**Afterschool**

**Program**

**Parent Handbook**

**Operated By:**

**Great Days Early Education Center, Inc.**

**403 North River Road**

**Cottage Grove, OR 97424**

**541.942.7460**

**“Serving local families for more than 30 years”**

**INTRODUCTION**

The Harrison/ Bohemia After School Programs is operated by Great Days Early Ed. Center, a private, non-profit school and childcare center that has served local families for over 30 years. The Harrison After School Program serves all South Lane School and transportation to the Harrison Center will be provided. We believe in programs that work for parents who work. Our After School Program is not simply a longer school day. It is different in both structure and content. Children who have been in school for 6 hours need to shift gears, much as adults do after work. Our program focus moves from academics and achievement to recreation and socialization.

Our program offers a warm, stimulating, caring environment for children after their regular school day. We work closely with school staff to provide smooth transitions from the regular program to the extended day. Our schedule balances active and quiet activities, individual and group activities, and a 30 minute homework period. Parents are encouraged to visit and volunteer at any time.

This handbook is a guide to inform you about program policies. Keep it handy and refer to it during the year. If you have questions, please visit the program or give us a call. We are here to work with you and

for you.

**GENERAL INFORMATION**

The After-School Program is located at: Great Days Early Education Center

 Director: **Barbara Howell** 403 North River Road

 Cottage Grove, OR 97424

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**Important Telephone Numbers**

Great Days Early Education Center 942-7460

After-School Cellular Phone 912-2818

If you have a lengthy message, please contact Great Days Early Education Center. The Center is open between 7:00 a.m. and 6:00 p.m. All messages will be relayed immediately to the “After-School Program”. If you have a short message, and always between the hours of 2:30 p.m. to 6:00 p.m., telephone our cellular number that rings directly into the program at schools. Please use the Bohemia/Harrison School number as a backup if all else fails.

**FEES AND CHARGES**

The After School Programs are operated by a nonprofit corporation. Our fees are based on the costs of running the program: salaries, materials and supplies, rent to the school district, insurance, and so forth.

A detailed breakdown of expenses is available upon request. Parents are charged on a monthly basis. In addition, on an annual basis, they pay a $50.00/year materials and insurance charge ($90.00. year for 2 children).

**PROGRAM HOURS**

2:30 – 6:00 p.m. M, T, Th, F

1:30 – 6:00 p.m. Wednesday

**DAILY SCHEDULE**

Our program has a regular schedule that includes a group meeting, snack, recess, homework time,

special activities, and free choice. It has been developed to help children shift gears from their school

day and to focus on socialization and recreational learning. While the specific activities vary daily, our schedule usually follows this timetable:

 2:30 – 2:45 Opening

 2:45 – 3:00 Snack

 3:00 – 3:25 Recess

 3:30 – 4:00 Assisted Homework Time

 4:00 – 4:45 Special Project

 4:45 – 5:30 Free Choice

 5:30 – 6:00 Cleanup and closing

The After School Programs operates at Harrison Elementary during the regular school year. Busing is provided, either from South Lane School District or Great Days, from outlying schools to Great Days. During school holidays and in the summer, the program will operate a full day schedule at Great Days Early Education Center.

**ARRIVAL AND DISMISSAL PROCEDURE**

Children are signed into the program when they arrive by a program teacher. When collecting your child from the program, parents are asked to sign their child out in the sign-in book located at the front desk. Children are not permitted to sign themselves in or out. Students will be released only to those people authorized on the registration forms. If anyone not listed is to pick up your child, you must inform us in writing. We may ask an unfamiliar person for identification. If your child will be walking home from the program on their own, we will need a signed statement from you indicating that you give us permission to release your child in this manner. If other special arrangements need to be made regarding arrival and departure procedures, for example a child attending sports practice during the After School Program, you must complete a form authorizing us to release your child in the manner you desire.

**EMERGENCY CLOSURES**

Great Days Early Education Center and the Bohemia/ Harrison-After School Programs will follow the

same emergency closure decisions as the South Lane School District. ***If the Cottage Grove public schools are closed due to inclement weather, the After School Program will not operate****.*

**The following radio station will carry information about emergency school closures:**

KNND 1400 AM

**EMERGENCY CLOSURES CONTINUED:**

Due to unusual weather or mechanical failure in the building, we may by forced to send students home

early without prior notice. In this unlikely event, we will attempt to contact all parents. If we are not able

to locate you, we will telephone an emergency contact listed on your registration forms. Please keep emergency information updated in your child’s file.

