

Club K

After School Zone



FAMILY HANDBOOK

Information & Policies 2024

Club K Program Sites and Phone Numbers**

Beaverton School District

Aloha Huber Elementary	503-407-1149
Nancy Ryles Elementary	971-291-7096
Oak Hills Elementary	503-308-0629
Scholls Heights Elementary	503-530-6647
Terra Linda Elementary	503-277-9678
Vose Elementary	503-277-9291

Tigard-Tualatin School District

Art Rutkin Elementary	971-271-3442
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
Tualatin Elementary	503-277-3154

West Linn-Wilsonville School District

Boeckman Creek Primary	503-746-3113
Boones Ferry Primary	971-271-3441

Private Schools

St. Ignatius School	503-680-5858
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*** 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

9655 SW Sunshine Court Suite 300

Beaverton, OR 97005

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 Program Coordinator or Senior Program Leader at your program site or email or call your Club K Multi-Site Coordinator.

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.

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.



Core Values

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

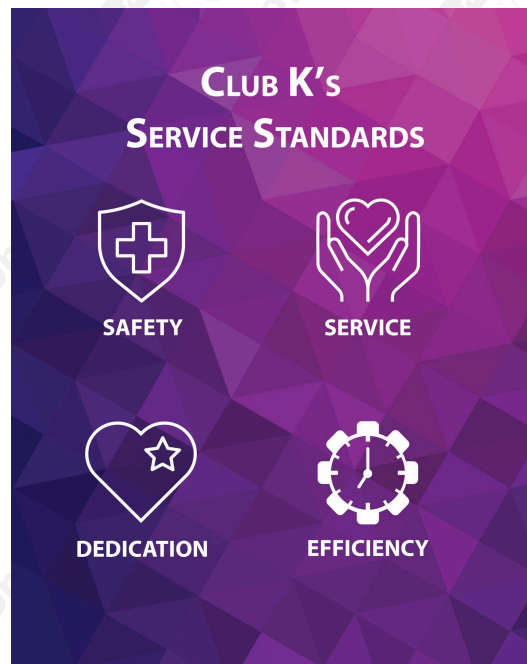
Responsibility: Responsibility in our interactions, words, follow-through, and commitments. We accept when things go wrong and seek immediate solutions.

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 Afterschool 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. Thirty 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.

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 Program Coordinator 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, spring break and summer camp at Club K. Parents are notified in advance of the field trip time, 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. Transportation by vehicle is only approved for scheduled field trips that have received parent permission. All transportation will be provided by chartered school bus services and use of the vehicles will adhere to company policies and procedures.

1.8 ITEMS FROM HOME

Electronic devices, including but not limited to cell phones, Kindles, iPads, iPods, tablets or smart watches, brought to school will not be permitted to be used during the program. Club K After School Zone is not responsible for lost or misplaced items brought from home. Students bringing these items do so at their own risk. Absolutely no guns, war toys, or other toys of destruction are permitted including knives and weapons of any kind. This includes all substances that are not allowed on school district premises.

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 Department of Early Learning and Care (Delc) 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. In addition, 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 Program Coordinator, Senior Program Leader, Program Leader or Multi-Site Coordinator, or give us a call. We value your opinions!

2.4 FAMILY COMMUNICATION

Communicating with your family is important to us! Club K uses the following communication methods and platforms for communicating with families; email, text, ChildPilot App messaging, phone, and printed resources. 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 ensuring that your contact information is up to date in ChildPilot. Parents are required to update Club K with changes to their student or family contact information via ChildPilot to ensure communication and service needs are up to date and current.

2.5 RELIGIOUS PRACTICES

Club K After School Zone is not a faith based program and is not affiliated with any religion. Our curriculum covers diverse educational topics and cultural practices without addressing any one particular religion or group. We do not celebrate religious holidays during program hours. Our programs create an inclusive environment of tolerance and acceptance for all.

Our staff create Discovery Units based on student interests and developmentally appropriate best practices. Discovery Units are reviewed and approved by the Programming Quality Specialist prior to being implemented during programming to ensure that Club K Programming policies and expectations are met and upheld at each location..

