

AINSWORTH AFTER SCHOOL ENRICHMENT PROGRAM

PARENT HANDBOOK 2021/2022

Welcome! We trust that the Parent Handbook will help you throughout the year to look up facts, tips, and rules at AASEP. We are glad to have your interest and participation in our program. Please read the articles below for many answers to FAQ's.

PLEASE NOTE: These policies are based on our usual procedures but are subject to change due to the guidelines around COVID-19.

ABOUT Ainsworth School Enrichment Program (AASEP)

AASEP is a non-profit, certified Extended Learning Center for children who attend Ainsworth Elementary School. The Center is located on the school grounds.

OUR PHILOSOPHY & POLICIES

AASEP is a safe, fun, and nurturing program where children may choose from a variety of activities. We offer a quality curriculum while allowing room for flexibility and children's participation in the planning process. Our goals include treating each child as an individual, building a positive self-image, and helping children succeed.

AASEP admits all children regardless of race, color, nationality, or religious background. We honor and support families of all configurations. We encourage multi-cultural curriculum. Due to our location in a public school, we do not endorse curriculum of specific religious origin, though some lessons touch on cultural or mythological aspects of many civilizations.

We try to be as flexible as possible in meeting the needs of our families. Our top priority is to provide for the safety and enrichment of the children. Our teachers are professionals – CCD requires 18 hours annually of training in areas of child development, education, recreation, art, and music (among other areas of expertise). All our employees have passed a State of Oregon background check and completed Early Learning Division fingerprinting. It is our goal to encourage a professional atmosphere and to treat every child with equal care and respect

HOURS OF OPERATION

2:00pm-6:00pm (Monday thru Friday).

Children are to come directly from their classroom to the cafeteria for roll call and "first snack". Kindergarteners are escorted by AASEP staff from their classrooms.

Holidays: We are closed for all school holidays, vacations, and snow days.

Long Days: We offer all-day care (8:00am-6pm) on teacher planning & conference days (called "long days"), and a list of those dates will be available the first week of school.

Snow Days: Inclement weather may sometimes cause school closures. If the School District cancels school, AASEP will also be closed. An early closure also cancels Aftercare. Call the Ainsworth Elementary School main line at 503-916-6288 for closure updates during the day.

Closing Time: We close at 6:00pm. Parents are charged \$5 per minute they are late, and this charge appears on your following months bill. Please call reception if you are running late: 503-223-9744.

Cancellations: At 2:00pm every day we begin our rollcall and instantly start the process of looking for lost children. This immediately "starts the clock" on our Finder's Fee of \$15. We are engaged in finding your child and deducing where they might be. If they have gone off on a play date, for instance, we will be calling you to ask the whereabouts of your child. Therefore, it is necessary to cancel with us as soon as you can if your child will not be in our care on their regular afternoon. We do everything we can to locate children who do not arrive at Aftercare.

TUITION & FEES

Our fees are based on the cost of care for the school year. We have a few additional fees which appear month-by-month on your bills, as applicable:

Drop-In Fee: \$35.00 - Any child enrolled in the program may be scheduled for a drop-in day, in addition to their regular scheduled days. Drop-ins are arranged a full day or more in advance by calling 503-223-9744. There are limited drop-in spaces. Parents will be called to pick up children who arrive at aftercare but are not scheduled.

Long Day Fee: These are based on the rate for the fieldtrip and full day. You will see the sign-up sheets, with info on cost for care, at the reception desk two weeks prior to long days.

Schedule Change Fee: You may change your child's schedule free of charge during the Winter break and Spring Break. Otherwise, there is a **\$25.00** processing fee for changes made at any other time, the exception being a change from part-time to full-time.

Late Payment Fee: \$10.00 for payments received after the 10th of each month. Keeping your account current will help avoid any overpayments. We are not set up for any cash refunding and can only apply an overpayment towards services and the next month's bill.

Fines and miscellaneous fees will be charged to your next monthly bill. Any monthly payment is counted toward previous month's fees and fines before tuition.

ABSENCES: AASEP does not pro-rate tuition or offer discounts when your child is absent, on vacation, dropped from the program mid-month, or picked-up before 6:00pm.

BILLING

December and June are ½ months. A full month's tuition is due in December and no tuition is due in June.

Families who are more than 4 weeks behind in tuition, or who are not following their payment schedule may be asked to leave AASEP until payments are current. The Board of Directors reserves the right to consider all reasonable measures to collect payment.

IT'S YOUR ONE FORGIVENESS PRIZE! Should you incur a penalty fee (Late Payment or Finder's Fee), and wish to waive the charge, we would be happy to do that for you **once** in the billing year.

PICK UP TIME

A parent, authorized adult, or sibling (11 years or older) is required to sign-out a child at the reception area in the cafeteria. Children cannot sign themselves out, be sent home alone, or wait outside to be picked up. Only people listed on the registration form are allowed to pick up a child. If a special arrangement is made, we must be notified of the person's name, and the authorized individual must bring picture ID for presentation. Special arrangements for pick-up may be made by calling reception, in advance (preferably a full day ahead) at 503-223-9744.

SNACKS

We serve snacks twice in the day, on a schedule. First Snack is at 2:15pm when the children arrive and includes 2 of 4 food groups. Second Snack is at 4:40pm and varies. Please notify us of any food allergies or medical concerns. We do not allow nuts or food processed with nuts.

