

S.H.A.R.P

St. Helens Afterschool Recreation Program

Family Handbook

2023-2024 School Year

Managed by the St. Helens Recreation Program in Partnership with the
City of St. Helens



Dear Parents:

WELCOME! The City of St. Helens Recreation Programs welcomes your child to the S.H.A.R.P Program. We offer a program that promotes a variety of activities that contribute to the growth and development of your child's physical, socio-emotional, and cognitive characteristics.

Our Recreation staff has been working diligently to provide a well-rounded After School Program that your child will remember in years to come. Activities may include fieldtrips, athletic activities, educational programs, crafts, recreational games, art-related programs, nature activities, and much, much more! The Parent Handbook outlines what you may expect from the program. We hope it will be helpful and we welcome your suggestions for future handbooks. You are welcome to visit our program at any time! Please do not hesitate to contact the Recreation Program if you have any questions, concerns, or if you would like more information.

We thank you for registering your child in our After School Programs.

Sincerely,

Shanna Duggan

St. Helens Recreation Manager

ABOUT US

St. Helens School District and the City of St. Helens St. Helens Recreation Program Afterschool Care follows an approach to education that is consistent with the National Association for the Education of Young Children's (NAEYC) Developmentally Appropriate Practices (DAP) which has shown that young children learn best through active play and exploration with their environment, appropriate examples and support from caregivers, and nurturing, responsive, and respectful relationships with others.

Play is the key framework that allows children to create a healthy foundation for all future learning and growth.

WHAT IS AFTERSCHOOL?

It is how young children organize information, make meaning of the world around them, practice and improve their skills, and develop their minds and bodies. What is After School? The S.H.A.R.P After School program are not just a babysitting service. The children in our program spend anywhere from 10–20 hours a week with us. We want this time to be educational and character building for each day so that the child so they can grow and develop to the very best of their ability. We provide a wide array of activities for the children to participate in.

We offer art, organized activities, recreation time, fieldtrips, homework time, and much, much more. To offer the best services possible, we strive to meet quality programming standards, which have been created by the National After School Association (NAA). Following these extensive guidelines from NAA, there are several different areas of quality care that we make every effort to follow. First, we have a goal ratio of 1:10, and never have a group exceed 30 children, which closely follows the NAA standards. Our staff our CPR/AED trained and have their food handler's card. To abide by these standards, we create a schedule that is flexible and try to meet the needs of all participants in our program. Through the "Club Time" program, we allow the children to have a choice as to which activities they have the most interest in.

We offer a wide range of activities from science, social studies, math, art, dramatic play, music, physical activities, sports, nutrition education and more. We also offer clubs in which children can become a part of and really get hands-on, in-depth experience with a topic of their interest. (Example: cooking, travel, sports, nature, dance, etc.) One of the standards deals with human relationships. This standard was created to help promote healthy relationships between the children in the program and staff. We want every child in the program to feel welcome and a part of the program. Not only does our staff supervise the children daily, but they also strive to form positive relationships with each individual child so each child's interests and talents shine. Staff also encourage children to be good students, make wise choices, and help them deal with conflicts they may have with peers, in and outside of After School. Not only is it our goal to provide positive relationships with the children, but we aim to do so with parents as well. Parents are a huge contributor to the success in our program. We always welcome and encourage feedback and comments from the parents of ways to make program improvements. Another standard is our indoor and outdoor environments. To comply with the standards set by NAA, we always provide a safe environment for our participants. To do this, we make sure all equipment is in good, working condition and there are not any potential hazards that would be dangerous to our participants. We make sure we have sufficient space for homework, art, dramatic play, a quiet area, sports, and many other activities for the children. We ensure the equipment and supplies are age appropriate and that they allow children to be independent, explorative, and creative. For the standard of safety, health, and nutrition, we strive to ensure the safety of all the After School participants. Staff use walkie-talkies to communicate with each other when a child needs to go home, change areas, or needs first-aid. To ensure the safety of the children when going home, we use pick-up cards, which the parent or guardian must show to pick-up his or her child. If the person picking up a participant does not have a pick-up card, he or she must provide a picture ID and must be listed on the registration form to be authorized to pick up a participant. Our department strives to provide a quality After School experience for your child. We hope your child will enjoy his or her time in our program.

