

Club K

After School Zone



FAMILY HANDBOOK

Information & Policies

2021

Club K Program Sites and Phone Numbers**

Beaverton School District

McKinley Elementary	503-207-3253
Nancy Ryles Elementary	971-291-7096
Oak Hills Elementary	503-308-0629
Raleigh Hills Elementary	503-746-3294
Rock Creek Elementary	503-334-8923
Scholls Heights Elementary	503-530-6647
Terra Linda Elementary	503-277-9678
Vose Elementary	503-277-9291

Tigard-Tualatin School District

Bridgeport Elementary	503-616-6214
Byrom Elementary	503-476-2059
Durham Elementary	503-317-2421
Mary Woodward Elementary	503-583-6446
MITCH Charter School	503-619-9156

West Linn-Wilsonville School District

Boeckman Creek Primary	503-746-3113
Boones Ferry Primary	503-601-9151
Lowrie Primary	971-271-3442

*** These phones are only in operation during program hours*

Main Office

Office Hours

Monday – Friday

9:00 am to 5:00 pm

Club K After School Zone
10170 SW Nimbus Suite H-4
Portland, OR 97223

Phone: 503-643-9059

Fax: 503-643-8088

Website:

www.clubkafterschool.com

Email Contacts:

General Information: info@clubkafterschool.com

Registration: register@clubkafterschool.com

Family Billing: billing@clubkafterschool.com

Tax ID: 20-5305230

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Club K

After School Zone



Welcome! We are pleased you have chosen Club K After School Zone as your child care provider. We are conveniently located “on campus” at your child’s elementary school.

This handbook is full of helpful details and information. In the event you cannot find the information you need in this handbook, we encourage you to visit our website or contact our Main Office.

You may also talk to the Director at your program site or email or call the Club K Regional Manager at our Main Office.

Creating a child care experience for your child that is fun, nurturing, and academically enriching is not only a passion, but a priority for all of us. We welcome your input and feedback and look forward to working with you and your family!

Thank you for choosing Club K After School Zone for your family’s child care needs. If you have questions or concerns at any time, please let us know. We work hard to earn your trust and confidence and welcome your feedback.

Club K After School Zone

Section 1: Program and Philosophy

1.1 OUR MISSION AND PHILOSOPHY

At Club K, our mission is to provide the highest quality after school programs in a safe, fun, and interactive environment. To accomplish our mission, we strive to create a sound work culture of teamwork, cooperation, problem solving, continuous improvement, and lifelong learning. We operate on a friendly, informal basis with a high regard for the role of each person in our company. You are encouraged to let us know when you have questions, concerns, or suggestions – we value your opinions and ideas.

At Club K, our Mission is:

- To support students in the discovery and development of their individual talents, strengths, and skills through an enriching, fun, and inspiring after school environment.
- To support families by providing a safe and reliable program.
- To support schools and communities through a collaborative approach grounded in open communications and dependable program services.

Club K's Goals are to:

- Provide high quality, academically enriching programs in the communities we serve.
- Innovate with fresh, new concepts in after school programming.
- Offer services, programming, and curriculum that enhance student learning in a fun way.
- Use “best practices” to operate our business.
- Hire and retain a professional and dedicated staff.
- Establish and maintain excellent relationships with school personnel at each site.
- Maintain high registration levels at each location to offer stable employment opportunities.

1.2 CORE VALUES AND SERVICE STANDARDS

We developed Core Values and Service Standards to give us guidelines for how we conduct business and how we conduct ourselves.

CLUB K'S CORE VALUES



RESPECT



INTEGRITY



FUN



RESPONSIBILITY



CONTINUOUS IMPROVEMENT



SAFETY

Core Values

Respect: Respecting students, families, schools, communities, and staff

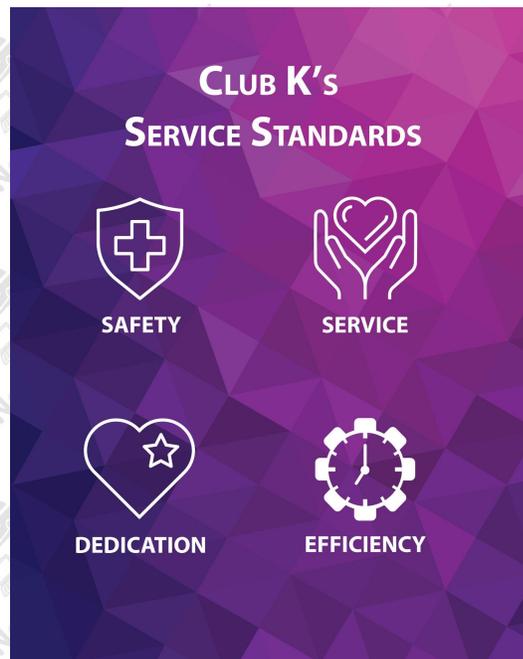
Responsibility: Responsibility in our interactions, words, follow-through, and commitments. We accept when things go wrong and seek immediate solutions.

Safety: Creating a safe and peaceful environment for students, staff, and families that is free from negativity, bullying and danger.

FUN: Remembering to take time to have FUN. Sharing a FUN story with a family or co-worker.

