



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**

Camp Fire Columbia is dedicated to providing the highest quality Before & After School programming for your family. Our programs are inclusive to the best of our ability. Enrollment decisions are made without regard to race, religion, color, gender, gender identification, sexual orientation, or national origin. All reasonable accommodations will be considered with regards to youth who are differently-abled.

Camp Fire operates in both Portland Public School District and West Linn/Wilsonville School District. 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 weeks written notice.

Contact information is provided at the end of this document.

GENERAL INFORMATION:

Before & After School Hours of Operation

- PPS (most locations before school care): 7:00am to school start time
- PPS (Peninsula and Rose City Park locations): 6:30am to school start time
- WLWV locations before school care: 6:30am to school start time

- PM after school care (all locations): School end time to 6:00pm
- WLWV early release days: School early release time to 6:00pm

Sample Daily Schedule (actual schedule varies slightly by program 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

- Check-In, snack, 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 45-60 minutes)
- Community circle - reflection and group sharing (estimated 10-15 minutes)
- Self-Directed choice activities (estimated 30 minutes)

Camp Fire “Full Day” Programs:

- PPS Full Day program: 7:00am-6:00pm
- WLWV Full Day program: 6:30am-6:00pm
- A separate online registration and fee is required for all program participants.
- Includes: In-Service Days, Professional Development Days, Winter Break, and Spring Break.
- Please see our program calendars for the [PPS](#) and [WLWV](#) districts to see when Camp Fire Columbia will be providing Full Day programming.
- The locations of our Full Day programming varies due to school and district decisions. Please see our website or contact the Before & After School Registrar at registrar@campfirecolumbia.org for the location of an upcoming day of programming.
- Camp Fire staff will post informational fliers on-site before any Full Day program and the Registrar will send location information via email.

CAMP FIRE COLUMBIA ORGANIZATIONAL VALUES:

We believe engaged, confident and well-rounded youth today can build thriving communities tomorrow. We carry the following values with us as we provide high quality programming to a diverse population of youth.

- We are driven by equity, cultural responsiveness, and inclusion.
- We focus on truly youth-led programming that inspires young people to find their passions.
- We believe a growth mindset propels youth, as well as staff, forward.
- We believe that family engagement is fundamental to the success of our programs.
- We value research-driven programming and continuous quality improvement.
- We believe that exposure to nature, adventure, and recreation enhances learning.
- We know that leadership training is crucial for effective youth development.

The Camp Fire USA Promise:

Young people want to shape the world. Camp Fire provides the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire, it begins now. Light the fire within.

Camp Fire's Equity Statement:

Camp Fire believes that every child should have the opportunity to find and pursue their spark. It is Camp Fire's intention to contribute to the achievement of all youth while narrowing the gaps between white students and students of color. Our goal is to address the racial predictability of youth achievement academically, socially, and economically. To achieve this goal, Camp Fire will examine how privilege, oppression, and history affect the practices of our organization, and apply that learning to our work to effect meaningful change.

We know that working toward racial equity will require reflection and persistence. Camp Fire is reviewing our programs and values, deepening relationships with partners who share our goals, and developing policies that will shape our growth and work as an organization.

As we continue to learn, we strive to:

- Prioritize racial equity in our curriculum, hiring, training, and partnerships.
- Engage staff and volunteers that are representative of our service community's demographics.
- Collect and review information regarding outcomes for youth and employment practices to evaluate our work and adapt our programs and policies.
- Provide opportunities and support for every youth we serve to achieve their individual goals.
- Actively seek out expertise and input from families, youth, and the broader community about our programs and progress.

Camp Fire is not undertaking this work first or alone. Achieving racial equity will require collective engagement and commitment. With the help of the many great organizations in our community striving for social change, Camp Fire is dedicated to helping all students light their fire within.

REGISTRATION AND PAYMENT POLICIES:

Please see [your district's rate sheet](#) for this year's registration options.

Enrollment Procedure:

1. Required registration forms must be completed [online](#), and all applicable registration fees paid before a child is admitted to a Camp Fire Columbia's Before and After School Program. Payment of an annual non-refundable registration fee is required. If you require paper registration forms, please contact the Before & After School 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 Camp Fire informed of any changes in enrollment information. Changes must be submitted by email 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 for account information.

