsplace shall not administer a non-prescription medication, such as headache or allergy medications, unless it is accompanied by a physician’s request to do so for that named child. The Kidsplace program and staff shall not be held responsible for failure to administer requested medication, prescription or non-prescription, nor for any adverse reactions which may be caused by the administration of such medications.

No medication will be administered without a signed consent via the required Kidsplace Medication Administration Form. Children are not allowed to carry or keep medications of any form in their personal belongings such as their backpacks or lunch boxes.

All medications MUST be stored with the Kidsplace staff in a designated and secured area according to Oregon Law 414-300-0230. **Kidsplace Medication Administration Forms are available on our website – www.pjaproud.org/Kidsplace**

**MEDICATION TO BE ADMINISTERED MUST:**

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

OPEN DOOR POLICY — As per [OAR 414-300-0060 (2)] - Kidsplace maintains an open door policy, at all times, for participating members as well as employees. Please feel welcome to stop by whenever our programs are in session to observe, ask questions, and/or make suggestions.

Custodial families have immediate access to the center during hours of operation and are welcome at any time.

Current copies of relevant sanitation, fire and CCD forms are available upon request. Questions regarding compliance with licensing, regulations or complaints can be directed to the Child Care Division at 503.669.7112 x 357, Janna Cook, certifier.

Parental request or permission to waive any of the rules for the certification of child care centers does not give our program permission to do so.

PARKING — Parents/guardians are encouraged to park in the Skyline School parking lot or in the legal spaces on the road around the school. We ask that you park in designated parking areas only!

**DO NOT** park in marked Handicapped Zones, Emergency Fire Lanes or in front of Emergency Exits!

These areas are kept clear for safety reasons at all times, including the few minutes it may take to drop-off or pick-up your child. Please help Kidsplace provide the highest quality care and safety by following these procedures at all times.

PERSONAL BELONGINGS, TOYS FROM HOME & ELECTRONIC DEVICES — Children are provided with a small personal cubby space for all their daily belongings with limited additional open space provided for the occasional additional and/or larger items. Kidsplace follows Portland Public School policy and does NOT ALLOW children to bring toys and other prized possessions from home to prevent loss, damage, or theft. Kidsplace shall NOT be held responsible for missing or damaged belongings.

**USE OF ELECTRONIC DEVICES ARE NOT ALLOWED** at Kidsplace in accordance with Portland Public School policy. This may include but is not limited to: cell phones, gaming devices, e-readers, and video or music players. Children caught with any electronics devices will have them confiscated until pick-up by parent/guardians. Repeat offenses are subject to more severe consequences.

Some exceptions MAY be agreed upon between Kidsplace staff, parents, and the child with regards to use of music/personal headphones and E-Readers during homework time ONLY, with the understanding that Kidsplace staff, the Portland Jewish Academy, and Skyline school are NOT responsible for loss, theft, or damage of any kind. Use will be limited and content MUST be deemed appropriate by Kidsplace staff.

**LOST & FOUND COLLECTION BINS** are located throughout the Skyline School building. Families are encouraged to check these often for lost and/or misplaced items that may belong to their children.

Items left behind from Vacation Programs at Forest Park School will be placed in the Forest Park school Lost & Found bins. The Lost & Found collection bins at both Skyline and Forest Park Schools may be emptied without notice given to Kidsplace as they are maintained by school associated groups not Kidsplace or PJA run programs.

**CARSEATS & BOOSTER SEATS** may be left outside Kidsplace in the hallway against the wall and PROPERLY LABELED with Child’s name and phone number. Kidsplace is NOT responsible for loss, theft or damage.