If we are made aware of an individual student's needs as it pertains to their religion or religious holidays they celebrate (food restrictions, fasting, etc.) we will make reasonable efforts to support those identified needs in the program. Students are not required to participate in any spiritual or religious practices that differ from their and their family's beliefs.

2.6 VOLUNTEER POLICY

Club K After School Zone does not permit volunteers in any capacity in our programs. All staff working in our programs are paid employees that meet the Department of Early Learning and Care's regulations for the position which they are filling. Any other adults present in the program are under a visitor status, sign in on the *Visitor Log* and are supervised by Club K authorized staff at all times.

2.7 WATER PLAY

Water play is an activity that takes place during summer camp and full day programming on site at Club K locations. Club K After School Zone does not use wading pools, swimming pools, lakes, rivers, or streams as part of water play activities. Club K utilizes small portable water containers and equipment such as buckets, water tables, water toys, sprinklers and slip and slides. Students are supervised at all times by staff and remain within sight and sound of them. Water is disposed of at the end of play and materials are cleaned and sanitized before repeated use.

When it is offered, swimming is a separate summer camp program and requires a separate waiver. For summer camp, we use public pools with licensed lifeguards on duty.

2.8 TEACHER TO STUDENT RATIO AND GROUP SIZE

Club K offers lower than required student to teacher ratios through our unique staffing model that enables supporting individual as well as group needs. The state required ratio is 15 students per 1 staff member. We typically operate at a maximum of 12:1 to ensure that every student receives high levels of support and engagement with our staff. Our locations are staffed with a minimum of two staff at all times and our staffing pattern has up to 3 staff members for each group of 30 students. Larger programs (45-75 students) have 4-7 staff members assigned.

Students are organized into teams based on age, activity, or interests to maximize their project and hands-on learning time. We also strategically break students into groups to support positive classroom management, diverse community interactions and increased supervision. Club K's smaller group and age specific structure enables us to adapt our curriculum and activities to fit the abilities, interests, and needs of specific students based on age and development.

Section 3: Registration, Billing 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 enrollment fee, at least one week prior to attendance.

Registration forms and information are available on our website.

Registration forms include:

- Registration Form, Consent Form, Tuition Agreement Form and payment method on file with ChildPilot. Forms are completed and stored electronically on ChildPilot.
- 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 Speciality 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 Speciality 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.
- Enrollment 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 via the ChildPilot App. 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, use the ChildPilot app to request an additional authorized pick up to your account. A photo ID is required for anyone picking up a student.

3.3 ENROLLMENT FEE

An annual enrollment 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 enrollment 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 enrollment 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 scheduled to attend 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 rates are subject to change at any time with 30 days prior written notice to families.

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 or pauses in attendance, 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 reservation for summer camp via ChildPilot and receive confirmation of attendance schedule 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. Changes to your banking institution, account, or credit card information is made through the ChildPilot parent portal.
- To cancel after school 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. This form is available on the Documents tab in ChildPilot. 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.
- To cancel care and avoid tuition being billed and owed for Spring Break, School out days or Summer Camp sessions, notice of cancellation must be received at least 14 days in advance of the program's payment due date.

3.5 PAYMENTS

Tuition is due on the first day of the month and is paid via ChildPilot through Stax or Card Connect, a secure and convenient Electronic Funds Transfer (EFT) from the bank account you designate or the credit card you have on file. For more information, please visit www.clubk.childpilot.com/parents. 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. To set up a twice monthly payment schedule, contact the Billing department.- School sites are not able to accept payments of any kind. Invoices are generated through ChildPilot before month end and can be viewed on the parent portal.

All families are provided with a confirmation email you receive from our Registration Department. When you register for your ChildPilot account you will be able to view your transactions with Club K, print receipts and tax statements as needed for flexible spending accounts and tax purposes.

