

Camp Fire Columbia's Before & After School Programs 2020/21

WLWV Essential Worker Child Care Handbook

Camp Fire Columbia 1411 SW Morrison St., Suite 300 Portland, Oregon 97205 (503) 224-7800

www.campfirecolumbia.org

CAMP FIRE COLUMBIA'S ORGANIZATIONAL VALUES

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

- We are driven by equity, cultural responsiveness, and inclusion.
- We focus on truly child-led programming that inspires young people to find their passions.
- We believe a growth mindset propels children, 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 child 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 Columbia's Equity Statement:

Camp Fire Columbia 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 children while narrowing the gaps between white students and students of color. Our goal is to address the racial predictability of children's achievements 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 child and employment practices to evaluate our work and adapt our programs and policies.
- Provide opportunities and support for every child we serve to achieve their individual goals.
- Actively seek out expertise and input from families, children, 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.

ESSENTIAL WORKER CHILD CARE, GENERAL INFORMATION

Contact information is provided at the end of this document.

Camp Fire Columbia is dedicated to providing the highest quality Essential Worker Child Care 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 children who are differently-abled.

Camp Fire operates in both the Portland Public School District and West Linn/Wilsonville School District. As schools plan to return to face-to-face learning during COVID-19, Camp Fire must adapt our policies, schedules, and procedures to

meet state and district guidelines. Described below are the basic policies Camp Fire will be using to manage programs during COVID-19. 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, families will be given at least two weeks written notice.

Essential Worker Child Care Hours of Operation:

WLWV full day care: 7:30am – 5:30pm
Location: Willamette Primary

<u>Essential Worker Child Care, Full Day Care Sample Schedule (actual schedule will vary slightly based on students'</u> remote learning schedules):

- All activities will occur within stable groups due to state guidelines and rules. Stable group participants may not mix during the week.
- * Camp Fire Columbia's staff are trained youth development professionals. Some staff may have teaching qualifications, licenses, or degrees in education but they are not district teachers. We will do our best to support remote learning with intentional groups but we cannot guarantee one-on-one support or advanced knowledge of learning platforms or district directives.
- ** Families must provide their children with a packed lunch each day that does not need refrigeration or heating. Camp Fire will provide the snacks.

7:30am - 8:30am	Check-In, health checks, and quiet activities
8:30am - 9:00am	Community Meeting
9:00am - 9:30am	AM snack
9:30am - 12:30pm	Remote Learning Support*
12:30pm - 1:30pm	Lunch**, recess, and large motor activities
1:30pm - 2:30pm	Club activities
2:30pm - 3:00pm	PM snack
3:00pm - 4:00pm	Individual study and academic time
4:00pm - 5:00pm	Recess, large motor, and indoor programming
5:00pm - 5:30pm	Closing and quiet activities

REGISTRATION, ENROLLMENT, AND PAYMENT POLICIES

Rate:

Children enrolled in Camp Fire Columbia's Essential Worker Child Care programs will be scheduled to attend Monday – Friday, 7:30am – 5:30pm. Due to the stable group restrictions, there are no partial schedule options. There will be a fee of **\$1000 per month per child** enrolled.

Enrollment Procedures:

- Each child must have their annual registration completed <u>online</u> and all applicable fees paid prior to them being admitted into Camp Fire Columbia's Essential Worker Child Care programs. If you require paper registration forms, please contact the Before & After School Registrar directly.
 - a. The annual registration includes a \$55 non-refundable registration fee. Once registered, your child can attend COVID-19 programming then regular Before & After School programming (including full day and drop-in care) throughout the 2020/21 school year. If your child does not end up attending any of Camp Fire's Before & After School programming throughout the school year, your annual registration fee will be refunded to you in June.
 - b. Families must complete the annual registration each year for each child they wish to have attend.
 - c. No child will be allowed to attend program before completing all forms and receiving a start date notification from the Registrar.

- 2. Families must keep Camp Fire informed of any changes to their registration details. Changes can be made online via your family portal or by emailing the Registrar.
- 3. Families with an account balance from the previous program school year are not eligible to register until the account is current. Contact the Registrar for account information.

