

PJA Afterschool



PJA Proud

Before and After School Program

Family Handbook

2020-2021

“Supporting the school age child's development in a fun, diverse, and enriching environment!”

PJA Afterschool Department
6651 SW Capitol HWY Portland, OR 97219
503.535.3546
www.pjaproud.org/afterschool afterschool@pjaproud.org
Tax ID: 93-0504473

Welcome to PJA Afterschool!

The PJA Afterschool Department warmly welcomes you to the start of another great school year! We are proud to serve the child care needs of families at several locations throughout the Portland metropolitan area and we thank you for choosing us as your child care provider.

PJA Afterschool programs are committed to offering the highest quality care for our families. We strive to provide unique experiences that will strengthen each participating child's cognitive, social, emotional, physical and creative development. We respect the family as the primary and most important care provider and believe that parents, school and afterschool are all partners in each child's care, education and success.

At PJA Afterschool we understand that each child is unique and we endeavor to meet their individual needs. We are committed to providing welcoming and inclusive programs that recognize the diverse backgrounds, abilities, interests, needs and learning styles of the children in our care.

We have an incredible staff at PJA Afterschool and believe that our teaching teams are the strength of our programs. Carefully selected based on a combination of education, background and/or experience in the field, our Site Directors and teaching staff are caring and compassionate folks dedicated to creating a fun, engaging, educational and nurturing environment for all PJA Afterschool children.

This Program Handbook features the philosophy of our curriculum, staffing standards, policies and procedures, and daily structure. In addition, you will find information important to maintaining communication with the PJA Afterschool Department and your program regarding your family's specific needs.

We are always here to assist you and are looking forward to a fabulous year of growth and accomplishment with you and your child. Please feel free to contact us with any questions.

Welcome to the PJA Afterschool community!

SITE LOCATIONS

Portland Jewish Academy (serving PJA, Odyssey, Rieke and Maplewood families)

6651 SW Capitol HWY, Portland, OR 97219; 503.452.3431;
kidscorner@pjaproud.org

Glencoe Elementary (serving Glencoe families)

825 SE 51st Avenue, Portland, OR 97215; 503.708.1842; kidzone@pjaproud.org

Forest Park Elementary (serving Forest Park families)

9935 NW Durrett Ave., Portland, OR 97229; 503.936.0845;
kidspace@pjaproud.org

Skyline Elementary (serving Skyline Families)

11536 NW Skyline Blvd., Portland, OR, 97231; 503.936.0234;
kidsplace@pjaproud.org

HOURS OF OPERATION

Hours of operation will vary by location. Program capacity and ages served vary by site. *Please note: At least 5 children must be registered to participate in before care and 15 in after care for PJA Afterschool programs to be operational. At least 10 children must be enrolled in vacation day programs.*

Monday – Friday

Before School Care	7:00 am to start of school (Skyline, Forest Park and Glencoe ONLY)
Afterschool Care	End of school to 6:00 pm
Vacation Day Programs	8:00 am to 6:00 pm unless otherwise noted

Administrative and Support Staff

Dylan Anderson	Forest Park Site Director	503.535.3611	kidspace@pjaproud.org
Beth Germain	Chief Financial Officer	503.535.3593	bgermain@pjaproud.org
Gund, Charlotte	Assistant Director	503.353.3522	nhaskins@pjaproud.org
Natalie Haskins	Department Director	503.535.3546	nhaskins@pjaproud.org
Nancy Hauth	PPS Childcare Supports PM	503.916.3230	nhauth@pps.net
Merrill Hendin	PJA Principal	503.452.3432	mhendin@pjaproud.org
Kimberlee King	Glencoe Site Director	503.535.3553	kidzone@pjaproud.org
Heather MacLaughlan	PJA Site Director	503.452.3431	kidscorner@pjaproud.org
Miriam Stroud	HR Director	503.535.3632	mstraud@pjaproud.org
Jolene Williams	Skyline Site Director	503.936.0234	kidsplace@pjaproud.org

DAILY SCHEDULE SAMPLE

Actual schedules will vary by site but all will have the components listed below.

Before School (Skyline, Forest Park and Glencoe)

Arrival/Check-in

Free choice and/or small group activities throughout the morning

Clean-up & dismiss to school

Kindergarten students may be walked to class

After School

Arrival/Check-in

5-10 minutes - Meet and greet, put away belongings, socialize with friends & prepare for snack. Kindergarten students may be escorted from class to program

Snack/Announcements

15-30 minutes - Snack service and daily announcements/group time

Free Choice Options

Ongoing throughout day

Inside – free choice of centers, supplies and self-directed play

Outside – self-directed play

Homework Support Option

30-45 minutes – Homework support and reading

Enrichment Option

30-60 minutes – STEAM, creative arts, service learning, cooking, crafts etc.

Active Game Option

30-60 minutes – Large, organized group game

ABOUT PJA AFTERSCHOOL

OUR MISSION to create, build and maintain programs dedicated to the care, education and development of school age children during their out of school time. We emphasize life skills through service learning and enrichment-based programming.

OUR VALUES PJA Afterschool values the responsibility that parent(s)/guardian(s) place in our staff and programs to provide a safe and nurturing environment for each child in our care. We respect the family as the primary and most important care provider and believe that parents, school and afterschool are all partners in each child's care, education and success.

OUR GOAL Our goal is to provide a safe, fun, diverse and enriching environment for all children in our care. We encourage feedback from children, families, staff and the community all year long in order to help us meet this goal.

OUR PHILOSOPHY Utilizing a child-centered approach, PJA Afterschool appreciates the Creative Curriculum Philosophy, offering a healthy balance of teacher-directed activities and child-initiated play with an emphasis on responding to children's learning styles and building on their strengths and interests. We use strategies that are intended to support the distinct learning needs, interests, aspirations and backgrounds of individual students or groups of students.

Child-Centered Approach The child-centered approach encourages children to explore their own interests with teachers facilitating and encouraging, rather than dictating and directing. In utilizing this approach we support each child's unique sense of creativity; not just through artistic expression, but also in how they learn new concepts and solve problems. Additionally, staff respect the decisions made by children about whether or not to participate in scheduled activities.

INCLUSION PJA admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. PJA does not discriminate on the basis of race, color, religion, sexual orientation or ethnic origin in administration of its educational policies, admission policies or other school administered programs. As care providers, our goal is to meet the individual needs of each child within the structure of our program while maintaining a safe and healthy environment for all children and staff.

LICENSED CHILD CARE PJA Afterschool programs are state certified programs through the Oregon Child Care Division. As licensed programs, we participate in annual inspections with our state-appointed licensing specialist, state health inspector and fire marshal. Program capacity is limited by host school space availability/assignment and licensing restrictions regarding use of space.