**ANIMALS & CLASS PETS** are NOT PERMITTED at Kidsplace. Occasionally teachers will send a Kidsplace child home with the ‘Class Pet’ for care during a break or weekend. Pets are NOT PERMITTED at Kidsplace and must remain outside the program spaces at all times due to the state set guidelines we follow as well as for any potential allergies other children in the program may have. This may not be safe for the pet, so please talk with your child’s teacher and the school to make other pick-up arrangements for the ‘Class Pet’.
PHOTO RELEASE & PROGRAM MARKETING — Kidsplace staff will often take photographs of children enjoying their time participating in the activities and choices offered by Kidsplace. These photos are generally only used for the Kidsplace Monthly Newsletter which is only distributed to current participating Kidsplace families as well as for random enrichment projects (such as yearbooks, scrapbooking, mother’s day gifts, etc...). For marketing purposes Kidsplace may use some photos for the Kidsplace website, brochure, and a wide variety of other materials that are distributed to members of the community at large. Permission for photographing Kidsplace children and using the photos for public marketing is acquired via the 2015-16 Kidsplace Enrollment Form.

On rare occasion, Kidsplace may be interviewed by the media for special activities and/or projects. Any interviews will be conducted by Kidsplace lead personnel and not Kidsplace 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 Kidsplace Site Supervisor.

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

KIDSPLACE OBSERVES THE FOLLOWING FEDERAL HOLIDAYS AND WILL BE CLOSED: Labor Day, Veteran’s Day, Thanksgiving and the day after, portions of the Christmas break as determined by PPS, New Year’s Day, and Memorial Day. NO CARE will be offered on Martin Luther King Day as we will be CLOSED for our ONLY Staff In-Service of the school year.

PJA-Kidscorner in SW Portland will offer Vacation Day Programs with LIMITED space availability on Veteran’s Day, President’s Day, as well as during Winter Break.

Please REFER to our 2015-16 Kidsplace Calendar for an EXACT list of dates that we will be CLOSED and/or open offering care on no-school days.

SUNSCREEN — As per [OAR 414-300-0230 (1)] - Sunscreen cannot be applied to children at Kidsplace without expressed parental consent as per the Oregon state law, noted above. Included on the 2015-16 Kidsplace Enrollment Form, is the option to allow your child to have sunscreen applied by Kidsplace staff while participating at a Kidsplace program. They may add or resend this permission at anytime during the school year via written notice. Kidsplace is 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 to Kidsplace. Children without sunscreen permission will be allowed to play outside but ONLY for 30-minute intervals unless under the covered play areas as their time at Kidsplace is the MOST dangerous time to be in the sun!

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

This month at Kidsplace we have been working hard on crafting features for our soon to be Enchanted Village which we will hopefully be installing out on the Skyline Playground sometime next month.

So far the children have created adorable mushrooms, painted Fairy Houses, Ladders, Swings, made Gnomes from pine cones, and stepping stones that will represent a Gnome Fountain, a Wishing Well Plaza and a Village Park. They have also created tiny little Elf and Fairy books for a miniature Landing Library.

All these pieces will hopefully come together to create a sweet little Village outside that the kids can play with, use their imaginations and enjoy for years to come. My partner is making an amazing Theater with shingles, clay columns and velvet curtains that will surely be a hit. We have many more pieces to make and have extended an invitation to program families to create their own addtions at home for a fun family project.

I keep envisioning all the little trails and flowers and additions that the children will add once we get it all installed. It’s been fun and I think it will continue to be something we keep adding to our new creations too.

MARCH 2015
VACATION CARE & 2-HR LATE OPENINGS

We offer Full-Day Care on MANY of the No-School Days; we call these Vacation Day Programs. We also offer care for the 8 monthly 2-hr Late Start days; we call these Late Opening Care Days.

As the care offered for these two types of Programs is BEYOND the regular Before School Care and Afterschool Care we provide, we REQUIRE separate Participation Forms. These Participation Forms tell us which children to expect in our care as well as act as your permission for them to be in our care the extended hours. ALL children participating MUST complete and remit a form BEFORE they are eligible to attend.

The Participation Forms for the Late Opening Care days includes all 8 of the days on one form. BUT the Participation Forms for the various Vacation Day Programs offered throughout the school year are done by 3-month terms as we are not able to book out field trips a full year in advance, and many families often forget what they have signed up for. So these Participation Forms come out every 3-month term; Fall, Winter and Spring. They again act as a way for us to know how many and which kids to expect as well as they are your permission slip for your child to be in our care and participate in any special planned activities or field trips. ALL children participating MUST complete and remit a form BEFORE they are eligible to attend.