Financial Aid:

Camp Fire Columbia strives to provide financial aid to families who qualify based on income, household size, and other financial factors on a case by case basis. *Financial aid 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 as there is no guarantee of program availability without registration. Financial aid 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.*

Camp Fire will continue to accept financial aid applications throughout COVID-19 but we are not sure yet if we will be able to award any financial aid. The early end to the 2019/20 school year, closure of all summer programming, and adjustments to the 2020/21 school year due to COVID-19 have each had a large effect on our finances. We do still hope to be able to award some financial aid but will not know if it will be possible for us to do so until we are able to open programs again.

Employment Related Day Care Support (ERDC):

ERDC helps eligible low-income families pay for child care while they are working. ERDC is a subsidy program, meaning eligible families still pay part of the child care cost.

ERDC also works with providers and other child care partners across the state to help families find and keep good child care, improve the availability of quality child care in Oregon, and to develop resources for parents and child care providers.

To find out more information please visit https://www.oregon.gov/dhs/assistance/child-care/Pages/index.aspx

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 programming.

Monthly Fee Payments:

Payments are due to the Camp Fire Columbia main office on or before 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 Registrar by the 20th of the month, we reserve the right to withdraw your child from program and cancel your registration. No payments are accepted at program site.

Drop-In Fees:

Due to stable group guidelines and state regulations, we are not able to accept drop-ins at this time. We are only able to accept enrollment for 5-day per week packages to be billed monthly.

Monthly Statements/Invoices:

You will receive a monthly statement or invoice. You can view your monthly invoices online via your <u>Family Portal</u>. If you are not sure what your program monthly fee is or what your account balance is at any time, please contact the Before & After School Registrar.

Tax or Account Statements:

Families can access their tax statements online via their <u>Family Portal</u>. If you need assistance accessing your account, please contact the Before & After School Registrar. Our <u>Tax ID Number is 93-0386901</u>

Late Pick-Up & Fees:

Children must be picked-up by the end of program time, 5:30pm. This is imperative so program staff can properly sanitize before leaving for the day. 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:

Due to stable group guidelines and state regulations, we are only able to offer families a 5-day per week package at this time.

Withdrawal from Program:

1. <u>Withdrawal from Program:</u> Two weeks' written or emailed notice to the <u>Before & After School Registrar</u> is required. No account adjustments will be made without this written notice.

Withdrawals will be scheduled to go into effect after the final program day of the month. There will be no refunds, credits, proration, or any other form of reimbursement for any Full Day Child Care program. Families who withdraw can later choose to re-enroll their child(ren) again if there is availability in the program.

Low Attendance Cancellations:

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

• Essential Worker Child Care, Full Day program: 10 enrollments

No Refunds for Scheduled Program Cancellation or Absence due to COVID-19 Symptoms, Presumptive COVID-19 Cases, Positive COVID-19 Test Results, or Any Other Cancellation/Absence Associated with COVID-19:

Camp Fire Columbia's programs are licensed by the State of Oregon and the Early Learning Division (ELD) and must follow exclusionary policies during COVID-19 child care.

The following exclusionary policies have been put into place by The ELD until further notice:

- A child or staff member who is or has been sick with an illness that includes cough, shortness of breath or fever should be sent home and should go get tested for COVID-19.
 - o **If the test is positive or if the person is not tested**, the child or staff member must stay home for at least 10 days, and until 24 hours after fever has resolved, and other symptoms must be improving.
 - o **If the COVID-19 test is negative**, the person may return 24 hours after fever has resolved, if other symptoms are also improving.

Children and staff who have been exposed to someone with confirmed case of COVID-19 or presumptive case of COVID-19 (i.e., they are sick and have been exposed to someone with a positive test), they must be excluded and should quarantine for 14 days after the last exposure. Exposure to a person in quarantine who does not have symptoms of COVID-19 does not require exclusion.

No Refunds for Scheduled Program Cancellation due to Non-COVID-19 Related Emergency School Closure, Illness, or Inclement Weather:

Camp Fire Columbia's programs follow local school district closures for snow inclement weather and emergency closures. Camp Fire does not operate if the district closes school buildings. Camp Fire does not prorate pre-paid program fees resulting from any school closure. Please have a backup plan for your child in case of emergencies and communicate this with your site team. Our Inclement weather policies form can be found here: https://campfirecolumbia.org/inclement-weather/.

