



## **Before & After School Program**

## **Parent/Guardian Handbook**

Camp Fire Columbia  
1411 SW Morrison St., Suite 300  
Portland, Oregon 97205  
503.224.7800  
[www.campfirecolumbia.org](http://www.campfirecolumbia.org)

*Camp Fire Columbia is dedicated to providing the highest quality before and after-school program for your family. Camp Fire Columbia Programs are inclusive to the best of our ability. Enrollment decisions are made without regard to race, religion, color, gender, gender identification, sexual orientation, and national origin. All reasonable accommodations will be considered with regards to youth who are differently-abled.*

*Described below are the basic policies Camp Fire uses to manage the program in which your child is enrolled. Please read the following information and do not hesitate to contact us with any questions.*

*In the event there are any changes to the Policies and Procedure listed in this handbook, parents will be given at least two-week written notice.*

**Camp Fire Operates in both Portland Public School District and West Linn/Wilsonville School Districts**

**Contact information is provided at the end of this document**

### **Child Care Licensing**

Camp Fire Columbia Before and After School program sites are state-certified child care centers, licensed through the Oregon Office of Child Care (OCC). The most current certification and inspection reports issued from the Oregon Office of Child Care are available for review on site. Parents may contact the local licensing office at:

Oregon Office of Child Care: 503.669.7112.  
Our current licensing specialist is Cheryl Terrusa, X224  
E-mail: [cheryl.a.terrusa@state.or.us](mailto:cheryl.a.terrusa@state.or.us)

### **Before & After School Hours of Operation**

PPS locations Before School Care: 7:00 AM to School Start Time  
WLWV locations Before School Care: 6:30 AM to School Start Time  
PM After School Care: School End Time to 6:00PM  
PPS 2 Hour Late Start: Regular school day start time to late open start time  
WLWV Early Release Start: School Early release time to 6:00pm

### **Additional School Year Registration Options - Camp Fire "Full Day" Programs include:**

- Separate online registration and fee required
- In-Service Days, Professional Development Days, Winter Break and Spring Break
- Please see our district [rate sheets for the School Year Program Calendar](#)
- PPS Full Day Program: 7:00AM-6:00PM
- WLWV Full Day Program: 6:30am-6:00pm
- Locations: See our web site or contact [Registrar@campfirecolumbia.org](mailto:Registrar@campfirecolumbia.org) for specific Full-Day Program information.

**REGISTRATION AND PAYMENT POLICIES:** \*Please see the [district rate sheets](#) for the current year's program for package and other registration options. \*

**Enrollment Procedure:**

1. Annual required registration forms must be completed online, registration page found at [www.campfirecolumbia.org](http://www.campfirecolumbia.org) and all applicable registration fees paid before a child is admitted to a Camp Fire Before and After School Program. Payment of an annual registration fee is required. This fee is non-refundable and may not be applied toward program fees. If you require paper registration forms, please contact the registrar directly at **971.340.1613**. ***No child will be allowed to attend program before completing all forms and receiving notification from the registrar.*** Parents/Guardians must keep staff informed of any changes in enrollment information. Changes must be submitted by e-mail or in writing to the registrar. *Families must complete the registration process for each school year they need care.*
2. Families with an account balance from the previous program school year are not eligible to register until the account is current. Contact [registrar@campfirecolumbia.org](mailto:registrar@campfirecolumbia.org) for account information.

**Financial Assistance**

Camp Fire Columbia strives to provide financial assistance to families who qualify based on income and other factors on a case by case basis. ***Financial Assistance funds are awarded on a sliding scale and available through a confidential application process.*** A family must be registered for this school year and have paid the annual registration fee and first month's program fee **before** applying for Financial Aid. Please allow two weeks to process an application. Financial Assistance will not be awarded prior to the receipt of a completed Camp Fire Columbia Financial Aid Application. Families must reapply for Financial Aid each program year. The Financial Aid Application can be found online at <http://campfirecolumbia.org/programs/before-and-after-school/> or contact [registrar@campfirecolumbia.org](mailto:registrar@campfirecolumbia.org) .

\*Financial Aid is limited, please apply as early as possible to access these funds.

**Program Payment Policies and Procedures:**

Camp Fire Columbia is a non-profit and we rely heavily on timely program fees from our families for funding. Late payments have a serious impact on our programing.