Integrity: Doing the right thing all the time whether we want to or not. Going above and beyond for customer service, not cutting corners. Operating according to licensing, state, and federal regulations.

Continuous Improvement: Operating according to best practices. Streamlining and improving our processes and products. Learning from our mistakes. Listening to students, staff, families, and community partners. Seeking feedback.



Service Standards

Safety: Safety first in everything we do.

Service: Knowledgeable, friendly customer service. Responsive, listen, take action, resolve problems.

Dedication: We are dedicated to everyone we serve and want them to have a good experience with us. Working through issues that arise. Teamwork and collaboration. Working together with our clients and staff. Dedicated to parents, staff, schools, and community.

Efficiency: We are efficient in our work and with our resources. We use best business practices. We streamline processes and work efficiently to meet the needs of students, families, and the community. We plan and operate according to a budget so we are a fiscally responsible company.

1.3 PROGRAM OVERVIEW

Club K After School Zone programs follow the research based guidelines of the National After School Association (NAA) and are designed to meet the specific developmental needs of school age students after the bell rings at the end of the school day.

We provide learning experiences and activities that are hands-on, interactive, and fun for students in Kindergarten through 5th grade. These activities are designed to support students in the discovery and development of their individual talents, strengths and skills through an enriching, fun, and inspiring after school environment. Academics including math, science, reading and writing are embedded within activities to expose students to these concepts in an “everyday” setting vs. a classroom setting. During a typical week, each student has

multiple opportunities to create, explore, learn problem solving and personal interaction skills, and learn new concepts and skills through a variety of hands-on experiences.

We encourage positive self-esteem through a balance of student and teacher facilitated activities. Opportunities for solitary activities as well as group activities are provided. Students are organized into smaller groups by age, activity or interests to maximize their project and hands on learning time. At Club K, smaller group sizes ensure that every child can fully participate in the activity or project and also minimize negative behaviors that can occur in large mixed age group settings. Staff serves as positive role models and provides activities and interactions that are supportive, nurturing, fun, and responsive to each student's individual needs.

1.4 CURRICULUM

Throughout the school year, each site designs its own Discovery Units, based on students' interests. Each unit includes a specific theme and a variety of theme-related process-based activities, from art to science to sensory, as well as interactive games and lively discussions. Some examples of Discovery Units include *All About Club K and Me!*, *Marvelous Movies*, *Space Exploration*, and *Superb Superheroes*. Each Discovery Unit contains a summary sheet and a calendar of activities for families to see what is taking place during the unit. Curriculum is tied to Common Core State Standards to continue the learning that takes place during the school day. In addition, we integrate 21st Century Learning and Social Emotional Learning (SEL). By doing so, we are equipping our students with the skills, abilities, and passion needed to be positive contributors to our future. A similar model is followed during summer camp, in which weekly Exploration Units are designed by the Program Coordinator for all sites to implement.

1.5 ACTIVITY ZONES

Each after school site environment is organized into multiple activity "Zones." These Zones are filled with a variety of materials and equipment that support learning and play opportunities. Students are able to spend time exploring the different Zones during designated times on a daily basis.

Students are given opportunities of uninterrupted time each morning and afternoon to explore these areas on their own. Club K recognizes the importance of student choice and that it is developmentally appropriate for school-age youth to engage in ongoing projects that build over time. The materials in the zones are rotated to ensure they are representative of the current themes, topics of study and interests of the students in the class.

Examples of our zones may include the following:

Art Zone

Express yourself! Through painting, paper, drawing, crafting, and other expressive media students have the opportunity to express their creativity and explore their artistic side.

Construction Zone

Building takes practice, math skills and patience. In the construction zone we encourage students to use a variety of materials to create three dimensional representations of buildings, cities and much more!

Game Zone

Ready to move your body! Physical activities in the game zone can be group games or single activities like jumping rope. Learn good sportsmanship, leadership, and teamwork while getting the wiggles out and having fun with friends.

Quiet Zone

Want to chill out? Hang with friends? In the quiet zone it is all about individual or small group activities. Read a good book, listen to some music or just talk with a friend. As long as you keep the volume down low you are welcome to join in.

STEM Zone

Through Science, Technology, Engineering and Math, students have the opportunity to explore their world using interdisciplinary real world applications. Complete science experiments, build models and solve math problems while having fun in this zone!

Homework Station

In the Homework Assistance Station you will have the opportunity to work on school projects and work sent home by your teacher. Get it done after school so you have more time for fun with your family!

Homework Assistance

Homework assistance is offered every day during the school year. Homework is supervised by Club K staff and takes place in the regular activity space. 30 minutes of quiet time is set aside at each location for students to get started on their homework. Students without homework participate in other quiet activities such as reading, drawing, word searches, and card games or are provided supplemental activities to practice their knowledge or learn new skills. Students with more than 30 minutes of homework can continue to work on it during Zone time. Each Club K location is stocked with homework supplies such as pencils, pencil sharpeners, erasers, calculators, rulers, dictionaries, etc. in case students have forgotten theirs. Limited, supervised internet access is available for students who are required to do internet research.