**HEALTH POLICIES**

An Oregon Certificate of Immunization Status is required by the Lane County Health Department for

each child enrolled. If a child is not current on his immunizations, parents will be notified and allowed

two weeks to obtain the needed shots. We must exclude any child with incomplete immunizations after this time. Children may attend as soon as records are complete.

Children not immunized because of religious beliefs must be excluded from attending in the case of a communicable disease outbreak. This is for their protection.

We are unable to care for children who are ill. This includes children with any of the following symptoms: fever, persistent cough, diarrhea, vomiting, conjunctivitis, skin ailments such as ringworm and impetigo, any contagious disease, illnesses that keep a child from fully participating in the program.

If a child becomes ill while in the program, parents will be immediately requested to pick up the child. We are required to keep ill children isolated from other children, so it is important to pick them up as soon as possible. It is the parent’s responsibility to have an alternative for their child’s care in case of illness.

**EMERGENCY MEDICAL CARE**

In the case of a minor injury (anything not requiring medical attention beyond the application of an ice

pack or band-aid), parents are informed of the injury on their child’s sign-in page. In the case of an injury requiring additional medical treatment, but not an emergency, parents are contacted and informed of the recommendation to seek treatment for their child. An accident report is filed by the attending staff and

kept in the child’s file. Parents are welcome to read the report.

In the case of an injury requiring emergency medical treatment, the child would be transported immediately to the Cottage Grove Hospital. At the same time, a staff member would contact the parents so they would be available at the hospital for consultation on treatment. If we are unable to contact the parent, we rely on the Emergency Medical Authorization Form that parents sign to provide the hospital with permission to treat the child.

**ADMINISTRATION OF MEDICATIONS**

Program staff may not dispense or administer medication to students without written permission from parents. With such permission, the following procedures are followed:

* Short term prescribed medications (10 days or less) may be given with parent signature, providing medication is in the original pharmacy container.
* Long term prescribed medications (more than 10 school days) may be given where there is a signature of both parent and physician and the medication is in the pharmacy container.
* Aspirin, cough drops or any other non-prescription drug needs a parent signature in order to be administered.

Parents are welcome to come and administer medication to their child.

**FIELD TRIP PROCEDURES**

Periodically, the After School Program will go on field trips in the community. Our goal is to provide a safe, educational and interesting outing for children. Parents are notified at least 3 days before a field trip. You must sign a field trip permission slip in order for your child to participate. If a field trip is planned on a day your child normally does not attend, arrangements may be made with staff for them to join the trip.

Children are to be seat belted at all times when transported by school van or in parent cars. A first aid kit

is kept in the van and all staff are trained in dealing with emergencies.

Parents are always welcome to participate in field trips. If you are interested, please let a teacher know.

**SCHOOL RECORDS**

Student files containing health cards, enrollment information, payment information, parent requests, records of meetings, and so forth are maintained on all students enrolled in the program. Records

allow staff to share progress information with parents and also document eligibility of students for

various federal and state programs. All records are confidential and may be open for inspection only

in accordance with applicable federal and state laws. Generally, parents must consent to the release

of all student records.

Parents have the right to inspect their own student records and to challenge the content of the records. Upon request, an appointment will be scheduled. You may receive a copy of your child’s records if you desire.

**SNACK GUIDELINES**

All meals and snacks served by the program follow guidelines set up by the United States Department

of Agriculture and the Oregon Child Care Division. Snacks are served shortly after public school dismissal and include two of the following: fruit or vegetable, a protein, a carbohydrate, and milk. There is no charge.

When children attend Great Days during times when the public school is not in session, breakfast is provided for all children at 8:00 a.m. This meal includes milk, a carbohydrate, and fruit or juice. There is

no charge for this meal. Students who attend during lunch time bring lunches from home.

**We have the following rules during all meal times:**

* Protein is eaten before sweets.
* There is no trading of food with classmates.
* Food is eaten while sitting.

Parents are always welcome to come early and join us for snack or lunch. It is an entertaining and delightful time to be with your child and his/her classmates.

**GUIDELINES FOR STUDENT BEHAVIOR**

We are committed to providing every student with the behavior skills required to contribute and live cooperatively in a diverse society. By the end of 5th grade, we want students to have acquired the self-discipline, reasoning and communication skills that they need to be successful in middle school.

**GUIDELINES FOR STUDENT BEHAVIOR CONTINUED:**

In order to achieve these goals, caring, safe, respectful behaviors are expected at all times from

students, staff and visitors. Bohemia-After School students will actively work on the following behaviors:

* Act responsibly. Do nothing to keep the teacher from teaching and students from participating.
* Cooperate with all members of the school.
* Respect the rights, safety and property of each individual and the environment.
* Understand and respect the law, program policies, and elementary school procedures.