FIELD TRIPS

We occasionally take fields trips. Information and a sign-up sheet for the trip, including fees, are posted exactly two weeks in advance at reception. Sign-ups are not accepted over the phone. Field trip fees are non-refundable.

LONG DAYS

We offer care on most teacher planning, teacher conference, and early dismissal days. Enrollment for Long Days is arranged by signing-up your child at reception at least two business days before scheduled long days. Cancellations must be completed two business days before the Long Day, or the fee is still charged. Children must bring nutritious, *ready-to-eat* lunches from home on Long Days. The kitchen and microwave are not available. If a child has no lunch at lunchtime, AASEP will provide one at the cost of **\$15**. On Long Days, AASEP provides milk during lunch and offers morning and afternoon snacks.

THINGS WHICH ARE NOT ALLOWED

Candy: No chewing gum or candy is allowed.

Electronic Devices: No electronic devices are allowed.

Toys: No toys from home are allowed, except on Stuffy Day (Wednesdays) where students may bring one stuffed animal that fits inside their backpack. Other specially announced days will arise. Stay tuned to our monthly newsletters and reception posters.

Spanking: No spanking of children by parents on premises. It is against Oregon State law on childcare premises.

Pets: Animals are not allowed on the premises.

Hugging: This is a program of mixed ages and grades. Because of this, we have very strong rules about physical contact and appropriate boundaries.

WEATHER

We play outside every day. Please dress your child appropriately. Extra socks and rain gear are recommended. During the Winter, children will need a coat or at least two layers of clothing every day. Hats and gloves are recommended. During weather below 32 degrees, hats, coats, and gloves will be required.

BABYSITTING

The teachers at AASEP are professionals, trained in areas of child development, education, recreation, art, music (among other areas of expertise). It is our goal to encourage a professional atmosphere and to treat every child with the same loving care and respect.

AASEP feels that hiring our employees as babysitters in your home conflicts with this goal. Because of liability, our teachers cannot babysit any children currently or formerly in AASEP.

EMERGENCY PREPAREDNESS PLAN

In the event of an evacuation from AASEP, the children will be taken to the ANNEX located one block west of the school at 2435 SW Vista Ave. The Annex phone number is 503-916-6290. Parents will be called if possible.

MEDICAL EMERGENCIES

In the event of a medical emergency or accident, we will contact the child's parent and doctor. If it is impossible to reach either party, and should emergency treatment be required, the child will be taken to a nearby medical facility. By enrolling in AASEP you have authorized us to contact your family physician and take whatever emergency medical procedures are deemed necessary for your child. If your child requires the use of an Epi pen, one must be provided to AASEP before your child can attend the program.

ILLNESS

The State requires that children be isolated and sent home for the following reasons: a temperature 101.5 degrees or more, vomiting, diarrhea, or symptoms of a communicable disease (i.e. head lice, pink eye, etc.) We expect you to keep your child at home if he/she has a contagious disease, and to report the condition to the Center.

MEDICATION

Please give your child's prescription medicines to Reception with instructions to place in refrigerator if required. Otherwise, we store medicines in our medicine cabinet. We must have a signed medical form before we can administer any medicine. Prescription medicine must be in the original container, labeled with the child's name, name of the drug, dosage, directions for administration, current expiration date, and the physician's name. Over-the-counter medicine must be labeled with your child's name, dosage, and administration directions. If your child has medication in the school office, we must have proper authorization before we can administer it in our Center's program. We cannot administer any medication that does not meet the above criteria.

DISCIPLINE POLICY

AASEP strives to maintain a positive, nurturing atmosphere. Each person is expected to act safely and responsibly and to treat others with courtesy and respect. At times, conflicts naturally arise. We look forward to these times as opportunities to facilitate the child's development of responsibility and problem-solving skills.

When a serious discipline issue arises, plans for future participation in AASEP would be negotiated at a conference including the child, family, the Director, and a member of the Board. In the event a child is suspended from Ainsworth Elementary School, we will honor that suspension at AASEP as well. Solutions to problems will vary according to the situation, but they will always include the child in a discussion of the problem and in the creation of a solution plan. "Time Out" to cool-down may be part of the process. At all times, we strive to maintain a child's self-esteem. At some point, we may need to involve a child's parents as part of the problem-solving team. This would include meeting with the child to create a behavior contract which states expected behaviors, positive outcomes, and possible consequences for the misbehavior. Behaviors that seriously threaten the safety of a child or adult will result in suspension from our Center.

AFTER SCHOOL ACTIVITIES (NON-AASEP)

If your child will be attending an after-school activity that is not supervised by AASEP, a release form is necessary and can be found at our reception desk. Children attending an outside activity must always check-in with AASEP (at 2:10pm) before leaving and after returning to AASEP (time varies) from the activity. AASEP is required by the Child Care Division to inform you of the following: School activity teachers outside AASEP may not meet minimum childcare standards. The teacher-to child ratio may not meet minimum state childcare standards. The teacher may not have completed a Child Care Division criminal check.

AASEP CONTACT INFO

We are happy to serve you and your child, and we would love to hear your ideas or concerns about the program. You may call the AASEP Director, Cindy Lind, at any time. You are encouraged to leave a voicemail.

Please call in absences or billing questions at

503-223-9744

Our Office Manager, Lexie Quandt, is happy to assist you with any questions that arise.

Check out our website for more info:

www.ainsworthafterschool.wordpress.com