Because time is limited, Club K staff facilitate the starting of homework and leave the finishing and checking for accuracy to parents. If your child has special homework needs, please speak to the Director at your location.

1.6 CLUB EXPLORATION

All Club K students have the opportunity to participate in special interest clubs. Club participation, instruction and materials are included in the program fees. Each club is designed to foster skill development ranging from hand/eye coordination to math and measurement in a life skills setting. Club instructors include a mixture of Club K staff and outside vendors.

1.7 FIELD TRIPS

Field trips are an important part of non-school days, winter break, spring break and summer camp at Club K. Parents are notified in advance of the field trip time, and location and method of transportation. Parents who do not want their child to participate in a field trip will need to make alternate care arrangements for that day. Field trips are well supervised by

Club K staff. Parents must adhere to the Club K Visitor Policy and be enrolled in the Central Background Registry in order to participate or chaperone on site or on field trips. Field trips are made by chartered bus and are included in the program fees.

1.8 ITEMS FROM HOME

Electronic devices, including but not limited to cell phones, kindles, iPads, iPods, or tablets, brought to school will not be permitted to be used during the program activities on regular school days unless being used to complete school-assigned homework. Club K After School Zone is not responsible for lost or misplaced items from home. Students bringing these items do so at their own risk. Absolutely no guns, war toys, or other toys of destruction are permitted. During full day programs, students may be allowed to bring electronic items from home depending on the site activities. Items must be fully charged and students are not permitted to share their items with others in the program. Students are not allowed to access the internet on their devices, take photographs of students, or send or receive text messages or emails. Students found not following the rules will have their devices put away and given to parents upon pickup.

1.9 SCREEN TIME

Because we care about the health and well-being of the students in our care, we follow the American Academy of Pediatrics' Recommendations on Screen Time. Club K understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. Therefore we will restrict screen time by:

- Allowing a maximum of 1 movie day per month of age appropriate screen time during the school year and 1 movie day per week during summer camp.
- Offering an alternate activity during screen time.
- Encouraging movement and interaction during screen time when appropriate.
- Not allowing any screen time during meals and snacks.

Section 2: Program Information

2.1 NON-DISCRIMINATION

Club K After School Zone does not discriminate in providing service to students and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, marital status or sexual orientation. Refer to Section 5 Inclusion Policy for additional information.

2.2 LICENSING

Club K After School Zone is licensed by the State of Oregon Office of Child Care's Early Learning Division to provide after school, full day, and summer camp programs and meets or exceeds all state laws regulating the operation of child care programs.

2.3 FAMILY ENGAGEMENT

We appreciate our families and encourage you to visit and observe the program any time. We value your insights and want to hear from you if you have any special talents, projects, traditions, or interests that you would like to share. Twice a year you will receive an evaluation survey asking for your feedback on our program. We encourage you to let us know your thoughts anytime throughout the year. You can email us, send a note to our office, speak with your child's Director, or give us a call. We value your opinions!

2.4 FAMILY COMMUNICATION

Communicating with your family is important to us! Club K uses email as our primary method of communicating with families. You will receive periodic emails containing important information regarding our program. In addition, you will receive seasonal family newsletters before major transitions in program operations such as from school year to summer operations. Curriculum Activity Plans outlining what's coming up during the month are posted on the Parent Information Board. Additional important information is also posted on the Parent Information Board at each Club K location. Our Facebook page contains updates about what the students at the various locations are up to. For the latest information from the office, keep informed by updating the Club K Main Office with your current contact information.

Section 3: Registration and Attendance Policies

3.1 REGISTRATION AND SPECIALTY ENROLLMENTS

Registration and re-registration takes place on an ongoing basis. Space is limited at each location and families are encouraged to register early to guarantee space in the program. Priority is given to currently enrolled families on full time schedules. Families desiring "as needed" scheduling will be accommodated as space permits. Families registering as "drop in's" (as needed) are not guaranteed space on a regular basis. To register or re-register in the program, registration forms must be completed and submitted, along with the registration fee, at least one week prior to attendance.

Registration forms and information is available on our website.

Registration forms include:

- *Registration Form, Consent Form, Tuition Agreement Form, Tuition Express Form*; a voided check or Direct Deposit slip from your bank is required (the slip must have your routing number, account number, name, and bank name).
- Space is not confirmed until all registration forms are completed and returned and all registration fees and deposits are paid in full.
- Once we have received a family's completed registration materials, they will receive an email confirmation from the billing department confirming the details of their registration, a confirmed start date, and billing schedule.

Specialty Enrollments

Specialty enrollments are considered enrollments where a student has:

- A life threatening allergy
- A court order pertaining to custody, parenting time, or restrictions on contact
- An IEP or 504
- A medical condition that requires a medical protocol, additional staff training, or additional information is needed

Specialty enrollments are reviewed by our Operations Team prior to enrollment and a family conference may be necessary to collaborate with families and staff and to provide additional information to ensure your child's safety and success in the Club K environment. During this process, if your registration forms are complete, your space is reserved while the information is under review. Once we have reviewed the information, a final enrollment decision is made and the registration is processed.