1. **Monthly Fee:** Camp Fire Columbia Before and After School Program fees are recurring each month.
2. **Monthly Program Fee Payments:** ***Payments are due to the Camp Fire main office on or before the 1<sup>st</sup> of each program month.*** No payments are accepted at program site. *Auto debit and monthly card processing will occur on the 1st of each program month.* **Fees received after the 10th will be assessed a \$20.00 late fee.** If you are experiencing financial hardship and cannot make your monthly payment, contact the Registrars immediately. If payment has not been received and/or arrangements have not been made with the registrar by the 20<sup>th</sup> of the month, we reserve the right to withdraw your child from program and cancel your registration.
3. **Full Day Program:** Payments are due to the Camp Fire main office on or before the 10th of each following month of the date of full day attendance. No payments are accepted at program site. If you did not pay in full and set up a payment plan, *Auto debit and monthly card processing will occur on the 1st of each program month.* Fees above a \$200.00 balance that are not paid by the due date above will result in *If payment has not been received and/or arrangements have not been made with the registrar by the 10th of the month, we reserve the right to refuse drop in services.*

4. **Drop In Fees:** Families are contacted immediately after their first drop in to set up an automatic payment method for future drop ins. ***Payments are due to the Camp Fire main office on or before the 10th of each following program month of the drop in attendance.*** No payments are accepted at program site. *Auto debit will occur on the date of service or shortly thereafter.* **If payment has not been received and/or arrangements have not been made with the registrar by the 10th of the month, we reserve the right to refuse drop in services. Fees above a \$200.00 balance within the same month of attendance that are not paid automatically or promptly may also result in refusal of drop in services.**
5. **Monthly Statements/Invoices:** You **will not** receive a monthly statement or invoice. **Account statements can be sent either via email or mail upon request.** If you are not sure what your program monthly fee is or what your account balance at any time, please contact [registrar@campfirecolumbia.org](mailto:registrar@campfirecolumbia.org) or (971) 340-1613
6. **Tax or Account Statements:** Requests for tax or account statements with payment receipts for tax deductible childcare should be emailed to [registrar@campfirecolumbia.org](mailto:registrar@campfirecolumbia.org). Our Tax ID Number is 93-0386901
7. **Late Pick Up & Fees:** Children must be picked up by the end of program time 6:00pm. Late fees will be charged for pick up after this time. A \$10.00 fee will be assessed for the first 1 to 15 minutes late, after 15 minutes, an additional \$1.00 per minute will be assessed. Failure to pay any additional fees may result in termination of care.
8. **Transfer Fee:** Transfers into a different package rate structure are charged \$30.00 per family and per each transfer request.
9. **Withdraw from Program:** **Two (2) weeks written or e-mailed notice is required.** No account adjustments will be made without notice. Parents must contact the program registrar by email or letter. [registrar@campfirecolumbia.org](mailto:registrar@campfirecolumbia.org)
10. **No refunds for scheduled program cancellation due to emergency school closure or inclement weather.** Camp Fire Columbia programs follow local school district closures for snow or inclement weather and do not operate if the school is closed. Camp Fire Columbia **does not prorate** pre-paid program fees resulting from a school closure. Please have a back-up plan for your child in case of emergencies and communicate this with your school staff. Our Inclement weather policies form can be found here: <http://campfirecolumbia.org/programs/before-and-after-school/>
11. **NSF Fees:** Non-sufficient funds fees for check payments that are returned for lack of funds, accounts will be charged \$30.00 per check.

**Accepted Forms of Payment:**

**Electronic Check** from your bank account is our preferred method of payment. Credit Card charges incur a small fee with every transaction and that can add up. **We are a non-profit and every bit of savings helps. Using Electronic Check method of payment saves us costs that we could put back into our programs.**

- **Electronic Check** from your bank account is our preferred method of payment.
- **Check or money order** made payable to Camp Fire Columbia. Send to:  
Camp Fire Columbia  
1411 SW Morrison St. #300  
Portland, OR 97205
- **Credit Card** from your account.

## **CAMP FIRE CORE ELEMENTS AND PROGRAMMING:**

Camp Fire Columbia's programs are outcome-based. By participating in a Camp Fire Before and After School program, your child will have the opportunity to develop their **Confidence, Leadership, Respect, and Learning**. In order for our program to achieve the best outcomes for your child, we strongly suggest that you allow them the chance to participate in as much of the program day as possible. Often, our after school enrichment clubs do not end before 5:30pm due to school building schedules. We recommend that you make note of the program schedule at your school site and communicate regularly with the Site Supervisor regarding your child's schedule.