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 directly 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, Ste 300 Portland, OR 97205

• Credit card from your account.

FAMILY RESPONSIBILITIES AND EXPECTATIONS

To account for your child's safety, the most important responsibility for our families is to inform Camp Fire Columbia staff when your child will not be attending program on one of their scheduled days. The Site's contact phone number and email is on your Family Information Sheet. You must contact the Before & After School Program Director with information regarding a positive COVID-19 test, any presumptive COVID-19 cases, and if your child has an illness with cough, shortness of breath, and/or fever.

Participants will not be admitted into program and will be sent home if they have a fever of 100.4 or above, are exhibiting a cough, show fever, or experience shortness of breath. Cough and fever are not excludable if they are commonly experienced due to an allergy or other underlying medical/health condition.

We also ask that families:

- Be available and prompt if called to pick-up your child due to symptoms outlined above.
- Follow safety protocols regarding entering buildings and program space. Currently, we will follow school guidelines of no parents entering the building and each program site will have a specific plan to drop-off and pick-up their child.
- Wear a face covering and practice social distancing when around others and waiting to drop-off and pick-up your child.
- Promptly pick-up their child no later than 5:30pm. Late pick-up fees apply beyond that time.
- Be patient during health checks and checking children in.
- Understand that a child must be excluded when
- 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 account announcement, 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 the primary family contacts or those authorized by the primary family contacts in advance and in writing. The Camp Fire Columbia 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 family member, they may ask to see their 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 5:30pm. 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 Columbia site staff will call the primary family contacts 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 an approved family member 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, text or email your child's program site as soon as you know that your child will be absent due to illness or other circumstances. The Site's contact phone number and email is on your Family Information Sheet. You must contact the Before & After School Program Director with information regarding a positive COVID-19 test, any presumptive COVID-19 cases, and if your child has an illness with cough, shortness. of breath, and/or fever. Attendance will be taken within five minutes of the program start time. 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 Columbia is not responsible for lost or damaged personal items**. Toys, games, cell phones, music players, and electronic devices are not allowed unless necessary for learning directives otherwise stated by the Site Supervisor.

Illness:

The following exclusionary policies have been put into place by The ELD until further notice:

- You must contact the Before & After School Program Director with information regarding a positive COVID-19 test, any presumptive COVID-19 cases, and if you child has an illness that includes a cough, shortness of breath, and/or a fever.
- A child or staff member who is or has been sick with an illness that includes cough, shortness of breath or fever should be sent home and should go get tested for COVID-19.
 - o **If the test is positive or if the person is not tested**, the child or staff member must stay home for at least 10 days, and until 72 hours after fever has resolved, and other symptoms must be improving.
 - o **If the COVID-19 test is negative**, the person may return 72 hours after fever has resolved, if other symptoms are also improving.
- Children and staff who have been exposed to someone with confirmed case of COVID-19 or presumptive case of COVID-19 (i.e., they are sick and have been exposed to someone with a positive test), they must be excluded and should quarantine for 14 days after the last exposure. Exposure to a person in quarantine who does not have symptoms of COVID-19 does not require exclusion.

Medication:

A primary family contact 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 Columbia staff members and cannot be administered without written permission from the child's primary family contact. 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 family neglect. Pets and people cannot share lice.

Children with live lice cannot attend Camp Fire Columbia's Essential Worker Child Care programs. 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. If your child has head lice, please 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 Essential Worker Child Care programming 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.wlwv.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 Columbia staff. The primary family contacts 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 family. If a primary family contact cannot be reached, staff will begin calling emergency contacts provided with the child's registration. It is crucial for families 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.

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 Essential Worker Child Care programming, 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. We recommend that you make note of the activity schedule at your program 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, team building, academic connections, world cultures, guest speakers, field trips, service-learning, outdoor activities, creative expression, and more!

Snacks

Children will be served two nutritional snacks each day. 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 additional snack for your child unless prearranged with your Site Supervisor.