- Registration is processed by our Registration Team once the Specialty Enrollment has been reviewed and a final enrollment decision is made.
- Completed registrations are processed in the order in which they are received.
- Incomplete registrations are not processed until all components are complete. If information is missing, you will receive an email from us requesting the needed information.
- Normal processing time for Specialty Enrollment is 5-7 business days.
- During times of peak volume (late spring and late summer) processing time can be 10-12 business days.
- Email confirmations are sent once registration has been processed. The email confirmation confirms the package plan chosen and corresponding tuition rate, the start date, first payment due date and the future payment schedule.
- Registration fee and deposit is due at the time of enrollment.
- 1st month's tuition is due upon registration if applicable.

3.2 SIGN IN/OUT PROCEDURES

You are required to sign your child in and out of Club K each day at drop off and/or pick up. Staff will sign students in at school dismissal. If a student is to be picked up by someone other than a parent or guardian, prior written authorization and notification is required. To authorize a pick up, an [Information Update Form](#) (found on our website) must be completed and submitted to our Registration Team before the pick up occurs. A photo ID is required for anyone picking up a student.

3.3 REGISTRATION FEE

An annual registration fee is due upon registration and at the start of each school year. Also, if a family leaves the program and re-enrolls, a new registration fee will be charged. These fees are non-refundable and non-transferable should a family find their needs have changed. Summer Camp is a separate program which requires a separate registration fee, deposit and paperwork. Summer Camp fees are used to support program activities and purchase program materials.

3.4 TUITION RATES

Tuition is calculated and amortized for the entire school year, taking into consideration the number of scheduled school days, holidays, absences, and vacations. This annual tuition

amount is divided into equal payments from start date through June. Club K offers several schedule options and service packages to choose from based on each family's needs. Tuition is based on the number of contracted days attending per week and the program spot reserved, rather than time spent in the program. Early Release days, school out days/in-service days, and school vacation break days can be added for an additional fee.

Tuition Policies

- Tuition is based on the number of contracted days attending per week and the program spot reserved, rather than time spent in the program.
- Tuition is not reduced due to absences, vacations, suspensions, weather related closures, school district closures/delays, communicable disease outbreak, holidays, etc.
- Tuition is calculated and amortized for the entire school year, taking into consideration the number of scheduled school days, holidays, absences, and vacations. This annual tuition amount is divided into equal payments from start date through June.
- Summer Camp is a separate program for all families. Families will need to submit a [Summer Camp Registration Form](#) and [Consent Form](#) before attending Summer Camp.
- Club K is not in a position to carry accounts. If a family's account becomes delinquent, Club K will be unable to provide care for their child(ren). Any fees or charges incurred due to a delinquent account or an outstanding balance after withdrawal from the program will be subject to collection action. There will be an added fee of \$250 on any account turned over to a collection agency to cover the costs of collection, attorney fees, etc.
- Club K must be notified 10 days in advance if your banking institution, account, or persons on the account have changed. A new [Tuition Agreement Form](#) and [Tuition Express Form](#) must be completed and submitted to the Main Office.
- To cancel care, a signed [Information Update Form](#) needs to be submitted to the Main Office by the 3rd of the month to end care at the end of the current month. Cancellations received after the 3rd will go into effect at the end of the following month. Tuition is not prorated and partial month refunds will not be given.

3.5 PAYMENTS

Tuition is due on the first day of the month and is paid via Tuition Express®, a secure and convenient Electronic Funds Transfer (EFT) from the bank account you designate. Additionally, you have the option to have twice monthly payments with half of the tuition due on the 1st of the month and half of the tuition due on the 15th of the month. Completion of the EFT Authorization form is required to register in the program. School sites are not able to accept payments of any kind. We do not provide a bill prior to the tuition due date.

All families are provided with a Tuition Express ID number in the confirmation email you receive from our Registration Department. This number may also be obtained by contacting

our Main Office. With this ID number, families register for Tuition Express®, allowing 24 x 7 access via a secure website to view your Tuition Express® transactions. From your account, you can print receipts and tax statements for flexible spending accounts and tax purposes. For more information, please visit www.tuitionexpress.com.

3.6 RETURNED PAYMENTS

A fee of \$35 will be collected for all first time returned payments. The second time a payment returns, \$50 will be collected. If Club K receives two (2) returned payments, regardless of the reason, I understand there may be an interruption of care and my child may be disenrolled from the program.

3.7 LATE PAYMENTS

A \$50.00 late charge will apply 5 days after the tuition due date. Club K After School Zone reserves the right to discontinue service if tuition is not paid according to the Tuition Agreement. Please refer to the Tuition Agreement for additional information.

3.8 LATE PICK-UP FEE

Our program closes at the end of your program plan time. Children become upset when parents are late picking them up. The late pick up fee begins at 1 minute after your designated program plan time ends and is \$20.00 plus \$1 per minute per child up to the first 15 minutes. Beginning at 16 minutes after your designated program plan time ends, an additional \$20 charge plus \$1 per minute per child for the next 15 minutes will apply. The \$20 fee will be charged in 15 minute increments in addition to the \$1 per minute late fee. The fee is due and payable via EFT the next business day. To avoid late pick-up fees, be sure to have alternate authorized pick up people who can pick up your child in the event you find yourself running late. Families who are late more than 3 times may be disenrolled from the program.