### **Program Description and Components**

Camp Fire Columbia combines homework time, recreation, arts, service-learning, life skills and leadership development. Planned activities by Camp Fire staff include but are not limited to the following: arts and crafts, group games, active recreation, cooking, reading, homework help, science projects, world cultures, guest speakers, field trips, service learning, outdoor activities, creative expression and more!

### **Snacks**

After school, a nutritional snack will be served. Camp Fire Columbia uses USDA guidelines to determine nutritional content for snacks. Weekly snack menus are posted at each site for your information. If your child has specific food allergies (IE nuts, gluten, dairy), please make sure that this information is listed on the registration form and that the Site Supervisor is notified verbally or via email about your child's needs. Please do not send sodas, candy, gum or additional snack with your child unless prearranged with the Site Supervisor.

### **Academic Assistance**

Participants have designated, quiet time to engage in learning. Youth will have the opportunity to work on homework with guidance from Camp Fire staff, participate in read- aloud or quiet self-directed reading, or interact with academic center activities. **All of your child's homework may not get completed during this time.** Communication with teachers and parents will help Camp Fire staff to understand how to best assist each child with their homework.

### **Service-Learning Projects**

During the year, children will participate in at least one service learning project. To complete these projects, Camp Fire Columbia participants will explore community needs, develop a service project to help meet a need, reflect on the process, and celebrate their accomplishments. We encourage parents to participate, connect with your Site Supervisor for more information.

### **Life Skills**

Participants may take part in discussion and activities about the following topics: self-image and self-improvement, decision making, communication skills, coping with anxiety and anger, and social skills such as confidence and conflict resolution.

### **Team Building**

Participants will have many opportunities to work together in groups to further develop social skills and get to know other participants. A minimum of one activity a week will be dedicated to team building.

### **Enrichment Clubs:**

This is organized curriculum time for all children to participate in a variety of instructor lead activities (arts/crafts, science, recreation, outdoor education, world cultures, language, performance arts, cooking, etc.).

- This enables children to have choice in programming as well as give them a smaller group to work in.
- Typically these are 4-6 week units designed in advance by instructors to meet the needs and interests of the youth in program.
- During this time children will attend the club they choose in groups of up to 15-30 children.
- Each school will plan ahead for a unit of “student lead” clubs, giving youth a chance to design and lead clubs to share their own interests and expertise with the support of a staff member.

### **Special Events**

Camp Fire staff may plan special events for their site. These include field trips, service projects, Family Showcase nights, and other specific events at the site that may happen outside of the normal program day. A field trip notification letter with permission slips will be sent out prior to any off-site field trip. Camp Fire staff will post information fliers on-site before any special event. Please check your Parent/Guardian bulletin board for the most recent information!

### **Sample Daily Schedule (actual schedule varies slightly by school site)**

#### **Before School Program**

Check-In and small group activities

Outdoor recess when weather and time permits (Estimated 15 minutes)

Dismissal to class (Kindergartners are walked to class by staff)

#### **After School Program**

Snack, Check In and Announcements (Estimated 15-20 Minutes)

Recess (Estimated 20-30 Minutes)

Homework Support, Reading and Academic Activities (Estimated 30-45 Minutes)

Enrichment Club/Core Program Time (Leadership and Service, Creative Arts, Active Recreation, Experiential Learning) (Estimated 60 Minutes)

Community Circle (Reflection and Group Sharing) (Estimated 10-15 Minutes)

Self-directed choice activities (Estimated 30 Minutes)

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## **PARENT/GUARDIAN RESPONSIBILITIES AND EXPECTATIONS:**

To account for your child's safety, the most important responsibility for a Parent/Guardian is to inform Camp Fire staff when your child will not be attending program on a scheduled day. **Please call or email your Camp Fire Site Supervisor by 1pm** if your child will be absent due to illness or other circumstances. Site Supervisor contact phone number and email is on your Parent/Guardian Information Sheet.

