

# **Stephenson Children's Care Association**

**Parent Handbook**



**Board of Directors approved February 2024**

**STEPHENSON CHILDREN'S CARE ASSOCIATION, INC.  
GENERAL INFORMATION**

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**Board of Directors 2023/2024**

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## **SCCA PARENT HANDBOOK**

The Stephenson Children's Care Association, Inc. (SCCA) is a nonprofit member association that provides childcare programs for students at Stephenson Elementary School. Our program is licensed by the Oregon Department of Early Learning and Care. This handbook describes our program's policies and procedures. Please read it carefully. If there is anything you do not understand about our program's policies and procedures, please let us know.

We hope very much that you will be pleased with the program and will participate in its continued success. We look forward to another great year!

### **Philosophy Statement & Program Overview**

At SCCA, we facilitate curiosity, fun, productivity and more! We empower the children to make decisions and help with the planning. As a consequence, the children feel ownership over the program, which we run like a family. Adults set the outer boundaries and seek to maintain safety and promote structure. Children explore and make choices within those boundaries, while having fun and gaining skills.

We seek to provide a stimulating environment with choices to meet a wide spectrum of personalities and to combat the potential for boredom. We do not, however, provide an atmosphere of constant entertainment. Children make choices from what is available. Undirected children are guided to explore the options and make a choice. We want children to make good individual choices in how to use their time.

We value the role of family. We interact daily with parents, passing on the positive aspects of the day, as well as striving to share any problems or concerns that may need to be addressed. We come to know the children well. Sometimes we perceive significant or abrupt changes in behavior, mood, and attitude. We try to inform parents of any significant changes observed in their child. Likewise, when there are changes or disruptions in the family's routine, including changes in the family structure, living arrangements, or other situations that affect children, we encourage parents to inform us so that we can create more support for them while in our care.

# **Administrative Policies and Procedures**

## **Hours of Operation**

Morning care is provided from 7:00 a.m. until school begins at 8:00 a.m. Afternoon care begins at 2:15 p.m. and ends at 6:00 p.m.

## **Enrollment**

To be eligible for enrollment, a child must

1. be at least 5 years old, and
2. in grade K-5, attending Stephenson Elementary School

Children not attending Stephenson Elementary may be considered for enrollment on a case-by-case basis; provided that such enrollment shall:

1. be during break periods only (Thanksgiving, Winter, Spring, and Summer breaks)
2. not displace, be in lieu of, or take priority over the requested enrollment of child attending Stephenson

A registration form, school district waiver, liability release, health form, field trip permission slip and emergency plan form must be completed and on file with our program BEFORE a child can attend. These forms are included in the registration packet. If you have not signed these forms, your child will not be allowed to attend the program. Please do not forget that your forms and information should be updated as needed, such as when your work phone number or emergency contacts change. All forms must be updated semi-annually.

Your childcare agreement is on a year-to-year basis. SCCA contracts annually with Portland Public Schools for space, and the number of children in our own program is determined by square footage available within our school and The Hive. Enrollment of currently registered families takes place annually in the spring for the following academic year. Available positions are filled according to the following order of priority:

1. Currently registered children for the same time and location slot for the upcoming academic year
2. Siblings of currently registered children
3. Currently registered children who are expanding their hours of care
4. Incoming children from the wait list

Within each of the above categories for registration, priority for available space will be determined by each family's original date of enrollment in the program (for an uninterrupted period, excluding summer).

## **Notice to School of Program Enrollment**

You must write your child's teacher a note explaining that your child is enrolled in our program and the days of the week your child will be attending our program. This note is in addition to completing any other information requested by the school or SCCA. A form is included as Addendum 4 for your use, if you wish.