PROGRAMMING

Enrichment Based PJA Afterschool develops activities that expand on student learning in fun and exciting ways. Enrichment activities are interactive, project-based and impart knowledge and skills that can be applied in the real world; our active game time supports gross motor development, health and wellness as we emphasize the value of growth mindset and teamwork. Each month we introduce unique themes such as “Medieval Times”, “DIY Discovery” and “Grossology”. Within each theme we offer enticing and engaging group games and a variety of enrichment projects. Because our programs are choice based, children have the opportunity to explore what interests them most. We also offer guidance and tools during free choice time to help children create their own projects that may or may not be related to the month’s theme

Service Learning and Life Skills Two major components of our enrichment programming include service learning and life skills education:

Community Service Community service learning is a key component of our afterschool experience and is integrated into our monthly themes and programming. Our service learning projects encourage children to take part in their community, to learn about caring for one another and to connect to the greater needs of humanity. Whether we are supporting our school communities by donating to the school auction, raising money for a special cause by selling child-made crafts, or making badges of honor & thank-you cards for host school staff, our students are learning to give of themselves - a skill we hope they will continue to use once they leave our program.

Life Skills At PJA Afterschool, we know the value of teaching life skills to the children in our care and we make certain to model these skills daily as well as to make sure that our enrichment programming provides ample opportunity for students to learn and practice. Life skills run the gamut - from more concrete skills like how to tie shoelaces, make healthy food choices, manage money, negotiate, plan, organize and set goals, to the softer skills of empathy, leadership, conflict resolution, stress management, respectful attitudes and good communication. By teaching life skills, we help children prepare for the everyday situations of life as well as how to make good decisions about more abstract, long-term choices.

Daily Announcements/Transition Time We take a few minutes at the start of each day to address the group. This group time is used to discuss the day’s activities, share important news and problem solve.

Homework Club Monday through Thursday afternoons, for about 30 minutes, we provide a quiet, relaxing time for students to work towards homework completion or enjoy a good book. We are able to offer limited homework support during this time. Families that wish to make homework a priority can complete a homework contract with their child. For more information, please speak with your program’s Site Director.

Homework Incentives We believe that it is important to celebrate and reward each student’s homework efforts. For every 30 minutes of time used to work on homework, we distribute one Homework Buck. Children can save their earned Homework Bucks until it's time to spend them at the Homework Store. These incentives are offered to all children who work on their homework, whether they have a Homework Contact or freely come to work on homework or enjoy a book.

Homework Store provides an opportunity for children to learn about and practice money management and math skills on both a personal and business level. Items available to purchase in the Homework Store vary widely and we strive to make the experience fun and educational. In addition to the extrinsic motivation our Homework Store and Homework Bucks encourage, we feel that the whole homework experience promotes intrinsic motivation as well. Students find homework time to be an enjoyable experience where they gain confidence in themselves and their abilities, learn how to hold themselves accountable and feel excited about their accomplishments.

Movies are occasionally shown in the program. Advanced notice will be given (with few exceptions). All movies shown will be rated G or PG. Typically there will be 1 to 2 other options provided for those who do not wish to watch a movie.

STANDARDS OF CARE

Staffing We believe that our teaching teams are the strength of our programs. Carefully selected based on a combination of their education, background, and/or experience in the field, PJA Afterschool Site Directors and teaching staff are dedicated to creating a fun, engaging and nurturing atmosphere. All staff members are trained in and expected to uphold the policies and procedures of PJA Afterschool and of the Oregon Child Care Division. Prior to hiring, up to three professional references are checked and all staff must submit to and pass a state background check which includes fingerprinting. All staff are CPR/First Aid certified, trained in child care health and safety, maintain a food handler's certification and receive training each year in recognizing and reporting child abuse and neglect. Additionally, our staff must obtain a minimum of 18 clock hours of professional development per school year, 8 of which are in child development and/or early childhood education. Most staff exceed this minimum by up to 10 hours or more. The level of continuing education we require of our PJA Afterschool employees exceeds the minimum requirements set by Oregon state law. All of these requirements are continuously monitored by PJA Afterschool administration and by the state of Oregon's Child Care Division. PJA Afterschool values, promotes, and provides opportunities for staff growth and development as well as fostering teamwork and professionalism.

Parent communication and Involvement We interact daily with parents/guardians, passing on the positive aspects of their child's day as well as sharing any problems or concerns that may need to be addressed. We come to know the children in our care well and are generally perceptive to changes in behavior, mood and attitude. Parents will be informed of any significant changes observed in their child. Parents are encouraged to communicate with staff when there are changes or disruptions in routine, including changes in the family structure, living arrangements, or other situations that affect children. If needed, we are able to make referrals to support services and will do so in complete confidentiality, in accordance with our Nondiscrimination Policy, and without interruption to your child's participation in our program. We keep the lines of communication open with our families in a variety of ways:

- Monthly newsletter
- Formal/informal meetings and conferences
- Open communication/open door policy
 - family nights
- Annual family evaluation survey

Quality and Performance We believe our families deserve the best and we take our quality standards seriously. We aim to meet and maintain the highest quality standards that are set by both state and federal agencies. We evaluate our programs, employees, and practices regularly to ensure these high standards are continuously met and maintained. We follow high quality standards set by our state chapter of the National Afterschool Association and then survey both our staff and program families at least once a school year to help us evaluate our success in the following areas: Developmentally appropriate programming/curriculum * Assessment of fees and billing process * Consistent and effective communication * Overall cleanliness * Overall family/child satisfaction * Professionalism and staff development * Safety and security * Snack nutrition * Vacation care program satisfaction

Staff/Child Ratios are set by the state of Oregon at a minimum of 1 teacher for every 15 children. We do our best every day to raise the bar and provide better than minimum standards. Our programs are staffed at 1 teacher for every 10 children.

Physical Setting We understand the important role environment plays in facilitating student learning and growth and we offer both indoor and outdoor activity play areas children can choose to explore. Outdoor play areas have playground equipment designed to support gross motor play and development. Indoor play areas are well-equipped with materials meant to support a wide range of student interests, learning styles and developmental stages as well as encourage collaborative play and creative thinking. To the best of our ability, program environments contain largely natural materials that don't promote major brands or franchises. Indoor play spaces that children will have access to should include but are not limited to:

- **Art** Offers painting, knitting, sewing, crocheting, beading, paper crafts, clay, recyclables, drawing and coloring materials, basic cooking etc.
- **Building** Includes Legos, plastic animals, toy cars, wood blocks, action-figures, building materials, and more
- **Imagination** Dress-up materials, musical instruments, dolls & puppets and restaurant/kitchen play food and equipment
- **Games** An area for playing a wide variety of board and card games & puzzles.
- **Science** Includes cool hands-on science experiments, magnets, science resource and fact books, magnifying glasses, and natural materials such as rocks, minerals and more.
- **Reading** A quiet library-type area with books for the beginning, intermediate, and advanced readers. Blankets, stuffies and pillows are also available.
- **Homework** Equipped with the necessary materials to work on homework, including resource books & tools, writing materials and more.

