



Policy Handbook Summer 2024

39901 Pleasant Street

PO Box 686

Sandy, OR 97055

503-668-6232

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

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.

STAFF



Director/Program Coordinator

Katy Rees.....503.504.1625
iec@immanuelsandy.com



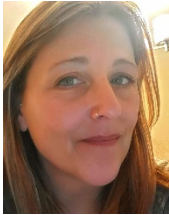
Program Leader/Substitute Coordinator

Amanda Knight
Amanda@immanuelsandy



Program Leader

Chris Daniels



Assistant Program Leader

Michelle Holmes



Assistant Program Leader

Lina Fleming



Sub Assistant Program Leader

Tara Timm

Immanuel Enrichment Center Board Members:

Barb Reigert.....(message) 503.668.6232

Christie Lamer.....(message) 503.668.6232

Administrative Assistant

Dawn Fanshier
office@immanuelsandy.com

503.668.6232

ENRICHMENT CENTER REQUIREMENTS AND POLICIES

ENROLLMENT REQUIREMENTS

- Student must be a minimum of 5 years old or entering kindergarten in Sept 2024.
- Enrollment packet submitted with fees paid before admittance. We have access to immunization records so do not need a copy.

FINANCIAL PAYMENT REQUIREMENTS

- Summer Registration fee (non-refundable): \$50 for the first child and \$25 for additional children (fees are submitted with enrollment packet).
- Tuition and any late fees are due on the 5th of each month.
- Daily tuition cost:

\$45.00/day: This is a set rate, per day tuition fee (regardless of the number of hours/day your child(ren) attend) and is not pro-rated hourly.

- Late Payment: Payments not received by the 15th of the month will incur a \$15.00 late fee. (see enrollment packet for more details)
- Missed Payments: Students with non-payment of 30 days will be dismissed until the balance owed is paid in full and current.
- 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.

At IEC, we desire to serve families in our community and encourage you to contact our Administrative Assistant if you are having financial difficulties. Our teachers are not responsible for the financial matters of the program. Therefore, please refer all questions/concerns regarding finances to the Administrative Assistant, Dawn Fanshier M-Th 9:00-1:00 503-668-6232.

SUMMER PROGRAM SCHEDULE

We will follow the Oregon Trail School District (OTSD) school year calendar for days between school years, June 17, 2024 – Sept 3, 2024. However, the week of June 17-21 the IEC is closed for staff vacations.

Hours of Operation:

6:00 a.m. – 6:00 p.m., Monday – Friday

Center Closure Dates:

July 4 & 5, 2024 – Independence Day

September 2, 2024 – Labor Day

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, text messages and e-mails.
- 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.

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 we may do throughout the year:

- Crafts and scrapbooking
- Simple sewing projects
- Gardening skills
- History of Sandy, Oregon
- Ukulele lessons
- Local outings to parks and the Public Library
- And more

VOLUNTEERS

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

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.

FOOD

We provide AM & PM snacks for your child. These snacks are funded by the Child and Adult Care Food Program (CACFP) through the USDA. This allows us to keep our fees low and requires us to provide healthy, nutritious snacks!

We ask that you provide a lunch for your child. Having a mobile meal allows us to venture out into the community. You are also welcome to send along breakfast. We do not have a microwave in the classroom.

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 contacts **any** communicable disease (flu, lice, Covid19, 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.

ARRIVAL

- All children must be accompanied to the door of the IEC.
- Each child must be signed in and out daily by parents. The adult must stay with the child until received by IEC staff.
- 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 use our tablet to sign in/out your child.
- Children will be released only to persons authorized on the Information Form and picture ID is 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 on a daily basis.**
- 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 have to 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 (after 6:00pm):** 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 program 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. This may include a formal behavior plan developed by the IEC and the family.
2. Request to withdraw student and/or dismissal.

This institution is an equal opportunity provider.

This concludes our policy Handbook

–Revised 3/12/2024