



### **MISSION STATEMENT**

To operate the Molalla Aquatic District is to operate the Molalla Aquatic Center, at the highest level of excellence, with a commitment to provide affordable and accessible recreational, fitness, competition, and educational services for people of all ages, abilities, and cultures.

Our vision is to have a strong community through recreation, safety, and pride.

### **PHILOSOPHY OF PROGRAM**

The Molalla Aquatic District believes that children benefit from friendly and supportive interactions with other children and instructors. Our before and after school program strives to provide a fun and educational environment where children have the opportunity to develop talents and recognize their importance both individually and within their community. We realize your child has spent an entire day at school. Our program is designed to give children the opportunity to choose from a variety of activities such as social skills, homework assistance, physical play, swimming lessons and free time.

### **REGISTRATION**

To register your children for our program, we require a \$25.00 enrollment fee per child and completed paperwork. The forms are available at the Front Desk. We will have registration available online at [www.swim.molallaaquaticcenter.com](http://www.swim.molallaaquaticcenter.com) or in person at the Molalla Aquatic Center. All paperwork and the enrollment fee must be submitted before your child can attend.

For 2023-24 School Year, please call staff for assistance or for more information. 503-759-7665 or email us at [FrontDesk@molallaaquaticcenter.com](mailto:FrontDesk@molallaaquaticcenter.com)

### **TUITION FOR MAC KIDS CLUB**

Payment is due by the 15 of each month. If payment is made after the 15<sup>th</sup> of the month, without prior arrangement, a \$25.00 late fee will be added. After three late payments, your child may be removed from our program, unless arrangements have been made with our director. Payment is still due, regardless of attendance in the program.

#### Before & After School Tuition Includes

Before & After School care for School Year, from September 5, 2023 to June 14, 2024.

MAC Kids Club tuition does NOT include Holidays the Aquatic Center is closed; Winter Break, Spring Break or *additional no school days*. However, as part of your monthly tuition, we are offering the following **No School Days** at no additional cost:

- Friday, October 20, 2023
- Friday, December 1, 2023
- Tuesday, February 20, 2024
- Friday, March 15, 2024
- Friday, June 14, 2024

No School Days are a “Drop In” Rate of \$62.40 / \$72.80 per child for the entire day. Hours are 6:00am- 6:00pm. Pre-registration may be requested. Rates reflect member and non member, and 4% card fee.



Program	Monthly Fee	Late Payment Fee	Enrollment Fee	Duration	Notes
10 Month Before School Only	\$260.00	\$25.00	\$25.00	9/05/2023-6/14/2024	Includes 5 NSD 10/20, 12/1, 2/20, 3/15, 6/14
10 Month After School Only	\$275.00	\$25.00	\$25.00	9/05/2023-6/14/2024	Includes 5 NSD 10/20, 12/1, 2/20, 3/15, 6/14
10 Month Before & After School Program	\$525.00	\$25.00	\$25.00	9/05/2023-6/14/2024	Includes 5 NSD 10/20, 12/1, 2/20, 3/15, 6/14
Daily Rate for No School Days	N/A	N/A	*Member if \$25 fee is paid	9/05/2023-6/14/2024	\$62.40 for members \$72.80 for non-members

### ODDS & ENDS

It is in our best interest to have students commit to an entire week, which is why you won't see an option to pick and choose days and have a different fee applied. We reserve space for the appropriate amount of children to teachers, and trying to juggle different schedules for different families does not work for us. We appreciate that you understand this.

If your student is on an IEP, 504 or other plan for education or behavior, please plan to discuss strategies for success for staff. We want to work with you to provide a safe space for your child and positive experiences for all the children in our care.

### CODE OF CONDUCT

As a MAC Kids Club student, you have a right to:

- be respected.
- a safe environment.
- succeed.
- listen and be heard.

As a MAC Kids Club student, you have a responsibility to:

- be on task.
- not demean others.
- respect others and their property.
- follow directions, ask questions.
- listen respectfully to others' ideas and wait your turn to speak.

The staff of the MAC accepts responsibility to:

- provide quality instructional programs in an integrated setting for each student.



- provide an orderly classroom and a safe environment.
- develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of students.

MAC fully expects staff, students and parents to abide by the following character traits:

- Respect – for yourself, others, and MAD property.
- Dignity – for others’ points of view and differences.
- Honesty – in athletics, and activities.
- Responsibility – for actions and words.
- Teamwork – value everyone’s contribution.

Our behavior management techniques include:

- Clearly communicating the expected behavior and restating the expectation if needed.
- Giving choices
- Telling the child what is the desired behavior
- Praising appropriate behavior
- Re-directing the child to another activity

### **ELECTRONICS PRACTICE**

The MAC Kids Club discourages the use of electronics during program time. However, we know that parents often rely on phones for communication with their children. In an effort to respect both program time and parent needs the following guidelines are used for electronics:

- All personal electronics need to be kept in backpacks and on silent mode during program activities.
- When appropriate, staff will provide a designated and supervised area where electronics can be used.
- MAD is not responsible for lost, stolen or damaged personal items.

