



Policy Handbook 2024-25

39901 Pleasant Street

PO Box 686

Sandy, OR 97055

Church Ph# 503-668-6232

<https://www.immanuelsandy.com/after-school/>

Immanuel Enrichment Center Welcomes You!

Mission Statement

The mission of the IEC is to provide premier after-school care within the greater Sandy area. Reaching beyond solely play to enrich our students lives, we incorporate life “enrichment” experiences in keeping with student interests. We intend to make lasting relationships as we serve our families and community.

Note: Our program will make any reasonable accommodation possible to serve children with special needs and their families. Please request accommodations in writing.

See our inclusion policy on the back cover of this booklet.

Staff



Director/Program Leader

Katy Rees
iec@immanuelsandy.com



Program Leader Substitute Director

Amanda Knight
Amanda@immanuelsandy.com

Program Leader

Chris Daniels



Substitute Assistant Program Leader

Michelle Holmes



Substitute Teacher

Kindra Cansler

All staff are up to date with training and background checks required by the State of Oregon: – Department of Early Learning and Care.

Immanuel Enrichment Center Board Members:

Barb Reigert(message) 503-668-6232
Christie Lamer.....(message) 503-668-6232

Administrative Assist

Dawn Fanshier..... 503.668.6232
Office@immanuelsandy.com

Please feel free to contact any of our Staff or IEC Board Members with questions or concerns.

ENRICHMENT CENTER REQUIREMENTS AND POLICIES

ENROLLMENT REQUIREMENTS

- Student must be 5 years old or accepted into Kindergarten.
- Enrollment packet and state required immunizations must be up-to-date with fees paid before admittance.

FINANCIAL PAYMENT REQUIREMENTS

Registration

- *Non-Refundable* Registration fee: \$50 for the first child and \$25 for additional children (fees are submitted with enrollment packet). Registration fees reserve your child's spot in our program and cover expenses related to the registration process.
- The registration fee and first month tuition for each student are due at time of enrollment. Your child will not be considered enrolled until registration and first month fee for each student are paid in full.

Tuition and Fees

- Tuition (see rates page 9) and any late fees are due on the 5th of each month prior to care.
- No deductions in tuition or fees shall be made for holidays, inclement weather, family vacations, or in the event of illness.
- Monthly tuition payments are due on the 5th of each month and are payable by cash, check, or money order. Please make checks payable to **Immanuel Enrichment Center**. Payments made by credit card or debit card are made online through our Procure software. Access to your account is made through online registration.

Late and Missed Payments

- Late Payment: Payments not received by the 15th of the month will incur a \$15.00 late fee.
- Missed Payments: Students with non-payment of 30 days will be dismissed until the balance owed is paid in full and current.
- If payment becomes thirty days delinquent, your child will be dismissed from IEC until all past due tuition is paid in full **or** other payment arrangements are agreed upon to become current. Additionally, if at the end of the school year tuition is not current, I understand that I will not be permitted to enroll my child for the summer or the next school year until all previously past due balances are paid in full.
- After three consecutive late payments or a consistent pattern of late payments, without prior reasonable notification, your late fee may be increased to \$25.00.

Returned Check Fee

There is a \$25.00 charge for returned checks. A return check **will not** be re-deposited. After two returned checks, we will accept only cash or money order for the remainder of payments.

Late Pickup Information

- I understand that my child is to be picked up NO Later than 6:00pm
- I understand that I will be charged a late fee if picking up my child after 6:00pm and that these late fees will be added to my next payment.
- I understand the late pickup fees are as follows: \$5.00 for the first 10 minutes and \$1.00 for each additional minute late.

School Closure Due to Weather

We will follow the same calendar as the Oregon Trail School District for vacation days and for inclement weather. Please check your local listings and/or the Oregon Trail School District website www.oregontrailschools.com for school closures. If the District adds a make-up day, we will honor that day.

A 2-hour late start means that AM Child Care is canceled.

Note: No deductions in tuition or fees shall be made for holidays, inclement weather, family vacations, or in the event of illness.

Withdrawal Policy

A minimum of 15 calendar days advance written notice is required before withdrawing your child from IEC. If I withdraw my child after he/she begins attending IEC during the school year, I agree that tuition will be due and owing for up to 15 days from the date that I submitted a written notice (tuition cannot be prorated/refunded after withdrawal occurs within the month).

Please refer all questions/concerns regarding finances to the Administrative Assistant. Our teachers are not responsible for the financial matters of the program.

At IEC, we desire to serve families in our community and encourage you to contact our Administrative Assistant if you are having financial difficulties. If you have any questions regarding your account, please contact the Church Administrative Assistant at 503-668-6232 Monday-Thursday from 9:00am to 1:00pm, or by email at office@immanuelsandy.com.

IEC Tuition

After School Care = \$8.00/hr

All day care (on non-school days) is \$45.00 flat rate/per day.

PROGRAM SCHEDULE

We will follow the Oregon Trail School District (OTSD) school year calendar
September 5, 2023 – June 14, 2024.