HOURS OF OPERATION

The afterschool program will begin at Lewis and Clark Elementary during regularly scheduled school days. The afterschool program will be closed during teacher in-service days and other instructional days when students are not required to be attending school. The afterschool program is closed during all holidays and the summer months following the school district calendar.

Times of operation will be M/T/Th/F from 2:15 PM till 5:00 PM and Wednesdays from 12:15 PM till 5:30 PM.

CLASSROOM CELLPHONE (503)260-5093 this phone is available when the program is in session. Texts are accepted as well as calls.

BUS ROUTES

WE WILL UPDATE WHEN WE HAVE THE INFORMATION

CHILD TO STAFF RATIOS

Children will be always supervised. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness. We maintain the following standards for child to staff ratios:

Age	Child to Staff Goal	Maximum Group Size Per Staff
Grades K-5	10 to 1	15

OUTINGS & FIELDTRIPS

Weather permitting; we will supervise outdoor play at Lewis and Clark Elementary.

From time to time, there will be scheduled and supervised field trips to the Eisenschmidt Pool. These days will be scheduled in advance and *Permission Slips* for these trips must be signed by the child's guardian beforehand. You child must be age 7 or older to participate in the Eisenschmidt Pool time. If your child does not have proper attire to swim, they will not be allowed to.

PUBLICITY & CONFIDENTIALITY

All records concerning children at our program are confidential.

Unless a guardian indicates that they don't want their child to participate, we will use pictures and names of children for publicity.

TOILET TRAINING

All enrolled children must be toilet trained without support needed.

DISCIPLINE & BEHAVIOR

The afterschool program follows positive guidance practices, as promoted by St. Helens High School's early childhood education classes. Children are encouraged to develop their social skills (self-management, self-expression, communication with others, and experience building relationships with persons outside their immediate family) under the guidance and support of caregivers. Staff redirects unsafe behaviors by guiding

children into safe, beneficial activities. St. Helens School District philosophy asserts that children must be always treated with respect.

St. Helens School District focuses on encouraging positive, responsible actions, modeling good choices, and redirection or distracting children from negative actions. Everyone's development, temperament, needs, and abilities are always to be considered when structuring guidance.

Children are guided to treat each other and adults with self-control and kindness.

Each student at school has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support for caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Youth Program Lead, Recreation Coordinator, or Recreation Program Manager with the City of St. Helens.

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

TUITION & FEES

The yearly tuition is \$3400, you can pay upfront OR you can choose to opt in to paying a monthly amount of 10 equal payment of \$340.

Payment is always due in advance of the coming month with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control.

Program fees are due by the 20th of every month for the following to not incur a late fee of \$30.00. It is important for us to know which children are attending the following month to ensure we have appropriate staffing. Often, we have a large waitlist, so please be courteous with communication if you know your child will not be attending.

The program is closed promptly at 5:30 PM every day. Late pick-up is not a normal program option currently. We understand that emergencies arise, so it is important for families to contact St. Helens Recreation immediately if they are not able to arrive prior to 5:30 PM, so that we can make special arrangements. Families will be charged a late fee of \$1 per minute for each incident of arrival after 5:30 PM.

A returned/rejected fee of \$25 will be collected for all returned checks. All NSF balances must be repaid in the form of cash or money order. If we receive two (2) NSF payments, all payments must be made via money order thereafter.

If you wish to withdraw your child from the program at any time, we ask that you give us a 2-week notice. If a child is suddenly withdrawn from the program without a 2-week written notice of withdrawal, a 2-week tuition fee may be applied.

Credit will not be given for Sick Days – there are no credits for sick days. Sick days are considered in determining tuition and are not refundable.

Credit will not be given for Inclement Weather - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.

ATTENDANCE & WITHDRAWAL

If your child is going to be absent, please call us at 503-366-8208 or send an e-mail to recreation@sthelensoregon.gov. We will be concerned about your child if we do not hear from you or see your child after school. Staff may contact your emergency contact if your child does not show up to afterschool care.

If you wish to withdraw your child, please provide a written notice, 2 weeks in advance, when your child is being withdrawn. Failure to notify will result in additional fees.

INCLEMENT WEATHER

The After School Program will still be held if school is cancelled mid-day due to inclement weather (snow, rain, hurricane, tornado, etc.) until parents can arrive to pick up their child or by 4:30 p.m.