Expectations for common school areas (hall, grounds, etc.) and the After School classroom will be clearly defined by staff. In general the rules in effect during the regular school day will carry over into the After School Program. Students are responsible for understanding and following these rules. All staff members are responsible for taking corrective action at any time necessary during school-related activities.

Play things from home can cause a great deal of trouble at school. Toys, including radios, cassette recorders, remote control toys, etc. should not be brought to the program unless they are for show and

tell. Play equipment will be provided by the program.

**RECOGNITION OF RESPONSIBLE BEHAVIOR**

The foundation of any student behavior policy is the acknowledgement students receive for their responsible behavior. This recognition communicates our expectations and sets the stage for the positive behavior to continue. Program recognition of responsible behavior could include:

* Frequent verbal praise and encouragement
* Home contact through a post card or phone call
* Written feedback in the form of “good work” notes
* Individual or group incentives such as special pencils, privileges, or trinkets.
* Opportunities for students to give each other compliments

**CONSEQUENCES FOR IRRESPONSIBLE BEHAVIOR**

Staff view the occurrence of irresponsible behavior as a teaching opportunity. Corrective feedback is

seen not only as a deterrent, but also as a means for teaching responsible school behavior. In order to

be most effective when resolving problems, staff, students and parents should work together to help students make positive changes in their behavior.

Most mis-behaviors that occur during the year are minor in nature and will be handled by teachers.

They are the most powerful change agents in the program. The most frequently used consequences

are verbal discussion stating the rule broken and time out. Other consequences might include: loss of privileges, restitution, goal setting and contracts, daily report card and self monitoring.

Children who engage in major misbehaviors will be referred to one of the program’s directors for

immediate action and parent conference. Possible consequences include: longer time outs, loss of

high interest activities, “make it right” restitution, hebavior contracts, work detail and suspension from

the program. In the vary rare situations when an illegal act is involved, for example possession of illegal substances or a weapon, we are obligated to follow the School District’s policies and contact the police.

The program does not use and cannot accept parental permission ot use any form of punishment.

**HOME-SCHOOL COMMUNICATIONS**

There are multiple channels of communication between the After School Program and home. These include conferences, notes in the sign-in book, phone calls and personal contacts.

A note to the teacher or phone call is always appreciated when you have information or a question regarding you child’s education, health, or general growth.

One excellent way to learn more about the program is to visit. We love parents, grandparents, siblings,

and other important people in your child’s life to participate. Visitors are always welcome. We invite you

to go on field trips; have your child’s class interview you; bring in hobbies; or simply observe at anytime.

By law, custodial parents have access to the program during business hours and no advance notice is required. If your wish to see a particular part of the program, please refer to the daily schedule posted by the door.

**LICENSING**

We are licensed as a day care facility by the Child Care Division of the Oregon Employment Department. Our license is renewed yearly following proof of our compliance with stare requirements regarding safety, sanitation program, personnel, record keeping and management. A listing of the rules for certification and our compliance with them is kept in the office and is available to any parent wishing to read them.

**NON-PROFIT STATUS**

The After School Program is operated by Great Days Early Education Center, a private, non-profit corporation. Donations are tax deductible. Our costs are funded primarily through tuition fees, and subsidized by fundraising and donations.

The center is committed to a policy of nondiscrimination regarding enrollees and personnel. It does not discriminate on the basis of race, color, and handicap, national or ethnic origin in its admission policy or

the administration of its educational policies.

**COMPLAINT PROCEDURES**

We encourage parents to bring questions, complaints and concerns to the staff. Teachers and directors

are interested in discussing these with parents and finding solutions.

Another avenue for resolving concerns about the school is through the Great Days Early Education Center’s, Board of Directors. Great Days is the parent corporation of the Bohemia/Harrison After-School Program. A list of names and phone numbers is available from program staff or through the Great Days Early Education Center office.

Finally, concerns regarding compliance with state regulations may be addressed to any person

responsible person for child care licensing at the Child Care Division office in Eugene. The office phone number is: 541-688-0933 and the address is: 2510 Oakmont Way, Eugene. Our licensing worker’s name is Rita Garza. She inspects Great Days Early Education Center programs on an annual basis to insure compliance with state rules and regulations. The state is obligated by law to investigate any complaint made concerning a licensed childcare facility. The content of complaints made against a licensed facility and the disposition of such complaints is on file at the Child Care Division and open to the public for review.