Hours of Operation:

2:30 p.m. – 6:00 p.m.: Mon., Tue., Thur., Fri. (+ Wed. 9/6, 6/5, 6/12)

1:30 p.m. – 6:00 p.m.: Wednesdays (early release days: 9/13//23 – 5/29/24)

6:00 a.m. – 6:00 p.m.: OTSD non-school days and selected full days:

October 11
November 1, 11, 25-26
December 30 & 31
January 2, 3, 20, 27
February 14, 17, 24
March 24– 28
April 18
May 9

Center Closure Dates:

September 2, 2024 for Labor Day
November 27-29, 2024 for Thanksgiving.
December 23-27, 2024 for Christmas
January 1, 2025 for New Year's Day.
May 26, 2025 for Memorial Day.
June 16-20, 2025 for staff vacations.

PARENTS AS PARTNERS

It is important that parents and staff work together to provide a strong support system for children. We are committed to working with you as partners.

In order to work as a team, we will do the following:

- Enrich lives by sharing the loving word and ways of Jesus.
- Treat you with courtesy and respect at all times.
- Welcome you into the center at all times when children are present.
- Communicate regularly with phone calls, notes home, and emails.
- Let you know the wonderful things your child is learning and doing while he/she is in our care.
- Let you know immediately if we have any concerns about your child.
- Work with you to solve any difference of opinion.

We ask that you do the following:

- Treat us with courtesy and respect.
- Communicate the needs of your child and family.
- Visit the center to observe the fun activities in which your child will participate.
- Let us know if there are any concerns and work with us to solve them
- Let us know if you would like to share any of your talents!

WHAT TO EXPECT AT OUR CENTER

This will not be merely supervised play time (though there will be that too!) Our vision is to provide "enrichment" experiences for students, and we will endeavor to incorporate student interests as we continue to develop these opportunities. Some workshops already planned are:

- Crafts and scrapbooking
- Simple sewing projects
- Gardening skills
- History of Sandy, Oregon
- Hand tool usage

- Basic first aid lessons
- Basics of crochet
- Ukulele lessons
- And many more

Snacks and Cold Lunches

Staff will encourage proper manners, sit with students and encourage conversations. Cold Lunches will be provided by parents when there is no school.

We are part of CACFP (Child and Adult Care Food Program) The program requires us to provide nutritious snacks in certain quantities. We have a listing of both on the bulletin board. All our snacks have whole wheat, limited sugar, and fresh fruits or vegetables with milk or 100% juice.

Appropriate Screen Time

Our TV screen is set up as a computer and DVD player. We use it sparingly as we believe the children should enjoy playing with each other as they probably have plenty of screen time at school and home. We use the computer for Go-Noodle, an active fitness program that also teaches about healthy foods, STEM, mindfulness, and other lessons. Sometimes we use You Tube to provide Ukulele lessons or art/drawing lessons. Whenever we use electronic media, the students always are offered other choices and are not required to watch. We do have movie day on Friday with popcorn.

VOLUNTEERS

Volunteers will not have unsupervised access to children at any time unless they have been pre-enrolled in Oregon's Central Background Registry.

TRANSPORTATION

Transportation will be provided by Student Transportation of America using existing routes. Please refer to page 3 of the Enrollment Packet for more details.

CLOTHING

Please feel free to provide a change of clothes for your child. We will encourage your child to run, play, partake in messy activities, and create fabulous art projects. Please make sure your child's clothes can be washed. We will do our best to protect their clothing but make no guarantees they will come home spotless.

ILLNESS

Please do not send your child to care if he/she is ill. Please notify the site if your child will not attend.

- If your child contracts **any** communicable disease (flu, lice, etc.), please notify us **as soon as possible** to minimize the outbreak.
- Children must be fever, vomiting, diarrhea, rash and/or colored mucus free for a **full 24 hours without fever reducing medicine** before coming to care.
- If your child is sent home with a fever, diarrhea or other contagious illness, they may not return until they are free of such illness or no longer contagious. A written release from a health officer may be required before your child can attend the program if symptoms/signs of an illness are still present.
- The child will be isolated, within sight and hearing distance of an adult, until the parent arrives. If the parent cannot be reached, the staff will phone the emergency contact person(s) listed on the child's enrollment form.
- The program is not licensed to provide care for sick children. Parents or emergency contacts are requested to pick up the ill child within one hour of being contacted.

By working together to teach children good hygiene habits at school and home, we hope to help students and staff stay as healthy as possible. Please see www.cdc.gov for more on preventing/treating illness.

MEDICATION

We can only give your child medication (prescription or non-prescription) with the written order of a physician. You will need to talk to the teacher and sign an Authorization to Administer Medication form before we can administer medication. A record of the date, time, amount given, and any changes in your child's behavior after they received the medication will be kept on file. If we give a medication "as needed", we will notify the parent or legal guardian of any time we give your child medication. All medication must be in the original container and will be kept in a locked cabinet. Medication cannot be transported to and from school on the bus.