THE REGISTRATION PROCESS:

1. Complete a Vacation Program Emergency Information Form.
   A. The Vacation Program Emergency Information Form is an annual form and is required ONLE ONCE for each child for the entire school year. This form is page 5 of the Kidsplace Enrollment Form, but is also be available separately on our website. NO child can attend a Late Opening Care or Vacation Day Program without this form being received FIRST!
   B. These forms accompany our group on field trips, etc and are thus kept separate from your child’s Kidsplace Enrollment Form with much of the same information.

2. Complete a Participation Form.
   A. All 8 Late Openings in the school year are listed on ONE Late Opening Participation Form – available on our website; www.pjaproud.org/VacationDays
      a. Sign up for one as you need it or all at once.
   B. The various Vacation Day Programs we offer during the school year CANNOT all be on one form as we simply cannot book field trips and special activities a year in advance, and this form acts as your legal permission for your child’s participation. So we put these forms out 3 times a year – Fall (which is September through November), Winter (which is December through February), and Spring (which is March through May). We then have a separate form for any days we may offer in the month of June.
      a. Again this participation form helps us to know which children to expect in our care but also your permission for your child to be in our care the extended hours as well as participate in the planned special activities and field trips. ALL potential participants MUST turn this form in before they are eligible to participate AND they MUST be received by the One Week in Advance Deadline or are subject to additional fees!
   C. Spaces are LIMITED at ALL of our Late Opening Care and Vacation Day Programs, so signing up as much in advance is strongly recommended.

3. Pay any required Fees.
   A. Vacation Tuition members have the costs of Late Opening Care and Vacation Day Programs included in their monthly tuition rate, BUT they may still be subject to late fees if paperwork is received after the One Week in advance deadline
   B. Regular Tuition Members MUST include the Participation Fee for all dates indicated on the form at the time they complete and turn in the form.
   C. A 10% Sibling Discount is available to the second child participating an equal or lesser amount of days.

4. Receive a Confirmation Postcard in the mail.
   A. Upon receiving your completed Participation Form and any applicable payments, the PJA-Afterschool Director/Registrar will process you paperwork, confirm that a Vacation Program Emergency Information Form has also been received and filed for your child.
   B. Your child’s name will then be added to our respective Attendance Roster and a Confirmation Postcard will be sent to you in the Postal Mail.
      I. We highly recommend you KEEP this postcard in a prominent place such as the Fridge or family Information board so you know what days we EXPECT your child AND what we are planning for that day!
5. CANCELLING Care.
   A. If for any reason you need to cancel your child’s participation on a Late Opening Care or a Vacation Day Program, you are asked to contact our PJA-Afterschool Department Director/Registrar as much in advance as possible – via email jmerrill@pjaproud.org or phone 503.535.3546
   B. Cancellation Fees may be applicable and rise as it gets closer to the actual date, so as much advance notification is appreciated.

TO RECAP –
- **Vacation Day Program Emergency Information Cards** are created Annually; they include all required information for Vacation Day Programs offered during the school year.
- **Vacation Day Program Participation Forms** are created Quarterly; for the Fall (Sept-Nov.), Winter (Dec.-Feb.), and Spring (Mar.-May) Terms. June Days are separate if applicable and a separate form will be created.
- **PPS 2-hr Late Opening Participation Forms** are created Annually; they include all Late Opening Care Days offered in the current school year.

PAYMENT:
**Vacation Care Tuition Package Members** - Vacation Day Program and Late Opening Care fees are included each term in your Monthly Tuition rate, but full completion of the quarterly Participation Authorization Form IS REQUIRED in ADVANCE. A space will NOT be GUARANTEED for your child until a completed Participation Authorization Form is received.

Vacation Care Early Starts & June Vacation Days are NOT included, but available to purchase for additional fees.

**Regular Care Tuition Package Members and Non-enrolled Participants** - Spaces are limited and are subject to availability on a first-come, first-serve basis. To guarantee a space for your child, please complete and submit the required quarterly Participation Authorization Form and fees at the start of each term.