3.9 CHANGES TO ATTENDANCE SCHEDULES

Fees are charged based on your registered and agreed upon schedule. You are charged whether your child attends or not, including absences for illness, holidays, school closures, emergencies, communicable disease outbreak, or vacation time.

- If you need to make a change to your child's attendance schedule, you must provide written notice on the [Information Update Form](#) located on our website under the Parent Corner tab. The form must be submitted to the Main Office by the 3rd of the month to go into effect the next month. Families are responsible for contracted tuition and fees.
- To cancel care, a signed [Information Update Form](#) needs to be submitted to the Main Office by the 3rd of the month to end care at the end of the current month. Cancellations received after the 3rd will go into effect at the end of the following month. Tuition is not prorated and partial month refunds will not be given.

3.10 STUDENTS WHO DO NOT REPORT TO CLUB K AS SCHEDULED

Parents are expected to notify their child's Club K location if their child will be absent. In the event your child is scheduled for a day of Club K and they do not report to the program, our staff takes the following steps:

- Prior to the start of the program, voicemail messages and emails are checked to see if any students are reported absent.
- If a student is scheduled to attend our program and does not report to program as scheduled, our staff calls parents to confirm and verify where the student is supposed to be that day. They will contact all persons on the authorized pick up and emergency contact list until the location of the student is verified.

3.11 HOLIDAYS, CLOSURES, INCLEMENT WEATHER, AND PROFESSIONAL DEVELOPMENT TRAINING

We are closed on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- The week prior to school starting
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

If a holiday falls on a weekend, we follow the school district's holiday schedule. Additional closures may be scheduled on the day before or after holidays. Please check the Club K Program Calendar for observed holidays for your location.

The Club K program calendar takes into consideration the days school districts designate for their holiday closures. During district holiday closures, Club K may be closed. Refer to our Program Calendar for specific closure dates. We designate a portion of these days as Professional Development Days for ongoing staff training and collaboration. Club K is closed the week prior to school starting for school year set up and staff professional development. Additionally, Club K may be closed the week after school gets out for Professional Development and summer camp site set up. Training offers Club K staff the opportunity to keep current with best practices in the childcare field. Refer to our Program Calendar for specific closure dates.

School district closures or delays may occur due to inclement weather, traffic, communicable disease outbreak, etc. Tuition is not reduced due to these events.

3.12 REPORTING STUDENT ABSENCE

Parents are to contact the Director of their child's location directly or leave a voicemail on the site phone. Site phones are only answered during program hours. Voicemail is checked daily prior to the start of program. Club K operates independently from the school districts.

Reporting your student absent to the school attendance line does not report them absent from Club K.

Section 4: Club K - Behavior Guidance Policy

4.1 FOR STUDENTS:

Club K believes that the time after school should be a fun, enriching time to explore individual interests. We create an environment that supports age-appropriate choices within consistent boundaries. Our program schedule and activities give students opportunities for positive, respectful interactions with adults and peers.

Helping students understand the consequences of their behavior and the impact of their actions on others is a crucial part of childhood. Our environment assists students in interacting effectively with each other, balancing personal needs and rights with the rights of others. Our program rules are simple: **Be Safe, Be Responsible, Be Respectful and Have Fun!**

Students will be guided to make appropriate choices throughout their time with us. Students are presented with positive models of acceptable behavior, never punishment. Staff must use appropriate guidance techniques and constructive solution strategies, and will assist students in choosing acceptable ways to manage their emotions and resolve issues, understanding that conflict is a natural and normal part of life.

Guidance and discipline is handled by Club K employees while students are in our care and signed into our program. Our Visitor Policy states that only people enrolled in the Central Background Registry are allowed continued access to students and all discipline is handled by a Club K staff member while students are signed into Club K custody.

In the event that behavioral issues occur, staff will use the following guidance techniques to address the inappropriate behavior:

Classroom Management

- Model and reinforce appropriate behavior.
- Maintain consistent supervision.
- Set reasonable expectations for behavior based on development and age.
- Guide appropriate self-expression.
- Be familiar with individual student needs and abilities.
- Provide interesting, challenging, and age-appropriate activities and environment.
- Set clear expectations.
- Assist students in making appropriate choices.
- Encourage and facilitate problem solving and conflict resolution.
- Immediately act if a student is in physical or emotional danger.

When students have a challenge with another student:

- The first time an issue arises, staff will encourage the student to talk to the other person involved with the problem.
- The second time, staff will assist the students involved by asking open ended questions and guiding the resolution process.
- If the problem continues, the student will be encouraged to make a different choice or will be asked to take a break from the area, activity and/or other person involved.
- Parents will be notified of repeated behavioral problems. A conference may be necessary between the Director, the parent, and the Regional Manager to resolve these issues to the satisfaction of all parties. An action plan will be created to ensure program expectations. Consequences of behaviors and actions steps will be understood.

