



# Before & After School Program 2024/25

## Family Handbook

Camp Fire's Before & After School programs operate in the McMinnville (MSD), Portland (PPS), and West Linn/Wilsonville (WLWV) school districts. Described below are the basic policies Camp Fire will be using to manage the Before & After School programming. Please read the following information and do not hesitate to contact us with any questions. In the event that 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.

### Camp Fire Columbia's Organizational Values

Camp Fire Columbia is committed to building lasting, equitable and caring relationships with nature, others and ourselves. 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 Racial 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 affect 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 systems of oppression and will be prioritizing program placement for BIPOC children or children whose primary family are BIPOC, single guardian households, children in the foster care system, children with documented developmental needs, and children who are in an English language learning program. This allows us to further strengthen our support for our school's most vulnerable children.

## **Hours & Locations**

*Contact information is provided at the end of this document.*

### **Hours**

#### AM programs

- MSD: No morning programs at this time
- PPS:
  - Fernwood and Sunnyside: 7:00am - school start time
  - Hayhurst, Peninsula, Rose City Park, and Woodlawn do not have morning programs at this time.
- WLWV:
  - Bolton, Trillium, Sunset and Willamette do not have morning programs at this time.

#### PM programs

- All locations: School end time – 6:00pm
  - Early release days: School early release time – 6:00pm

### **Locations**

#### MSD

- Buel Elementary: [1985 SE Davis St, McMinnville, OR 97128](#)
- Willamette Elementary: [1600 SW Fellows St, McMinnville, OR 97128](#)
- Grandhaven Elementary: [3200 NE McDonald Ln, McMinnville, OR 97128](#)
- Memorial Elementary: [501 NW 14<sup>th</sup> St, McMinnville, OR 97128](#)
- Newby Elementary: [1125 NW 2<sup>nd</sup> St, McMinnville, OR 97128](#)

#### PPS

- Fernwood Elementary: [1915 NE 33<sup>rd</sup> Ave, Portland, OR 97212](#)
- Hayhurst Elementary: [5037 SW Iowa St, Portland, OR 97221](#)
- 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 11<sup>th</sup> Ave, Portland, OR 97211](#)

#### WLWV

- Bolton Primary: [5922 Holmes St, 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 12<sup>th</sup> St, West Linn, OR 97068](#)

## Enrollment, Schedule Changes, Drop-Ins, and Full Day Programs

### Registration and Enrollment Procedures

All incoming families must complete the [online](#)\* registration, enrollment, and payment for their child prior to them attending Before & After School programming. 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 the program before their family has completed all of the required forms and received a start date notification from the Before & After School Registrars.** If you are unfamiliar with the registration and enrollment process, we've created an Enrollment Guide to help walk you through each step.

We have designed a registration process that eliminates stress for families and increases a long-term community of belonging that keeps people in program until they are ready to exit on their own. Program staff are now year-round; therefore, teams are built and continue to grow. We will increase our capacities early to be able to add more students to programs before the school year begins. Our registrar team will confirm your desire to roll your package over to the next school year; however, you will be responsible for completing all required forms and updating your child/ren's ages and grades.

The annual membership can take up to 2 weeks to process prior to a child being allowed to attend program. **In order for the Before & After School team to be able to prepare for school start, the final day to register your child and have them attend a program (space dependent) during the first week of school is August 14, 2024.** Children registered within two weeks of school starting or after school has already started will be contacted within one week of their registration with their child's start date (space dependent). Once registered, your child can be enrolled for any of our programs during the 2024/25 school year. Families must keep their child's registration details up-to-date so if there are any changes to your child's registration details, updates can be made in your [Family Portal](#).

The annual registration includes a \$35 non-refundable registration fee. This will be charged in your first bill once your family is approved for a space in the program. Families are not charged registration fees to be added to the waitlist, but they must complete online registration. If your family has an account balance from previous Camp Fire programming, you are required to pay that balance prior to enrolling for future programming. Please reach out to our registrar team if you need assistance with this. Children cannot attend program if there is an overdue balance on the family's account that has not been addressed. If you are confused about a balance on your account, please contact the Registrars.

\*Camp Fire uses an online registration system; if you require paper registration forms, please contact the Registrars.

[Before and After School Program 24/25 PPS Rates & Policies](#)

[Before and After School Program 24/25 WLWV Rates & Policies](#)

[Before and After School Program 24/25 MSD Rates & Policies](#)

### Age Restrictions

As a licensed child care program, Camp Fire Columbia's Before & After School programs must follow state licensing requirements for school-aged programs. One of the requirements is that **all participants must be between the ages of 5 and 12 years old when they attend the program – no exceptions.** Any incoming kindergarteners must be 5 years old by their first day of program. Any 6<sup>th</sup> and 7<sup>th</sup> grade children can enroll and attend the program up until their 13<sup>th</sup> birthday. Please contact the Before & After School Registrars if you have questions regarding this licensing requirement.