CONFIRMATION: The Director of PJA-Afterschool Department will send out a Confirmation Postcard via postal mail once a Participation Authorization Form and any necessary fees due have been received and processed. Spaces are not considered guaranteed until a Confirmation Postcard has been sent. Participation Forms received under short notice may have a confirmation sent out via email INSTEAD of postal mail to avoid delayed confirmation!

If you have questions about your child’s confirmation or want to make a change/cancellation, please contact the Director of PJA-Afterschool Department as much in advance as possible to avoid incurring extra fees.

CANCELLATION PROCESS: Cancellation policies apply to ALL registered attendants of any Kidsplace Vacation Day Program or Late Opening Care Program, including Vacation Care Tuition Members. To ensure you don’t incur additional fees, cancellations MUST occur before the One-Week Prior Deadline for the specific Vacation Day or Late Opening attendance to which you are cancelling.

We understand that unexpected illness or family emergencies happen and/or that alternate forms of care occur last minute and we are willing to work with families in many of these circumstances; however we do staff according to expected attendance numbers and often have to pre-pay for supplies, activities and field trips.

Please notify Kidsplace or the Director of PJA-Afterschool Department immediately to get the cancellation process started. Cancellations often make room for other children to attend if the Vacation Day/Late Opening Care Program fills up.

For **Vacation Care Tuition Members:**
- The ‘Failure to Notify of Absence Fee’ will be charged on any Vacation Day Program that has a scheduled field trip if we do not receive your minimum 24-hr advance cancellation notice.

For **Regular Care Tuition Members & General Public:**
- 10% of the Participation Fee is ALWAYS Non-Refundable.
- Cancellations made before the One Week Prior Deadline, 90% of the Participation Fees will be refunded
- Cancellations made after the One Week Prior Deadline, only 50% of the Participation Fees will be refunded
- No-Shows with no advance absence notification will be charged the full Participation Fee for that day.

LOCATION:
- **PPS 2-hr Late Opening Care:** All Late Opening Care will be offered at Kidsplace in the cafeteria.
- **Vacation Day Programs:** Most Vacation Day Programs will occur at Forest Park School in the Café. However the Vacation Day Programs offered during Winter Break and on Federal Holidays will be held at our Kidscorner Program on the PJA campus in SW Portland.
BEHAVIOR MANAGEMENT POLICY

BEHAVIOR EXPECTATIONS/RULES – Children are expected to contribute to a safe, caring environment by cooperating in work and play, doing their best to respect themselves, others, and the environment, as well as conducting themselves in a safe manner at all times. Our three main expectations/rules as broken down below are...Be Safe, Be Responsible, Be Respectful, and Have Fun! Because boredom can lead a child to make choices with negative consequences, we provide a stimulating environment with options to meet a wide spectrum of personalities. However, we do not consider it our responsibility to provide an atmosphere of constant entertainment. We believe it is the child's job to make his or her choices from what is available. We will guide undirected children to explore the options and make a choice with which he or she will be satisfied. By doing that, we think the child becomes more adequately prepared for middle childhood and adolescence, when he or she will experience greater amounts of unstructured time. The ability to choose for oneself appropriately will prove to be an essential skill.