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 are to be picked up by the end of the specific program time. Children become upset when parents are late picking them up. Failure to pick up a child by that time shall result in a charge of twenty and 00/100 dollars (\$20.00), plus \$1 per minute thereafter for each child not picked up within the designated time. An additional fee of twenty and 00/100 (\$20.00) shall be added at each fifteen-minute interval thereafter, with \$1 per minute continuing to accrue until such time as the child is picked up. This late pickup fee is per child per program. The fee is due and payable via the payment method you have set up in ChildPilot. These fees are processed with weekly incidental billing. 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 in the resources tab in ChildPilot. The form must be submitted 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 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. This is done via the ChildPilot App. 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 contacts 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
- Juneteenth
- 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
- The week prior to summer camp starting

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 is closed the week prior to summer camp starting 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 report their child absent via the ChildPilot App before school dismissal time. 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 Program Coordinator, Senior Program Leader, Program Leader, and/or Multi-Site Coordinator 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 Program Coordinator, Senior Program Leader, Program Leader or Multi-Site Coordinator 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. Copies of the policy are available on the Resources page of ChildPilot.

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 PHYSICAL RESTRAINT POLICY

Club K After School Zone utilizes our *Behavior Guidance Policy* when interacting and guiding students in our programs. Our staff are trained to look for triggers or patterns of behavior and implement a variety of techniques prior to behavior escalation to help students stay emotionally regulated.

Our Physical Restraint Policy is not to physically restrain students. We work with them to stay emotionally regulated by:

- Providing high quality, engaging and fun activities
- Implementing our Behavior Guidance Policy
- Providing a quiet space for students who need to be separated from the larger group
- Creating *Success Plans* for students who need additional support in our programs

In the event a student becomes disruptive, dysregulated, or elopes, our staff will:

- Use techniques from our Behavior Guidance Policy including but not limited to:
 - Keeping all students within sight and sound
 - Clearing space of other students when threat of harm is present
 - Blocking exits to ensure student remains in supervised space
 - Maintaining student to staff ratios
- Offer the student a quiet space
- Engage the student in another activity
- Make a referral to the Inclusion Specialist to determine if a Success Plan is needed
- Schedule a parent conference to work with the family on additional strategies for their student

4.3 HATE SPEECH POLICY

Club K has a zero-tolerance policy for hate speech and racism, ensuring that every child is nurtured in an environment where they feel safe and free from discrimination and prejudice.

We follow our Behavior Guidance Policy for any acts of hate speech, discrimination or racism.

We use restorative practices with students. In a group environment where students have differing needs, emotions, and self regulation skills, conflict is natural as students engage in compromise and share their different perspectives. Club K fosters a respect for building relationships within our students and staff to establish a common value and understanding of how we impact others with our actions and behaviors. When conflict occurs our goal is not only to cease the behavior, but to enable participants to express the impact of different actions on themselves to other participants and to take part in resolving the conflict

together. Through this process students feel valued, heard and understand the impacts their actions have on their relationships in the Club K community

4.4 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 its 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 Program Coordinator, Senior Program Leader, Program Leader or Multi-Site Coordinator
- Solicit the help and cooperation of the Multi-Site Coordinator for questions, comments, or concerns regarding programming that are not resolved with the Program Coordinator, Senior Program Leader or Program Leader
- 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 Department of Early Learning and Care (DELIC) 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 Registration Team with a current IEP or 504 and then meet with the Multi-Site Coordinator 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. For unexplained vomiting, students may return 48 hours after the last episode of vomiting or with written clearance from a licensed healthcare provider. Additionally, any updated guidance from the Oregon Health Authority or Department of Early Learning and Care (DELIC) 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 Program Coordinator, Senior Program Leader or Program Leader will notify parents of other students who may have been exposed. A *Site Exposure Notice* will be posted at the 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 on the Resources page of the ChildPilot portal. . 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 complete a new [Permission to Administer Medication Form](#).

6.3 STORAGE AND ACCESS OF INHALERS AND EPINEPHRINE

Club K After School Zone accepts students who use inhalers or epinephrine (epipens). Our policy is not to permit students to self carry these items.

Parents of students who have inhalers or epinephrine are required to complete the *Authorization to Administer Medication form*.

