



School-Age Care serving Cedar Mill Elementary  
and Bonny Slope Elementary School  
"When School's Out, We're In"

# THE STUDENT STOP

## PARENT HANDBOOK School Year 2023-2024

### LOCATIONS:

#### *CEDAR MILL ELEMENTARY SCHOOL*

10265 NW Cornell Road  
Portland, Oregon 97229  
Cell: (503) 705-0763

#### *BONNY SLOPE ELEMENTARY SCHOOL*

11775 NW McDaniel Road  
Portland, Oregon 97229  
Office: (503) 644-4800 Cell: (503)866-8330

**WEBSITE:** [www.thestudentstop.org](http://www.thestudentstop.org)

Executive Director: Christina Bennett  
Assistant Director: Marjorie Thompson

**President:** Karla VanDyke  
**Secretary:** Samiha Wahid  
**Treasurer:** Lindsey McEvers  
**Parent Liaison:** Angela Ekelof  
Kate Glasson  
Jeanelle Vinson

# WELCOME

Welcome to The Student Stop! We are pleased that you have chosen us for your school-age care needs. The Student Stop is a non-profit organization which has served Beaverton and Portland area youth since 1992. We are fully licensed by the State of Oregon and currently operate out of Cedar Mill Elementary School and Bonny Slope Elementary School. A volunteer Board of Directors oversees the program. The Board of Directors assists in developing and implementing all program policies and procedures, ensuring that The Student Stop follows all rules and regulations set forth by The State of Oregon.

***Our Mission Statement:*** *To provide a safe and caring environment for children to promote social, emotional, and educational growth.*

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## HOURS OF OPERATION

**MORNING PROGRAM:** 7:00am-8:15am, Monday through Friday

**AFTER SCHOOL PROGRAM:** 3:00pm-6:00pm, Monday through Friday

**FULL DAY PROGRAM:** 7:00am-6:00pm, Weekdays during school closures

## PROGRAM DESCRIPTIONS

The Student Stop strives to provide a safe and fun experience for children before and after school and on days schools are closed. We offer the following programs:

**MORNING PROGRAM:** During the morning program children can work on homework, participate in arts and crafts, or play organized games. The Student Stop also provides opportunities for self-directed play with a variety of materials. The Student Stop offers breakfast every Thursday at no extra charge.

**AFTERNOON PROGRAM:** The after-school program balances self-directed play with structured activities. Children can participate in homework club, arts and crafts, science activities, cooking, organized games, sports, and much more. Children are encouraged to be physically active on the playground, weather permitting.

**FULL DAY PROGRAM:** The full day program is available when school is not in session. These days could include non-student teacher workdays, in-service days, conference days, winter break, spring break, and summer. **Only ONE location will be open when full days are in session. Please check the monthly tuition form or our website for dates and location.**

## REGISTERED VS. OCCASIONAL CARE STUDENTS

Students may be either “registered” or “occasional care.”

- **Registered:** The student will regularly attend Student Stop and has priority for care. Because they will be attending regularly, a supply fee will be assessed. Space is guaranteed for these students. Registration is required. Parents with more than one registered child will receive a 10% discount on Tuition fees for each additional child.
- **Occasional:** The student will only occasionally attend The Student Stop as needed and as space is available. No registration fee or supply fee is assessed however the daily and full day rates are higher. A tuition form is not required.

Parents/Guardians of occasional care students must request a date/spot at least 24 hours in advance of their child’s attendance. Parents/Guardians can make this request through email and/or text message ([studentstopkids@aol.com](mailto:studentstopkids@aol.com) or Cedar Mill text: (503) 705-0763, Bonny Slope Text: (503) 866-8330). Staff must confirm that there is a spot available prior to attendance. Parent/Guardians should not bring their children for care until approval has been

received. For school days, please notify your child's teacher and the front office staff of your schedule change and provide instructions that the child is to be released to The Student Stop.

An emergency contact form must be completed and returned prior to your child's attendance.

## **SIGNING YOUR CHILD UP FOR CARE**

Parents of registered children must sign their child up for full days in advance using the monthly tuition form. This must be done **PRIOR TO ATTENDANCE** for the program to ensure adequate staffing, except for the first five days of the month. Full day programs may include arts and crafts, cooking, workshops, field trips, mini sports camps, organized games, and more. A schedule of activities and events will be provided in advance.