EMERGENCIES

In case of small accidents, a staff person will give your child first aid treatment. The parent or legal guardian will be told what happened to your child and a written report of the injury or accident shall be signed by reporting staff and parent. The program has certified FA/CPR staff on site at all times and are trained on emergency procedures.

In the case of a medical emergency, a staff person will call 911 immediately and give emergency first aid as required. A staff member will also contact the parent and Director as soon as possible. If your child is transported to the hospital by ambulance, we will provide your child's emergency/allergy info to the EMT and medical professionals.

In the event of an evacuation that causes us to move to an alternative location, we will call parents to inform them of the new location and leave a sign on the door.

ARRIVAL

- All children must be accompanied to the program area and signed in by an adult. (To sign in, use your assigned 4 digit # on tablet).
- Each child must be signed in and out daily by a parent or authorized adult. The adult must stay with the child until received by IEC staff.
- When children arrive to the IEC program directly from school, IEC staff will sign the child into the program.
- Should a child be scheduled to attend the program, directly from school, but does not show, the staff will take the following steps:
 - ✓ Staff will check their voicemail for any messages left regarding absenteeism. If your child is to be absent from our program, please leave a message with staff or on the voice messaging system.
 - ✓ All children are signed in by site staff as they arrive from the bus.
 - ✓ If a child does not come to the program, and is scheduled to do so, the site staff will contact the parents/guardian as outlined in the child's authorization form. All contact numbers will be utilized (work, home, cell, etc.)
 - ✓ Should we be unable to reach a parent/guardian, we will then attempt to contact the emergency contacts as listed on the child's authorization form.
 - ✓ When possible, site staff will also contact the child's school for information regarding the child's attendance. However, the staff will continue to try and contact the parent/guardian.
 - ✓ When deemed necessary, the staff will contact local authorities for assistance in locating a child.
- Please be sure to provide accurate contact information, updating it on a regular basis, which allows staff to contact you quickly.

DEPARTURE

Our departure policy is designed to ensure your child's safety. We will not be able to make any exceptions to these rules.

- Please sign your child out with your 4-digit PIN. We cannot let a child leave the site without an adult signing them out of the site.
- Children will be released only to persons authorized on the Information Form and picture ID may be required.
- No child will be released to an unknown adult without the individual showing proper identification and he/she must be listed on the Information Form.
- **It is important to be prepared to show ID daily.**
- Should a person arrive to pick up a child who appears to be under the influence of alcohol or drugs, for the child's safety, staff may have no recourse but to contact the Police. Please do not put staff in a position where they must make this judgment call.
- Oregon State law allows either custodial parent or guardian to pick up child unless a restraining order is on file at the center/site.
- Prompt pick-up of your child is appreciated and expected.
- If you find yourself in a situation that necessitates late pick-up, please let us know as soon as possible.
- **Late Pick-Up Fee:** A \$5 fee will be charged for the first ten minutes late and \$1.00 for each additional minute late.

CHILD GUIDANCE POLICY

At IEC, staff use positive guidance methods such as encouraging positive behavior, redirecting children to another activity, clear and consistent rules, and encouraging children to talk about their feelings. Staff work with children to encourage them to cooperate, help, take turns, and solve their own problems.

Staff **will not use** any of the following methods:

- Using physical punishment or other negative discipline methods that hurt, frighten or humiliate children.
- Striking a child
- Forcing child to apologize or explain their behavior.
- Withholding food, beverage or other basic needs
- Using food or prizes to reward "good" behavior or to punish inappropriate behavior.

- Placing a child outside the classroom or in another classroom for discipline purposes
- Using the term “time out” to punish a child.
- Restraining a child physically without appropriate training and parent consent
- Using judgmental or disapproving phrases when talking to children

If a situation arises where your child loses control and presents a danger to him/herself or others, we will let you know right away and you will be asked to attend a meeting with staff to develop a plan to help your child be safe and successful in our program. If it is necessary, the program will assist parents to find a setting or schedule which meets the child and family needs.

DISMISSAL AND WITHDRAWAL OF STUDENTS

We assume the best of behavior from everyone involved in the program, but our concern for student’s safety and the ongoing health of the children necessitates a policy for dismissal of students. The following are reasons for which a student may be dismissed from program at the Director’s and Board’s discretion:

- Abnormal physical aggression.
- Extreme parental interference.
- Behavior that negatively affects/interferes with the other children.
- Non-payment of registration fee and/or tuition.
- Failure to obtain necessary state-required immunizations.

In the event of abnormal physical aggression and/or extreme behavior problems, teachers will follow this protocol:

1. Communication with parent in person or by phone call.
2. Call to pick up child immediately and referral to an early intervention resource (counseling, medical advice, etc.).

3. Temporary dismissal of student pending successful follow-up with a referral resource.

If a problem behavior does not subside and we have exhausted all reasonable methods of behavior management, the child may be released from the program.

In the event of extreme parental interference, teachers will follow this protocol:

1. Open, honest communication with parent regarding perceived interference and negotiation of resolution. A Behavior Plan may be developed with a parent/staff meeting.
2. Request to withdraw student and/or dismissal.

This institution is an equal opportunity provider.

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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