. If school is cancelled before it begins, no After School Program will be held on that day.

In case of hazardous or emergency condition, the school superintendent may alter district and transportation schedules, as are appropriate to the condition. Such alterations include closure of all schools, closure or selected schools or grade levels, delayed openings of schools and early dismissal of students. Please tune in the following media stations for information: Radio – KEX, KGON, KISN, KOHI and Television Channels – 2, 6, 8, and 12. We will follow the S.t Helens High School District closure and delays. For direct emails alerting you of important school district information you can register for “E-alert” through the Parent Info tab on the school district website. www.sthelens.k12.or.us

AUTHORIZED & UNAUTHORIZED PICK-UP

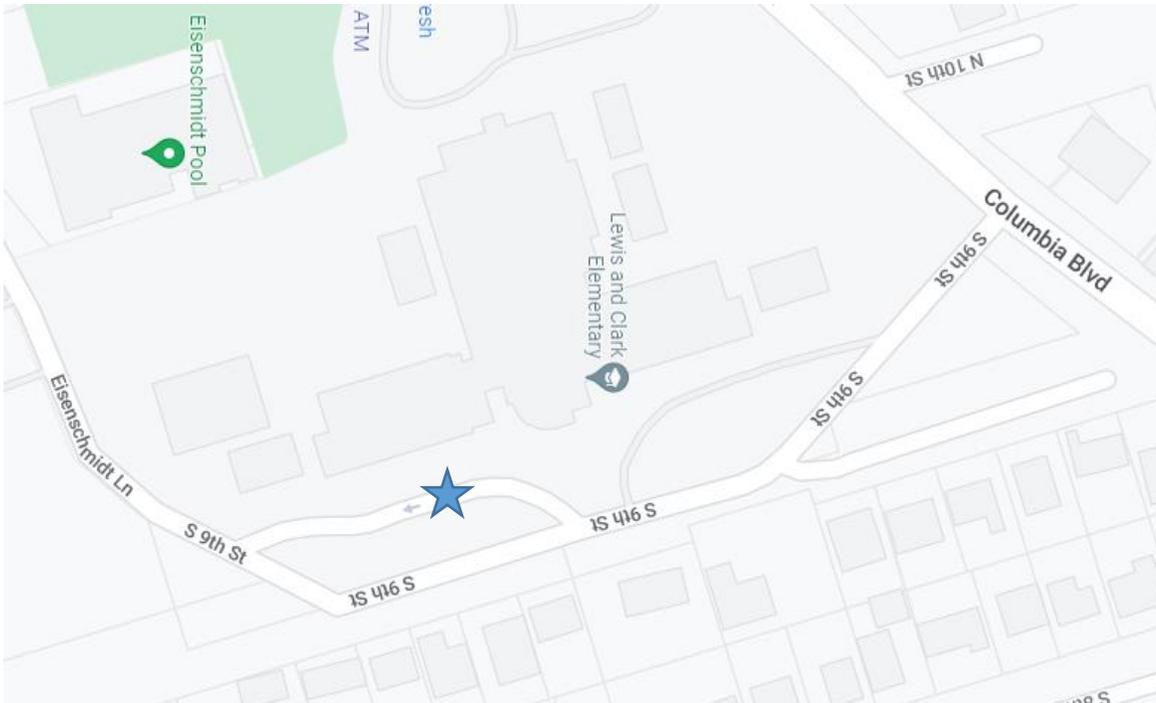
Your child will only be released to you or those persons you have listed as Emergency and Authorized Pick-up Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Authorized Pick-up Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed as an Emergency and Authorized Pick-up Contact, we will call the local police station.

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child, or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the termination of care of your child from the program.

PICK-UP PROCEDURE

Park in the bus pull-through at the lower entrance off 9th Street by the SHARP sign. You will come in and sign your child out.



FOOD ALLERGIES

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions when needed and take precautions to keep your child safe. The written notification should list appropriate food substitutions and must be updated at least annually. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

ILLNESS, MEDICATION, & ALLERGIES

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the afterschool program. The program has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive. We expect parents or authorized pick-up contact to be on-site within the hour to pick up the child.

To protect all children, symptoms requiring children to be removed from care may need a doctor's written release indicating the child is free from contagion and able to return to licensed childcare. Our staff will not be responsible for administering medication to a child.

