



Before & After School Program 2021/22

Family Handbook

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 Before & After School programming for your family. Our programs are inclusive to the best of our ability. We are partnering with our school districts to identify families who have been most impacted by the pandemic and will be prioritizing program placement for BIPOC children or children whose primary family are BIPOC (Black, Indigenous, People of Color), single guardian households, and children in the foster care system. This allows us to further strengthen our supports to our school's most vulnerable children. All reasonable accommodations are considered with regards to children who are differently-abled.

Camp Fire's Before & After School programs operate in the McMinnville (MSD), Portland (PPS), and West Linn/Wilsonville (WLWV) school districts. As regulations continue to change during and after COVID-19, Camp Fire must adapt our policies, schedules, and procedures to meet state and district guidelines. This may impact how we are able to offer programming including, but not limited to, limited program capacities, limited program package offerings, personal protective equipment requirements, stable group requirements, health checks, exclusion requirements, etc. We will keep families updated when and if district and/or state health and safety guidelines impact our programming requiring updated policies and procedures.

HOURS & LOCATIONS

Hours

AM programs

- MSD: No morning programs
- PPS:
 - Hayhurst and Peninsula: 6:30am - school start time
 - Beverly Cleary, Creative Science, Sunnyside, and Woodlawn: 7:00am - school start time
 - James John and Rose City Park do not have morning programs.
- WLWV:
 - Cedaroak, Sunset, and Trillium: 6:30am - school start time
 - Bolton, Stafford, and Willamette do not have morning programs.

PM programs

- MSD: School end time – 6:00pm
- PPS: School end time – 6:00pm
- WLWV: School end time – 6:00pm
 - WLWV early release days: School early release time – 6:00pm

Locations

MSD

- Buel Elementary: [1985 SE Davis St, McMinnville, OR 97128](#)
- Columbus Elementary: [1600 SW Fellows St, McMinnville, OR 97128](#)
- Grandhaven Elementary: [3200 NE McDonald Ln, McMinnville, OR 97128](#)
- Memorial Elementary: [501 NW 14th St, McMinnville, OR 97128](#)
- Newby Elementary: [1125 NW 2nd St, McMinnville, OR 97128](#)
- Wascher Elementary: [986 7th St Ext, Lafayette, OR 97127](#)

PPS

- Creative Science School: [1231 SE 92nd Ave, Portland, OR 97216](#)
- Fernwood Elementary, Beverly Cleary School: [1915 NE 33rd Ave, Portland, OR 97212](#)
- Hayhurst Elementary: [5037 SW Iowa St, Portland, OR 97221](#)

(Locations – PPS continued)

- Hollyrood Elementary, Beverly Cleary School: [3560 NE Hollyrood Ct, Portland, OR 97212](#)
- James John Elementary: [7439 N Charleston Ave, Portland, OR 97203](#)
- Peninsula Elementary: [8125 N Emerald Ave, Portland, OR 97217](#)
- Rose City Park Elementary: [2334 NE 57th Ave, Portland, OR 97213](#)
- Sunnyside Environmental School: [3421 SE Salmon ST, Portland, OR 97214](#)
- Woodlawn Elementary: [7200 NE 11th Ave, Portland, OR 97211](#)

WLWV

- Bolton Primary: [5922 Holmes St, West Linn, OR 97068](#)
- Cedaroak Park Primary: [4515 S Cedaroak Dr, West Linn, OR 97068](#)
- Stafford Primary: [19875 SW Stafford Rd, West Linn, OR 97068](#)
- Sunset Primary: [2351 Oxford St, West Linn, OR 97068](#)
- Trillium Creek Primary: [1025 Rosemont Rd, West Linn, OR 97068](#)
- Willamette Primary: [1403 12th St, West Linn, OR 97068](#)

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 any Before & After School program. Children who attended Camp Fire’s Before & After School programs in previous years do still need to update their registration for the current school year. Due to licensing requirements, **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 Before & After School Registrar.** If you require paper registration forms, please contact the [Registrar](#) directly.

The annual registration includes a \$55 non-refundable registration fee. Families with an account balance from previous programming are not eligible to register until their account is current. Once registered, your child can be enrolled for any of our programs during the 2021/22 school year. Please make sure to keep us informed of any changes to your child’s registration details by updating the information in your [Family Portal](#) (PPS/WLWV) or [PlayGround app](#) (MSD) or by emailing the Registrar. If your child does not end up attending any Before & After School programming throughout the school year, your annual registration fee will be refunded to you between June 15th and June 30th.

Lottery Placement

Camp Fire Columbia uses a lottery system for each of our Before & After School programs. Families who [register](#) for a Before & After School program between July 1st and 21st are entered into a lottery for the program and days of their choice. If you are unsure of which days you will be needing, it is better to request more than less because you can always decline days but you likely will not be able to add days later. Each family who enters into the lottery is assigned a lottery number. We then pull the numbers randomly to determine the order of placement. Families with multiple children are assigned a single number like single-child families so as to even their odds for placement but when their number is drawn, all of their children will be placed or wait listed together. If you have multiple children but have one who needs priority placement over the other(s), please email the [Before & After School Registrar](#) after signing them up for the lottery so a note can be made on their lottery request. With that noted, if your number is pulled when there is just one spot remaining, we can place the child you’ve indicated priority for and wait list the other(s). Lottery numbers are drawn until every family has been placed either into a program or onto a waiting list. We will then notify each family of their placement order.

