



KIDS COMMUNITY LEARNING CENTER

**Parent Handbook
2017 - 2018**

TABLE OF CONTENTS

Table of Contents	2
Kids Community Mission	3
Program Information	3
• KCLC Information	
• Program and General Information	
Registration Information	4
• Enrollment Policy	
• Fees	
• Scholarships	
Participant Behavior and Expectations	5
General Information	5-6
• Reaching Your Child in an Emergency	
• Messages	
• Program Cancellation	
• Visitors and Observations	
• Your Child's Belongings	
KCLC Health and Safety Policies and Procedures	6-7
KCLC Program Policies and Procedures	7

KCLC Mission

Kids Community provides a nurturing environment in which kids grow together outside of school time through creative exploration, meaningful relationships and fun.

PROGRAM INFORMATION

Kids Community Learning Center is a school-based program located within the Metropolitan Learning Center. One of our primary goals is to provide quality year round childcare that is affordable, safe, and a respectful recreational environment where children from a variety of backgrounds can play, learn and grow together. All of our programs encourage creativity, exploration and self-expression through hands-on activities. Our programming facilitates growth and learning through a wide range of developmentally and age-appropriate activities. All of our programs take place at the Metropolitan Learning Center (MLC).

All KCLC programs are open to kids in grades K-6th.

BEFORE SCHOOL PROGRAM

MLC Only

M-F 7:00am-8:30am

This program offers a safe place for children before school starts. During AM care, kids participate in a variety of low-impact free choice activities, homework help, and gym games to begin the day, and are dismissed to their respective classrooms at bell time.

AFTER SCHOOL PROGRAM

MLC: M-Th 3pm-6pm, F 12pm-6pm

Chapman: M-F 2:30pm-6pm (bussed from Chapman)

Emerson School: M, T, TH F 3pm-6pm, W 1pm-6pm (picked up at Emerson)

Other Schools: Please contact KCLC Director

During after school time, Kid Community provides a selection of educational and enrichment activities through free choice, structured activities and field trips. Quiet academic time, including homework assistance is offered Monday-Thursday.

AFTER SCHOOL CLUBS

Kinder-6th grade

KCLC offers a variety of enrichment clubs after school during the Fall, Winter and Spring. Clubs include art and craft, theater, music lessons, martial arts, science, sports and more. Session guides are made available to families before the beginning of each session.

CLOSURE DAY PROGRAM

Kinder-6th grade

Open to public

7am-6pm (See Calendar for specific dates)

KCLC provides all day programming on Teacher Planning Days, Professional Development Days, In-Service Days, Winter Break and Spring Break. Kids can enjoy a day full of activities including planned games and activities, free choice, group games, and field trips. KCLC does not provide care on Federal Holidays. Please see our calendar for specific closure dates.

SUMMER CAMP

Kinder-6th grade

Open to public

M-F 7am-6pm

During Summer Break, Kid Community offers a nine-week day camp at MLC. Each week KCLC staff plan and implement activities based on a theme. Activities include but are not limited to science, nature, sensory exploration, art, organized games, drama, music, clubs/electives, and special guests. KCLC takes multiple field trips each week during the summer including weekly swimming trips as well as off-site trips to locations in and around Portland.

MUSIC PROGRAM

5yrs+

Open to public

KCLC offers year round music instruction in piano, voice, guitar, ukulele, bass guitar and drums. We offer private lessons as well as occasional sessions of group classes.

REGISTRATION AND BILLING INFORMATION

ENROLLMENT POLICY

- Kids Community does not discriminate against children or families on the basis of race, creed, color, handicap, sex, national origin or ancestry.
- Kids Community serves children currently enrolled in kindergarten through sixth grade.
- Registration forms must be completed in full and registration fees paid before a child can begin attending a KCLC program.
- No spaces will be held without completed registration forms and required fees.
- Children are accepted on a first-come, first-serve basis.
- Parents are notified by email of their child's acceptance in the program and are not to send their child to the program without this confirmation.