Nutrition We are committed to serving food that is appealing, nutritious and supportive to every child's growth and development. Our programs follow strict nutritional guidelines established for school-age children by the U.S. Department of Agriculture. Our snack menus are planned so children receive a well-portioned diet that includes a variety of nutritious foods. Snacks meet or exceed both the Oregon Child Care Division and the USDA nutrition standards. Snacks include (as per state law requirements): 100% juice and/or milk; a serving of fruit and/or vegetables; a dairy option: generally cheese, milk, or yogurt; and a grains portion of either: crackers, pasta, or other breads. Menus are posted at the program as well as in the Monthly Newsletter so

parents/guardians and children will know what is planned for the month. Soda pop and candy are not allowed for snack. If your child has any **special dietary requirements** please let your Site Director know. Families with very specific dietary needs may wish to provide snack options for their child. We will then provide storage space and service of the specific snack items to your child as you request.

Sanitation Cleanliness standards are taken very seriously at all of our PJA Afterschool Programs. Our programs are cleaned nightly by cleaning crews that are not employed by the PJA Afterschool Department. They pay special attention to snack prep/service areas, bathrooms and all the children's play areas. All toy, play materials and high touch areas are washed and/or disinfected daily. We also follow strict guidelines for food preparation and promote good personal hygiene habits with the staff and children in our care.

Handwashing Children and staff are required to wash their hands before and after eating, after using the bathroom and after using a tissue, sneezing or coughing. This consistent and ongoing hand washing helps to prevent the spread of germs and disease and teaches proper cleanliness habits. Use of moist towelettes may be used when soap and water are not available, such as on field trips. We do not permit the use of Hand Sanitizers by children/youth in the program as per state regulations. Staff may only use sanitizer in an emergency when water and soap are not available.

Safety and Security Providing a safe environment for children is our top priority. When a child is in our care, they are in a secure and safe environment. We have a number of safety and security systems and procedures in place to help ensure that we provide the highest quality care and maintain all required certifications for the state of Oregon's Early Learning Division, the Multnomah County Health Department, and the Portland Fire Bureau:

- **Tracking, Counting, Ratios** We ensure that children's whereabouts are known and that children are supervised at all times via a paper tracking system and/or constant counting by staff. Safe ratios are maintained at all times.
- **CPR/First Aid, ICCHS, Food Handlers, RRCAN** All employees must have valid certifications in First Aid, CPR, and safe food handling. Employees are also trained to recognize child abuse and neglect as they are mandatory reporters under state law.
- **First Aid Kit** All employees carry a first aid kit with them when outside of the primary program space during operating hours.
- **Fire and Emergency Drills** Fire drills are performed monthly, and other forms of emergency drills are performed every other month.
- **2-way radios** Employees use 2-way radios to communicate during operating hours whenever the group might be split up.
- **Cell phone** A PJA Afterschool Department-issued cell phone is assigned to program for daily and emergency communication use.
- **Emergency Backpacks** These packs, complete with first aid supplies, emergency supplies and emergency contact information for every child and employee are ready to go should they be needed.
- **Safety Resources** All staff are trained on when and how to call 911 for emergency services, where fire alarm pulls, AEDs and extinguishers are located, and how/where to evacuate if needed and where to convene. This information is regularly reviewed.

- **Inspections** All programs are inspected annually by the Fire Marshall, the Multnomah County Health Inspector, and the Early Learning Division Licenser. There are also quarterly OSHA inspections performed by the DD and AD.
- **Photo-ID Name Badges** Badges are required to be worn at all times, by all staff members.
- **ID Checking** Children are only released to authorize or emergency pick-up persons, and they may be required to show a Photo ID before a child is released to them. *Only legal custodial guardians can amend who is authorized to pick up a child.*
- **Dragon Card** At PJA, a photo ID and/or a colored Dragon Card are required of Kidscorner and Dragon's Den families who enters through the main entrance of PJA and MJCC.
- **Biometric Fingerprint scanners** PJA also uses a fingerprint scan security system at all other entrances to the building. PJA personnel and PJA families must have their fingerprints scanned and input into the system in order to securely access the building. Staff and families should never allow unknown persons into the building.

Additional safety and security measures:

- Entrances to all school buildings are restricted
- Smoke alarms and heat sensors in all indoor spaces
- PJA Afterschool Staff and students wear identifying t-shirts on all field trip days.

Accidents, Injuries and Medical Emergencies All employees are CPR and First Aid certified. A parent/guardian shall be contacted immediately if it is the judgment of staff that medical attention may be necessary, immediate or not. If a parent/guardian cannot be reached, staff will attempt to contact the child's emergency contact(s) and/or the child's listed doctor. In the event that a parent/guardian, emergency contact, or doctor cannot be reached OR there is an extreme emergency, 911 will be contacted. If emergency personnel determine a child needs immediate medical attention the child may be taken via ambulance (at the family's expense) to the nearest emergency hospital. A staff person will accompany the child until parent/guardian arrival.

Emergency Procedures We follow mandated guidelines set by the Oregon Child Care Division, with monthly fire drills (recorded), staff training on earthquake emergencies, as well as other potential emergencies. Fire drill and other emergency procedures are posted, and fire emergency equipment, when required, is available and maintained per schedule. However, should an emergency occur during a school's operating hours, when we have not yet arrived, which necessitates closing a site we will not be available to care for your child later that day.

Accident Reports are completed by staff for any/all accidents that result in any type of visible injury, a bump to the head, and/or the presence of blood. Completed forms are then given to parents/guardians for review upon pick-up and require a signature. Signed forms are then kept in the child's file. Copies of Accident Forms are available to parents/guardians upon request, generally by the next business day. We use universal safety precautions for blood-borne pathogens.

Evacuation If an evacuation must take place, order, safety and speed is crucial. Staff will direct individuals to leave the building from the closest available exit and will have written plans in place for children in our care that have special needs or medical conditions. Your child's Enrollment Form serves as your authorization and permission to transport and/or relocate your child in the unexpected event of an emergency evacuation rendering the current environment unsafe. We ask that families include a local contact (nearest acquaintance) in the space provided on their child's Enrollment Form for reunification purposes in the event of a school emergency or natural disaster. It is crucial that families keep contact information updated for our files. In the event of an evacuation, parents/guardians will be contacted via cell phone. If cell communication is not available, staff will post a laminated sign in a visible area communicating any important information regarding reunification. All programs have procedures in place to maintain continuity of childcare in the event of either an evacuation or the need to "shelter-in-place". For plans specific to your facility please speak with your program Site Director.