(Lottery Placement continued)

Partnering with our school districts to identify priority families allows us to further strengthen our supports to our school's most vulnerable children. To address those most impacted by the pandemic, support school districts' efforts to ensure educational equity for all students, and foster a commitment to diverse programming Camp Fire Columbia will prioritize child care for the following children: BIPOC children or children whose primary family are BIPOC (Black, Indigenous, People of Color), single guardian households, and children in the foster care system. PPS and WLWV families, please use the "notes" field in your personal section in the [Family Portal](#) to identify any circumstances within your family for prioritization. MSD families, a prioritization question will be asked during registration. Prioritization will not guarantee placement in program. We anticipate that regulations will keep capacities low as school starts. Families' lottery placements will be utilized as further space is made available.

There will be a second-round lottery for families who sign-up between July 22nd and July 31st. The second-round families will be placed after the first-round families. All families who register after July 31st will be chronologically added to their program's waiting list.

Drop-Ins

Families can request drop-ins to the site staff for [registered](#) children. Drop-in requests must be emailed to the program's [Site Supervisor](#) at least two school days in advance and site staff will approve them based on program availability. Upon approving your drop-in request, the Before & After School Registrar will be notified and a drop-in bill will be added to your account. If you have an overdue balance on your account, the Registrar will deny your drop-in request and notify the site staff of the denial. You can review the drop-in fees on your school's [Rates & Policies](#) resource. Drop-in fees need to be paid in your [online account](#) prior to your child attending any approved drop-in days.

Full Day Programs

Camp Fire offers Full Day care in select schools on most In-Service, Professional Development, and Break days. You can review our Full Day programs webpage or the program calendar for your district to determine when we will be offering Full Day programming. The locations of the Full Day programs are set by the districts and will vary; up-to-date location information is available on our Full Day programs [webpage](#).

Full Day programming hours vary by district. If enrolled, your child does not need to attend the entire day but we ask that you notify the [site staff](#) if your child will be arriving late or leaving early. The site staff can also advise you on the activities schedule so you can make sure your child doesn't miss anything that would be important to them. If your child does leave early, they cannot return to program again later that day. The Full Day programming hours are:

- MSD Full Day: No Full Day programs
- PPS Full Day: 7:00am-6:00pm
- WLWV Full Day: 7:00am-6:00pm

Camp Fire staff will post informational flyers on-site before any Full Day program and the Before & After School Registrar will send enrollment notifications via email. **Each Full Day program requires individual enrollment; they are not included in any Before & After School package option.**

Full Day program fees can be reviewed on your school's [Rates & Policies](#) resource. Complete payment must be made in your [Family Portal](#) prior to your child attending the Full Day program. If you have not made the 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.**

Rates and Payment Structure

Each family who enrolls a child in a Before & After School program agrees to a monthly payment setup for the duration of their child's enrollment. You can review the package rates, discount options, billing structure, payment methods, rate adjustments, and additional fees on your school's [Rates & Policies](#) resource.

Funding Options

Camp Fire Columbia's Before & After School programs strive to include families of diverse financial backgrounds. We are an approved provider for funding through the DHS's Employment Related Day Care Support, Multnomah County's Community Childcare Initiative, PSU's Jim Sells Childcare Subsidy, and ChildCare Aware. Low-income families can also apply for partial funding directly from Camp Fire through our Collective Care Model. To learn more about these alternative funding options, review your school's [Rates & Policies](#) resource.

Tax and Account Statements

Families can generate statements for any period of time in their [online account](#). Every statement that is generated includes Camp Fire Columbia's tax information so to generate an annual tax statement, families just need to set the statement period for an entire year. If you need assistance accessing your account, please contact the [Before & After School Registrar](#). Our Tax ID Number is 93-0386901.

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 numbers are as follows:

- a. AM programming: 5 enrollments
- b. PM programming: 15 enrollments
- c. Full Day programming: 15 enrollments

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, withdrawals or program closures 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 children in mind. By participating in Before & After School 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

(Core Elements and Programming continued)

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.

As schools return to face-to-face learning during and after COVID-19, Camp Fire must adapt our policies, schedules, and procedures to meet state and district guidelines. This may impact how we are able to offer programming including, but not limited to, limited program capacities, limited program package offerings, personal protective equipment requirements, stable group requirements, health checks, exclusion requirements, etc. We will keep families updated when and if district and/or state health and safety guidelines impact our programming requiring updated policies and procedures.