### **We also ask that parents:**

- Promptly pick up child no later than 6pm. Late pick up fees apply
- Initial the site attendance sheet when signing in or signing out your child at program
- Follow rules regarding payment and financial aid
- Notify Camp Fire regarding any change to your account or child records, including email, authorized people, allergies, etc.
- Read all materials sent via email or mail or posted at the school site
- Listen to and share concerns with Camp Fire staff

### **Authorized Child Release**

Children will only be released to parents/guardians or those authorized by the Parent/Guardian in advance and in writing. The Camp Fire staff will ask to see a valid picture ID to identify authorized person/s. If the Camp Fire staff member does not recognize the parent/guardian, they may ask to see the parent/guardian's photo ID. This is for the protection and safety of your child.

### **Late Pick Up & Fees**

Children must be picked up by the end of program time of 6:00pm. Late fees will be charged for pick up after this time. A \$10.00 fee will be assessed for the first 1 to 15 minutes late, after 15 minutes, an additional \$1.00 per minute will be assessed. Failure to pay any additional fees may result in termination of care.

If a child is not picked up within 15 minutes after scheduled closing time, Camp Fire site staff will call parents/guardians and emergency contacts. If no one can be reached within 30 minutes after program end time, Camp Fire staff reserves the right to contact the Police Department and/or Child Protective Services to take the child until the Parent/Guardian is located. A consistent pattern of late pick-ups may be grounds for dismissal from program.

### **Absence Policy**

If your child will not be attending program, **Please call the Camp Fire Site Supervisor by 1pm that day (leave a message if no one picks up) to report your child's absence.** Attendance will be taken within five minutes of the program start time. If the site supervisor does not receive a call or confirmation of absence from the teacher or the school office, and your child does not come to the program after school, the Parent/Guardian and/or emergency contacts will be notified. **If your child is absent from school, or suspended for behavior issues (in or out of school suspension), the child cannot attend Camp Fire that day. Children must be present at school when the final bell rings in order to attend Camp Fire.**

### **Personal Belongings**

Children will participate in active outdoor play and should dress accordingly. All items (clothing, school supplies, etc.) should be marked with the child's first and last name. Camp Fire Columbia is not responsible for lost or damaged personal items. Toys, games, cell phones, music players or electronic devices are not allowed unless otherwise stated by a site supervisor.

### Illness

Camp Fire cannot permit a child who has symptoms of illness and/or a temperature of 100 degrees F. or higher. If a child becomes sick while at Camp Fire, parents/guardians will be notified so that arrangements can be made for the child to be picked up. If your child is sent home, we ask that they not return until 24 hours after the symptoms have diminished.

### Medication

The Parent/Guardian must complete and sign a medication dispense form with the Site Supervisor in advance of medication being administered. Medication will be administered to children by authorized Camp Fire staff members and cannot be administered without written permission from the child's parent/guardian. All medication must be in its original container, properly labeled, and authorized by the child's health care provider or written directions on over-the-counter meds. All medication will be stored in a locked box where it is inaccessible to children.

### Head Lice

It's not the most popular topic, but anyone who has children in school, particularly in the younger grades, should have the facts about head lice. Lice are small insects that are gray, brown or off-white in color. Head lice are a nuisance, but they do not cause disease or infection. Lice can lay eggs (nits) that firmly attach to hair shafts. Lice do not hop, jump or fly, but are fast crawlers. Anyone with clean or dirty hair can get head lice. Lice are not associated with poor hygiene or Parent/Guardian neglect. Pets do not get lice.

**Children with live lice are excluded from Camp Fire Before and After School Program.** They will be readmitted to program after treatment and re-examination for live lice. Children with nits only will be allowed to attend program and monitored for re-infestation. Combing for nits is one of the most important steps in getting rid of lice. Head-to-head contact is the most common way that lice are spread. Encourage your child not to share combs, brushes, hair ornaments or helmets and hats. You are encouraged to check your children regularly for head lice. Please, if your child has head lice, let your child's teacher or the school office know so that they can follow up. Camp Fire will not issue refunds or rebates as a result of days missed from Camp Fire Program because of head lice related exclusion.

Your school nurse can answer your questions about head lice. You can also go to the Multnomah Education Service District's website, [www.mesd.k12.or.us](http://www.mesd.k12.or.us), and enter "head lice resources" in the search box." WLWV resources can be found here <http://www.wlww.k12.or.us/Page/271>

### Accidents and Emergencies

In the event of an accident, first aid will be administered and an incident report will be completed by Camp Fire staff. Parents will be notified as soon as possible after managing the child's immediate needs. In case of an emergency, the program will call 911 and contact the parent/guardian or emergency contacts provided with the youth's registration. **It is crucial for parents/guardians to keep contact information updated and current for our files.** For information regarding emergency procedures and drill records, please see the parent board at your program site and speak with your Site Supervisor for specific details.