Financial Assistance

Camp Fire strives to provide financial assistance to families who qualify based on income, household size, and other financial factors on a case by case basis. **Financial assistance funds are awarded on a sliding scale and are available through a confidential application process.** A family does not have to be registered to turn in a financial aid application. However, it is recommended that they do so. There is no guarantee of program availability without registration. Financial assistance will not be awarded prior to the receipt of a **completed** Camp Fire Financial Aid Application. **Families must reapply for financial aid each program year.**

Financial aid is limited; please apply as early as possible to access these funds. We will review financial aid applications three times during the school year (**August 10th, October 12th, and January 11th**). Once your application has been reviewed you will be notified if you have been awarded a scholarship or not. The Financial Aid Application can be found online at <http://campfirecolumbia.org/programs/before-and-after-school/> or contact registrar@campfirecolumbia.org.

Program Payment Policies and Procedures:

Camp Fire 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 programming.

Monthly Fee: Camp Fire's Before & After School program fees are recurring each month. Nine equal monthly payments will be due September through May on the 1st of the month.

****When registering your child during the summer for the 2018/19 school year, you will pay a partial September payment with your registration fee, and pay the remaining balance September 1st. August programming is included in the September fee. No fee is charged in June. If you are registered and pay in full for May, your child is automatically enrolled for the remainder of the school year.*

Monthly Fee Payments: **Payments are due to the Camp Fire main office on or before the 1st 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 per child.** If you are experiencing financial hardship and cannot make your monthly payment, contact the Before & After School Registrar immediately. If payment has not been received and/or arrangements have not been made with the Before & After School Registrar by the 20th of the month, we reserve the right to withdraw your child from program and cancel your registration.

Full Day Program Payments: Full payment is due to the Camp Fire main office prior to your child attending the Full Day program. If you have not made full payment, your child will not be allowed to attend the Full Day program and you will not be refunded any partial payment that has been made. **No payments are accepted at program site.**

Drop-In Fees: Families authorize automatic payment for drop-ins upon registering their child for program.

If payment has been unsuccessful and you have not made arrangements with the Before & After School Registrar by the 10th of the following month, we reserve the right to refuse drop-in services. Fees above a \$200 balance that are not paid promptly will also result in a refusal of future drop-ins.

Monthly Statements/Invoices: You **will not** receive a monthly statement or invoice. **You can view your monthly invoices online through your Camp Fire [account](#).** If you are not sure what your program monthly fee is or what your account balance is at any time, please contact registrar@campfirecolumbia.org or (971) 340-1613

Tax or Account Statements: Parents can access their tax statements online through their Camp Fire [accounts](#). If you need assistance accessing your account, please contact the Registrar at registrar@campfirecolumbia.org. Our **Tax ID Number is 93-0386901**

Late Pick-Up & Fees: Children must be picked-up by the end of program time, 6:00pm. Late pick-up fees will be charged for pick-up after this time. A \$10.00 fee will be assessed for the first 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.**

Transfer Fee: **Two weeks written or emailed notice is required.** When transferring into a different package rate structure there will be a \$30.00 per child and per transfer request.

Withdraw from Program: **Two weeks written or emailed notice is required.** No account adjustments will be made without notice to the Registrar at registrar@campfirecolumbia.org.

Low Attendance Cancellations: If a program does not meet its minimum number of registrations, we will be forced to cancel it. We will provide registered families with as much advanced warning as possible. Appropriate refunds will be offered if Camp Fire chooses to cancel program due to low registration. The minimum registration numbers are as follows:

- a. **In-Service programming:** 15 registrations
- b. **AM programming:** 5 registrations
- c. **PM programming:** 15 registrations

No Refunds for Scheduled Program Cancellation due to Emergency School Closure or Inclement Weather: Camp Fire's programs follow local school district closures for snow or inclement weather and do not operate if the school is closed. Camp Fire **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/>

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 the Electronic Check method of payment saves us costs that we can 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.

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 Columbia staff when your child will not be attending program on one of their scheduled days. **Please call or email your Site Supervisor by 1:00pm** if your child will be absent due to illness or other circumstances. The Site Supervisor contact phone number and email is on your Parent/Guardian Information Sheet.

