

Before & After School (BAS) Frequently Asked Questions

Please review our FAQ and other [resources](#) to see if your question has been answered. If you cannot locate an answer to your question, contact information for the Before & After School Team are listed at the end of the FAQ.

Registration

Q. How do I make changes to my child's Before & After School registration?

- A. Contact the Before & After School Registrar in writing at least 2 weeks before the desired change. A transfer fee of \$30 per child and per change will be applied to your account when making package changes. There is no additional fee when shifting the days of the week your child regularly attends, (i.e., from Monday and Tuesday to Tuesday and Wednesday) but the Registrar must approve this change in order to keep accurate attendance records. The transfer and withdrawal policies can be reviewed in the Payment Policies, Rate Sheets, and Family Handbook.

Q. Do I need to enroll for Full Day programs separately?

- A. Yes. Full Day program enrollment is separate from all BAS packages. This also allows families to enroll for just what they need. Please see our [Full Day program page](#) for information about Full Day program rates, dates, and more specific information on how to enroll for Full Day programming.

Q. When can my Kindergartener start attending Camp Fire Columbia's Before & After School Program?

- A. On their official first day of Kindergarten (see your school schedule) and AFTER they turn five years old. Often, districts have Kindergarteners attend a "half-day" on their first day of school. Camp Fire can offer AM care for youth who attend a half-day in the morning, and we can offer PM care for youth who attend a half-day in the afternoon. Because the protocol differs by school site, please contact your program's Site Supervisor in late August for further clarification. Our Oregon Office of Child Care license prohibits us from having youth attend program before their 5th birthday.

Q. What happens when I'm wait listed for a program?

- A. Due to the everchanging regulations related to COVID, program capacities have been significantly decreased. We understand that this can be frustrating for families. We will increase capacities as the state regulations change allowing us to care for more children. When space becomes available, the Before & After School Registrar will contact you and begin the process of helping get your child started in program.

Drop-In Care and Early Release

Q. When can I register for drop-in care?

- A. We usually open registration for drop-in only care in October each school year. All drop-in care requires an initial online registration to collect pertinent information and an annual, non-refundable registration fee. Drop-In days must be pre-scheduled and approved by the Site Supervisor after the Before & After School Registrar has approved your registration as complete. *Requests for drop-in care should be made to the Site Supervisors at least 48 hours in advance! Due to space limitations drop-in care cannot be guaranteed.*

Q. Am I registered for Early Release days (WLWV Schools)?

- A. Early Release days are included in monthly fee for package members that are scheduled to attend the PM program on Wednesdays. PM drop-in rates and procedures apply for all non-scheduled participants.

Supplies, Dietary Needs, Drop-Off & Pick-Up

Q. How do I sign my child in/out of program?

- A. Be prepared to show photo I.D. when picking-up your child. This is for your child's safety, and you may get asked multiple times while our staff get to know you. An authorized adult must be present to sign-out a child. Be sure to sign-in/out with the time you are dropping-off or picking-up. Children cannot sign themselves into or out of program without special written permission from the primary family contact and an agreement with the Site Supervisor.

Q. Who do I notify that my child will be absent from one of their scheduled days?

- A. If your child will miss, arrive late to, or leave early from one of their scheduled days, please let the site team know by 1pm.

Q. Someone new will be picking-up my child, who do I notify?

- A. Changes to authorized pick-ups must be sent in writing to the site team for your child's safety. Our authorized pick-up guidelines can be reviewed in the Family Handbook.

Q. What should my child bring to program?

- B. Your child should be equipped with weather appropriate clothing (jackets, raincoats, appropriate shoes) for outside daily recess whenever possible, and their homework packet/folder to utilize the dedicated homework time.

Q. My child has food restrictions/allergies; do I need to send them with their own snacks?

- A. When you register your child, include food restrictions and/or allergies and we will be sure to have an inclusive snack menu with alternatives for children who have special diets. Further information regarding snacks and allergies can be found in our Family Handbook.

Q. My child has an Epi Pen, Inhaler, or other medication that they need periodically. What steps do I need to take?

- A. Please fill in the medication questions when registering your child, but also please follow-up with your Site Supervisor before your child starts program. You will need to fill out a medication dispense form before any medication can be stored at site or administered to your child. Please see our Family Handbook for more information on medications.

Q. When can I drop-off my child at morning program?

- A. Check with your Site Supervisor to see when your program opens, you can arrive any time after opening. Do not arrive prior to opening as staff members need time to set up the space for morning program. In general, most programs in PPS open at 7:00am while programs in West Linn-Wilsonville, Peninsula Elementary, James John Elementary and Rose City Park will open at 6:30am.

Q. When can I pick-up my child from after school programming?

- A. You are able to pick-up your child at any point between when program starts and 6:00pm. Please check with your Site Supervisor to confirm the afternoon schedule at your site so they can help you decide on the best time to pick-up your child in order for them to enjoy the full benefits of program time. If you decide to pick-up early from school on a regularly scheduled Camp Fire day, please let your Site Supervisor know by phone or email.