### **DISCIPLINE PRACTICE**

**Discipline** is an opportunity to provide children guidance and growth. Staff will encourage children to state their needs and listen to the needs of others. Our environment is structured to support children in making positive choices, which are guided by caring and supportive staff. When a participant’s behaviors impact their ability to interact with others or demonstrates the ability to control their emotions or to judge social and play situations appropriately, this may result in an interactive process with MAD which may result in removal from a program.

#### **Summary of Disciplinary Method:**

If a participant engages in inappropriate behavior, then the MAD Staff in cooperation with the parents or guardian(s), instructors and other stakeholders will identify various accommodations and strategies to ensure that the behavior does not become disruptive or a safety threat.

#### **Step 1: Early Intervention (for program participants *with or without* inclusion services)**

Program staff will conference with participant and parents/guardians/caregivers and will document participant behavior. Program staff are primarily responsible for proper participant behavior while participant attends a MAD program. Every reasonable effort



should be made by program staff to solve discipline problems before they are referred to the program coordinator/designee.

Step 2: Behavior Support & Strategies (for program participants **without** inclusion services)

If behavior continues, program staff will continue to document participant's behaviors and determine appropriate intervention strategies. Program staff will alert program coordinator or center supervisor who will coordinate contact with the participant's parent(s) or guardian(s). Program staff will work with the parent(s) or guardian(s), instructors and other stakeholders to gather additional information and to develop additional supports and accommodations for the participant.

Step 2: Behavior Supports & Strategies (for program participants **with** inclusion services):

If behavior continues, program staff will continue to document participant's behaviors and determine appropriate intervention strategies. Program staff will alert program coordinator or center supervisor who will coordinate contact with the participant's parent(s) or guardian(s). Program staff will work with the parent(s) or guardian(s), adaptive and inclusion specialist, instructors and other stakeholders for the purpose of gathering additional information and to develop additional supports and accommodations for the participant.

Step 3: Behavior Modification Plan Development & Implementation (for program participants **without** inclusion services)

A positive and proactive approach to the proper participant conduct will be established. In dealing with participant, staff will model respect, dignity, and self-control. Program staff and the program coordinator will develop an intermediary plan with parent(s) or guardian(s) that outlines goals and expectations for participation in the program.

The program coordinator, with the support of program staff, will clearly identify conduct expectations and consequences for noncompliance and will have parent(s) or guardian(s) and team members sign off on the plan and begin implementation. Program staff and participants will actively monitor and evaluate the plan. Program staff will meet on an "as needed" basis to evaluate/modify the plan or consider more effective accommodations and will communicate any changes. Program staff will continue to monitor and evaluate the participant's program engagement and behaviors. Program staff will document all meetings, telephone calls, incidents, complaints, safety concerns, problems, and successes; and will compile and share any patterns with parent(s)/guardian(s) and make a recommendation(s) utilizing the input and suggestions of all parties involved.

Step 3: Behavior Modification Plan Development & Implementation (for program participants **with** inclusion services):

A positive and proactive approach to the proper participant conduct will be established. In dealing with participant, staff will model respect, dignity, and self-control. Program staff, program coordinator, and the adaptive and inclusion specialist will develop an intermediary plan with parent(s) or guardian(s) that outlines goals and expectations for participation in the program.



The program coordinator, with the support of program staff, will clearly identify conduct expectations and consequences for noncompliance and will have parent(s) or guardian(s) and team members sign off on the plan and begin implementation. Program staff and participants will actively monitor and evaluate the plan. Program staff will meet on an “as needed” basis to evaluate/modify the plan or consider more effective accommodations and will communicate any changes. Program staff will continue to monitor and evaluate the participant’s program engagement and behaviors. Program staff will document all meetings, telephone calls, incidents, complaints, safety concerns, problems, and successes; and will compile and share any patterns with parent(s)/guardian(s) and make a recommendation(s) utilizing the input and suggestions of all parties involved.

**Step 4: Suspension (for program participants *with or without* inclusion services)**

If after implementation of behavior modifications, the behavior continues, program staff will refer the participant to the program coordinator, and parent(s) or guardian(s) will be contacted.

Referrals will result in a conference with the participant and parent(s) or guardian(s) and assignment of a consequence determined by the program coordinator. Returning to steps 1-3 interventions and alternate strategies may be considered by the center supervisor.

For repeated behavior violations, the participant may be temporarily suspended from a MAD program for one to five days by the program coordinator or designee. Program coordinator must alert supervisor and have approval before any suspensions take place.

**Step 5: Removal from Program (for program participants *with or without* inclusion services)**

When the participant does not respond to interventions or alternative placement, recommendation for expulsion will be considered. The recommendation for expulsion shall be referred to the center supervisor and department manager for approval.