Student Expectations:

- Listen to others
- Be respectful
- Be safe
- Be responsible for their actions
- Respond to staff in an appropriate manner
- Follow staff directions and comply with requests from Club K staff
- Seek help if needed to resolve personal disputes

Guidelines for Immediate Expulsion

Certain behavior may cause a significant risk of harm to the health and safety of other students or staff. For example:

- A physical assault which results in serious bodily injury.
- An attempted physical assault which, if completed, would result in serious bodily injury.
- Setting or attempting to set fires.
- Bringing weapons to the program.
- Substantial damage to real or personal property.

Club K defines a weapon as any device, instrument, material, or substance which may be used in a manner capable of causing serious injury or death or used with the intent to harm or harass students, staff or parents.

Club K may expel from the program any student whose behavior creates a significant risk of harm to the health and safety of other students or staff, without following the guidance steps outlined above.

Discipline

Our policy *does not* permit the use of the following forms of discipline:

- Corporal punishment.

- Emotional punishment, including ridicule, embarrassment, or humiliation.
- Punishing a student for lapses in toilet training habits.
- Withholding food, light, warmth, clothing, or medical care.
- Physical restraint, other than the actions necessary to protect a student or others from harm.

Bullying

We take the subject of bullying very seriously. We respond quickly to acts of aggression and strive to provide a safe environment for all students.

We define bullying as a form of aggressive behavior manifested by the use of force or coercion to affect others, particularly when the behavior is habitual and involves an imbalance of power. It can include verbal harassment, physical assault, or coercion and may be directed repeatedly towards particular individuals.

In the event that bullying occurs in our program we will follow the policies and procedures outlined in the behavior guidance policy listed above. The primary differentiators for bullying are the repeated, consistent behavior that is aimed at one particular student and/or group.

We see it as our responsibility not only to protect all students from being bullied while in our program, but to encourage and support positive social interaction and development of all our students. We encourage you to speak with your Club K Director or the Regional Manager if you feel your student is being bullied.

Our goal is to provide a welcoming, safe environment that is inclusive of all students. We do not tolerate hate speech or acts of discrimination.

Student Code of Conduct Policy

Parents: Please review this with your child and make sure that he/she understands what is expected of them while at Club K After School Zone.

- I will show respect for my instructors and teachers.
- I will show respect for my fellow students.
- I will show respect for myself by behaving in an appropriate manner.
- I will help to clean up the areas I work in.
- I will work to resolve problems with instructors and fellow members in a positive manner.
- I will follow all instructions given to me by teachers and instructors.
- I will cooperate with fellow Club K students and instructors in all activities.
- I will participate constructively in all Club K activities.
- I will seek help from instructors and teachers to solve disputes with others when needed.
- I will be responsible for my actions

Any behavior that threatens the health or safety of another student or staff member or the continuous inability to follow the rules and guidelines of our program may result in a family conference, success plan, suspension or disenrollment from the program.

All students are expected to follow the Behavioral Guidance Policy for Club K students. (Please see your Director if you would like a copy of the Behavioral Guidance Policy).

By enrolling my child in Club K After School Zone, I understand and agree that my child will follow all rules and regulations of Club K After School Zone as a condition of enrollment .

4.2 FOR PARENTS:

Parent Code of Conduct Policy

It is the goal of Club K After School Zone to create and maintain a respectful, peaceful, and secure environment for students and staff in partnership with parents and school district personnel. We strive for a positive working relationship between parents and staff in order to model for students appropriate interactions and assist them in learning skills necessary for effective communication. Parents and visitors to our program are expected to be aware of their responsibilities and adhere to the Code of Conduct.

Parents are expected to:

- Approach staff respectfully to help resolve issues or concerns
- Recognize Club K's staff's first priority is the safety, supervision and engagement of students. Therefore, staff may indicate that it would be more effective to schedule an appointment to speak one on one with parents when a lengthy discussion or confidentiality is required
- Recognize that some conversations are private and need to take place away from the students
- Communicate with staff in a calm, respectful manner
- Work with staff for mutual understanding and the benefit of their children
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue
- Actively participate in plans to correct their own child's behavior
- Avoid using staff as threats to admonish children
- Reinforce expectations with your child to follow site rules
- Be familiar with the Club K Guidance and Discipline Policy and support staff in it's implementation
- Reinforce expectations with your child to adhere to the Student Code of Conduct
- Bring questions, comments, or concerns regarding programming matters directly to the attention of the Director
- Solicit the help and cooperation of the Regional Manager for questions, comments, or concerns regarding programming that are not resolved with the Director
- Acknowledge staff upon entering and exiting the program to ensure a smooth transition of supervision responsibilities of your child
- Sign child(ren) in/out per program policies

- Contact the Main Office for questions, comments, or concerns regarding non-programming matters (registration, billing, program locations, policies, etc.)
- Partner with Club K to create an environment where everyone feels welcomed, respected and valued

Section 5: Inclusion Policy

Club K complies with the Americans with Disabilities Act, and similar state disability laws. Students with disabilities will not be disqualified from registration, so long as registration and/or any required accommodation does not fundamentally alter the current program. This means that Club K does not have to depart from providing group program based on classroom ratios of providers to students mandated by state laws. Students with special needs must be capable of functioning in the program setting and ratio for the relevant age group.

Club K does not provide one-on-one care or other specialized supervision outside of its present program structure. Club K also does not employ specialized staff to respond to special medical needs that may be associated with an individual's disability. However, accommodations that reasonably can be made by Club K will be provided, so long as they do not pose an undue hardship or fundamentally alter the existing program.

