



**PPS Hybrid Child Care Family Handbook
(James John & Woodlawn)**

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

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

www.campfirecolumbia.org

CAMP FIRE COLUMBIA'S ORGANIZATIONAL VALUES

Camp Fire Columbia believes 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 that 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 USA 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 our 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.

Camp Fire Columbia's Before & After School Programs Inclusivity:

Camp Fire Columbia is dedicated to providing the highest quality Hybrid 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 are considered with regards to children who are differently-abled.

Camp Fire's Before & After School programs operate in both the Portland Public School District and West Linn/Wilsonville School District. As schools 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 the PPS Hybrid Child Care 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, we will provide enrolled families with as much advanced warning as possible.

PPS Hybrid Child Care

Hours:

Monday – Friday, 10:15am – 5:00pm

Please note, the AM school cohort will attend their classes prior to program starting. The PM school cohort will leave program to attend their classes from 12:00pm – 2:15pm.

Locations:

- James John Elementary: [7439 N Charleston Ave, Portland, OR 97203](#)
- Woodlawn Elementary: [7200 NE 11th Ave, Portland, OR 97211](#)

Contact information is provided at the end of this document.

REGISTRATION, ENROLLMENT, AND PAYMENT POLICIES

Registration and Enrollment Procedures:

- Each child must have their annual registration completed [online](#) and all applicable fees paid prior to them being admitted into PPS Hybrid Child Care. If you require paper registration forms, please contact the [Before & After School Registrar](#) directly.
 - The annual registration includes a \$55 non-refundable registration fee. Once registered, your child can be enrolled for any of Camp Fire’s Before & After School programs throughout the 2020/21 school year. If your child does not end up attending any of Before & After School programming throughout the school year, your annual registration fee will be refunded to you in June.
 - Families must complete the annual registration each year for each child they wish to have attend.
 - **No child will be allowed to attend program before their family has completed all of the required forms and received a start date notification from the Registrar.**
- Families must keep Camp Fire informed of any changes to their registration details. Changes can be made online in your [Family Portal](#) or by emailing the Registrar.
- Families with an account balance from the previous program school year are not eligible to register until the account is current. If you are confused about a balance on your account, please contact the Registrar.

Rate:

Children enrolled in PPS Hybrid Child Care will be scheduled to attend [full-time](#) for the duration of the program. Due to the stable group restrictions, there are no partial schedule or drop-in options.

Families who are only needing a part-time schedule can choose to have their children arrive late, leave early, or skip days. The children will still be enrolled and expected full-time so the monthly tuition will NOT be adjusted. For the safety of all the children, we ask that any family who chooses to enroll but only attend part-time please inform the site staff as to when not to expect their child.

The tuition for PPS Hybrid Child Care is \$490 per child per month. No exceptions. If your family is experiencing financial hardship at this time, [outside funding through DHS](#) may be an option.

Monthly Statements:

Enrolled families will receive a monthly statement during the final week of each month. You can view your monthly statements online in your [Family Portal](#) or by using the InSite Connect app. If you are not sure what your program tuition is or what your account balance is at any time, please contact the Registrar.

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. As a non-profit, every bit of savings helps. Using the electronic check method of payment saves us costs that we put back into our programs.

- Electronic check directly from your bank account is our preferred method of payment.
- Credit card
- Check or money order made payable to Camp Fire Columbia can be sent to:
Camp Fire Columbia
1411 SW Morrison St, Ste 300
Portland, OR 97205

Tuition Payments:

Payments are due to the Camp Fire Columbia main office on or before the 1st of each program month and can be made in your [Family Portal](#) or by using the InSite Connect app. 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.

Tuition payments received after the 10th will have a \$20.00 late fee applied per child. If you are experiencing financial hardship and cannot make your monthly payment, contact the 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 annual registration.

No payments are accepted at program site.

Late Pick-Up & Fees:

Children must be picked-up by the end of program time, 5:00pm. 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 program has closed for the day. A \$10.00 fee will be charged for the first 15 minutes late; after 15 minutes an additional \$1.00 per minute will be added. Late pick-up fees can be paid in your [Family Portal](#) or by using the InSite Connect app. Failure to pay late pick-up fees may result in withdrawal from program.