EMERGENCY EVACUATION arrangements have been made at the following locations:

Kidzone/Glencoe - Mt. Tabor Presbyterian Church – 5441 SE Belmont, Portland, OR 97215

Kidsplace/Skyline – Brookshill Historic Church – 11539 NW Skyline Blvd. Portland, OR 97231

Kidspace/Forest Park - Forest Heights Homeowners Association– 2061 NW Miller Rd., Portland, OR 97229

Kidscorner/PJA – St. Barnabas Church – 2201 SW Vermont St., Portland, OR 97219

ENROLLMENT POLICIES

Closed Priority Enrollment Each year we offer an enrollment period for the upcoming school year for currently enrolled families. This period generally starts in late March or early April. During this time enrollment paperwork is distributed and accepted from currently enrolled participants who have current account balances. This is also the time for currently participating families to enroll their new sibling into the program.

Open Public Enrollment period begins in late April or early May. Available spaces will be calculated prior to the enrollment period beginning and all available spaces are given on a first-come-first-serve basis. At this time priority is no longer given to currently enrolled families. If receipt of enrollment applications exceeds program capacity, enrollment applications will be accepted into a waiting pool system and then placed into the program if/when space becomes available.

REGISTRATION FEE a non-refundable registration fee is required to complete the enrollment process. Enrollment materials will not be processed without the registration fee enclosed.

CONFIRMATION LETTERS are sent via email and confirm a child's placement in the program. Confirmations may be sent anywhere from 2 business days to three weeks of receipt of application, depending on the time of year.

PPS Release Waiver We are not affiliated with Portland Public Schools, but we are tenants within their buildings and property grounds and/or we serve many PPS families. The district requires in our contract agreement that all PPS student program participants must sign and return a release waiver authorizing the

school and our program to communicate about your child for their continued success before school, during school and after school. This release is included in our enrollment application.

TERMINATION OF ENROLLMENT may occur due to the following:

- The parent/guardian of the child allows their account to become delinquent, as set forth above in the Payment Provisions.
- Failure of the parent/guardian to honor any of our listed Parent/Guardian Obligations and/or any policies, rules, expectations listed in this Program Handbook and/or other manuals provided by the Portland Jewish Academy. Enrollment Policies continued...
- The PJA Afterschool Department, in its sole discretion, determines that it is unable to meet the needs of the child and/or family.
- The PJA Afterschool Department, in its sole discretion, determines that it is not in the best interest of the program or other children enrolled in the program to have the child in continued attendance.
- Failure of the child's parent/guardian to cooperate with the program, when the PJA Afterschool Department determines that a problem is serious enough, may warrant termination.

In exercising its discretion under the above, the PJA Afterschool Department may require the child and/or the child's parents/guardians to attend conference(s) regarding the matters that potentially warrant termination of the child's enrollment.

TUITION & FEES

First month's tuition will be charged in July for registration received prior to July 1st, in August for registration received after July 1st but prior to September, and in September for registrations received after August 1st. Payment is then due upon receipt to confirm and hold your child's space. **This first tuition fee is refundable so long as withdrawal notice is given no less than 30 days prior to the beginning of the school year.** The remaining monthly tuition payments will be billed and due at the beginning of each month, October – May.

Tuition Structure Our monthly tuition rates are based on the number of total school days divided in to 9 months of the school year, September through May. We take into account the days off of the PPS school calendar including breaks in December and March. We do not prorate December or March Tuitions. Children who are enrolled in the program prior to January receive regular June Afterschool Care at no additional cost. Children who enroll after January 1st will receive a prorated tuition bill for June at the end of the month as they did not pay the full tuition rates September through December. The monthly tuition fees charged to participating families are set at a point where our income offsets our monthly expense for space use, activity & operation supplies, as well as administrative and staffing costs. The cost of our program does not vary with individual daily absences (i.e. illness or vacations) and we do not make daily or hourly adjustments.

Monthly Rates Flat rates are billed the first of each month, for 9 equal months, September – May. Tuition is billed the first of each month, with the exception of September which is billed in July or August depending upon date of enrollment. **For current rates please see your program rate sheet. Rate sheets can be found online.**

Tuition Packages We offer both regular and vacation tuition packages. Please see your program rate sheet for details. Rate sheets can be found online.

Billing Statements are mailed out the first week of the month for the current month's tuition and payments are due by the 15th of the month. Late charges will be assessed after the last day of the month. Service will be discontinued for non-payment.

Payment Provisions

- Fees shall be paid as specified on each monthly bill. Billing questions can be directed to the PJA Afterschool Department at afterschool@pjaproud.org.
- Statements are mailed out the first week of each month with a due date of the 15th of that month.
- Accounts that go 30-days past due shall be considered delinquent. Payment arrangements can be made, please call or email Beth Germain, PJA CFO, directly at 503.535.3593 or bgermain@pjaproud.org.
- Notices of delinquent accounts shall be sent to parents/guardians who started the account.
- Delinquent accounts not cleared within 5 days of the notice date, may deem a child ineligible to participate.
- Re-instatement of the child may occur when the delinquent account is paid in full or satisfactory payment arrangements have been made, but will be subject to current space availability.
- In addition, PJA Afterschool, in its sole discretion, reserves the right to deny program re-entry due to habitual non- payment of accounts. Delinquent accounts may also be taken to collections if satisfactory resolution cannot be made.
- Tuition payments can be made by check, money order, credit card (Visa or MasterCard only), or you can have your payments set up to be automatic through your bank account (checking or savings) via Automatic Funds Transfer or through your credit card via Automatic Credit Card Payment. Contact the PJA Afterschool Department, for more information on monthly automatic credit/debit payment information.
- Tuition payments can be made via postal mail to our company offices at – PJA Afterschool Dept., 6651 SW Capitol Hwy, Portland, OR 97219; or in person at our company offices. Program staffs are not able to accept tuition.
- **Written notice must be given by the 20th of the month** preceding cancellation or change in your child's attendance schedule. **CREDIT CARD & AUTO-PAYMENT POLICY** PJA also offers a monthly Auto-Payment option from either a credit card (Visa or MasterCard only) or an EFT from a checking or savings account.
- Credit cards will normally be charged within the first few business days of the month, the actual date will vary month to month.
- EFT payments from your bank account (checking or Savings) can occur on either **the 5th or the 20th of the month**.
- If your credit card changes at any time, please complete and remit a new form with the new card option OR you can call us to update the current form you have on file with the new card information.
- Late charges of up to 1.5% will be assessed after the last day of the month. o Service will be discontinued for non-payment.

Tuition Assistance applications are available upon request and we encourage families with financial to apply. PJA Tuition Assistance is privately funded and takes the entire picture of a family's situation into account, not just the financial situation. No more than 50% of monthly tuition will be covered by PJA Tuition Assistance and annual registration fees are not covered by PJA Tuition Assistance. Applications will be reviewed typically within 2-4 weeks of being received. Applicants will then be notified via a letter in postal mail of the committee's decision and their awarded assistance. Applicants then have 14 business days to respond and return the acceptance notice in order to begin receiving the Tuition Assistance benefit. Funds are subject to availability. For questions, concerns or more information, please contact Beth Germain, PJA CFO, directly at 503.535.3593 or bgermain@pjaproud.org.