### Lottery Placement

Camp Fire Columbia uses a lottery system for each of our Before & After School programs for families who are not rolling their packages over year-to-year and are not currently on a wait list. New families who register for a Before &

After School program between May 5<sup>th</sup> and 31<sup>st</sup> 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. 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.

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 Registrars 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).

When registering your child for the lottery, there will be a question that asks if they qualify for lottery prioritization. Children who meet one or more of the following criteria will be prioritized for placement in their program: BIPOC children or children whose primary family are BIPOC, children being raised in single guardian households, children in the foster care system, children with documented developmental needs, and children who are in an English language learner program. Prioritization will not guarantee placement in the program.

All families who register after May 31<sup>st</sup> will be chronologically added to their program's waiting list.

### **Drop-Off and Pick-Up**

For drop-off and pick-up, please text or call the site phone to let them know that you have arrived. It is advised to text the site phone ahead of time so that site staff can prepare for your arrival. Families are allowed to enter the program space during drop-off or pick up to talk with staff and assist youth with gathering their belongings.

### **Schedule Change Requests**

All schedule change requests must be submitted by email to the Before & After School Registrars. Schedule changes will be scheduled to **take effect two weeks after your notification date**. Each schedule change to a different package rate will be charged a \$30 transfer fee.

### **Withdrawal from Program**

Two weeks emailed notice to the Before & After School Registrars is required when withdrawing a child from program. No account adjustments will be made without this written notice. Families who withdraw will retain their annual membership and can still request drop-ins, enroll their child for Full Day programming, and choose to re-enroll for a Before & After School program again if there is availability in the program.

### **Drop-Ins**

**Camp Fire is re-working the drop in policy to make it easier for all parties. Camp Fire will NOT be accepting drop ins for regular programs in the 24/25 school year until further notice.**

### **Full Day Programs**

Camp Fire Columbia offers Full Day programming, 7:00am – 6:00pm, at select PPS and WLWV locations on most In Service and break days. The locations of the Full Day programs are set by the districts and will vary. You can review our Full Day programs [webpage](#) or the program calendar for your district to determine when and where we will be offering Full Day programming.

Camp Fire staff will post informational flyers on-site before any Full Day program and the Before & After School Registrars will send enrollment notifications via email. **Each Full Day program requires individual enrollment; they are not included in any Before & After School package option.** 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 the program again later that day unless it has been prearranged with the Site Supervisor.

Full Day Program Rates (PPS and WLWV)	
Early Bird Rate	\$65
Regular Enrollment Rate	\$75
Drop-In Rate	\$85

Full Day Program Rates (MSD)	
Early Bird Rate	\$50
Regular Enrollment Rate	\$60
Drop-In Rate	\$70

The entire Full Day program fee is due at the time of enrollment and \$10 of that fee is a non-refundable deposit in the case of an approved cancellation later. Families who miss the online enrollment but still hope to attend can request to drop-in if there is still availability on the day of their choice. Complete payment must be made in your [Family Portal](#) prior to your child attending the Full Day program. If you have not paid in full, your child will not be allowed to attend and you will not be refunded any partial payment that has been made. **No payments are accepted at the program site.**

We will message out specific dates for early bird and regular registration for Full Day Programming once district partners solidify plans.

\*Check your district's calendar for exact program dates when full day programming will be available.

**Full Day Program Cancellation Policy**

All cancellation requests must be sent in writing to the Before & After School Registrars. Cancellation requests sent **more than two weeks prior** to the Full Day program will receive a full refund except for the \$10 deposit. There will be NO REFUNDS for cancellation requests sent less than two weeks prior to the Full Day program.

If your child leaves the Full Day program early or arrives late due to safety concerns, accident, illness, homesickness, other activities to attend, or student or parent request, there will be no refunds or prorated fees. In the event of a medical condition that causes cancellation, a full refund will be given but written notification from the family and physician are required. 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.

**Low Enrollment Cancellations**

If a program does not meet its minimum enrollment criteria, we will be forced to cancel it for the remainder of the school year unless we are able to again achieve minimum enrollment. 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:

- AM programming: 5 enrollments
- PM programming: 15 enrollments
- Full Day programming: 15 enrollments

## Payment Policies and Financial Aid

### 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, billing structure, rate adjustments, and additional fees on your school's Rates & Policies resource.

### 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 adds 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, staff compensation, and our Collective Care program.