Withdrawal from Program:

Two weeks' written or emailed notice to the Registrar is required when withdrawing a child from program.

Withdrawals will be scheduled to go into effect after the final program day of the month in which the two-week notice ends. This means that if notice to withdraw is provided within two weeks of the final day of a month, the withdrawal will not go into effect until the final day of the following month. Families who withdraw can later choose to re-enroll their child again if there is availability in the program.

No account adjustments will be made without the written notice. There will be no refunds, credits, proration, or any other form of reimbursement for payments that have already been made for PPS Hybrid Child Care.

Tax or Account Statements:

Families can access their tax statements in their [Family Portal](#) or by using the InSite Connect app. At this time, we recommend generating your tax statement by selecting the "Statement" option rather than "Summary Year End" option. If you need assistance accessing your account, please contact the Registrar. Our **Tax ID Number is 93-0386901.**

Financial Aid:

Camp Fire strives to provide financial aid to families who qualify based on income, household size, and other financial factors on a case by case basis. All families who would like to be considered for financial aid must send in a completed [Financial Aid Application](#). The application process is completely confidential and funds are awarded on a sliding scale to reduce your monthly tuition. We are unable to offer families financial aid to fully cover their child's tuition costs. Families do not have to be enrolled in a program prior to submitting a financial aid application but it is recommended that they do so however because there is no guarantee of program availability without enrollment. Financial aid awards

(financial aid continued)

expire each summer so families who hope to continue to use financial aid must reapply each 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.

Employment Related Day Care Support (ERDC):

ERDC is a DHS subsidy program that helps eligible low-income families pay for child care while they are working. At this time, ERDC will cover the full PPS Hybrid Child Care tuition if your family is approved for 63+ hours per month. Families approved for less than 63 hours per month can use other sources of funding to cover their remaining portion of the monthly tuition but none of the funding can come from Camp Fire directly. We recommend that families who are approved for ERDC also apply for CCI through Multnomah County to have the remainder of their monthly tuition covered.

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 families and child care providers.

To learn more about ERDC, please visit <https://www.oregon.gov/dhs/assistance/child-care/Pages/index.aspx>.

To learn more about CCI, please visit <https://ccrr-mc.org/cci/>.

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 chooses to cancel program due to low enrollment. The minimum enrollment number for PPS Hybrid Child Care is 12 children per location.

Non-COVID-19 Related Emergency School Closure or Inclement Weather:

There will be no refunds for program cancellation due to emergency school closures or inclement weather. In these circumstances, Camp Fire's programs follow local school district closures because we cannot operate if the school district closes buildings. Camp Fire does not prorate or refund any tuition fees when there are school district mandated closures. Please have a back-up plan for your child in case of emergencies and communicate it with your site team. Camp Fire's inclement weather guidelines can be reviewed here: <https://campfirecolumbia.org/inclement-weather/>.

COVID-19 School Closure or Exclusion:

There will be no refunds, credits, proration, or any other form of reimbursement for absences or withdrawals due to COVID-19 symptoms, presumptive COVID-19 cases, positive COVID-19 test results, or any other reasons associated with COVID-19.

CORE ELEMENTS AND PROGRAMMING

Camp Fire Columbia's Before & After School programs are intentional and outcome-based. Our curriculum is developed with the needs and interests of our students in mind. By participating in PPS Hybrid Child Care, 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.

Sample Schedule:

All activities will occur within stable groups of 2 staff per 30 children due to state guidelines and rules. Stable groups may not mix during the week.

AM School Cohort	
Health Checks and Check-In	Children arrive and go through their health checks . Once checked-in, they may participate in individual quiet activities and prepare for their day of learning.
AM Club Activities	This is instructor-led activity time! Camp Fire team members will create activities and club style programming based on the desires of their stable group. These activities will be fun and engaging for all ages!
Lunch/Recess	Until further notice, please provide your child with a lunch. Children will remain in their stable groups for lunch and recess. Recess activities will be designed based on space available, group size, and the children's desired activities.
PM School Cohort	
Brain Stations and Free Choice Activities	Brain station activities are pre-designed challenges for children to work on independently. This is also time for children to work on homework* or engage in social learning through puzzles, board games, spelling/math games, etc. Children will ask for support from staff as needed.
Snack/Recess	Children will wash their hands then return to their stable group space for snack. Masks may be off while children are eating, but if they get up to leave their table, they need to put their mask back on.
PM Club Activities	This is instructor-led activity time! Camp Fire team members will create activities and club style programming based on the desires of their stable group. These activities will be fun and engaging for all ages!
Free Choice	Children can finish projects or do independent activities until they are picked up at 5:00pm.