DHS Child Care Subsidy We gladly accept DHS Child Care Subsidy payments. It is the responsibility of the parent/guardian to follow through with required voucher forms and follow-up with ensuring payments are being taken care of either through their case-worker or DHS. Parents/Guardians are responsible for any Co-Pays and any amount DHS does not pay. The parent/guardian must pay the registration fee at the time of registration. We are an Enhanced Rate Provider meaning DHS will pay a higher percentage rate than the standard DHS rates. This is because our employees all meet and exceed specific training and education requirements set by DHS.

Sibling Discounts Families enrolling more than one child in the program receive a 10% discount (50% to students attending PJA) if all children registered will be attending the program 3 days a week or more. The discount is awarded to the equal or lesser value tuition. (i.e. If one child is enrolled for 5-days/week care and one child is enrolled for 3-days/week care, the discount will be applied to the child attending 3-days/week.) Sibling Discount is not applicable to Extra Day Drop-in Service fees. A 10% Sibling Discount is also available for any family registering more than one child for Vacation Program services.

Drop-in Services are available for registered participants of the program. Drop-in Service is subject to space availability and the program Site Director's approval. **A 24-hr advance request is required.** Drop-in Service fees will be charged to your account on the next billing cycle. Drop-in Service is reserved for emergency situations and the occasional irregular additional childcare needs a family might incur.

Credits/Refunds PJA Afterschool Department is not able to issue refunds for days children miss due to illness, family vacation or any other absences. We do not offer credit or refunds if we are forced to close due to host school emergency closures.

Change of Circumstance If a change of circumstance occurs which affects your ability to pay for your child's continued attendance in the program, please talk to the Director of PJA Afterschool immediately. The Director of PJA Afterschool Department will advise you of the appropriate course of action. We want to work with you to structure an agreeable arrangement as soon as possible.

Late Pick UP Fees Our programs close at 6:00 PM. Children must be picked up by the end of the program. We charge a Late Pick-up fee of \$1.00 for each minute your child is with us after 6:00PM. If a child is not picked up within 5 minutes of scheduled closing time, site staff will begin calling parents and emergency contacts. If no one can be reached within 30 minutes of program end time, our staff reserve the right to contact the Police

Department and/or Child Protective Services to take the child until the parent is located. While we understand that unforeseen events may cause the occasional delay in pick up time, we are not able to accommodate repeat late arrivals. **Repeat late arrivals can result in a termination of enrollment contract.**

Finders Fee It is important that we know if your child will not be attending the program on a day when scheduled to be with us. When children do not arrive as scheduled and we are not notified, staff must take time away from program duties to determine the missing child's whereabouts. Please call and leave a message on the program voicemail before 1:00PM, send an email before 1:30PM. **There will be a \$5.00 fee added to your next bill for each failure to notify us of an absence.** All families will receive a one-time warning call or email for the first failure to notify of an absence. All further failures or later receipts of notices will result in the added charge to your bill.

Parent/Guardian Obligations

- Parents/Guardians shall notify the Program no later 1:30 pm when their child is to be absent on the day they are scheduled to attend. Absence notifications can be given to the program via email, phone, or in person at the program. The host school is not responsible for notifying the program of a child's absence; this is the sole responsibility of the child's Parents/Guardians
- Parents/Guardians are to read all materials sent via email, postal mail, or posted on site
- A parent/guardian shall furnish ALL requested medical information not more than TEN days after enrollment
- Parents/Guardians shall furnish ALL other requested enrollment information on their enrollment application prior to submission
- Parents/Guardians shall notify PJA Afterschool regarding any change to your account or child's records, including email, authorized pick-ups, allergies, etc.
- Parents/Guardians and other authorized individuals shall sign out the enrolled child on the Attendance Log for the correct day before removing the child from the program premises. Staff may require Photo ID before release from the program as per the state law
- Parents/Guardians shall request in writing (email is acceptable) any changes they would like to make in their child's attendance schedule to the Director by the 20th of the month prior to the change
- In the case of withdrawal from the program, Parents/Guardians shall give their written notice by the 20th of the month prior to withdrawal. Failure to comply will result in forfeiture of any remaining fees
- Parents/Guardians shall notify the program Site Director in advance when someone other than themselves will be picking up their child. This person shall either be an authorized pick up person indicated on the child's registration form or a note authorizing an additional individual must be received in advance, via fax, email or by hand

- Parents/Guardians shall notify the Site Director if their child has possibly been exposed to a contagious/communicable disease or infestation such as lice. Parents/Guardians shall see that their child is promptly removed from the program if they arrive or become ill while at program
- Parents/Guardians shall refrain from reprimanding and/or disciplining their children and/or children of other families while in program
- Parents/Guardians shall come to the program for conferences when requested to do so by the program Site Director, school principal and/or the Director of PJA Afterschool Programs

PROGRAM POLICIES AND PROCEDURES

Arrival Procedures When dropping off a child, parents/guardians must inform a staff member of the child's arrival and then sign in the child. Please do not leave a child unsupervised or send children into the program unescorted. We realize families may be running late or in a hurry but state law requires parents/guardians bring their children to the program in person unless agreements in writing have been made. Please speak with your program Site Director if you wish to establish such an agreement. When children self-arrive upon release from school, program staff will greet and sign each child in.

Transport Care for PPS Children (for PPS families attending our SW PJA location) If your PPS student will use a bus to arrive at our Kidscorner/Dragon's Den program at PJA, please be sure to speak with your PPS school office staff. They will help make sure your child takes the correct bus. **Maplewood** students are transported by a PPS yellow school bus and dropped off at PJA where a staff member greets them at drop off and walks them to program. If an expected Maplewood student is not present upon arrival to PJA, staff will phone parents and/or emergency contacts from the program. **Odyssey** and **Rieke** students are greeted by PJA Afterschool staff at school dismissal. Staff check students in before they board our PJA yellow school bus to take their assigned seats. If an expected student is not present at check in, staff will speak with school office staff and phone parents and/or emergency contacts from the school using the program bus cell phone. Once all students checked in and seated, they are then shuttled back to our programs located at the Portland Jewish Academy **Bus schedules:** • East Sylvan/Odyssey—greeted at dismissal and board bus at 2:15, drop off at PJA at approx. 2:45 • Maplewood—transported by PPS School Bus and greeted by PJA Afterschool staff on campus at drop off at approx. 2:45 • Rieke—greeted at dismissal and board bus at 3:05, drop off at PJA at approx. 3:15.