## **BEHAVIOR EXPECTATIONS & MANAGEMENT:**

### **Behavior Expectations**

At Camp Fire, we expect behavior that is respectful, responsible and safe. Our goals are to provide an environment where all of our participants and staff can build lasting relationships, express themselves freely, and explore various local resources to learn and grow.

### **Discipline Policy**

It is the intent of Camp Fire Columbia to provide a safe environment for participants in our Before and After school program. Our Camp Fire staff takes a developmental approach when dealing with unacceptable behavior. We view conflict as an opportunity to help young people learn more effective strategies for conflict resolution, communication, and management of emotions. If a participant is disrupting the program, creating an unsafe condition, or displays a disrespectful demeanor to Camp Fire staff or peers, the participant may be removed from the program. Typically we follow a 3-occurrence system to determine dismissal and recognize that all behavioral issues, even if repeated, should not necessarily result in removal from program. We make every attempt to work with the child and family to support improved positive behavior.

### **Discipline Procedure:**

**1<sup>st</sup> Major Occurrence:** Camp Fire staff will warn child and contact Parent/Guardian to discuss problem behavior.

**2<sup>nd</sup> Major Occurrence:** Child's second warning, Parent/Guardian and principal (and teacher where applicable) notified to discuss problem behavior. A possible one-week suspension and a behavioral contract may be suggested.

**3<sup>rd</sup> Major Occurrence:** The child will be withdrawn from the program and will not be able to return. Parent/Guardian and School Principal will be contacted.

**Camp Fire has a zero tolerance policy for violence.** If your child engages in a violent act causing possible harm to another participant or staff person, they may be immediately suspended for at least one day of program and possibly removed from the program indefinitely. Please discuss with your Camp Fire site staff and observe specific expectations posted at individual sites.

### **Harassment and Bullying Policy**

Camp Fire has a zero tolerance policy for harassment or bullying behaviors and will not tolerate any types of harassment or bullying behaviors involving any participants or staff. Please express to your child that if they feel threatened to immediately tell a Camp Fire staff member. Harassment or bullying behaviors will be handled immediately with disciplinary actions up to and potentially including dismissal from program as determined by the Site Supervisor.

***No refunds will be given for discipline related suspensions for Camp Fire Before and After School Programs. Camp Fire reserves the right to revoke Financial Aid to children who are suspended for discipline issues from the Before and After school program.***

## **Grievance Procedure**

Camp Fire Columbia recognizes that disputes may arise. If you have a concern or complaint, please follow these steps:

1. Verbal discussion with Site Supervisor
2. Verbal discussion with Before & After School Program Multi Site Coordinator
3. Verbal discussion with Before & After School Program Director
4. Verbal discussion with CEO of Camp Fire.

## **Before & After School Contact Information**

### **Camp Fire Registrar**

971-340-1613

[registrar@campfirecolumbia.org](mailto:registrar@campfirecolumbia.org)

### **Chelsea Jones**

PPS Multi-Site Coordinator (Beverly Cleary Schools, ACCESS and Sunnyside Environmental School)

971.340.1611

[CJones@campfirecolumbia.org](mailto:CJones@campfirecolumbia.org)

### **Andy LaBar**

PPS Multi-Site Coordinator (Peninsula, Woodlawn, and Creative Science)

971.340.1603

[ALaBar@campfirecolumbia.org](mailto:ALaBar@campfirecolumbia.org)

### **Gina Sander**

WLWV Multi-Site Coordinator (Bolton, Cedaroak Park, Sunset, and Trillium Creek)

971.340.1603

[GSander@campfirecolumbia.org](mailto:GSander@campfirecolumbia.org)

### **Kirsi Baird Barber**

Before & After School Program Director

971.340.1609

[KBairdBarber@campfirecolumbia.org](mailto:KBairdBarber@campfirecolumbia.org)

### **Emily Gilliland**

President and CEO

503.224.7800 X150

[EGilliland@campfirecolumbia.org](mailto:EGilliland@campfirecolumbia.org)

*As required by state and federal civil rights laws and the American Disabilities Act (ADA), Camp Fire Columbia 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)*