<table>
<thead>
<tr>
<th>AREA</th>
<th>BE SAFE</th>
<th>BE RESPECTFUL</th>
<th>BE RESPONSIBLE</th>
</tr>
</thead>
</table>
| Main Cafeteria Space | • Keep doorways clear  
• Keep hands & feet to self  
• Move carefully  
• Sit while eating & drinking  
• Teachers ONLY open cabinets  
• Use materials for their intended purposes  
• Wash hands when returning inside from outside  
• Wash hands before working with food | • Give neighbors space  
• Help each other  
• Keep hands & feet to self  
• Listen and follow directions the first time  
• Respect the materials in other classrooms  
• Kidsplace uses  
• Use inside voices and feet  
• Use kind words and actions  
• Show self-control | • Clean-up after yourself  
• Food or drink at tables only  
• Pay attention during announcements  
• Pick-up spilled food and non-food garbage and tell a Kidsplace teacher  
• Recycle responsibly & Throw away all garbage  
• Use kind and polite language  
• Put toys/supplies away properly and neatly  
• Keep personal toys AT HOME! |
| Bathrooms and Drinking Fountain | • Always ask a Kidsplace teacher for permission  
• Keep feet on floor  
• Turn off water  
• Walk  
• Wash hands with soap & dry with paper towel | • Keep hands to self  
• Leave stalls unlocked and clean when finished  
• Respect privacy of others  
• Use quiet voices | • Clean-up after yourself  
• Flush toilets  
• Report problems to Kidsplace teachers  
• Throw away all garbage  
• Use appropriate amount of supplies  
• Use facilities appropriately |
| Hallways and Stairs | • Face forward & Walk  
• Stay behind the leader  
• Stay to the right  
• Take one stair at a time | • Keep hands and feet to yourself  
• Silent waves  
• Use quiet voices  
• Walk quietly | • Keep halls clean  
• Listen and follow directions the first time  
• Stay with your buddy or the group |
| Snack Time | • Don’t talk with food in mouth  
• Eat own food, no sharing  
• Food stays in mouth while eating  
• Wash hands before and after eating  
• Sit while eating & drinking | • Keep hands and feet to self  
• Listen and follow directions the first time  
• Give neighbors space  
• Use quiet voices  
• Use table manners | • Clean-up after yourself  
• Food or drink stays in appropriate eating areas  
• Pick-up spilled food and non-food garbage  
• Ask a Kidsplace teacher for help with spills  
• Throw away all garbage |
| Homework Club | • Use tools & materials properly  
• WALK | • Be quiet; use a low, soft voice  
• Ask for help when needed  
• Wait your turn politely | • Clean-up mess  
• Recycle paper & Throw away all garbage  
• Put away supplies or materials used  
• Sharpen pencils & cap pens |
| Outside & Playground | • Ask a Kidsplace teacher to retrieve a ball from over the fence or parking lot  
• Rocks, dirt, grass and bark-dust stay on the ground.  
• Run safely  
• Stay where a Kidsplace teacher can see you & where you can see a Kidsplace teacher  
• Use non-fighting play  
• Walk in the play structure area  
• Zero tolerance on weapons of any kind | • Agree on rules of the game and play by the rules  
• Be a good sport  
• Keep hands to self  
• Listen and follow directions the first time  
• Share playground equipment  
• Use helpful words to solve problems  
• Use kind words and actions  
• Welcome others to the game | • Keep play equipment on the playground  
• Line-up immediately when asked by teachers  
• Play equipment stays off the play structure  
• Take turns  
• Report dangerous items to teacher  
• Ask a Kidsplace teacher to use the bathroom or drinking fountain |
| Gym | • Run safely  
• Use safe voices  
• Use non-fighting play  
• No Food or Drink  
• Stay off Stage  
• Keep hands to self | • Agree on rules of the game and play by the rules  
• Be a good sport & welcome others to the game  
• Share gym equipment  
• Use helpful words to solve problems  
• Use kind words and actions | • Keep gym equipment in the gym  
• Line-up immediately when asked by teachers  
• Listen and follow directions the first time  
• Take turns |

AND MOST IMPORTANT...HAVE FUN!!

TEACHING THE BEHAVIOR EXPECTATIONS/RULES – From the first day of Kidsplace and consistently throughout the school year on a daily, weekly, and monthly basis, the Kidsplace staff will be modeling, reminding, encouraging, and enforcing the Kidsplace behavior expectations/rules. The Kidsplace behavior expectations/rules will be posted in all areas used by Kidsplace as well as sent home to all Kidsplace families.
The Kidsplace staff consistently communicates expectations and rules to children, including positive reinforcements for appropriate behavior and we ask that families do this at home as well. Children are then expected to demonstrate the appropriate behavior expectations at Kidsplace, in common Kidsplace play areas (inside and out), as well as while out and about on Kidsplace field trips.

**POSITIVE BEHAVIOR SUPPORT SYSTEMS** – Positive Behavior Support is a key component in the Portland Public School System as well as here at Kidsplace. At the beginning of each school year as well as on an ongoing basis throughout the school year, Kidsplace children are taught and regularly reminded of the Kidsplace Rules and Expectations... Safety, Responsibility and Respect at all times, in all places!