## **Waitlist**

The directors maintain a log with the date each family contacted SCCA with a request for care. If no space was available, the family will be placed on the waitlist. When a position is offered to a child on the waitlist during the school year, the family will have one week to decide whether to accept the position offered. If the family of a child on the wait list declines a position that is offered because it **does not** meet the time requirements they originally requested, that child's name will be kept on the wait list according to their original date of application. If a family declines a position that **does** meet their stated requirements, that child's name will go to the bottom of the wait list.

Parents should keep in mind that SCCA has a limited number of openings and, historically, there have been many families waiting for available positions. SCCA may not be able to accommodate every family desiring childcare.

## **Leave from the Program**

Positions will not be held for children who take extended leave from the program with the anticipation that they will return at some later date UNLESS you continue to pay for your spot. In this circumstance, the child leaving may go on the wait list, but will be placed at the bottom of the current list. The Directors and the Board will consider an exception if the child's extended absence is due to illness or injury.

## **Tuition**

**Tuition is due the first day of each month.** Tuition rates are based on our operating costs and are approved by the membership. There are no adjustments for missed days, family vacations or holidays. You are responsible for payment of all fees incurred in connection with our program, and your child may be removed from our program for nonpayment of tuition and other fees. All months except November, December, March and June are charged at full rate. November, December, March and June are pro-rated.

**Important:** If you do not pay tuition for any month during the school year (September through the last day of school in June), you will lose your position for registration for the following school year. If you need to make payment arrangements, please contact the Directors.

## **Family Discount**

If a household enrolls more than one child, additional children (beyond the initial child) are entitled to a 10 percent discount. You will receive the discount for the lowest tuition. For example, if one child is enrolled for full-time care (five days a week) and one child is enrolled for three days a week, you will receive the discount for the child in three days a week of care.

## **After-Hour Charges**

Our center closes at 6:00 p.m. each day. If you do not pick up your child before 6 p.m. staff members cannot leave and you will be charged an after-hour fee as shown below. To avoid such a fee, you must arrive at the center before 6:00 p.m. If you arrive after 6:00 p.m., a staff person will record the date and time of your arrival on the after-hours log. **If late pickup occurs frequently and problems in picking up your child in a timely manner continue, this may result in removal of your child from the program.**

Please be aware that our staff will begin to call the emergency numbers listed on registration forms after 10 minutes. Child protection laws require that we notify DHS after 60 minutes.

After-hour fees are as follows:

| <b>Minutes Late</b> | <b>After-Hour Fee/Action</b> |
|---------------------|------------------------------|
| 1 – 10              | \$ 5.00                      |
| 11 – 20             | 15.00                        |
| 21 – 45             | 25.00                        |
| 46 – 60             | 35.00                        |
| Over 60             | Children's Services notified |

**Payment of after-hour fees must be made no later than the next tuition payment. Failure to pay may result in the removal of your child from the program.**

# Health and Safety

## Illness

Children who are ill should not be at school or attend our care program. **Parents are required by the State and by the School District to notify us on the days a child is ill or will be absent from the program.** If your child becomes ill while in our care, we will notify you, or the other emergency contacts you have provided, to pick up your child. The ill child will need to be picked up within one hour after notification. Each child's registration papers must include a local person other than the child's parent who is available as an emergency contact.

## Head Lice

From time to time there are outbreaks of head lice at all schools. Lice are very contagious and are acquired by coming in contact with someone else that has lice, or by using lice-infected head wear. In the event that your child is discovered with either lice or nits (eggs), you will be contacted immediately. Before returning to SCCA an SCCA employee must confirm that the child is completely free of head lice and nits.

## Mandatory Reporter

Oregon state law mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. These people are called mandatory reporters. The faculty and staff of Stephenson Elementary and Stephenson Children's Care Association are mandatory reporters. By law, mandatory reporters must report suspected abuse or neglect of a child to the Department of Human Services or to a law enforcement agency.