Lunch

Camp Fire does not provide lunch during full day programming. Please send your child with a packed lunch that does not need to be refrigerated or heated. Please do not send sodas, candy, or gum in your child's lunch unless prearranged with the Site Supervisor. If you are experiencing financial hardship at this time and are unable to provide your child with a daily lunch, please reach out to the Before & After School Program Director for support.

Academic Assistance

Camp Fire children have designated, quiet time to engage in learning. Children 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 and we will do our best to support distance learning directives as we are able. Communication with teachers and families will help Camp Fire staff to understand how to best assist each child with their homework and school work.

Community-based Learning Projects

During the year, children will participate in at least one community-based learning project. To complete these projects, Camp Fire children will explore community needs, develop a service project to help meet a need, reflect

on the process, and celebrate their accomplishments. We encourage families to participate; connect with your Site Supervisor for more information.

Life Skills

Camp Fire children 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

Camp Fire children will have many opportunities to work together in groups to further develop social skills and get to know other children. 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 while in their stable group cohorts.
- These 1-2 week units will be designed in advance by instructors to meet the needs and interests of the children in these stable groups.
- During this time children will participate in club style programs within their stable groups.
- Each school will regularly plan ahead for "student-led" clubs, giving children a chance to design and lead clubs to share their own interests and expertise with the support of a staff member.

Special Events

Due to COVID-19, Camp Fire has postponed all special guests, field trips, and in-person events until further notice.

Child Care Licensing:

Camp Fire Columbia'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. Families may contact the local licensing office at:

Oregon Office of Child Care: (503) 669-7112.

Our current licensing specialist is Amber Bayker, x357

Email: amber.bayker@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 children 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 the children in our Essential Worker Child Care programs. 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 child is disrupting the program, creating an unsafe condition, or displaying disrespectful demeanor to Camp Fire staff or peers, they may be removed from the program.

Typically, we follow a 3-occurance 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 children 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 child 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 children consistency. We also partner with the Inclusive Child Care Program for support as necessary.

Discipline Procedure:

- **1**st **Major Occurrence:** Camp Fire Columbia staff will warn child and contact the family to discuss problem behavior.
- 2nd Major Occurrence: Child's second warning, the family and principal (and teacher where applicable) are notified to discuss problem behavior. A possible one-week suspension and a behavioral contract may be suggested.
- **3**rd **Major Occurrence:** The child will be withdrawn from the program and will not be able to return. The family 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 child 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.

Camp Fire has a zero-tolerance policy for attempts of intentional COVID-related transmission through serious acts or play. This includes, but is not limited to, not respecting personal boundaries and face coverings, intentionally coughing, sneezing, spitting in the direction of any person in or around Camp Fire's program space. If your child engages in acts described, or similarly described above, they may be immediately suspended for the remainder of the program week and possibly removed from the program indefinitely. Please discuss health and safety expectations with your child.

Harassment and Bullying Policy:

Camp Fire Columbia has a zero-tolerance policy for harassment or bullying behaviors and will not allow any types of harassment or bullying behaviors involving any children 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 program leadership.

No refunds will be given for discipline related suspensions from Camp Fire Columbia's Essential Worker Child Care programs. Camp Fire reserves the right to revoke scholarships to children who are suspended for discipline issues from the Essential Worker Child Care programs.

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)

BEFORE & AFTER SCHOOL PROGRAMS CONTACT INFORMATION

Jon Myers

Before & After School Program Director (971) 340-1611 jmyers@campfirecolumbia.org

Jon Myers

Interim PPS Multi-Site Coordinator (James John, Peninsula, Rose City Park, Woodlawn) (503) 784-4093 jmyers@campfirecolumbia.org

Samantha Morelli

PPS Multi-Site Coordinator (Beverly Cleary Schools, Creative Science, Hayhurst, and Sunnyside) (503) 803-9223 smorelli@campfirecolumbia.org

Tanya Spence

WLWV Multi-Site Coordinator (971) 710-2260 tspence@campfirecolumbia.org

Amelia West

Before & After School Registrar (971) 340-1613 awest@campfirecolumbia.org

Joshua Todd

President and CEO (503) 224-7800x150 itodd@campfirecolumbia.org