The Student Stop may close on occasion if not enough children sign up for care. We will make every effort to notify parents in advance.

**Registered Students:** All tuition payments and tuition forms are due by the 5<sup>th</sup> of the month for the entire month. The grace period will conclude on the 10<sup>th</sup> of the month. Payment is due in advance for each month of service. Parents/ Guardians must identify the days of attendance and use the flat daily fee. The tuition form can be found on our website and near the attendance book. It is important that The Student Stop has your child's schedule in advance to ensure adequate staffing.

To enroll as a registered student, parents/guardians must complete and return a registration/emergency form. There is a one-time only registration fee (\$40.00) and a supply fee (\$40.00) which is due **PRIOR** to attendance.

- There is a flat \$8.00 fee for the morning session regardless of time. Sibling discounts are not given for morning sessions.
- There is a flat \$16.00 fee for the afternoon session regardless of time. Sibling discounts apply.
- There is a flat \$45.00 fee for full day sessions regardless of time. Sibling discounts apply.
- Multiple child discounts may be applied to families with more than one child. Additional children will receive a 10% discount on their monthly tuition payment. (Please note, discounts do not apply to sign up fees, field trip fees, and workshop/class fees. In addition, this discount will not be applied to any overages on your account.)
- Refunds/Credits are not provided for missed days of attendance. These days include morning session, afternoon session, spring break, winter break, summer, conference days, teacher workdays, etc. This is due to staffing costs The Student Stop has incurred to ensure a space was available for your child.
- Refunds/Credits are not given for missed classes, workshops, special events, field trips, or time spent in school sponsored after-school enrichment classes.
- Refunds/Credits are not given for illness.
- Tuition not paid by the 10<sup>th</sup> will be charged the occasional care daily rate of \$20 per day

- Tuition not paid by the 10<sup>th</sup> of the month, incur a late payment fee of \$25.00. An additional fee of \$5.00 per day will be added to your account each day the bill goes unpaid.
- If a child attends The Student Stop on days that are not projected on the tuition form, Parents/Guardians must pay using the occasional care rate of \$20.00 per day.
- Sibling discounts will not be applied to payments made after the 10<sup>th</sup> of the month.

**Occasional Care Students:** Occasional care students must pay at the time of pick up or PRIOR to attending The Student Stop. If the bill is not paid at pick up, a late fee may be applied in the amount of \$5.00 per day until the account is cleared.

- Parents/guardians of occasional care students must complete and return a Registration/Emergency form PRIOR to attendance.
- Parents/guardians of occasional care students need not pay the required registration and supply fees. Occasional care students pay higher daily and full fees.
- There is a flat \$8.00 fee for the morning session regardless of time.
- There is a flat \$20.00 fee for afternoon session regardless of time.
- There is a flat \$60.00 fee for a full day session regardless of time.
- Multiple child discounts do NOT apply to occasional care students.

## **REGISTRATION/SUPPLY FEES**

New students must pay a one-time only non-refundable \$40.00 registration fee and a non-refundable \$40.00 supply fee to secure a spot and receive the registered rates and discounts. The supply fee is biannual and will apply to all registered students for the school year AND summer sessions. The supply fee helps cover a portion of each child's snacks, craft materials, office supplies, special events, etc. and is standard among all youth centered programs.

## FEE CHART

Service	Rate
<b>MORNING SESSION</b>	
Daily Fee	\$8.00 flat fee (no multiple child discounts)
<b>AFTERNOON/FULL DAY</b>	
Registered Daily Fee	\$16.00 (Multiple child discounts apply)
Registered Full Day	\$45.00 (Multiple child discounts apply)
Occasional Daily Fee	\$20.00 (No multiple child discounts)
Occasional Full Day Fee	\$60.00 (No multiple child discounts)
<b>OTHER FEES</b>	
Non-scheduled Days (not on tuition form).	\$20.00 (No multiple child discount)
Non-scheduled Full Days (not on tuition form).	\$60.00 (No multiple child discount)
Late Pick-Up (after 6:00pm).	\$1.00 per minute after 6 PM
Late Payment (after 10 <sup>th</sup> of each month).	\$25.00 plus \$5 per day after the 10 <sup>th</sup>
Returned Check Fee	\$25.00
<b>REGISTRATION &amp; SUPPLIES</b>	
Initial Registration Fee (one-time).	\$40.00 (registered students only)
Summer Supply Fee	\$40.00 (registered students only)
Fall Supply Fee	\$40.00 (registered students only)