Cost of Care, Fee Schedules, and Financial Aid

Q. I have no payment due in August or June. Why is that?

- A. Our registration system spreads payments for the school year evenly over a nine month payment schedule. This means that although you will be enrolled for program from the first day of school through the last, you will not be making a full payment for August or June. When you first register for program, you will be asked to pay our

annual non-refundable registration fee, and a partial September payment. The remainder of the September payment will be due on September 1st. In the Spring, if you are registered and pay in full for May, June will be included. Payment information can be reviewed in our Rate Sheets, Payment Policies, and Family Handbook.

Q. Why do I still have to pay a full monthly payment in November, December, and March?

- A. Our total fees for the school year are divided into nine equal payments, September – May. There are no payments due for August and June. Some months have significantly more or less school days than other months so by dividing the payments equally rather than by days per month, families can have a clear expectation of what their payment will be each month. Payment information can be reviewed in our Payment Policies and Family Handbook.

Q. Fees are higher than in the past – and I’ve noticed that some other after school programs in the region are cheaper, why is that?

- A. Camp Fire Columbia is a non-profit organization that works every year to provide the best value to families with the highest level of quality possible. We aspire to be the best child care provider in the region, and we evaluate cost every year to make sure we are making our programs as accessible as possible. Recruiting and retaining the best staff to work with your kids is important to us. We work hard to provide a livable wage and benefits including health care, retirement, and sick time. In addition to wages, our staff members receive significant paid training to ensure your child is safe, engaged, and active. (Did you know that some programs ask that employees train on their own time?). In addition to staffing costs, your program fees help us pay for rent of space, program supplies, food, field trip costs, and special visitors among other things. We know the cost of childcare is stressful for families and we do everything possible to contain these costs while protecting the quality of experience your child is having.

Q. How can I set up my payments to come from my checking account, instead of a credit card?

- A. Thank you for thinking about this! One area of cost we have no control over is credit card fees, and it can be a significant amount. It would help us tremendously if you would consider setting up Electronic Funds Transfer using your checking account information, and your account will be automatically debited. You can make this change in your [family portal](#).

Q. Can I give my monthly payment to the site staff?

- A. No. Staff members are not allowed to take payment on site. If you need to pay your bill or have questions about payment options, please contact the Before & After School Registrar.

Q. Do you offer financial aid?

- A. Yes! We offer partial financial aid as a monthly discount ranging from 20%-70% off the fees depending on household size, income, and special circumstances. We will begin accepting applications after registration opens in May 2020. The Financial Aid application can be accessed on our website.

Q. I received financial aid last year; will it apply again this year?

- A. All Camp Fire financial aid is good for only one year. Families who received financial aid for the 2019/20 school year or 2020 Summer Day Camp will need to reapply for the 2020/21 school year. Financial aid information can be reviewed in our Rate Sheets, Payment Policies, Family Handbook, and Financial Aid Application.

If you have any other questions please feel free to contact us!

BEFORE & AFTER SCHOOL TEAM	
PPS Schools	WLWV Schools
<p><i>Beverly Cleary, Fernwood Campus</i> 503.793.8032 fernwood@campfirecolumbia.org</p>	<p><i>Bolton Primary</i> 503.781.0794 bolton@campfirecolumbia.org</p>
<p><i>Beverly Cleary, Hollyrood Campus</i> 503.209.6855 hollyrood@campfirecolumbia.org</p>	<p><i>Cedar oak Park Primary</i> 503.998.4537 cedar oak@campfirecolumbia.org</p>
<p><i>Creative Science School</i> 503.209.2927 creativescience@campfirecolumbia.org</p>	<p><i>Stafford Primary</i> 503.913.8279 stafford@campfirecolumbia.org</p>
<p><i>Hayhurst Elementary</i> 503.954.8543 hayhurst@campfirecolumbia.org</p>	<p><i>Sunset Primary</i> 503.997.9718 sunset@campfirecolumbia.org</p>
<p><i>James John Elementary</i> 503.954.8590 jamesjohn@campfirecolumbia.org</p>	<p><i>Trillium Creek Primary</i> 503.998.4529 tcreek@campfirecolumbia.org</p>
<p><i>Peninsula Elementary</i> 503.784.2461 Peninsula-k5@campfirecolumbia.org</p>	<p><i>Willamette Primary</i> 503.954.8579 willamette@campfirecolumbia.org</p>
<p><i>Rose City Park Elementary</i> 503.290.8078 rosecitypark@campfirecolumbia.org</p>	<p>Interim PPS Multi-Site Coordinator (JJ, PEN, RCP, WDL) – Jon Myers 971.340.1611 jmyers@campfirecolumbia.org</p>
<p><i>Sunnyside Environmental School</i> 503.209.6989 sunnyside@campfirecolumbia.org</p>	<p>PPS Multi-Site Coordinator (BCS, CSS, HH, SES) – Sam Morelli 971.340.1594 smorelli@campfirecolumbia.org</p>
<p><i>Woodlawn Elementary</i> 503.784.1395 woodlawn@campfirecolumbia.org</p>	<p>WLWV Multi-Site Coordinator – Tanya Spence 971.340.1603 tspence@campfirecolumbia.org</p>
<p>Before & After School Registrar - Amelia West 971.340.1613 awest@campfirecolumbia.org</p>	
<p>Before & After School Program Director – Jon Myers 971.340.1611 jmyers@campfirecolumbia.org</p>	
<p>President and CEO – Josh Todd 971.340.1604 jtodd@campfirecolumbia.org</p>	