Any decision to register a student with special needs will be made on a case by case basis after assessing whether the program can meet the student's particular needs without fundamentally altering its program. Students with special needs who need unique supervision or aids, not provided by Club K, will not automatically be disqualified if the parent of the student will provide and pay for those needs at all times the student is in attendance. Supervision provided and paid for by the parent of the student must meet the qualifications set forth by the Oregon Office of Child Care and be at least 18 years of age. Students who pose a direct risk—a substantial risk of serious harm to the health and safety of others—will not be offered registration.

Any parent who wishes to register a student who has special needs must first provide the Regional Manager with a current IEP or 504 and then meet with the Regional Manager to discuss the program and special needs of the student. Club K reserves the right to register the student on a limited basis to observe and evaluate the student's interaction with other students, safety issues, and the student's level of independence in the classroom setting. Based on the interview, a review of relevant medical information provided to Club K, and the opportunity to observe the student in the program environment, a registration decision will be made.

Like any registration decision, there must be an open spot for the student in order to consider the student for registration. Before registering, the student's treating doctor and/or counselor will have to provide Club K with a written medical release authorizing the student to register in the program and note all restrictions and/or special needs that will apply.

Any decision to register a student with special needs, like any student, does not preclude Club K from making a decision to remove the student from registration for safety reasons, behavior reasons, or for reasons that the needs of the student cannot reasonably be accommodated by Club K.

Section 6: Health and Safety

6.1 WELLNESS POLICY

Club K After School Zone is not equipped to care for ill students. For their safety and the safety of others we require that all sick students be picked up within one hour of a parent or guardian being called. Fees may be assessed if a student is not picked up within the allotted one hour time period. We want to make sure that all of the students in attendance get the best possible care. Any student who is too sick to go outside or attend school is too sick to attend the program.

If a student becomes ill while in the program, a parent or guardian will be contacted. It is essential that parents/guardians keep their child's emergency contact information up to date so they can be reached if their child becomes ill. Any student experiencing the following symptoms will be sent home:

- A fever of 100 degrees Fahrenheit or higher taken under the arm
- Contagious skin or eye infection
- Diarrhea (more than one abnormally loose stool)
- Vomiting
- Severe cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe
- Profuse nasal discharge
- Head lice or nits

Students must be symptom free for 24 hours before returning to the program. Additionally, any updated guidance from the Oregon Health Authority or Office of Child Care will be communicated to parents and followed by Club K in regards to illness exclusion periods. Parents/guardians are to notify Club K if their child becomes infected with a contagious disease such as whooping cough, German or regular measles, mumps, chicken pox, diphtheria, pinworms, conjunctivitis (pink eye), strep throat, scarlet fever, etc. The Director will notify parents of other students who may have been exposed. A *Site Exposure Notice* will be posted at site.

6.2 MEDICATION

We will dispense prescription medication, sunscreen, and over-the-counter medicine with written authorization from the student's physician and a parent or guardian. A pharmacy label on prescribed medication with your child's name is considered physician's consent. Non-prescription drugs and medications, which are not labeled with age appropriate dosages, require a physician's written authorization, the parent's written consent, and the medication labeled with the student's name, date and dosage.

Club K's Main Office requires a completed [Permission to Administer Medication Form](#) in order to administer medication to your child; forms are available at your child's Club K site. Medications must be in original containers. We cannot administer any medication that has expired. Prescription medication must be accompanied by the doctor's dosage instructions.

We administer prescribed medications according to the dosage and time set forth in the prescription.

- We recommend families ask their child's physician to prescribe a 12-hour dose of medication when appropriate. This allows you to control the administration of medication at all times.
- All medications must be given to the designated staff member in charge upon arrival for secure storage.
- No student will be permitted to carry cough drops, throat lozenges or any other over the counter medication on their person. Parents are responsible for transporting medication from their child's home school site to the school out day location or summer camp location.
- Club K staff are not permitted to transport student medication between Club K sites.

End of School Year and Summer Camp Medication Procedure

Parents are to pick up their child's medication from Club K on their child's last day of Club K. Medications must be picked up by the student's parent or legal guardian (not an authorized pick-up).

- Our staff will remind parents that medications **are not transferred** from the school year program to the Summer Camp.
- If a student is registered in our Club K summer program, parents will need to bring the medication to the first day of Summer Camp and fill out an updated [Permission to Administer Medication Form](#).

6.3 SUNSCREEN

Sunscreen is considered a medication according to the Office of Child Care licensing regulations. Parents wishing to have Club K Staff assist with sunscreen application need to fill out the [Permission to Administer Medication Form](#) as part of their summer camp registration.

Club K Provided Sunscreen:

Club K uses Rocky Mountain Sunscreen (RMS) to protect students against the harmful effects of the UV radiation from the sun. RMS provides sunscreen to over 2000 centers, camps and schools each year.

Rocky Mountain sunscreen products meet all the new 2012 FDA Final Rule testing standards for Broad Spectrum (UVA/UVB) protection and Water Resistance (80 minutes). When used as directed, RMS reduces the risk of skin cancer and early skin aging. To read more on the FDA Final Rule, please visit www.rmsunscreen.com and click on FDA New 2012 Regulations on their homepage.