We also ask that parents:

- Promptly pick-up their child no later than 6:00pm. Late pick-up fees apply beyond that time.
- Initial the site attendance sheet and note the time 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 pick-ups, allergies, etc.
- Read all materials sent via email, mail, or posted at the program 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 parents/guardians in advance and in writing. The Camp Fire staff will ask to see a valid picture ID to identify an authorized person(s). If the Camp Fire staff member does not recognize a parent/guardian, they may ask to see the parent's/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 at 6:00pm. Late fees will be charged per child, for pick-up after this time. A \$10.00 fee will be issued for the first 15 minutes late. After 15 minutes, an additional \$1.00 per minute will be charged. 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 the parents/guardians then emergency contacts. If no one can be reached within 30 minutes after program end time, Camp Fire staff reserve the right to contact the Police Department and/or Child Protective Services to take the child until a 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 Site Supervisor by 1:00pm 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 parents/guardians then 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.** Once your child has been signed-out from program, they cannot return again that day.

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 names. **Camp Fire is not responsible for lost or damaged personal items.** Toys, games, cell phones, music players, and electronic devices are not allowed unless otherwise stated by the Site Supervisor.

Illness

Camp Fire cannot permit a child who has symptoms of illness and/or a temperature of 100F or higher to attend program. If a child becomes sick while at Camp Fire, the 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

A 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 parents/guardians. All prescription medications must be in their original container, properly labeled, and authorized by the child's health care provider. Written directions must be provided for over-the-counter medications. All medications will be stored in a locked box where they are inaccessible to children.

Head Lice

It is 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 and people cannot share lice.

Children with live lice cannot attend Camp Fire's Before & 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 will be 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 the Before & After School 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, 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/Guardians will be notified as soon as possible after managing the child's immediate needs. In case of an emergency, Camp Fire staff will call 911 and contact the parents/guardians. If a parent/guardian cannot be reached, staff will begin calling emergency contacts provided with the youth's registration. **It is crucial for parents/guardians to keep contact information 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.

CAMP FIRE CORE ELEMENTS AND PROGRAMMING:

Camp Fire Columbia's programs are intentional and outcome-based. Our curriculum is developed with the needs and interests of our students in mind. By participating in a Camp Fire's Before & After School program, your child will have the opportunity to develop their **Confidence, Leadership, Respect, Connection to the Community, and Academic and Social Skills.** 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 program site and communicate regularly with the Site Supervisor regarding your child's schedule.

Program Description and Components

Camp Fire 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, team building, academic connections, 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 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 (i.e., 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 centered 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 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, growth mindset, and social skills such as confidence, inclusion 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. Team building activities are intentionally included in programming.

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 15-30 children.
- Each school will regularly plan ahead for "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 slip will be sent out prior to any off-site field trip. Camp Fire staff will post informational fliers on-site before any special event. Please check your parent/guardian bulletin board for the most recent information.

Child Care Licensing

Camp Fire's Before & 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 OCC 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
Email: cheryl.a.terrusa@state.or.us

BEHAVIOR EXPECTATIONS & MANAGEMENT:

Behavior Expectations

At Camp Fire Columbia, 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 them-selves 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 & After School program. Our Camp Fire staff take 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 displaying 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. When multiple youth are involved in an incident, we take every precaution to preserve confidentiality, which means you as a parent, may not get all the details regarding another youth involved in an incident with your child.

We make every effort to use all the resources available to support student success. Our staff are trained extensively in Positive Behavior and Intervention Systems, Love & Logic, and Growth Mindset. We work with teachers, principals, and school counselors as possible to align our practices with the school day and give the youth consistency. We also partner with the Inclusive Child Care Program for support as necessary.

Discipline Procedure:

1st Major Occurrence: Camp Fire staff will warn child and contact parents/guardians to discuss problem behavior.

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

3rd Major Occurrence: The child will be withdrawn from the program and will not be able to return. Parents/Guardians 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 program sites.

Harassment and Bullying Policy

Camp Fire has a zero tolerance policy for harassment or bullying behaviors and will not allow 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 and Before & After School leadership.

No refunds will be given for discipline related suspensions from Camp Fire's Before & After School programs. Camp Fire reserves the right to revoke scholarships to children who are suspended for discipline issues from the Before & After School program.

BEFORE & AFTER SCHOOL CONTACT INFORMATION:

Before & After School Registrar

(971) 340-1613

registrar@campfirecolumbia.org

Jon Myers

PPS Multi-Site Coordinator

(971) 340-1611

jmyers@campfirecolumbia.org

Samantha Morelli

WLWV Multi-Site Coordinator

(971) 340-1603

smorelli@campfirecolumbia.org

Kirsi Baird Barber

Before & After School Program Director

(971) 340-1609

kbairdbarber@campfirecolumbia.org

Emily Gilliland

President and CEO

(503) 224-7800x150

egilliland@campfirecolumbia.org

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 Columbia.

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)