Medication is locked up in the locking medication box/bag and stored in the locked filing cabinet when students are not present. When students are present, the locking medication bag is taken out of the filing cabinet by the student's Program Leader and is stored on the Program Leader's clipboard during program operating hours with immediate access to the student in the event it is required.

6.4 SUNSCREEN

Sunscreen is considered a medication according to the Department of Early Learning and Care (DELIC) licensing regulations. Parents wishing to have Club K Staff assist with application of a sunscreen other than Rocky Mountain Sunscreen (RMS) 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.

6.5 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 or bag, 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 Multi-Site Coordinator upon registration and a Medical Protocol MOU (Memorandum of Understanding) 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.

6.6 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.

6.7 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.

6.8 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 drills are held on a monthly basis so students can become familiar with procedures. A Fire Drill is practiced every month in addition to one other type of emergency drill (earthquake, lockdown, lockout) for a total of two emergency drills practiced per month. 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.

6.9 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.

6.10 NUTRITION

We provide one afternoon snack each day after school. On School Out Days, Spring Break and Summer Camp, we provide a morning snack, and one afternoon snack. Snacks meet the nutritional requirements for school age students set forth by the Department of Early Learning and 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 Program Coordinator, Senior Program Leader or Program Leader. In addition, please be sure to add food allergies to the [Registration Form](#) or update your child's information in ChildPilot 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.

6.11 COMMUNICABLE DISEASE RESPONSE

Club K follows the recommendations of the Department of Early Learning and Care (DELIC), the Oregon Health Authority, and local county health departments with regard to ongoing health and safety guidelines during communicable disease outbreaks.

6.12 ANIMALS IN THE CENTER

Club K After School Zone does not allow "class pets" on site in our programs.

Should a student wish to bring their own pet for an activity or to share with their classmates, a written notice is posted for parents to see the date and time of the animal's visit and to make them aware of any potential allergies. The visiting animal is allowed to stay only for the portion of the activity it is involved in and must remain supervised by the animal's caretaker at all times. In no circumstances would the animal stay overnight at the program.

Should a staff member wish to bring an animal to share, the same written procedure must be followed.

Students and staff must wash their hands before and after touching any visiting animals. Cages are not to be cleaned during program hours or on program premises.

As required by the Americans with Disabilities Act, Club K After School Zone allows the use of a service animal by a person with a disability.

6.13 USE OF PESTICIDES

Pesticide Policy

Club K After School Zone does not use pesticides. We rent facility space in public school buildings and they handle any pesticide application. We are notified via their messaging system regarding the application of any pesticides. Club K programs are instructed to not have students present for up to 72 hours after pesticide application on playgrounds. Signs are posted on the playgrounds with the time period of the closure. Common pesticides used are those for the purpose of controlling noxious weeds or spraying for bees and other pests.

Potentially Toxic Substances

Any potentially toxic substances on site are locked up in the storage cabinet and out of reach of the students. This would include sanitizing solutions and cleaners. Items like shaving cream and rubbing alcohol are stored in the locked storage cabinet and brought out for use by students under the supervision of the Program Coordinator, Program Leader or Assistant Program Leader.

MSDS Sheets

MSDS Sheets are stored at the Club K After School Zone Administrative Office and are available upon request.

6.14 HANDWASHING

Handwashing is an important part of keeping everyone healthy. Students wash their hands:

- Upon arrival for care
- Upon entering the child care area after outside play
- Before and after meals and snacks
- After toileting.

Warm running water and soap is used.

The following procedures are used for both staff and students:

- Use soap and warm running water
- Rub hands vigorously
- Wash all surfaces, including:
 - Backs of hands
 - Wrists
 - Between fingers
 - Under fingernails
- Rinse Well
- Dry hands with a paper towel
- Turn off the water using a paper towel instead of your bare hands

6.15 RESTROOM POLICY

Club K's restroom policy utilizes a Hall Pass system. Students needing to use the restroom will get a hall pass from their teacher. One Student may be dismissed to the restroom at a time. Under no circumstances is more than one student to be in the restroom at a time unless under the direct supervision of a staff member. When the student is finished in the restroom and has washed their hands, the hall pass is returned to the teacher and the student returns to their activity.