

# PORTLAND JEWISH ACADEMY

At the Schnitzer Family Campus | Think for yourself. Work for the world.

## PJA Afterschool Vacation Care Request Form (Spring) For PJA Families

Email: afterschool@pjaproud.org | Website: pjaproud.org/afterschool | Phone: 503.535.3546  
6651 SW Capitol Hwy, Portland, OR 97219

<b>Child(ren):</b>	
<b>School:</b>	Portland Jewish Academy

### FOR PJA FAMILIES NOT ON VACATION CARE ADD-ON

Please select the dates for which you are requesting care:

- Friday, March 15 | 8:30 am - 5:00 pm
- Thursday, April 4 | 8:30 am - 5:00 pm
- Friday, April 5 | 8:30 am - 5:00 pm
- Wednesday, April 24 | 8:30 am - 5:00 pm
- Thursday, April 25 | 8:30 am - 5:00 pm
- Friday, April 26 | 8:30 am - 5:00 pm
- Monday, April 29 | 8:30 am - 5:00 pm
- Tuesday, April 30 | 8:30 am - 5:00 pm
- Friday, May 24 | 8:30 am - 5:00 pm

**PJA address:** 6651 SW Capitol Hwy. Portland, OR 97219

**Please read the reminders and instructions below carefully.**

**Submitting this form is a request for care.** A confirmation and/or waitlist notice will be sent after we have time to process your request. **Space is very limited and will be filled on a first-come, first-served basis.** \$56 per day will be charged to currently enrolled families on regular care tuition packages in the billing cycle after individual Vacation Care Days or \$70 for children not currently enrolled. **Please see policy reminders on second page for more information about billing and refunds.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

**By submitting this form, you acknowledge that:**

- If I sign up and my child will not attend, I will notify PJA Afterschool by email at least one week in advance or as early as possible.
- If I sign up and my child does not attend, and I have not canceled by email, PJA Afterschool staff will contact me to confirm absence and I will be charged a \$5 finder's fee in addition to being charged for the day.
- I will read the confirmation sent to me after submitting this form, which will include important information and reminders.
- PJA is a vegetarian campus, and all food brought by children must be vegetarian. Meat may be brought to PPS campus sites.

## Important Policy Reminders:

*Please refer to your program handbook for a complete list of all policies including the following:*

**Vacation Day Program Special Instructions:**

**PJA care** is in the mods. Please walk your child down to the mods for pick up and drop off.

**PJA cell:** 503.724.3296 | Odyssey cell: 503.708.0951

**Afterschool Department Office at PJA:** 503.535.3546

You will need to sign your child in and out with afterschool staff. Please bring a photo identification with you. At PJA, you will need to walk your child down to the mods for drop off and pick up. Please pack a filling lunch. We provide light snacks in the morning and afternoon. Please send your child with clothing for the weather conditions. Expect dirt, mud, and puddles - we play outside often. Send extra clothes if your child may need to change after getting wet or muddy when it is raining outside. Send extra layers or jackets whenever it is cold. Please send a change of underwear/pants if your child is prone to accidents. We do not have extra clothing.

**Tuition fees:** Families enrolled in regular care tuition will be charged an additional \$56 per day of vacation care immediately upon signing up. Families not enrolled in afterschool, but attending vacation care are charged \$70 per day.

**Refunds:** are not given to vacation care add-on members. For anyone enrolled in the regular tuition package, vacation care fees are 90% refundable if notification of absence/withdrawal is received at least 1 week prior, 50% is refundable if notification of absence/withdrawal is received within one week. Please contact your program email to withdraw. You can email, text, or call site phones in the event of an absence.

**Billing Statements:** for currently enrolled families will reflect vacation care fees in the month after enrolling. see refunds above for notes on how to cancel and receive a refund. **Late charges will be assessed after the last day of the month. service may be discontinued for non-payment.**

**Payments:** are to be made to Portland Jewish Academy (PJA) and can either be mailed in, ATTN: PJA Billing Dept.; 6651 SW Capitol Hwy., Portland, OR 97219, or receipted in person at the PJA office or MJCC Welcome Desk. Tuition payments cannot be accepted at your child's program or by the program staff.

**Modification Clause** – the enrollment policies listed in the program handbook may be modified whenever any of the circumstances covered by these enrollment policies change. PJA Afterschool programs reserve the right to modify the program expectations and policies at its sole discretion with a posted written or emailed notice. Such notice requirements shall not be applicable in event of emergencies or licensing mandates.

**Waitlist Notification** – we make every effort to provide care to all families in need of our services which are restricted by space and capacity limitations. While we are not able to give any guarantee as to when placement in our program will become available, when they do, we immediately contact families in the order that they are placed on our waitlist. Once we contact a family regarding an opening in the program they will have one business week to accept the available placement(s) or to waive. If the family chooses to waive the available placement, the family can then opt at that time to remain on our waitlist for the next available placement opportunity or be removed from our waitlist entirely. If at any time you wish to remove your child from our waitlist and/or un-enroll them from any placements in the program they may have been offered in addition to being on our waitlist, please contact us immediately **via email** as we require all change notices be in writing.