**Families that chose ACH in combination with Auto-Pay will receive their \$35 registration fee refunded.**

### Late Pick-Ups

Children must be picked-up by the end of program time, 6:00pm. If a child is not picked-up by program closing time, Camp Fire site staff will call the primary family contacts then the emergency contacts. If no one can be reached within thirty minutes, Camp Fire reserves the right to contact school district personnel to obtain other contact information. If all attempts to contact the family and their emergency contacts fail, Camp Fire will call Child Protective Services to take the child until the family can be located.

When a family is late to pick-up their child, a \$10.00 fee will be assessed for the first 15 minutes. After 15 minutes, an additional \$1.00 per minute will be assessed. A consistent pattern of late pick-ups or failure to pay late pick-up fees may result in the family's withdrawal from program.

### Late Payments

If a monthly payment has not been paid in full by the 7<sup>th</sup> of the month, a \$30.00 late fee will be applied on the 8<sup>th</sup>. Contact our Before & After School Registrars as soon as possible if you will not be able to make a scheduled payment; we will do our best to work with families and their financial constraints. Families receiving Collective Care or ERDC subsidies will not be subject to late fees, but will be communicated with about late payments.

### Tax and Account Statements

Families can generate statements for any period of time in their Family Portal. If you need assistance accessing your account, please contact the Before & After School Registrars. Our Tax ID Number is 93-0386901.

### 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. ERDC offers varying amounts of coverage based on a family's approved hours and copay; even families who are approved for a \$0 copay will likely be responsible for a portion of the monthly fee. Families can use other sources of funding to cover their remaining portion of the monthly fee.

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

### Additional Outside Funding Options

Camp Fire Columbia has been an approved provider through the Community Childcare Initiative, the Jim Sells Child

Care Subsidy, and ChildCare Aware. Families who have been approved for other forms of funding can contact the Before & After School Registrars to determine if Camp Fire can be added to their approved provider list.

- The Community Childcare Initiative (CCI) supports Multnomah county residents who have already been approved for ERDC. You can learn more about CCI at <https://ccrr-mc.org/cci/>.
- The Jim Sells Child Care Subsidy (JSCS) supports current PSU students. You can learn more about the JSCS at <https://www.pdx.edu/students-with-children/jim-sells-childcare-subsidy>.
- ChildCare Aware (CCA) supports Military and DoD families. You can learn more about CCA at <https://www.childcareaware.org/state/oregon/>.

### **Collective Care**

Currently, access to high quality child care is dependent on a family’s ability to pay. Camp Fire Columbia believes that high quality child care is a human right, so we are implementing a Collective Care model which will invest our agency funds to support our families and will ask our families to support each other. Collective Care is everyone contributing as much as they are able, so everyone can benefit.

Families will be asked to complete the Collective Care form immediately after registration. If your family has more and can give more, those funds will go directly to another Camp Fire family who needs support and will be recorded as a tax deductible gift. If you have less, we want you to tell us what you can afford. We will award aid throughout the school year as we are able based on the availability of funds.

Our model is based on trust and a belief that when we have the chance, we will all show up for each other. We will never require you to prove your income but funds are limited so please reflect on your ability to contribute towards high quality care and answer as honestly as you can. The application process is completely confidential and funds are awarded on a sliding scale to reduce your monthly tuition. Families do not have to be enrolled in a program prior to submitting a Collective Care form but it is recommended that they do so because there is no guarantee of program availability without enrollment. Collective Care donations and awards expire at the end of each school year so families who hope to continue to use or give through the Collective Care model must complete the form annually.

## **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 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 Daily Schedule \***

<b>Before School (AM program)</b>	
<b>AM Program Opens</b>	Children will be checked-in to the program as they arrive.
<b>Quiet AM Activities</b>	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 choose to read, eat breakfast, work on school work, or socialize with friends.

<b>Recess and Check-Out</b>	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.
<b>After School (PM program)</b>	
<b>Check-In and Snack</b>	Staff will check all scheduled children into the program. A snack will be served using USDA guidelines to determine nutritional content for snacks. Weekly snack menus are posted at the site for your information. Feel free to pack healthy snacks for your child.
<b>Community Meeting/Recess</b>	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.
<b>Enrichment Clubs</b>	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.
<b>Academic Time**</b>	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. <b>All of your child’s homework may not get completed during this time.</b>
<b>Student-Led Choice and Check-Out</b>	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.

\*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 that fosters 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-led 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. 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 the 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 snacks 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 at the Oregon Office of Child Care, 1(800) 556-6616.

## **Health and Safety**

### **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 the 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 unless it is pre-arranged with their Site Supervisor.