**Methods of Payment:** The Student Stop accepts cash or checks. A \$25.00 fee will be charged for all returned checks. Parents/Guardians may also use a debit or credit card using our [ONLINE BILL PAYMENT SYSTEM](#). There is a service charge to use this system and you must have a Pay Pal account. More information regarding this payment method can be found on our website.

## ABSENCES

Parents/Guardians must notify The Student Stop of an absence prior to the student's absence. If a child does not show up at their scheduled time, the Parent/Guardian will be called at the contact numbers provided. Please make sure that all contact information is up to date.

## SCHEDULE CHANGES

A registered child may attend on an unscheduled day if space is available. In such circumstances, the parent/guardian will be charged the occasional student rates. You must contact The Student Stop via email, text, or phone message PRIOR to attendance and request a spot. Please inform the staff of a schedule change with as much notice as possible. If Student Stop has space, we will accept your child.

**OVERAGES:** In weeks in which the actual days of attendance exceed planned scheduled days, the additional amount is due and payable on that day. The parent/guardian will be

charged at the occasional daily or full day rate for time not scheduled in advance. **There is no multiple child discount on any overages.**

## **CENTER CLOSURES**

The Student Stop will be open during select Beaverton School District vacations, conferences, and in-service days. Full day daily rates will apply during these times.

**The Student Stop will be CLOSED on the following days:**

- President's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- July 4<sup>th</sup>
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- New Year's Day

**Parents will be notified in advance of any additional closures.**

## **INCLEMENT WEATHER**

**Snow Days:** The Student Stop operates on the Beaverton School District schedule. The program is not allowed to occupy the school building when qualified district employees are not on site. On snow days, with no district employees present in the building, The Student Stop is not allowed to operate.

**Late Start Days:** When buses run on a two-hour delay or on bus routes, The Student Stop morning program will be closed. After a late opening, if schools remain open throughout the day, the afternoon program will open on time. If school closes during the day due to snow or ice the Student Stop afternoon program will not open. For inclement weather updates, watch your local news or follow the school district website. Cedar Mill and Bonny Slope Programs will also record phone messages to keep you up to date regarding late starts and closures. Credits will be given for up to a total of 3 snow day morning or afternoon sessions per school year.

## **ARRIVAL AND DEPARTURE**

**Arrival Procedure:** Parents/Guardians must accompany their child to The Student Stop each day. The Parent/Guardian must release their child to a Student Stop staff member by ensuring staff are aware of the child entering the program. Parents/Guardians must sign the attendance book upon arrival. Please do not allow your child to approach The Student Stop unattended.

**SECURITY:** To protect the safety of students, all doors leading into the building will remain locked at all times. Parent/Guardians are required to ring the outside doorbell to gain

admittance. A Student Stop staff member or School District Monitor will open the door. Parents shall not prop door open or open doors for non-Student Stop participants.

**Departure Procedure:** Parents/Guardians must sign students out in the attendance book each day by noting the time of pick-up and signing the logbook.

If the student is to leave the program with someone other than the parent/guardian, arrangements must be made in advance with written notification provided to staff. The authorized individual must show picture identification to staff before the child will be released. All custodial parents/guardians have access to the program during normal operating hours.

**The Student Stop closes promptly at 6:00pm.** A fee of \$1.00 per minute will be charged to parents/guardians who pick their child up after 6:00pm. In the case of an emergency, please notify a staff member immediately. Late pick up fees are due and payable on the day of occurrence by cash or check.