In an effort to help children meet and exceed these social and behavioral expectations, all of the Kidsplace staff will teach the Kidsplace behavior expectations/rules in a uniform, clear, and concise manner. Children will learn the mechanics of the Kidsplace behavior expectations/rules for their own behavior, specific inside and outside play rules, incentives and rewards for modeling the appropriate expectations as well as going above and beyond the set expectations, consequences for violating expectations/rules, and the support services available to all the children.

Praise and encouragement combined with effective instruction are the cornerstones of Kidsplace’s Positive Behavior Support System. The goal is to encourage children to exemplify and enforce these positive behavior expectations not only in themselves at Kidsplace but at home, in school and in their friends and family. Positive Behavior can be infectious and its rewards are thus innumerable.

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

*The Pom-Pom Effect* – When the Kidsplace staff spot children going out of their way to follow and model the appropriate behavior expectations and/or show extra respectful and polite behaviors 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 jars stored in the main Kidsplace room 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!

**DISCOURAGING INAPPROPRIATE BEHAVIOR** – As a staff we are committed to using consistent correction procedures and appropriate consequences to discourage students from engaging in inappropriate behavior. Inappropriate behavior will be viewed as an opportunity to teach the appropriate behavioral and social skills and to motivate children to behave in a mature and responsible manner.

Most actions for non-compliance will be handled between the Kidsplace staff and the child through open communication, revisiting the expectations and rules, and then redirection. Consequences for inappropriate behavior will increase in severity based on the number of previous offenses. See below for specific details of the Kidsplace Inappropriate Behavior Policy.

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

The following is an outline of the actions the Kidsplace staff will use towards disciplining negative/inappropriate behavior:

1. **REDIRECTION: ACTION OR THOUGHT** - If a child is having a hard day and is not following procedures/expectations or is having conflicts with other children and their behavior affects or disrupts the group, Kidsplace staff will start with redirection and appropriate communication. Kidsplace staff will listen to the situation and help the child communicate their feelings appropriately and positively. They will encourage communication regarding the appropriate expectation and choosing to use one’s words positively instead of using one’s body to deal with the difficult situation. The Kidsplace staff will develop conversations between the children to teach them appropriate problem-solving/conflict resolution skills such as: walking away; no, go tell; take “self-time” before acting; and/or asking a staff member for assistance. The child will then be redirected to handle their situation appropriately and/or encouraged to participate in another activity offered at Kidsplace.

2. **REDIRECTION DOES NOT WORK AND CHOICES MUST BE GIVEN** - If a child is involved in a dispute or is engaged in disruptive behavior and will not respond to communication, redirection or warnings, the child will be given specific choices by the Kidsplace staff. At this point, the child will be asked to stop the activity and move to another where their behavior can be more closely monitored or make honest attempts to heal the situation.

3. **REMOVE CHILD OR BEHAVIOR FROM ACTIVITY** - If a child’s behavior is at a point where they refuse to respond to the choices that are given, the child will be removed from the situation to take some “self-time” to think or just cool off. A staff member will be with the child to encourage communication and talk about the situation. At this point, consequences will be given and privileges will be taken away, an Incident Report will also be written and then given to parents to help communicate the behavioral issue and encourage parental support.
4. **TALK WITH FAMILY UPON PICK-UP OR A CALL WILL BE MADE FOR AN EARLY PICK-UP REQUEST** - If a child has exhibited continual negative behaviors throughout their day at Kidsplace, the Kidsplace staff will inform parents/guardians of the behavior issues upon end of day pick-up or with a telephone call, a Kidsplace Incident Form will be completed and signed by the child's parents/guardians. The parents/guardians will be told what the negative behavior was, what steps were taken to resolve the issue and how the child responded to these steps. If the inappropriate behavior warrants it, a call may be placed to the child’s family requesting immediate early pick-up. This will be determined on a case by case basis and will depend on the severity of the inappropriate behavior and the amount of one on one time the child’s behavior is costing the teaching staff.