If your child will not be attending the 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 an 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 not present at school when the final bell rings (which is not due to district suspension, illness, or full day absence), they may still attend the program if you provide the Site Supervisor with advance notice in writing of the date and time you will be arriving late.

We ask that you notify your program's Site Supervisor at least 48 hours' in advance of a late arrival. Upon receiving your notice, the Site Supervisor will confirm the date and time of your child's late arrival and inform you of where the guided drop-off will take place. A family member or caregiver must walk your child to the pre-arranged drop-off point and make contact with a site staff member before leaving. This will allow site staff to safely sign your child in and integrate them into the program.

### **Authorized Child Release**

Children will only be released to the primary family contacts (adults on the account), emergency contacts, 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.

### **Illness**

Camp Fire cannot permit a child who has symptoms of illness and/or a temperature of 100 F or higher to attend the 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 the program again after treatment and re-examination for live lice. Children who have nits but no live lice are allowed to attend the program but the Camp Fire site staff will need to monitor them for re-infestation. Camp Fire will not issue refunds or credits as a result of days missed from Before & After School programming due to head lice.

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>.

### **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.

### **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.

### **Program Closures**

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. There is no additional charge for district make-up days in June due to district-mandated school 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.

### **Non-COVID-19 Related Emergency School Closure, Inclement Weather and/or Staffing Shortages**

There will be no refunds for program cancellation due to emergency school closures or inclement weather closures. In the event of school closure due to inclement weather and all other emergency school closure 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/>.

In the case of closure due to staff shortage there will be no refunds, but we will waive the enrollment fee for the next scheduled full day program.

## **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**

CFC site staff take a developmental approach when dealing with unsafe 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, we practice restorative approaches to help them successfully remain in the program. However, if we deem it unsafe for youth to remain in the program, we will request an early pick-up for the day and possible suspension for following days depending on the severity of the behavior.

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 families will not get all of the details regarding another child. We make every effort to use all the resources available to support student success

**Support Procedures for Major Behavior Occurrences**

We define a major occurrence as any behavior that causes significant physical or emotional harm to themselves, other program participants, or staff. Examples include but are not limited to physical harm, threatening or aggressive language, running from programs, racism, microaggressions, and harassment/bullying.

<b>Occurrences In a single program day</b>	
<i>1st occurrence</i>	<ul style="list-style-type: none"> <li>● Stop behavior &amp; youth takes a break.</li> <li>● Conversation about behavior to determine the reason behind the behavior.</li> <li>● Help student identify solutions and supports.</li> <li>● Deliver appropriate consequence for behavior.</li> <li>● Text guardian to inform them of the behavior &amp; an early pick up may be requested if the behavior happens again.</li> </ul>
<i>2nd occurrence</i>	<ul style="list-style-type: none"> <li>● Stop behavior &amp; have youth take a break.</li> <li>● Conversation about behavior to determine the reason behind the behavior.</li> <li>● Help student identify solutions and supports.</li> <li>● Deliver appropriate consequence for behavior.</li> <li>● Inform youth that they will need to have an early pick-up.</li> <li>● Call the guardian to inform them of the behavior &amp; an early pick up is needed.</li> <li>● Student may return to program the next day unless a suspension is necessary.</li> </ul>

<b>Multiple Major Occurrences</b>	
<i>1st occurrence</i>	<ul style="list-style-type: none"> <li>● Staff will follow the protocol described above for major occurrences.</li> </ul>
<i>2nd occurrence</i>	<ul style="list-style-type: none"> <li>● Staff will follow the major occurrence protocol.</li> <li>● Staff will meet with family to discuss behavior and create a support plan for the youth.</li> <li>● Will create a timeline for implementing the plan and set a check-in date.</li> </ul>
<i>3rd occurrence</i>	<ul style="list-style-type: none"> <li>● Staff will follow the major occurrence protocol.</li> <li>● Staff will meet with family to discuss behavior and create a new support plan.</li> <li>● Youth will have 3 weeks to follow the new plan.</li> <li>● If behavior still occurs, staff will meet with family to discuss whether the youth needs to take a break from program or be exited.</li> </ul>

**Suspension Guidelines & Exiting Youth**

- 1 day suspension for intentionally punching, kicking, hitting, biting, scratching a staff or youth. 1 day suspension for running from the program.
- Multiple-day suspension for extreme harm or repeated behavior.
- If a youth has been suspended for up to 10 days and every intervention and strategy is not working, the youth can be exited from the program.
- Exiting a youth does not mean they can never return. They just need more support and can return after certain supports or changes are implemented.

## **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 Manager
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**

### **Multi-Site Managers**

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**Amanda Wyland**  
PPS Multi-Site Manager  
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### **Registrar Emails**

- **Portland Public**  
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### **Directors & CEO**

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