- Children will be excluded from care until they are symptom-free for 24 hours and the illness is over.
- Children must be able to function in their typical manner without substantial impairment, participating in the daily routine and activities of the afterschool program, in order to remain in care.
- Parents/guardians are responsible for all medical expenses related to the care of their child.
- If a child has been prescribed antibiotics, they may need to be administered for 24 hours prior to returning to care.

According to the State of Oregon Child Care Division (OAR 414-300-0220)

“A center shall not admit or remain in care, except with written approval of the local health officer, a child who:

(A) Is diagnosed as having or being a carrier of a childcare-retractable disease, as defined in Health Division Administrative Rules (OAR 333-019-0200); or

B) Has one of the following symptoms, or combination of

- (1) Fever over 100 degrees F;
- (2) Diarrhea (more than one abnormally loose, runny, watery, or bloody stool);
- (3) Vomiting;
- (4) Nausea;
- (5) Severe cough;
- (6) Unusual yellow color to skin or eyes;
- (7) Skin or eye lesions or rashes that are severe, weeping, or pus-filled;
- (8) Pink eye (conjunctivitis) until after treatment has been initiated.
- (9) Chicken Pox, until all sores have dried and crusted (usually 6 days).
- (10) Stiff neck and headache with one or more of the symptoms listed above;
- (11) Difficult breathing or abnormal wheezing; or
- (12) Complaints of severe pain;
- (13) Unexplained rash;
- (14) A child is unable to function in their daily activities;
- (15) Scabies or other contagious skin rashes.

Our staff will do their best to meet the needs and expectations related to health care within the limits of program policies and state regulations.

The St. Helens School District has a “NO NIT” policy regarding head lice.

These health policies are in effect for children, staff, high school students, family members, and all other visitors to the program. If someone is ill and should be excluded, based on the policies, they may not be admitted to the afterschool program.

Our staff will not be responsible for administering medication due to liability reasons.

If your child has a medical condition or allergy that may require the use of an emergency medication such as an epi-pens, nebulizer or, inhaler a medical protocol will need to be developed by your child’s medical provider, followed with staff training on the procedures before any on-site treatments can begin.

If you observe an accident or a child seems sick, please notify the staff right away.

Staff is certified in First Aid and CPR. Anyone on site can notify staff of a problem or emergency. Any one on site can dial 911 in the event of an emergency.

Parents/guardians administer medications to their own children and must record the name of the child, type of medication, the signature of the person administering the medication, date, time, and dosage given on a log sheet that will remain in the classroom.

COVID-19 Exclusion Summary Guidance for K-12

Version 7/22/2021

PRESENTATION	ACTION	CONDITIONS FOR RETURN
Student or staff has illness with primary COVID-19 symptoms and has not had contact with a COVID-19 case in past 14 days.	Exclude from school. Advise viral testing and referral to health care provider for evaluation. [Scenario 2a]	<ul style="list-style-type: none"> If person tests negative for COVID-19, they may return to school after symptoms improve and fever free for 24 hours. [Scenario 3a] If person tests positive for COVID-19, they must isolate at home for 10 days after symptoms began, and 24 hours fever free, and symptoms improved. [Scenario 4a] If person is not tested, exclude from school for 10 days after symptoms began and until 24 hours fever free and improved.
Student or staff has illness with primary COVID-19 symptoms and had contact with a confirmed COVID-19 case in past 14 days.	This ill person may have COVID-19. Advise viral testing and referral to health care provider. Isolation or quarantine are needed; follow local public health guidance. [Scenario 2b, 3b, 4b or 4c]	
Student or staff has illness with symptoms that are not primary COVID-19 symptoms such as diarrhea, vomiting, headache, or rash.	Exclude <u>per usual school exclusion guidelines</u> . Advise referral to health care provider if symptoms persist longer than one day.	<ul style="list-style-type: none"> If health care provider advises person they can return to school, person may return per documented advice of the provider. If not seen by a health care provider, may return <u>per usual school exclusion guidelines</u>.
Student or staff is not ill or is ill without primary COVID-19 symptoms, but has had contact with a COVID-19 case.	Student or staff must quarantine at home following local public health guidance. [Scenario 1a or 1b]	
Student or staff has a positive COVID-19 viral test.	This person has COVID-19. Isolate at home for at least 10 days since test date, and 24 hours fever free, and any symptoms improved. Local public health will investigate. [Scenario 5, 6 or 7]	
See "Planning for COVID-19 Scenarios in Schools" for additional guidance, including exceptions to quarantine for people who are fully vaccinated and people who have previously had COVID-19 (page 4); details about possible quarantine <14 days (Scenario 1a); see CDC guidance for recommendations on post-travel quarantine and testing.		