**Impaired Parents/Guardians:** Out of concern for the children in our care and in consultation with the State Office for Services to Children and Families and local law enforcement, the following policy has been developed by The Student Stop Board of Directors:

*If in the judgment of the staff, a parent/guardian arrives and appears to be incapacitated to a degree that release of the child presents a danger, the staff may refuse to release the child and request that other arrangements be made for pick up. If the adult is insistent upon taking the child despite the advice of the person in charge, the teacher will release the child but immediately call 911 to report the adult as a suspected DWI/DUI. A mandatory report to Child Welfare will also be made. Parents and staff are expected to make the safety of children their priority.*

## CUSTODY ISSUES

The Student Stop is responsible for the well-being of your child while in our care. Staff will remain neutral in marital issues and will maintain a professional relationship with both parents. All information we receive is considered confidential except for child abuse information which we are mandated to report under State Law. Parents should provide staff with information necessary to carry out their job and support students.

The Student Stop will release a child to a parent, legal guardian, or anyone listed on the registration form that is authorized to pick up the child. In the event of a divorce or separation, The Student Stop will continue to follow this protocol until:

- We receive written instructions changing the information on the registration form which must be signed by both parents.
- We receive a court order with information about a custody agreement or restraining order. **We must have a copy of this document.** We will follow what is set forth in the order. The Student Stop will release the child to the parent who has custody on a given day or anyone they designate by that parent in writing for their day.



- Children's records will only be released to parents or legal guardians. We require written permission to release records to a third party. The Student Stop will not speak with attorneys or release any information without a subpoena.

## **ILLNESS/ACCIDENT PROCEDURES**

If a child becomes ill or injured at The Student Stop the Parent/Guardian will be notified as soon as possible at the contact numbers provided. The Student Stop will not admit any child diagnosed with a child-care restricted illness or if they have one or more of the following symptoms:

- fever of 100 degrees or more
- diarrhea
- vomiting
- nausea
- severe cough
- rash
- yellowing of the eyes or skin
- abnormal wheezing
- stomach-ache

Children with these symptoms will be sent home.

In case of injury, an accident report will be completed by staff and must be signed by parent/guardian upon pick up. If a child requires immediate medical attention or in the event of a life-threatening emergency, medical help will be summoned first with the parent/guardian notified as soon as possible. Children requiring transportation to a hospital will be transported to the nearest medical facility.

## **MEDICATION DISTRIBUTION**

For children requiring medication, arrangements must be made in advance with the Site Director for administration. **For safety reasons, children may not bring medication to The Student Stop in their backpack.** A medication release form must be signed for staff to administer. All medicines must be clearly labeled with the child's name, medication time, and dosage. All medicines must be in their original containers and must not expire. If the medication is not labeled clearly with the above information, the staff will not administer it to the child. **The Student Stop does NOT have access to medication turned into your school office.**

\*The State of Oregon considers sunscreen a medication. For summer sessions, Parents/Guardians must provide sunscreen for their child and fill out a sunscreen application release form. Aerosol/spray sunscreen is not allowed at The Student Stop.

## **PERSONAL PROPERTY**

Children may bring playground equipment, drawing materials, music players, and books on any given day. All items must be labeled with the child's name. Student Stop is not responsible for any lost, broken, or stolen items.

## **SNACKS/LUNCH**

The Student Stop will provide afternoon snacks with juice/milk/water shortly after students arrive after school. On full days, students will receive 3 snacks throughout the day. These snacks are given morning, afternoon, and early evening. Since many children get hungry after a long day, we encourage parents/guardians to pack extra snacks. On full days, children must bring a sack lunch from home unless otherwise noted. A microwave is available to heat food. Parents/Guardians must provide the containers and silverware needed. If a child forgets his/her lunch, parents may purchase one from The Student Stop. This lunch usually consists of a sandwich, fruit, chips, and milk or juice. Please note on the registration form if your child has any special dietary requirements or allergies.

## **BATHROOM POLICY**

Children must be escorted to the bathrooms by a staff member. Staff will announce bathroom breaks throughout the day.

At Bonny Slope, Children may get a bathroom clip to clip on a staff member and enter the bathroom across from the cafeteria. The staff member with the clip must check on the child periodically. When the child returns, they take the clip from the staff member and return it to its proper place. Children playing outside must be escorted to bathrooms inside and be supervised until they exit. Staff will wait outside of the bathroom and may only enter the case of an emergency.