Departure Procedures When picking up a child from a program, parents/guardians must enter the building, inform a staff member who they are here to pick-up, and sign out the child. Anyone who is unfamiliar to the program staff, including parents/guardians and other authorized individuals, will be asked to present photo identification before a child will be released to them.

Absences Parents/guardians are expected to let us know if their child will not be attending their regularly scheduled day (due to illness, vacation, play-date, etc.), by calling the program or by emailing the program before 1:30pm. Our concern is for the child's safety. If a child is absent and we have not received prior notification, we will investigate the whereabouts of the child by contacting the child's parents/guardians directly.

Authorized Pick-Up Persons and Emergency Contacts Other than the custodial guardian(s) listed on a child's registration form, the only individuals allowed to pick up a child from the program on a daily basis will be those listed on a child's enrollment form under "Non-Emergency Authorized Pick Up Persons." Emergency Contacts listed on a child's application are designated persons for staff to contact only in the event of an emergency, and only if the child's primary guardian(s) are not reachable. **Under no circumstances will we release a child to a person who is not on a child's Non-Emergency Authorized Pick Up Persons list if we have not received permission from the child's guardian.** If you wish to authorize additional people to pick up your child, notice must be received in writing by the Site Director before we can release your child to a new individual. ID will be checked before the child will be released in accordance with licensing standards. Only Legal Custodial Guardians may make changes to who is authorized to pick up.

Custody Disputes Child Care Centers may be put into difficult positions if parents are involved in a custody dispute. In the absence of a court order we may not deny any parent access to their child. With a court order, a copy of which is provided to us by the custodial parent, our ability to deny access is limited to notifying the custodial parent and /or law enforcement if needed (should unsanctioned contact be attempted or occur at a program). Please notify the director immediately if a child custody dispute occurs so that they may work with you to clarify our procedures and limitations. Afterschool educators are instructed not to attempt to mediate a custodial dispute, put themselves or the child in jeopardy, nor try to enforce a court order. Again, educators are instructed to simply call the custodial parent and/or law enforcement if needed.

PJA Afterschool staff will adhere to the following pick up procedures:

- Check for a signed and dated pick-up authorization form in the child's file if anyone other than the primary guardian is picking up the child.
- Ask for identification before releasing the child. Children will not be released to anyone, other than primary guardians or authorized pick up persons listed on their enrollment form, without written authorization.
- Afterschool educators will not force the child to leave with someone unfamiliar to the child.

Inebriated Pick Up We urge you to not pick-up your child from the program if you are under the influence of alcohol or drugs. If you do arrive under the influence and are visibly intoxicated, we will try to persuade you to allow us to contact an authorized person on your child's enrollment form to pick-up you and your child and get you both home safely. **PLEASE DO NOT PUT US IN THIS POSITION.** If you insist on taking your child and you are driving, we will be forced to report the incident to the Child Care Division and the police. Under Oregon State law, all child care providers are required to report any and all abuse, neglect or endangerment regarding children.

Mandatory Reporting All PJA Afterschool employees are considered mandatory reporters and MUST report "reasonable suspicion" of child abuse according to Oregon Law. Suspected Child Abuse reports are filed with either the Department of Human Services child welfare or the local law enforcement agency. DHS child protective services will assess the information provided and take further action, if necessary. Oregon Law recognizes these types of abuse: physical injury, neglect, sexual abuse and exploitation, threat of harm, mental injury and child selling.

Open Door Policy We maintain an open door policy at all times for parents or legal guardians of participating members. Please feel welcome to stop by whenever our programs are in session to observe, ask questions, and/or make suggestions. Custodial families have immediate access to the center during hours of operation and are welcome at any time.

Bathroom Procedures All enrolled children must be potty trained. We understand that accidents happen and will gladly store spare (labeled please) clothing for your child. Children are regularly reminded to “listen to their body” to see if they need a bathroom break and also to wash hands before exiting the bathroom. Your program also has a written bathroom safety protocol and procedures in place. Please speak with your program Site Director to view this document.

Contracted Classes Families with children who attend extracurricular classes offered outside of our care but during program hours are required to complete Contracted Class Release and submit to the program form prior to the class start date. The State of Oregon’s Child Care Division requires this form by law. This form recognizes that the child will be attending a class offered by another agency or organization outside of our certified care. We do not register children nor accept payment for extracurricular classes operated outside of the PJA Company. These classes are completely separate from PJA Afterschool programs. **We are not able to escort children to and from classes- class pick up and drop off is the responsibility of the company holding the class.** We cannot be held accountable for cancelled classes and/or children missing a class.

School and Holiday Closures We offer several Vacation Day Programs when schools are closed for in-services, conferences and holidays, including the Winter & Spring Breaks. For details, please see your program calendar.

Program Closures PJA Afterschool will be closed for Labor Day, Thanksgiving and the day after, portions of winter break, New Year’s Day, and Memorial Day. We are also closed on Martin Luther King Day for our annual staff in-service. **Our Kidscorner program may be closed additional days in observance of Jewish high holidays.** Please refer to your program’s calendar for a list of dates that we will be closed and/or open offering care on no-school days.

Inclement Weather PJA Afterschool programs follow the PPS Inclement Weather Policy as it applies to our PPS families. If school is closed due to inclement weather then ALL programs will also be closed. If school has a 2-hr morning delay due to inclement weather or some other emergency issue then Before School Care will be also be closed. Call your program for closure information as well as any updates. You can also check PJA Afterschool’s Facebook page, the PPS webpage or the PJA webpage depending on your host school. If the program determines that it will be unsafe to operate Afterschool Care due to current and/or pending inclement weather, the program will close early. Parents/guardians will be notified immediately via phone and email of the decision to close early and will be asked to make arrangements for the immediate pick-up of their child. All children will then be expected to be removed from the program within one hour of the call to parents/guardians. No child will be left unsupervised. For further details please see our Inclement Weather FAQ. **PJA Afterschool does not prorate tuition for closures due to inclement weather.**

Personal Belongings, Toys From Home and Electronic Devices Children are provided with a small personal

space for all their daily belongings. We don't allow toys from home unless otherwise specified by your program Site Director. The program shall not be held responsible for missing or damaged belongings. Electronic devices are not allowed. This may include but is not limited to: cell phones, gaming devices, e-readers, and video or music players. Some exceptions may be agreed upon between staff, parents, and the child with regards to use of music/personal headphones and E-Readers during specifically designated times only, with the understanding that staff, the Portland Jewish Academy, and the school are not responsible for loss, theft or damage of any kind. Use will be limited and content must be deemed appropriate.