Sample Daily Schedule *

Before School (AM program)	
AM Program Opens	Children arrive and will go through health checks if required.
Quiet AM Activities	This is youth-led, quiet activity time! Camp Fire team members will create spaces for children to enter the program space and engage in their desired interest. These activities will be optional as some will chose to read, eat breakfast, work on school work, or socialize with friends.
Recess and Check-Out	If the weather is nice enough, there may be an outside option in the morning. If the gym is available, there may be a gym option in the morning. When the first school bell rings, staff will sign children out as they leave for class.
After School (PM program)	
Check-In and Snack	Staff will check all scheduled children into program. A snack will be served using USDA guidelines to determine nutritional content for snacks. Weekly snack menus are posted at site for your information. Feel free to pack healthy snacks for your child.
Community Meeting/Recess	A quick meeting to go over the plans for the day and discuss relevant club/program topics for continued exploration. A time for small group games, clean-up, and then out to recess for large motor activities and play.
Enrichment Clubs	Organized club time to explore topics through arts/crafts, science, recreation, outdoor education, cultures, language, performance arts, cooking, etc. Children will choose their desired club from multiple offerings. Clubs will rotate throughout the week and will offer opportunities 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.
Academic Time**	An 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.
Student-Led Choice and Check-Out	A time to learn through independent play in areas of building and manipulatives, art, dramatic play, games, and special interests. Authorized pick-ups arrive for check-out at any time. Please have your ID ready for staff to verify.

(Sample Daily Schedule continued)

*Actual schedules vary slightly by program site.

**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 children 5 through 12 years old. We will have scheduled academic time for homework, 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.

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, community-based 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 4-6 week units will be designed in advance by instructors to meet the needs and interests of the children in each program. During this time, the children will participate in club style programs which enable them to have choice programming within their program 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.
- **Team Building**
 - Camp Fire children will have many opportunities to work together within their program 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 community-based project to help meet a need with the community, 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 frustration, growth mindset, and social skills such as confidence, inclusion, and conflict resolution.
- **Academic Time**
 - Camp Fire children 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 families will help Camp Fire staff to understand how to best assist each child with their homework.
- **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.

(Program Components – Special Events continued)

Camp Fire staff will post informational fliers on-site before any special event. Please check the family bulletin board for the most recent information

- 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.

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.

If your child will not be attending program, **please call the [Site Supervisor](#) at least two hours prior to the program's start time that day and leave a message to report your child's absence.** You do not need to report an absence for AM program. 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 primary family contacts 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.

COVID-19 Health Checks

Camp Fire Columbia's Before & After School programs are licensed by the State of Oregon and the Early Learning Division. As such, we are required to follow their exclusionary policies during COVID-19. You can review our current health check policies on your school's [Rates & Policies](#) resource.

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.

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 primary family contacts will be notified so that arrangements can be made for the child to be picked-up. If your child is sent home, we must follow all Early Learning Division licensing guidelines as they change in our post-COVID-19 environment.

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 Before & After School programming. 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 Before & After School programming 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, 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, bullying behaviors and racism 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, bullying behaviors, and racism 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.

(Discipline Procedure continued)

No refunds will be given for discipline related suspensions from Before & After School programming. Camp Fire also reserves the right to revoke financial aid for children who are suspended from Before & After School programming 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 RESOURCES

Enrollment Guide

- [MSD](#)
- [PPS/WLWV](#)

Camp Fire Contacts

- [MSD](#)
- [PPS](#)
- [WLWV](#)

Account Access

- New Families
 - [PPS/WLWV](#)
 - [MSD](#)
- Returning Families
 - [Family Portal](#) (PPS/WLWV)
 - InSite Parent App (PPS/WLWV)
 - [Apple Store](#)
 - [Google Play](#)
 - Playground App (MSD)
 - [Apple Store](#)
 - [Google Play](#)

Rates & Policies

- [Beverly Cleary, Creative Science, Hayhurst, Rose City Park, and Sunnyside](#)
- [James John and Woodlawn](#)
- [MSD](#)
- [Peninsula](#)
- [WLWV](#)

Program Calendar

- [MSD](#)
- [PPS](#)
- [WLWV](#)

Collective Care

- [Beverly Cleary, Creative Science, Hayhurst, Rose City Park, and Sunnyside](#)
- [James John and Woodlawn](#)
- [MSD](#)
- [Peninsula](#)
- [WLWV](#)

FAQ

BEFORE & AFTER SCHOOL PROGRAMS CONTACT INFORMATION

Multi-Site Coordinators

- **Samantha Morelli**
PPS Multi-Site Coordinator
(BCS, CSS, HH, and SES)
(503) 803-9223
smorelli@campfirecolumbia.org
- **Stephanie Vera**
PPS Multi-Site Coordinator
(JJ, PEN, RCP, and WDL)
(503) 758-9111
svera@campfirecolumbia.org
bilingual Spanish/English
- **Tanya Spence**
WLWV Multi-Site Coordinator
(971)710-2260
tspence@campfirecolumbia.org

Director & CEO

- **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

Registrars

- **Vanessa Corral**
MSD Registrar
vcorral@campfirecolumbia.org
bilingual Spanish/English
- **Amelia West**
PPS & WLWV Registrar
(971) 340-1613
awest@campfirecolumbia.org