5. **CONTINUED NEGATIVE/INAPPROPRIATE BEHAVIOR** - It is Kidsplace’s goal to provide a safe and nurturing environment for all children, families and teaching staff. The Kidsplace staff is committed to work with parents/guardians in any way shape or form to help a child with continued and/or known behavioral issues. However, if a child's continued inappropriate behavior becomes a danger to themselves, the Kidsplace staff, or other Kidsplace children, and/or the child leaves the group, and/or is verbally or physically aggressive toward another child or staff member, the child will be separated from the group and supervised by a Kidsplace staff member and the child’s family will be contacted for immediate removal of the child. A conference will then be scheduled with the child and family. A Behavior Contract MAY be put into place. Children may be suspended for 1 day or more depending on the severity of the incident.

6. **REPEATED NEGATIVE BEHAVIOR** - Kidsplace staff may determine that after a parent meeting and continued negative behavior a Behavior Contract is necessary for continued participation in the program. Behavior Contracts are completed by the Kidsplace Site Supervisor, child and their parents/guardians. The contract typically allows for up to 3 additional instances of repeat negative behavior. Each instance of repeat negative behavior is documented on the Behavior Contract and may result in a requirement of immediate pick-up to a one day suspension from the program depending on the severity of the incident. Extreme cases may warrant permanent expulsion from the program. It is our goal that working with the children and family using the Behavior contract will help to minimize the instances of repeat negative behavior as well as help towards the child’s success in our program. If, however, the need to expel a child from the program does arise, we will work with the family to find other options of care that may be better suited to the child and family as we do understand that our large group-style program is not always the best option for every child.

**INCIDENT REPORTS** — Kidsplace staff will complete Incident Reports for all aspects of one-time and/or continued inappropriate/negative behavior and/or other incidents of excessive aggression, excluding, bully, teasing, inappropriate language, insubordination, and/or other forms of behavior deemed negative or inappropriate by Kidsplace staff. Parents/guardians will be informed of the inappropriate/negative behavior and asked to review the accompanying Incident Report that then requires a signature. Copies of Incident Reports are able to be made for parents/guardians upon request, generally by the next business day.

**BULLY FREE ZONE** — Kidsplace is considered a Bully-Free Zone in accordance with the Portland Public School Policy. This policy prohibits harassment and bullying on or near school grounds, going to or from school, at any school activity, or on school buses or other school transportation.

What does PPS consider harassment and bullying?

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

Kidsplace does not tolerate bullying or any excessive inappropriate/negative behavior. Such behaviors can be cause for severe consequences and/or suspension from program participation and in worse case scenarios expulsion from the Kidsplace program. Kidsplace may implement a three strike program and/or Behavior Contract for continued negative/inappropriate/aggressive behaviors. Kidsplace will follow the school’s actions if a child is suspended or expelled from school, they will NOT be authorized to attend the Kidsplace program until they are allowed to return to school.
EMERGENCY PROCEDURES

As per [OAR 414-300-0170 (2 & 3)] - follow mandated guidelines set by the Oregon Child Care Division, with monthly fire drills (recorded), staff training on earthquake emergencies, as well as other potential “threat” emergencies. Fire drill and other emergency procedures are posted, and fire emergency equipment, when required, is available and maintained per schedule. However, should an emergency occur during the operating hours, when we have not yet arrived, which necessitates closing Kidsplace; then we will not be available to care for your child later that day.

EVACUATION PROCEDURES — As per [OAR 414-300-0170 (3b)] - If an evacuation must take place, order, safety and speed are crucial. Kidsplace staff will direct individuals to leave the building from the closest available exit. Primary doors between designated areas are then closed. Parents/Guardians will be contacted via cell phone, in the event of an evacuation. Kidsplace staff will have emergency files for every registered child on hand at all times and these files will accompany the group to the evacuation site. *Please see the evacuation map posted in Kidsplace.

Your child’s 2015-16 Kidsplace 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 Kidsplace environment unsafe.

EMERGENCY EVACUATION arrangements have been made with the following location:
TVFR – 11646 Skyline Blvd. Portland, OR 97231
503.649.8577

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 and Kidsplace reserves the right to modify the rules and policies at its sole discretion and give families a 30-days written notice of said changes. Notice requirements shall not be applicable in event of emergencies or state licensing mandates.