## Medications

Before we give a child any medication, prescription or non-prescription,

- We must have a signed, dated, written authorization by parents on file (on registration form)
- If bringing in a medication for us to give your child, it must be in the original container, labeled with name of medication, dosage, and directions for administration and storage. It must also be labeled with your child's name.
- For prescription medication, the label must include the child's name, the date the prescription was filled, the prescribing physician's name, and the length of time to give the medication.

# Program Polices & Procedures

## Daily Plan

After a normal school day, the following schedule is followed Monday through Friday:

2:15pm Homeroom  
3:30pm Circle time  
3:40pm 1st choice clubs  
4:30pm Circle time  
4:40pm 2nd choice clubs  
6:00pm Center is closed

## Meals and Snacks

SCCA does not provide meals. We provide an afternoon snack each day as soon as the kids are let out from class. On teacher in-service and conference days, we provide a snack at 10am and again at 3pm. Please provide a sack lunch with a beverage for your child on these days. We have a refrigerator if items need to be kept cold but due to health code regulations, **we are not allowed to use the microwave to heat a child's lunch.**

## Attendance

If your child will not attend the program on a day he or she is expected, you must call, e-mail, or send a note informing our staff. This includes days children are absent because of illness or other activities. We have an answering machine at 503-477-4047 for your convenience on which messages can be left. Our e-mail address is: [scca\\_kids@yahoo.com](mailto:scca_kids@yahoo.com).

## Releasing Children to Unauthorized Persons

If your child is to be picked up by someone other than those persons named on the information form kept on file, please write a note so the staff may release your child. Children will not be released without your **written** authorization. To ensure your child's safety, the staff will ask for picture identification from individuals who are picking up your child, unless that staff person recognizes the person. Please advise the person picking up your child of this safety requirement to avoid an uncomfortable situation for all.

## Teacher Conference and In-Service Days

We provide care on teacher conference and in-service days at our offsite location The Hive from 7am to 6pm. Sign-up for space on these days is on a first come, first served basis with the first priority given to those who are normally enrolled for care on these days. Please see our website for our current rates.

## Winter, Spring, and Summer Breaks

We plan to operate the childcare program during Thanksgiving, Winter, Spring, and Summer breaks, depending upon the number of children registered. All children who are enrolled in our program and their siblings ages 5 through 12 may enroll for the break programs. If space permits, children who are not currently enrolled in our program may attend our break programs after appropriate registration procedures have been completed. Tuition for the break programs is not included in the monthly tuition. Please see our website for our current rates.



### **School Closures and Late Starts**

If school is closed, we are closed!

If school has a late start, we are not permitted to offer morning childcare, and will not be opening early.

If school closes early, we are not permitted to offer after school childcare and you must arrange to have your child picked up from school. No SCCA staff will be on the school campus.

### **Holidays**

We are closed on all school holidays.

- Labor Day (September)
- Indigenous Peoples' Day (October)
- Thanksgiving Day (November)
- Veterans Day (November)
- Christmas Day (December)
- New Years Day (January)
- MLK Day (January)
- President's Day (February)
- Memorial Day (May)
- Juneteenth (June)
- Independence Day (July)

### **Change of Attendance Schedule**

We require two weeks notice for changes to a child's attendance schedule that will result in a change of tuition (example: change from five days to three). If changes will go into effect and we did not get a two weeks notice, a change in tuition will not take affect until the following month.

### **Withdrawal**

We require 30-days notice for withdrawal from our program. If we do not receive a 30-day notice, you will be billed for up to 1 month's tuition unless the space is filled from the wait list.

# SCCA Behavior Policy

The following is a basic list of acceptable behavior permitted in this program:

1. Students will respect each other and SCCA staff by cooperating, respecting personal space and personal belongings.
2. Children will use Conflict Management, rather than physical force, to resolve small problems that may arise among their peers. Children will try two of the following before getting help from a staff person:
  - go to another activity
  - wait and cool off
  - share and take turns
  - talk it out
  - tell them to stop
  - walk away
  - apologize
  - make a deal
  - ignore it

These skills will be taught and practiced extensively at the beginning of the school year, and repeated throughout the year:

1. Appropriate language is to be used at all times.
2. Tell the truth to establish and maintain credibility.
3. Follow our rules of be safe and respectful at all times.