Expelled participant will not be permitted to return to the program’s facility or any other district facilities, or attend any district-sanctioned events until the end of the expulsion period; this will be documented on their Molalla Aquatic District account.

**ARRIVAL/PICK-UP**

**Transportation**

Molalla River School District will provide transportation from the Molalla Aquatic Center to the student’s elementary school. The same bus will bring the student back to the Molalla Aquatic Center.

**Check In/Check Out**

Our staff will check-in your child as they arrive to the program or when you drop him or her off. Please check in with staff at the Front Desk, as well as staff in the classroom. Bring your photo ID in case we have new staff who do not know who you are.

If you are not going to be at the number listed on your emergency form, please send a written note with the phone number where you can be reached.



### **Pick-up Procedure**

MAC Kids Club closes at 6:00 pm. Each day you will need to sign your child out and notify a staff member. Until we get to know you and the people authorized to pick up your child, we will check the Health/Emergency form & proper photo ID to ensure your child's safety. Please make sure to have proper photo ID on your person at the time of pick-up. If you need to have someone pick up your child who has not been listed on the authorized list, you must update your on-line emergency contact and pick-up information. Staff will ask for information from the Health/Emergency form to verify identity. Staff is required to ask for photo ID before releasing the child to anyone they do not know, so remind people to bring ID. If there are circumstances where your child is not allowed to be picked up by an individual, please note this on their Health/Emergency form and inform the Director. You will have to provide legal documentation to restrict a parent from picking up a child.

### **Late Pick-up**

Please make arrangements to pick up your child by 6:00 pm. If staff has not heard from someone regarding pick-up by 6:00 pm, your child will be taken to the lobby area, where we will call those listed on your child emergency contact form for pick-up. **Parent/guardians will be charged a \$15 late fee for the first 1-15 minutes and \$1 for each additional minute thereafter.**

### **Absences**

If your child will miss a day, please call the Aquatic Center and let staff know. We know emergencies happen, but we appreciate a notice if at all possible.

### **STAFF**

Program staff members have received training in American Red Cross CPR/AED and First Aid Training, have completed several hours of required DHS training, attend monthly staff trainings and have passed criminal background checks, as long as they are 18 years and older. While they may seem young to you, they take their training and position very seriously, and are qualified to be in charge of your children.

### **CHILDREN'S WELLBEING**

#### **If your child isn't feeling well....**

If your child should develop a communicable disease such as the flu, chicken pox, head lice, hepatitis, scabies, impetigo, etc., please notify the Director or Program Coordinator immediately.

Please use the following guidelines in determining whether to send your child to the program.

Your child should remain home if he or she:

- Has a temperature above 100 degrees.
- Has an unusual cough.
- Has new loss of taste or smell.
- Has shortness of breath.
- Has vomited or has diarrhea during the night or early morning.
- Has been exposed to a confirmed case of Covid.

If you feel your child has been exposed to Covid-19 please contact the center as soon as possible.



If your child develops any of these symptoms during MAC Kids Club, you may be contacted and asked to pick up your child from the front office. Parents should still expect to sign their child out with the MAC Staff before greeting their child at the front office.

If your child was too sick to attend school, do not bring them into the Molalla Aquatic Center for the After School Program. We appreciate your partnership in keeping everyone healthy!

In the event of an accident, we will administer first aid and make all attempts to contact the parent(s) or emergency contact person(s). If needed, we will call 911 for assistance.

### **Medications**

Medications must be delivered in original prescription containers with a maximum limit. Parents must fill out a Medication Authorization form (available online or with the director), which indicates the dosage and time the medication should be dispensed. Over-the-counter medications must also include a prescription label. Staff will keep a log of medications dispensed to your child. Prescriptions that are not picked up at the end of the program will be disposed of.

### **INCLEMENT WEATHER**

#### **Afterschool and Before School**

- If MRSD has a delayed opening: Before care will still take place.
- If MAC has a delayed opening: Before care will still take place, as long as staff can safely get to our facility.
- If MRSD has an early release due to inclement weather: MAC staff may cancel afterschool.
- **If MRSD cancels school: MAC after school & before school care may cancel.**
- If MRSD closes schools after participants have been dropped off for before care, parents will be notified and we will request you pick your child up as soon as possible. MAC staff will stay until all children are safely picked up by parent/guardian.
- If road conditions are deemed unsafe for MAC staff, Before & After school will be canceled and we will alert parents and school accordingly.
- No refunds for inclement weather, school or facility closures.

### **PARENT/GUARDIAN ACKNOWLEDGEMENT**

The Signature Page needs to be returned prior to the first day of our club. Please make sure the following forms are completed.

- Emergency Contact / Authorized Pick-up Form
- Physician & Insurance
- Medical & Physical Information
- Vaccination Records
- Swimming Permission Slip



I have read this handbook, including the code of conduct, with my child and understand all the information provided. I agree to the terms and conditions within.

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_