At our Cedar Mill location, children must always be escorted upstairs to the bathroom. Periodic bathroom breaks will be announced.

## **FIELD TRIPS**

On full days, The Student Stop will often venture out on a field trip. All children attending The Student Stop on field trip days must participate in the field trip. **NO STAFF WILL BE ONSITE DURING A FIELD TRIP.**

The Student Stop will charter a bus on these occasions. Field trip fees include entrance fees and partial bus fees. For your child to attend a trip, we must have a signed permission slip and updated registration forms. Please review the permission slip for important information such as return, departures, optional spending money, lunch, items to pack, etc. Lunches will not be sold on field trip days. Children should pack a disposable bag lunch unless otherwise specified. Please do not bring lunch boxes, containers, or silverware that cannot be thrown away.

Due to staff planning considerations, field trip fees are never credited. For safety on field trip days, our staff to child ratios are 1-10 or better. Children are always within sight and sound of a staff member.

## EMERGENCY PLAN

Your child's safety is our #1 concern. In the event of an emergency, staff is to ensure the safety of all children first. If the emergency requires evacuation of the building, the site director or head teacher will use the attendance book and the emergency contact book to contact parents as needed. Staff and children will exit out of the cafeteria door and report to the field. Staff and children in other areas of the building will exit the nearest door and make their way to the open field. As soon as all children have been evacuated, a roll call is taken, and all children accounted for. If for some reason, the field is unobtainable, staff will guide children to a safe area furthest from harm.

Parents or parent contacts will be notified when all children are accounted for and safe. It is extremely important that all information provided by parents/guardians is accurate and up to date. The Student Stop does monthly fire, earthquake, lock out, power outage, and lock in drills as required by the State of Oregon.

## DISCIPLINE POLICY

All students will be treated in a fair and just manner. It is expected that all students and parents will likewise treat staff and other students with respect and courtesy. Incidents calling for disciplinary action include, but are not limited to:

- intentional breaking of rules
- fighting
- refusal to cooperate with staff
- bullying
- attempting to leave school grounds
- using foul language

Staff will follow the steps outlined below until the situation is under control.

1. **Seek out information.** Staff will collect as much information as possible from anyone with knowledge of the situation. We give students the opportunity to fix the issue. If everyone is satisfied with the outcome, there is no need for further intervention.
2. **Redirection.** Staff will attempt to redirect students positively.
3. **Time Away.** Students will be taken out of the area of disruption and brought to a quiet space with staff supervision. The student shall remain in this area until they are calm

and ready to speak with staff in order to resolve the issue. Staff will talk to student about alternatives, choices, and acceptable behaviors.

4. **Incident Report.** If the offense is serious enough to document, staff members will complete a conflict or incident report. A serious offense is described as one that causes harm to others, the offending party, or continuous negative behavior. The conflict sheet shall be accurately filled out with name, date, offense, and signature. The parent or guardian must sign the conflict sheet and a copy will be provided to them. Three incident reports will result in a conference with parents/guardians.
5. **Parent/Guardian Contact.** If an infraction is serious enough, a phone call will be made to the parent/guardian. Parents may be asked to remove the child for the day or possibly longer, depending on the nature of the incident. The Student Stop may permanently remove a child from our program for any reason deemed necessary.
6. **Parent/Guardian Conference.** When a conference is needed, the involved staff member and either the Executive Director or Site Director will meet with the parent/guardian. The goal is always to ensure the safety of students and develop a plan for supporting the child. It will be decided at that meeting what the appropriate steps and goals for the child will be.

If all reasonable approaches are exhausted and/or the child's actions are a threat to the well being and safety of others, parents may be required to remove the child from the program for the day. Depending on the severity of the behavior, the child may be placed on suspension. There are no credits for these days. Behavior that warrants suspension includes physical violence or threats of violence, persistent bullying or cursing, consistent disregard of staff direction and guidance, verbal harassment, and unauthorized departure from the site grounds. Student Stop may permanently suspend any student who disregards Student Stop policies and disrupts the program.

## VOLUNTEERING

Parents that wish to volunteer must pass a State of Oregon Child Registry Background Check prior to service. Please let staff know if you are interested.