PROGRAM FEES AND TUITION

Registration Fees

- \$60 for one child
- \$10 each additional child
- \$25 per KCLC Music Program participant
- \$25 for Clubs ONLY

Before + After School - Includes all AM Program, PM Program and Closure Days

- Everything Package \$465/month

Before School

- AM Program - \$100/month
- Daily Rate - \$10/day
- Drop In - \$15/day

After School ONLY

- 5 Days/Week - \$389/month
- 4 Days/Week - \$337/month
- 3 Days/Week - \$271/month
- 2 Days/Week - \$194/month
- Daily Rate (scheduled before the 1st of each month) - \$25/day
- Drop In (scheduled 24 hours in advance) - \$15/hour

Closure Days - Includes all full day programming on Teacher Planning Days, In-Service Days, Conferences, Winter Break and Spring Break

- Annual Package - \$405/year
- Monthly Package - \$50/month (commitment Sept - May)
- Daily Rate - \$50/day

Music Lessons - Private music lessons in drum, guitar, voice, piano, and ukulele

- \$22/lesson

Clubs - after school enrichment classes offered in Fall, Winter and Spring

- Rates TBD, see Club Guides

Monthly Tuition

Families that need child care 2 or more days per week pay a flat monthly fee at the beginning of each month. Parents indicate which days their child will attend upon registration. Monthly tuition only covers the days that are scheduled.

- Closure Day Package - this package covers fees for all Closure Days during the school year including Teacher Planning Days, Conferences, Winter Break and Spring Break

Daily

Families who need one day per week or limited care can choose to pay per day instead of per month. A schedule will be required at the beginning of each month. Days cannot be changed, refunded or transferred after the 1st of the month.

Drop In

Drop In is available for families that need last minute or emergency childcare. Parents are required to notify us when Drop In care is needed so that we can make sure every child is accounted for. Space is not guaranteed for drop in care.

Closure Days

For an additional fee, KCLC is open when school is closed for Teacher Planning Days, In-Service Days, Winter Break, Spring Break and MLC Conference Days (please see the KCLC calendar for official dates).

SUMMER CAMP TUITION

Summer rates vary by session and are available around March 1st each year. Summer tuition is based on a full weeks attendance. KCLC does not offer part time attendance during Summer Camp. Summer rates typically run between \$250 and \$350 per week.

SUMMER CAMP CANCELLATION POLICY

Kids Community reserves the right to cancel program activities or Summer Camp sessions due to low enrollment. In the unlikely event that we have to cancel a session, all families will receive a full refund for that week's tuition and deposits.

Families who cancel camp sessions after June 1st will be charged a \$25 fee. Cancellations made within 14 days of the start of camp will not be refunded. Cancellations must be made in writing (mail or email).

SCHEDULE CHANGES (School Year ONLY)

All schedule changes must be given to the Kids Community Director in writing at least one week in advance. There will be no refunds for schedule changes made after the 1st of the month. Families will be limited to 2 schedule changes per school year. Any additional schedule changes will be subject to additional change fees.

PAYMENTS

Invoices will go out to families on the 1st business day of the month. Payment will be due between the 1st and the 5th of the month. Anyone unable to pay their monthly tuition on time should talk to the Director immediately to discuss payment options. If no attempts are made to take care of a past due balance the KCLC Director may contact the appropriate collection agency. Failure to pay fees or make arrangements can result in discharge from program. **Payments made after the due date, will be subject to a \$20 late payment fee.**

DISCOUNTS

Sibling Discount: Families enrolling multiple children in a KCLC program, will be given a 10% off each additional child's tuition.

Early Registration (Summer Only): Families that register for KCLC Summer Camp before March 15th will receive a \$10 discount per session.

SCHOLARSHIPS

A limited number of scholarships are available. Scholarships will only be granted to families that prove in a timely manner that they have completed all of the necessary steps listed below.

Scholarships are available to families meeting one or more of the following requirements:

1. Have provided written documentation from the State of Oregon Department of Human Services denying child care reimbursement
2. Are eligible for free or reduced lunch

OR

Have provided written documentation of financial hardship including but not limited to job loss, medical issues or other family emergencies

If you do not know if your family qualifies for State of Oregon financial assistance, please contact the State of Oregon Department of Human Services to apply for Childcare Reimbursement.

Scholarship requests need to be submitted by April 30th for Summer Camp and by August 1st for School Year programs. Any scholarship requests that we receive after that date will be considered in the order they are received. Scholarship requests received on or before the dates listed above will be reviewed and distributed before the 1st day of the corresponding program.

PARTICIPANT BEHAVIOR AND EXPECTATIONS

KCLC uses a variety of strategies to increase positive behavior and decision-making amongst participants. Our teaching team takes a proactive approach to behavior management through role modeling and ongoing group discussions about program boundaries.

KCLC Values are taught to all kids in our programs. They include:

- ❖ Safety
- ❖ Respect
- ❖ Responsibility
- ❖ Community Building

When challenging behavior arises, KCLC staff use patience and compassion to help support program participants in their attempt to regulate themselves and their behavior. We use behavior management as a teaching mechanism rather than threat or punishment. In

situations where safety is not an issue, KCLC staff evaluate the situation and consider the individual needs of each child. If intervention is necessary, staff and child/ren work together to resolve differences and discuss logical consequences. If the behavior continues, a parent or guardian will be notified, and, if deemed necessary, a written contract of behavior may be developed.