Illness Please keep your child at home if they are ill and notify your program. Our programs will not admit or retain any child with one of the following symptoms or combination of symptoms:

- Fever over 100.1 degrees Fahrenheit
- Diarrhea
- Vomiting
- Green discharge from nose or eyes

- Head lice
- Chicken pox, pink eye, or any other contagious disease

If a child becomes ill while at the program, they will be isolated from the group as best possible while still being within sight and sound of the staff. The child's family will be immediately notified and asked to have the child removed from the program within 1 hour of being contacted as we are not licensed to care for sick children. If a child's parents/guardians cannot be reached, we will call the emergency contact person listed on the child's registration form and ask that they pick up the child. We are required by law to report on an outbreak of communicable disease to all parents/guardians by posted families—family information is kept confidential. ***Children cannot be admitted back until 24-hours after the end of the symptoms above.*** Children who are put on antibiotics should not return to the program until 24-hours after first taking the antibiotics. A physician's note stating that the child is no longer contagious may be required.

Head Lice are par for the course in school age care. Any child with live lice and nits cannot be admitted to PJA Before and Afterschool programs and will only be readmitted after treatment and re-examination for live lice and nits. Your school nurse is a great resource if you have questions about lice.

Medications Lead staff (Site Director/Head Teacher) shall only administer prescription medication if it is the original container and labeled with the child's name, name of the drug, dosage, directions for administering, date, and physician's name. Non-prescription medication must also be in the original container, labeled with the child's name, dosage, and include directions for administering. All medications must be stored at the program and in a designated and secured area according to Oregon Law. We shall not be held responsible for failure to administer requested medication, prescription or non-prescription, nor for any adverse reactions which may be caused by the administration of such medications. Medication will not be administered without a completed Medication Administration Form. Forms are available online and at the program. Children are not allowed to carry or keep medications of any form in their personal belongings.

Sunscreen cannot be applied to children without expressed parental consent as per Oregon state law. Included on the Enrollment Form is the option to allow your child to have sunscreen applied by staff while participating at the program. You may add or rescind this permission at any time during the school year via written notice. We are not responsible for unforeseen allergic reactions that may occur due to sunscreen application. **Sunscreen will be applied to all children with permission and upon arrival when the UV Index is 3+.** Children without sunscreen permission will be allowed to play outside but only for 30-minute intervals unless under covered play areas. If a child cannot use the brand of sunscreen we provide, families may provide their own 45+ sunscreen to the program. Individual sunscreens must include the child's name and be stored in a locked cabinet at the program.

Cold Weather PJA Afterschool requires that students be equipped with appropriate cold weather gear (jacket, winter coats, rain coats, etc.) in order to be able to play outdoors when it is cold and/or wet.

Photo Release and Program Marketing Staff will often take photographs of children enjoying their time participating in the activities and choices offered while in our care. These photos are generally used for the Monthly Newsletter which is only distributed to current participating families or on our social media page. For marketing purposes we may use some photos for our website, brochure, and a wide variety of other materials that are distributed to members of the community at large. Permission for photographing children and using the photos for public marketing is acquired via the current year's Enrollment Form. On rare occasion, we may be interviewed by the media for special activities and/or projects. Any interviews will be conducted by program lead personnel and not children without prior parental consent. Any and all photographs taken will have prior release from all children's parents/guardians and no last names will be issued to the media. To revoke your child's release for photography use, a written request must be given to the Site Director.

Volunteers are not counted in our child to staff ratios and are never given unsupervised access to children at any time. Volunteers over the age of 18 may be required to go through the same background checks as our program staff.

Concerns and Complaints PJA Afterschool values and encourages open communication. If a family has a concern or complaint regarding any aspect of programming, please don't hesitate to contact your program Site Director or the Department Director.

Behavior Management

PJA Afterschool expects **safe, respectful, and responsible** behavior from all children in our care. Our goal is to create an environment in which students feel safe, supported, empowered and well equipped to self-manage and modify their own behavior and to support them in the process.

Teaching Behavior Expectations PJA Afterschool believes that developing positive teacher-child relationships is key in helping students learn to successfully manage their own behavior and in ensuring community rules and behavior expectations are met. By engaging children in authentic and meaningful ways, communicating with respect and kindness, and by upholding and consistently role-modeling the behaviors we wish to see, we build trust, respect and, in turn, connection and community. From the first day of program and consistently

throughout the school year our staff will be working to develop and maintain positive relationships with your child. Additionally, we will model, remind, encourage, and positively reinforce our behavior expectations/rules. Behavior expectations/rules will be posted in all areas used by the program.

Positive Behavior Interventions and Supports (PBIS) Within our afterschool communities, we establish and uphold program rules and behavioral agreements in partnership with Portland Public Schools (PPS). Using the Positive Behavior Interventions and Supports (PBIS) approach, we teach children the importance and value of Respectful, Responsible and Safe behaviors from the first day of school on. These three simple words are the heart of our shared positive behavior practice. PBIS is an evidence-based method of teaching and encouraging positive behavior via prevention and instruction using tiered strategies. All PBIS practices are founded on the assumption that all children can learn and demonstrate appropriate behavior. Schools and afterschool programs that implement PBIS have proven to be more peaceful, safe, and conducive to learning with student-educator relationships regarded as more trusting and respectful. By integrating the PBIS approach into our programming, we provide continuity for students and are contributing to an improved school climate and reduction in behavioral issues overall. PBIS is essential in successful prevention and positive behavior support in our programs. Positive feedback and encouragement, combined with effective instruction, communication, reinforcement and supervision are the cornerstones of our Positive Behavior Support System. All PJA Afterschool staff attend district-wide training in PBIS and employ this system in our programs daily.

Reinforcing Positive Behavior To encourage and promote the positive behaviors we expect from the children in our care, we offer incentives and positive reinforcement on both a group and individual basis. The following are some of the ways we acknowledge and celebrate appropriate behavior:

Encouraging Verbal Feedback When using encouragement to reinforce desired behaviors, we keep language simple, clear, and focused on the *specific positive behavior* a child is demonstrating, tying it back to our community agreements. For example, we may say to a group of children, "I'm noticing some really respectful behavior happening with our group. You're sitting quietly and showing me that you're ready to listen. Thank you!" or "You're keeping your hands to yourself and showing some impressive patience while we wait. Way to be safe and responsible!"

Token Economy System Token economy systems provide a fast and effective way to help children feel excited and motivated about regulating their own behavior. In using this system, we offer children "tokens" (*such as tickets, pom-poms, or marbles*) as we recognize the *specific positive behavior* the student is demonstrating while tying it back to our community agreements. Individual programs may, for example, utilize a token economy system by allowing children to cash tokens in for a personal prize or add their token to a community jar. If using a community jar, the group decides upon a reward together using a democratic voting process once the jar is full. Each program is unique in which token economy system(s) they use from year to year.

For our 4th and up students we may offer **Community Leadership Programs**. Encouraging good leadership grounded in Respect, Responsibility, and Safety, this special Positive Behavior Support Program is designed for our 4th grade and up participants and is on a volunteer basis. Participants, staff, and parents may sign a contract agreement regarding participation requirements. The Leadership Program has high expectations for its volunteers, but it also comes with some pretty cool rewards. If program participation requirements are met, children can - for example - take special walking field trips, order special supplies, enjoy their own

designated play area, and even help choose their own program approved rewards. *In order to run this program, we must have 5 or more participants.