## Behavioral Concerns and Disciplinary Actions

### Bullying

SCCA defines bullying as the repeated intimidation of others by the real or threatened infliction of physical or emotional abuse, or through attacks on the property of another.

#### *Common Forms of Bullying*

- Verbal Bullying – Taunting; teasing; name-calling; spreading rumors; utilizing habitually cruel or overbearing comments
- Physical Bullying – Hitting, kicking; destruction or theft of property; enlisting a friend to assault someone for you
- Nonverbal/Nonphysical Bullying – Threatening or obscene gestures; excluding others from a group; manipulation of friendships; teasing, threatening or intimidating emails, instant messages, or blogs.

***Bullying of any kind is not tolerated and will be subject to disciplinary action.***

### Disciplinary Actions

#### **- Tier One: Redirection**

Teacher notices behaviors that are inappropriate for the activity at hand.

Teacher redirects such behaviors with a verbal warning and an opportunity to try again. If the Teacher believes the child is unable to try again in the same setting, the Teacher provides an alternative option for the child. Teacher informs other Staff members of the situation at hand to ensure that there are more adults available to assist in the event that the situation escalates.

### **- Tier Two: Consequences**

Teacher notices perpetuated inappropriate behaviors despite attempts to redirect, OR Teacher notices behaviors that warrant immediate consequences. Teacher provides consequences which are appropriate to the level of behavioral severity such as losing choices for the remainder of day, disallowing field trips, removal from area, etc. Teacher informs other teachers of the behavior and the consequence that have been issued to the child, other Staff members are made available to assist if event escalates.

### **- Tier Three: Temporary Removal**

Teacher has attempted to redirect and issue consequences but the child remains unresponsive OR Teacher provides appropriate consequences for the behavior on several different occasions over the span of several weeks and the child continues to perpetuate the behavioral concerns OR Teacher has witnessed severe behavioral concerns which pose an immediate threat to the safety of staff or other children.

### **Examples of Behavioral Concerns that warrant Temporary Removal:**

- Language that is Predatory in Nature (swearing repeatedly at the same child, or threatening violence with intention)
- Exiting a Safe Facility without Permission from Staff or Parent/Guardian
- Physically Harming Other Children or Staff
- Violence (Throwing objects, Starting Fires, etc.)
- Repeatedly discussing or Acting upon Ideas of a Sexual Nature
- Yelling or Screaming accompanied by Predatory Language
- Refusing to Follow Safety Instructions
- Refusing Consequences or Redirection by a Staff Member

### **Types of Temporary Removal:**

- Early Parent Pick Up
- Several Days Suspension from SCCA
- Several Weeks Suspension from SCCA
- Suspension from Field Trips

### **- Tier Four: Permanent Removal**

Teacher and Program Director have addressed the Behavioral Concerns with Parent/Guardian and the child has been temporarily removed from the program. Child continues to perpetuate Behavioral Concerns after returning from temporary removal. Program Director will inform the child's parent/guardian that SCCA is unequipped to handle the level of behavioral concerns and that the child will be removed from our care.

***A child suspended from Portland Public School classroom programs will not be allowed at childcare until he or she returns to school. No adjustment in tuition will be made.***

## **Regulatory Information**

Reports from the fire marshal, sanitation inspection, and Childcare Division, as well as current CCD rules, are available on request. You may also contact the CCD Certifier directly with questions about our program, or to report child abuse situations of any type.

### **Donations**

We can always use donations of supplies and equipment to reduce our costs. Items we often need are markers and other art supplies, computer paper, construction paper, and furniture in good repair. Donations to our program are tax deductible. Please check with the Directors before bringing items in. Be sure your child is willing to relinquish ownership of an item before you choose to make a donation.