Violent behavior or behavior that puts an individual, other children or program staff in danger is grounds for concern, and if of sufficient severity may be the basis for excluding a child from the program.

You know your child best, so please let us know of any specific approach you would like us to take when discussing behavior and progress with your child.

KCLC GENERAL INFORMATION

OUR STAFF

Kids Community Learning Center makes every effort to hire qualified, compassionate and professional staff that have experience, education and a desire to work with kids. All KCLC employees have passed a background check through the Oregon Child Care Division and are required to maintain current Food Handlers, First Aid and CPR certification. We take pride in the quality of our staff and maintain high standards by training staff in a variety of topics including supervision, health and safety, age-appropriate practices and other related topics. The teacher to child ratio at KCLC after-school and summer childcare programs is 1:10 or better.

REACHING YOUR CHILD IN AN EMERGENCY

In case you need to reach your child in an emergency, please call the main KCLC phone number at (503) 916-6367. If you cannot reach a staff person at our main number, please call the Director cell phone at (503) 521-0782. The main office of MLC is generally open until 4pm. If you are having trouble locating a KCLC staff person at either of the numbers listed above, please call the MLC main office at 503-916-5737.

MESSAGES

If your child is ill or will be absent from the program, please contact KCLC by phone or via email. As a courtesy, if a child does not arrive at the program within a reasonable amount of time and the staff has not received a message that a child will be absent, program staff will try to contact parents/guardians. However, if KCLC staff are not able to reach specified contacts, no further attempts to locate the absent child will be made. It is important that parents/guardians remember to call so that valuable staff time is not lost on unnecessary calls. KCLC is responsible for children only during the time they are checked into the program. There is no credit or fee reduction for days missed.

PROGRAM CANCELLATIONS/INCLEMENT WEATHER

Due to the fact that KCLC operates within a Portland Public School, we are required to close our program when MLC is closed. In the event of inclement weather, please check your local radio or TV news stations to check on school delays or closing. KCLC will close early or delay program opening when inclement weather threatens staff or child safety. No refunds or credits will be given for closures due to inclement weather or other PPS closures. An emergency scholarship fund is available for families who are financially burdened by inclement weather or other PPS closures.

SERVICES FOR STUDENTS WITH DISABILITIES

All students are welcome and encouraged to participate in KCLC programs. If your child needs accommodations, including equipment modification, a one-on-one staff person or other assistance in order to participate please contact the KCLC Director.

VISITORS AND OBSERVATIONS

Parents are welcome to visit and observe the program at any time (please check in with program staff upon arrival). For liability and supervision reasons, visiting children may not participate in KCLC activities without a complete registration form. Community members who wish to observe the program or volunteer must request permission from the KCLC Director.

BRINGING PERSONAL BELONGINGS TO KCLC

Children should not bring any items of value to the program (games, toys, money or jewelry). KCLC is not responsible for any items that are lost or stolen.

PARENT CONCERNS/COMPLAINTS

KCLC makes every effort to create an environment that encourages open communication and positive relationships with families. If you or your child are unsatisfied with any aspect of KCLC programming, please feel free to contact the KCLC Director.

BOARD OF DIRECTORS

KCLC is governed by a volunteer Board of Directors. Board meetings are generally held monthly. Check the bulletin board for meeting times and dates. Meetings are open with the exception of those portions of any meeting dealing with personnel matters or other matters of a confidential nature.

KCLC HEALTH AND SAFETY POLICIES AND PROCEDURES

IN CASE OF ILLNESS

1. If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), please inform the KCLC Director and instruct KCLC what to do if a problem should occur during program hours.
2. If your child arrives or becomes ill at the program, staff will have your child go to a quiet area and will assess the nature of the problem. If your child has a fever over 100 degrees Fahrenheit, diarrhea or vomiting, KCLC staff will notify a parent, guardian or emergency contact and ask that the child be picked up within one hour.
3. For serious illnesses and accidents requiring medical attention, your child will be transported to a local hospital by ambulance or emergency vehicle.
4. Until parents or emergency contacts arrive, your child will be taken to a comfortable area away from other children. A staff member will stay with your child.
5. If your child is not feeling well, but is not exhibiting any of the above symptoms, KCLC staff will escort your child to a quiet area to rest until feeling better or until the program ends.