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Important Definitions

Primary COVID-19 symptoms include the following:

- Fever of 100.4°F or higher
- Chills
- Cough
- Shortness of breath
- Difficulty breathing
- New loss of taste or loss of smell

Fever free means a temperature less than 100.4°F without the use of fever-reducing medication.

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick and prevents disease spread (determined by local public health authority).

Isolation separates people with a contagious disease from other people to prevent disease spread (determined by local public health authority).

Exclusion means keeping a student with symptoms or diagnosis of a contagious disease out of school to prevent possible disease spread (determined by school).

Confirmed case means a person who has a positive result on a COVID-19 diagnostic test.

Presumptive case means a person who has not had a positive result on a COVID-19 diagnostic test but has symptoms after contact with a confirmed COVID-19 case. (Other situations are possible; refer to Planning for COVID-19 Scenarios in Schools for additional information.)

INJURIES

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the school area in order to prevent injuries. First aid will be administered by a trained staff person in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident/accident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

RESPECTFUL BEHAVIOR

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

CHILD CUSTODY

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

SUSPECTED CHILD ABUSE

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our program will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

PERSONAL ITEMS AT FACILITIES:

Parks and Recreation staff is not responsible for lost, damaged, or stolen personal articles or money belonging to the participants; therefore, children should not bring toys, electronic games, radios, tape players, CD players, expensive clothing, cell phones, etc. to the facility. •

MONEY: Parents are asked to use discretion when sending money with their child to the After School Program. Children are responsible for keeping track of their money.

GUM AND CANDY ARE NOT ALLOWED! Gum and candy are not allowed, especially in the carpeted gym area. (The only exception is when gum and candy are being used as part of an activity and in such cases the staff will supply such items.)

HOMEWORK PHILOSOPHY:

We have taken into consideration the opinions and needs of children, families, and staff in developing a homework philosophy. Balancing the resources available to the program and the needs of those served is a priority. The children will be allowed to do their homework during the After School Program. Staff will assist the children with their homework needs. Homework time is NOT tutorial. It is a basic support system for homework success. The ultimate responsibility in homework completion and accuracy lies with the family. Please be sure to check your child's homework daily.

Parental Involvement Ways in which parents can be involved with the program:

A parent orientation will be held before the school year begins. This is a great way to learn what to expect for your child. Parents are encouraged to get to know the staff that works with your child. Family and staff communication are very important. Many questions or concerns that you might have can be handled through the Site Coordinator or the Site Manager.

Some suggestions for involving families in the program: • We encourage parents to participate in field trips. • Newsletters are sent periodically. • Orientations are prepared for parents. • Parent surveys are given out for feedback on our program. • We encourage parents to get to know our staff. • We encourage parents to read to the children. • Parents may come as guest speakers.

Ways in which parents can be involved at home: Parents are encouraged to take time at home to interact with their children. Some suggestions may be to read to your child, play games, share talents, or even discuss what impact the Afterschool program is having on your child. This communication will help connect your child to our program, so that staff and parents can work together to create the best learning environment for your child.

Family and Staff Communication and Involvement: Parents and family are encouraged to get to know our staff. Your child may be associated with one or more of our staff for most of the school year and it is helpful to know and understand our staff's method of taking care of your child. By conferring with our staff, you will be able to connect your child's home life to school life by establishing what needs are to be met for your child as well as what goals you would like to see your child accomplish in our After School program.

Inappropriate behavior or harassment of any kind towards another parent or staff member will result in immediate intervention up to and including the family's expulsion from the program and/or police involvement. This type of behavior includes, but is not limited to harassment or intimidation verbally, by written note, email, gestures and/or body language.

Ways to Have Input: There are several ways in which parents have input into our program. At any time in which you feel you have input to put forth to our program, you may contact the Recreation Manager Supervisor, Shanna Duggan: sduggan@sthelensoregon.gov.