Rocky Mountain Sunscreen is moisturizing, hypoallergenic, non-comedogenic, and free of:

- Fragrance
- Casein
- Gluten
- Corn Products
- Nut Oil
- Sugars

- PABA
- Soy
- Carbohydrates

Families with questions about any of Rocky Mountain Sunscreen's products can contact them at: info@rmsunscreen.com or by calling toll free 1-888-356-8899.

Family Provided Sunscreen

1. Provide sunscreen for their child if they want their child to have an afternoon dose of sunscreen. Siblings cannot share a bottle of sunscreen per licensing regulations.
2. Label the bottle of sunscreen with their child's first and last name.
3. Family provided sunscreen may not be aerosol or spray type per licensing regulations.
4. Apply the morning dose of sunscreen prior to their child arriving at camp.
5. Complete the [Permission to Administer Medication Form](#) if families want their child to have sunscreen at camp.

6.4 ALLERGIES

All allergies to food, medication, or bee stings, etc. must be listed on the [Registration Form](#). If a child requires medication for such conditions, the prescription can be kept on-site, in a locked medicine box, and administered when necessary for as long as the student is registered. Parent and physician authorization are required to dispense medication. Severe allergies need to be discussed with the Regional Manager upon registration and a Medical Protocol MOU will be completed and signed before care can occur. Life threatening allergies are considered Specialty Enrollment (see Section 3 Registration and Specialty Enrollment), as a result more information may be required prior to registration confirmation.

6.5 INJURIES

We take precautions to ensure the safety of every student in our program at all times. However, minor injuries are a normal part of growing up and will occur from time to time as students test their physical limits. Site staff will notify parents/guardians if their child experiences an injury while at Club K After School Zone. If a child is injured or becomes ill while in our care, staff will complete an [Incident/Accident Report Form](#) detailing what happened and have parents/guardians sign it upon pickup.

6.6 CRITICAL ILLNESS OR INJURY

In the event of a critical illness or injury, 911 will be called. A certified staff member will administer basic first aid or CPR. Parents/guardians will be contacted.

6.7 EMERGENCY PROCEDURES AND SECURITY

The safety of the students in our care is our number one priority. Club K After School Zone staff is trained in emergency procedures. Emergency (fire, earthquake, lockdown) drills are held on a monthly basis so students can become familiar with procedures. Should an emergency occur, we will notify you as soon as possible. We have designated an alternate meeting place for each Club K location in the unlikely event we need to leave the school building. Check your site's Emergency Plan for the location of the alternate meeting place.

Security

Safety and security is important to us. We have partnered with Secure Education Consultants (SEC) to analyze our facilities, evaluate our approach to safety, and prepare our staff to appropriately handle emergencies of all kinds. SEC specializes in school safety and security. They are owned and operated by former agents of the US Secret Service, the leading safety and security experts in the world.

Safety Certification: Club K After School Zone is certified in safety by Secure Education Consultants (SEC)

Training

All of our staff participate annually in training conducted by SEC that covers:

- Emergency Preparedness
- Critical Incident Response
- Lock Out
- Lock Down
- Shelter in Place
- Evacuation & Reunification

Club K Additional Requirements:

- Club K requires all staff to be certified in 1st Aid and CPR
- Two monthly emergency drills are practiced at every Club K location
- Emergency drills include, fire, earthquake, lockout, and lockdown scenarios
- Staff uses language appropriate for the students in their care to explain the type of drill and why we are practicing for emergencies.

Emergency Supplies

Each Club K location is equipped with emergency supplies in the event we need to shelter in place or evacuate a building. Additionally, each site is equipped with supplies needed for routine first aid.

6.8 REPORTING CHILD ABUSE

The State of Oregon requires program providers to report any suspected incident of possible child abuse or neglect. We are legally obligated to comply with these guidelines as Club K employees are mandatory reporters. If you have any questions or concerns about our responsibility for this law, please let us know.

6.9 NUTRITION

We provide two afternoon snacks each day after school. On School Out Days, Winter Break, Spring Break and Summer Camp, we provide a morning snack, and two afternoon snacks. Snacks meet the nutritional requirements for school age students set forth by the Office of Child Care licensing regulations and the USDA. Snacks are served snack bar style with students making choices from a variety of nutritional items. If your child has special dietary needs or food allergies, please speak to your Director. In addition, please be sure to add food allergies to the [Registration Form](#) or fill out a new [Registration Form](#) if an allergy develops. Parents/Guardians of students attending full day programs will need to ensure their

child(ren) brings their own lunch with an ice pack (if an ice pack is needed). Club K does not provide refrigeration for lunches or have a method of heating lunches. Club K provides milk during full day program sessions.

Menus are posted on the Parent Board.

6.10 COVID-19 HEALTH AND SAFETY PLAN

Club K follows the recommendations of the Early Learning Division and Oregon Health Authority with regard to ongoing health and safety guidelines during the Covid-19 Pandemic. For a copy of the most recent Covid-19 Health and Safety Plan, please contact our Main Office.