MEDICATION

No prescription medication or non-prescription medication, including, but not limited to aspirin, cough medicine, nose drops or inhalers will be given to a child unless the following conditions are met:

1. A signed, dated written authorization by a parent or guardian is on file.
2. Medication forms must be completed and on file.
3. Prescription medication must be in the original container and labeled with the child's name, name of drug, dosage, directions for administering, date, and physician's name.
4. Non-prescription medication must be labeled with the child's name, dosage and directions for administering.
5. Parents must provide the time that the medication (prescription or non-prescription) was last administered.
6. A written report - including the type of medication given, dosage, time, date, and the name of the person administering the medication - will be kept in the child's record and in the medical log book at the program site.
7. Medication requiring refrigeration will be kept in the refrigerator in a separate, covered container clearly marked "Medication".

COMMUNICABLE DISEASES:

1. If a KCLC staff member suspects that a child has a communicable or contact disease (such as, but not limited to: Strep throat, stomach flu, viral infections, chicken pox, pink eye, pin worms or measles), KCLC staff will make sure that you are aware of the situation. Any specific requirements for the child to return to the program (such as exclusion from the program until a proper incubation period has passed) will be communicated directly with you. If necessary KCLC staff may notify the school office and/or the health department.
2. KCLC staff will notify parents of all other children in writing that their child might have been exposed.
3. When a diagnosis of a communicable disease is made and all parents/staff have been notified, the exposed staff and children shall be watched for symptoms of the disease. A sign will be posted on the information board with the name of the communicable disease, the date of the report and the number of cases reported. An effort will be made to obtain an informative letter about the disease to serve as a handout to parents.

HEAD LICE

If lice are detected on any KCLC participant, we will notify the child's parent/s immediately and ask that they be picked up. We understand that getting rid of lice is a time consuming process for families, so we strongly encourage all parents check their child's heads for lice/eggs on a regular basis.

ALLERGIES

If your child has any allergies please communicate directly with the KCLC Director and indicate in writing on the KCLC registration form and emergency card.

ACCIDENTS/INJURIES:

If your child is injured at a KCLC, staff will attend to your child immediately and notify the Director. Your child will not be left alone. The following steps will be followed in case of accident or injury:

1. Appropriate first aid will be administered. For minor injuries, such as a small scratch or abrasion, staff will allow the child to clean the wound area with soap and running water, and then bandage it. A cold pack should be applied to minor sprains or bumps. KCLC staff will evaluate more serious injuries to determine the need of further medical attention or for a call to the child's parent/guardian.
2. If appropriate, the injured child will be moved to a quiet area under supervision.
3. If emergency medical attention is required: staff will first call 911, then apply first aid, and then call a parent, guardian or emergency contact.

You will be contacted if there is an emergency with your child while at KCLC. If you cannot be reached we will proceed in contacting those individuals listed as your emergency contacts. Please be sure we have current emergency information for your child, including a secondary contact, so that we are always able to reach someone should an emergency occur.

PROGRAM POLICIES AND PROCEDURES

CHILD ABUSE/NEGLECT POLICY

KCLC staff are legally required to report either knowledge of or a reasonable suspicion that a child may have been abused or neglected. Based on legal requirements, all KCLC staff are trained and certified in reporting suspected child abuse or neglect during their first 90 days of employment.

ARRIVAL AND DISMISSAL

- Parents, guardians or other authorized persons must check their child in with staff upon their arrival to KCLC.
- Parents, guardians or other authorized persons must notify a KCLC staff person when picking up your child. Only authorized persons specified on the registration form may pick up your child. We will not release your child to any other persons without permission.
- No child will be released into the care of another child (anyone under the age of 18).
- Participants should not be dropped off before outlined arrival time.
- Late fees will be assessed to each child that is picked up after the scheduled departure time.

LATE PICKUP

- Parents arriving to pick-up their child after the program has closed, will be assessed a late fee of \$1.00 per child for each minute thereof. Parents/Guardians will be billed separately for late pick-ups. If you must be late, please contact your program site and let the staff know.
- Scholarship or State of Oregon reimbursement programs will not cover late fees. These programs only cover fees until the end of the program.
- Habitual unexcused late pick-ups are an inconvenience to our staff and custodial staff. The late fee will increase to \$5.00 per minute if 5 or more unexcused late pickups occur.
- If you fail to pick up your child within 30 minutes of the end of the program and have not made efforts to contact KCLC, the staff member in charge has the jurisdiction to call the Multnomah County Department of Human Services or the Portland Police Department. It is imperative that the adult responsible for picking up the child calls the program to notify staff of their anticipated arrival time.

ELECTRONICS

- KCLC participants in grades K-4 are not allowed to use any electronics, including cell phones during program time.
- KCLC participants in grades 5 and up are allowed to use electronics during specific program times