*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. Our goal is to provide a safe, engaging environment to reintegrate into social and learning atmospheres with students 5 through 12 years old. As schools return to in-person learning, we will fall back into our Before & After School programming model. We will have scheduled academic time for homework as we always have, but it is important to know that we are not a tutor program and are not able to provide one-on-one support for children or guarantee that homework is completed. It is only a small part of our Hybrid Child Care day. Our goal is to provide an option for families to address their child care needs while creating atmospheres that promote social-emotional development, physical fitness, relationship building, and enrichment activities.

Program Components:

Planned activities by Camp Fire staff include, but are not limited to, homework help, arts and crafts, group games, active recreation, cooking, reading, science projects, team building, academic connections, world cultures, service-learning, life skills, outdoor activities, creative expression, leadership development, and more!

- Enrichment Clubs
 - Camp Fire clubs are 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.). These 1-2 week units will be designed in advance by instructors to meet the needs and interests of the children in each stable group. During this time, the children will participate in club style programs which enable them to have choice programming 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 an instructor.

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- Team Building
 - Camp Fire children will have many opportunities to work together within their stable groups to further develop social skills and get to know the other children. Team building activities are intentionally included in programming.
- Community-based Learning Projects
 - During the year, children will participate in at least one community-based learning project. To complete these projects, the 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.
- Academic Assistance
 - Camp Fire children have designated, quiet time to engage in homework and social learning. Children will have small amounts of time 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.
- Snacks
 - Children will be served one nutritional snack each day. Camp Fire uses USDA guidelines to determine nutritional content for snacks. Weekly snack menus are posted at 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 their 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. 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 check with your Site Supervisor to see if PPS is providing lunch and breakfast services at this time.

Child Care Licensing:

Camp Fire Columbia's Before & After School sites are state-certified child care centers which are licensed through the Oregon Office of Child Care. The most current certification and inspection reports issued from the Oregon Office of Child Care are available for review at site. Families may also contact our current licensing specialist, Amber Bayker, at:

Oregon Office of Child Care: 1(800) 556-6616

Email: amber.bayker@state.or.us

FAMILY RESPONSIBILITIES AND EXPECTATIONS

Absence Policy:

To account for your child's safety, our families' most important responsibility is to inform Camp Fire site staff when your child will not be attending program on one of their scheduled days. Your site's contact phone number and email are on your Family Information Sheet.

If your child is checked-out mid-day, they cannot return again that day.

COVID-19 Health Checks:

Camp Fire Columbia's Before & After School programs are licensed by the State of Oregon and the Early Learning Division so we are required to follow their exclusionary policies during COVID-19. The following exclusionary policies have been enacted by the Early Learning Division 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 be tested for COVID-19.
 - **If the test is positive or if the child or staff member is not tested**, the child or staff member must stay home for at least 14 days, and until a fever has been resolved for 24 hours, and until all other symptoms are improving.
 - **If the COVID-19 test is negative**, the child or staff member may return 24 hours after a fever has resolved without medication and as long as all 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), 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.
- You must contact the [Before & After School Program Director](#) with information regarding a positive COVID-19 test, any presumptive COVID-19 cases, or if your child has an illness that includes a cough, shortness of breath, and/or a fever.

Camp Fire will be conducting a daily health check for all children and staff. Children and staff who have a fever* of 100.4°F or above, are exhibiting a cough*, or experience shortness of breath will not be admitted into program and will be sent home.

We also ask that families:

- Be available and prompt if called to pick-up your child due to symptoms matching those outlined above.
- Follow safety protocols regarding entering buildings and program space.
 - We follow the district guidelines of no family members entering the building so each program site will have a specific procedure in place for drop-off and pick-up.
- Wear a face covering and practice social distancing when around others and waiting to drop-off and pick-up your child.
- Be patient during health checks and checking children in.
- Understand that a child must be excluded when exhibiting an unusual cough, shortness of breath, sore throat, or a temperature of 100.4 or higher, and if there has been an exposure to a positive or presumptive case of COVID-19.