Responding to Inappropriate Behavior No matter how diligently we define, teach and acknowledge appropriate behavior, children will inevitably make mistakes. At PJA Afterschool, we view behavioral missteps as important opportunities to support students in learning how to self-regulate. While we may take supportive action in a variety of ways, we always make certain to center our community agreements and to respond in ways that show ALL students that we are there to keep them safe and to maintain expectations with consistency and equity. When responding to misbehavior, we act quickly and with respect for the child. Our primary goals are ensuring everyone is safe, stopping the misbehavior and restoring positive behavior as quickly as possible, and teaching the child the appropriate behavior. In holding children accountable for their choices, we make certain to provide logical consequences, offer guidance for how to make better choices next time, and help in recognizing and fixing any harm done. We maintain a neutral tone, reassuring students that it's okay to make mistakes and that we believe in their ability to make the right choice next time.

Staff may use the following strategies in working to support a child in managing their behavior:

Redirection is often the first strategy utilized when helping children move their behavior from inappropriate to appropriate. Redirection can come in the form of visual or verbal cues, or by offering children the choice to do something else. Sometimes it may be necessary to make a choice for the child or have them take a break. When redirecting we remain patient, neutral, respectful and compassionate.

Alternative Choices Offering choices gives children the opportunity to assert some control while still staying within the bounds of behavior expectations within the program. Choices offered will be tailored to the child and circumstance.

Taking a Break It may be necessary to **temporarily remove** a child from a situation in which the problem behavior is occurring, directing them to “take a break” and providing them with a quiet area. At this point we may assist the child in self-regulation, helping them to identify any emotions they may be feeling and coming up with some strategies to help them calm their mind and body. Break time minutes will be no longer than the age of the child and, once the break is over, we make sure to check in with the child about whether or not they would like to continue to participate in an activity. If they do, we allow them to share how they will adjust their behavior.

Choice Removal A child may have their option to choose activities removed and instead be given specific options to choose from. The child may also be asked to move to an area where behavior can be closely monitored.

Early Pick-up Request If a child's inappropriate behavior continues or if the behavior is extreme, the child may be separated from the group and supervised by a staff member and the child's family will be contacted for immediate pick-up. A conference may be scheduled with the child and family in order to establish a Behavior Support Plan. Extreme or repeated behavior may warrant suspension or expulsion from the program.

Incident Reports document the incident at hand, what steps were taken to support the child and how the child responded. Incident reports may be written and shared w/ families in order to help communicate a

behavior issue and to encourage at home support. Incident reports are signed by the family and kept on file

Behavior Support Plan In instances where a child’s behavior is extreme or continuously unsafe, disruptive or disrespectful the child may be placed on a Behavior Support Plan. Behavior Support Plans are designed to support the child’s return to a safe, respectful and positive space in the program. Plans are tailored to the child and are completed by the program Site Director, child and the child’s family. The school principal, child’s teacher and school support staff are notified of the plan and may be involved in the plan’s development. Behavior Support Plans typically allow for up to 3 additional instances of inappropriate behavior. Any instances of repeat inappropriate behavior are documented on the plan and will result in a requirement of immediate pick-up. A fourth instance will result in suspension from the program and a call to reassess the plan. Continued behavioral issues may warrant extended suspension or permanent expulsion from the program.

Suspension/Expulsion We recognize that behavior issues, even recurring ones, may not result in suspension or expulsion and we make every effort to work with children and families to help children be successful in the program. While PJA Afterschool does not make it a practice to suspend or expel students from a program, we reserve the right to do so if behavior is not conducive to the safety and well-being of staff, other children in the program or of the child’s own safety. We do not tolerate abusive language toward other children, staff and families and we do not tolerate violence, bullying or repeated defiant, unsafe, inappropriate and negative behavior. **Such behaviors can result in immediate suspension or expulsion from the program.** In the event of suspension/expulsion, the parent/guardian and school principal will be contacted.

Behaviors Considered Serious Infractions: Physical Abuse – Includes kicking, punching, pushing, biting, threatening harm, and other such physical violations of another person’s body. **Verbal Abuse** – Includes use of inappropriate or threatening language directly at another person. **Inappropriate Language** – Includes use of expletives or derogatory terms. **Continued Defiance** – Includes refusal to listen and respond to staff instruction, hiding and leaving a designated program area. **Please Note:** We follow the school’s actions if a child is suspended or expelled from school. Students will not be authorized to attend the program until they are allowed to return to school.

VACATION DAYS

Vacation Day Programs are full day care programs offered during various school closures per term. No Vacation Day Programs are offered before the first day of school. Not all Vacation Day Programs are offered on site at your host school. See your program calendar for details. Vacation Day Programs are offered by “term” and all families must complete a Vacation Care Participation Form to enroll each term, regardless of tuition package. Participation forms can be found at your program or online at www.pjaproud.org/afterschool. Any Vacation Day Programs offered in June after the last day of school will not be included in a term but will be available for purchase first-come, first-serve. (Actual last day may vary due to inclement weather/snow make-up days).

Vacation Day Enrollment Programs must have 10 or more students enrolled per day in order to operate. If enrollment numbers are below the required minimum, your program may be moved to a different site for combined care. We will notify families no later than one week prior to the scheduled vacation care day(s) if

care must be moved due to low enrollment.

Field Trips In addition to your initialed enrollment application, your signed Participation Form is your authorization for your child to attend and participate in all planned activities & field trips on vacation days. Special activity and field trip details, including in-house themes, destinations and any necessary materials will be listed on the Participation Authorization Forms. On occasion, regular program days may include field trips or walking field trips in the neighborhood. Families will be informed in writing at least one week prior to scheduled trips. We reserve the right to alter destinations or cancel trips due to inclement weather, safety reasons or other unforeseen reasons. **Transportation** for field trips may vary by location, season, cost & location of a field trip vendor. They could include, but are not limited to rented school buses and public transportation.

In-house Themes may include activities that occur outside the regularly accessed afterschool space, special presentations, special guests/visitors, a theme-related movie, special snacks and more.

Vacation Day Staffing on Vacation Day Programs, including field trips, will generally exceed our regular afternoon ratios depending upon the amount of expected participants and any specific requirements set by the field trip vendor. Parents/Guardians are always welcome and encouraged to volunteer and accompany the group on field trips.

Modification Clause All policies and procedures listed herein may be modified whenever any of the circumstances covered by these policies and procedures change. Portland Jewish Academy reserves the right to modify the rules and policies at its sole discretion and give families a 2 weeks written notice of said changes. Notice requirements shall not be applicable in event of emergencies or state licensing mandates.