*Cough and fever are not excludable if they are commonly experienced due to an allergy or other underlying medical/health condition.

Authorized Child Release:

Children will only be released to the primary family contacts (adults on the account) or those who have been authorized in advance, and in writing, by the primary family contacts. If the check-out staff member does not recognize a primary family contact or authorized pick-up, they will ask to see that person's photo ID prior to releasing the child. This is for the protection and safety of your child.

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 necessary for learning directives or otherwise stated by the Site Supervisor.

Medication:

A primary family contact must complete and sign a medication dispense form with the Site Supervisor in advance of medication being administered. Approved medications will be administered to the child by authorized Camp Fire staff members and cannot be administered without the written permission from the child's primary family contact. For a medication to be administered, it must be in its 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 the children.

Head Lice:

A child with live head lice cannot attend PPS Hybrid Child Care. If your child has head lice, please inform Camp Fire site staff. Your child will be allowed to attend program again after treatment and re-examination for live lice. Children who have nits but no live lice are allowed to attend program but the Camp Fire site staff will need to monitor them for re-infestation.

You can find out more about head lice at the Multnomah Education Service District's website, <https://www.multnomahesd.org/apps/search?q=head+lice+resources>.

Camp Fire will not issue refunds or credits as a result of days missed from PPS Hybrid Child Care due to head lice.

Accidents and Emergencies:

In the event of an accident, first aid will be administered and an incident report will be completed by Camp Fire site staff. The primary family contacts will be notified as soon as possible after the child's immediate needs have been managed.

In case of an emergency, Camp Fire site staff will call 911 then contact the family. If a primary family contact cannot be reached, the staff will call the emergency contacts provided with the child's annual registration. It is crucial for families to keep contact information current for our files. For information regarding emergency procedures and drill records, please speak with program staff about seeing the family board documents.

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 themselves freely, and explore various local resources to learn and grow.

Discipline Policy:

Our Camp Fire site 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 staff or the other children, they 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 children are involved in an incident, we take the necessary precautions to preserve confidentiality, which means that your family will not get all of the details regarding another child that was involved in an incident with your child.

We make every effort to use all the resources available to support student success. Our site staff are trained extensively in Positive Behavior and Intervention Systems, Love & Logic, and Growth Mindset. We work with teachers, principals,

(discipline policy continued)

and school counselors as possible to align our practices with those of the school therefore giving the children consistency. We also partner with the Inclusive Child Care Program for additional support as necessary.

Discipline Procedure:

- 1st Major Occurrence: Camp Fire site staff will warn the child and contact the family to discuss problem behavior.
- 2nd Major Occurrence: The child will receive a second warning and the family and school 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. 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.

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 and/or intentionally coughing, sneezing, or spitting in the direction of any person in or around Camp Fire’s program space. A child who partakes in the previously mentioned actions may be immediately suspended for the remainder of the program week and may potentially be removed from program indefinitely. Please discuss health and safety expectations with your child.

Camp Fire has a zero-tolerance policy for harassment or bullying behaviors and will not allow any to occur involving any children or staff. Please express to your child that if they feel threatened, they need to immediately tell a Camp Fire site 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 PPS Hybrid Child Care. Camp Fire also reserves the right to revoke financial aid for children who are suspended from PPS Hybrid Child Care for disciplinary issues.

Grievance Procedure:

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

1. Verbal discussion with your Site Supervisor.
2. Verbal discussion with your Before & After School Program, [Multi-Site Coordinator](#)
3. Verbal discussion with the Before & After School Program, Director
4. Verbal discussion with the [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

Samantha Morelli

PPS Multi-Site Coordinator

(503) 803-9223

smorelli@campfirecolumbia.org

Amelia West

Before & After School Registrar

(971) 340-1613

awest@campfirecolumbia.org

Jon Myers

Before & After School Program Director

(971) 340-1611

jmyers@campfirecolumbia.org

Joshua Todd

Camp Fire Columbia President and CEO

(503) 224-7800x150

jtodd@campfirecolumbia.org