

After School Connections, Inc.

Parent Handbook

LOCATIONS AND CONTACT INFORMATION

After School Connections is onsite at the following schools:

Bridgeport Elementary - 5505 SW Borland Road, Tualatin, OR 97062 (503) 691-6009
Templeton Elementary - 9500 SW Murdock Road, Tigard, OR 97223 (503) 431-4829
Tualatin Elementary - 20405 SW 95th ST., Tualatin, OR 97062 (503) 431-4775
Durham Elementary - 8048 SW Shaffer Lane, Tigard, OR 97224 (503) 684-9275

Site Coordinator: Lynne Thompson, (971) 409-4010

Program Director: Belinda Gannett, E-mail: belinagannett@yahoo.com

Mailing Address: ASC, Inc., P.O. Box 2625, Tualatin, OR. 97062

PARKING

Please park in a designated parking spot and walk your child in. DO NOT under any circumstances leave siblings in the car. DO NOT leave your engine running, your purse in the car or your car unlocked. If you have special drop off needs please inform front desk staff, we may be able to provide assistance.

NOTICES

Custodial parents and certification representatives have the right of access to our program after properly identifying themselves. Sanitation, fire and Child Care Division inspection reports are available on site upon request. Concerns regarding licensing can be made to:

Oregon Employment Department, Child Care Division
Attn: Jean Wucki
503-526-2728

Please note that the Child Care Division does not intervene in financial matters.

After School Connections, Inc has an equal enrollment policy and attempts to meet the needs of all children. If your child has been diagnosed with a physical or mental condition that requires special care, we are required to meet with you to develop a special needs plan in writing to be kept in your child's file and applied as needed. We will not be able to enroll your child without first preparing this plan. Please request that the Site Director put you in contact with the Program Director.

After School Connections, Inc is required by the State of Oregon Child Care Division to criminally screen all people having access to the children in our program. All employees of After School Connections, Inc are mandatory reporters of suspected child abuse.

ENROLLMENT

All information in your child's enrollment packet is held *strictly confidential*. Information will only be shared with your child's teacher and our ASC staff only in the event that the information shared will be pertinent and helpful to your child.

Registration paperwork must be filled out completely. We must reject enrollment if parents do not provide complete, accurate required information. The following are some examples of required and accurate information:

- All ***custodial*** parents or legal guardians must be listed on the enrollment form
- A non-custodial parent may be named as an emergency contact, if applicable
- If a parent or another person is legally restrained from having contact with your child we will need to keep a copy of this order in your child's file
- Addresses, phone numbers and work status must be updated as it changes
- You must complete a separate packet for each child enrolled

You must schedule an appointment with the Program Director if any items below apply:

- Children with **special needs** require a special needs plan developed with the Site Coordinator and the parent.
- Children with **asthma** will require an asthma plan, an inhaler and a signed authorization for us to monitor inhaler use. DO NOT send your child's inhaler with the child only.
- Children with **food allergies** that require use of an Epi-pen or the administration of antihistamines in the event of ingestion will require an allergy plan.
- **Retraining orders** requiring our vigilance.

GENERAL PERMISSION SLIP

- All items on the permission slip must be initialed AS IS and may not be altered by parents. If you are not able to initial all items you must make an appointment to discuss your concerns with the Site Coordinator.

FEE AGREEMENT

- You must complete a separate fee agreement for each child enrolled
- All financially responsible parties must sign the Fee Agreement
- We do not accept cash
- You may add days to your child's schedule if we have the room and available staff to accommodate your child. Please call ahead of the additional days that you wish your child to attend. You may be charged a higher daily rate depending on attendance.
- You will be charged for all days you reserved for your child on the Fee Agreement unless you submit a request two weeks in advance of withdrawing your child from the program or making a permanent schedule change. Any such requests should be sent to: belindagannett@yahoo.com You must also complete and sign a new Fee Agreement.
- Registration fees are calculated per child and are non-refundable
- Field trip fees are non-refundable
- Inservice day fees are non-refundable

RE-ENROLLMENT

- Upon re-enrollment you must fill out a new fee agreement.
- You will not owe an additional registration fee

ARRIVAL AND DEPARTURE

Morning Drop Off

- Never leave your child at our program without an ASC staff visually and verbally acknowledging the arrival of your child.
- Never leave your child without signing him/her in on the sign in sheet
- Please read the daily announcements at the front desk before leaving your child
- Allow time to communicate with ASC staff

Evening Pick Up

- Be sure to sign your child out for the day
- Allow time to discuss your child's day with ASC staff

Late Pick Up

- Please call the site as soon as you know you will be late to inform ASC staff.
- There is a \$1.00 per minute late fee due at time of pick up. Please make check payable to After School Connections, Inc.
- If you are more than 10 minutes late we will call emergency contacts to come and pick up your child.
- By 6:30pm we must leave the site with your child and go to the Mc Donald's restaurant on the corner of Boones Ferry and Tualatin-Sherwood Road. We will post our location and phone number on the front door
- By 7:00pm we will feed your child (at your expense) and continue to attempt to reach you and/your emergency contacts.
- By 8:00pm we will call authorities and your child may be placed in the custody of a state agency.
- A letter of explanation as to why you were late may be requested.

Alternate Pick Up

- If anyone other than a custodial parent is going to pick up your child you must leave a signed written note with the ASC program staff.
- Alternate pick up MUST have valid identification such as an Oregon Drivers License
- Siblings must be at least 13 years of age to pick up and must be listed on the emergency pick up authorization.
- Siblings must show student ID card

REPORTING ABSENCES

- If your child will not attend our program as scheduled, please call (971) 409-4010 and leave a message with the day/date, your name, your child's name and school attending.

HEALTH AND SAFETY

- Doctor and dentist address and phone number are required

In the Event of Illness:

Your child may not attend ASC programs if they have been diagnosed with symptoms of illness listed below* or are a carrier of a childcare restrictable disease as defined by the Health Division Administration rules OAR 333-019-0200. This includes, but is not limited to: Streptococcal or Staphylococcal infections, Pediculosis (head lice), Scabies, Measles, Chicken Pox, Pink Eye, Tuberculosis, Hepatitis and so forth.

As a licensed childcare facility, ASC will require a doctor's note releasing your child to return to our program in the event that your child has contracted a communicable disease. If an outbreak of any communicable disease occurs at an ASC facility a notification will be posted in the parent pickup area.

*Common Symptoms of Illness:

- Fever (over 100 degrees taken under the arm)
- Diarrhea (more than one abnormally loose, runny, watery or bloody stool)
- Vomiting
- Nausea
- Severe Cough
- Yellow color to eyes or skin (Jaundice)
- Skin or eye lesions that are severe, weeping or pus filled (Requires physicians approval and instructions to return to care)
- Stiff neck or headache with one or more of the symptoms listed above
- Difficulty breathing
- Complaints of severe pain
- Lethargy, inability to take part in the program

If your child becomes ill while at ASC you or your child's emergency contact will be expected to pick him or her up immediately. In the interim, your child will be isolated from others and made as comfortable as possible. A staff member will monitor your child until you or an emergency contact arrives.

Prescription, Over-the-Counter and Naturopathic Medications

A medication authorization form must be completed and signed by a parent or legal guardian before ASC staff can administer any prescription, over-the-counter or naturopathic medication. All medications MUST be in the original bottle. Any changes to on-going prescribed medication(s) must be updated on a new prescription bottle for us to comply. We can only follow doctors written orders and dosage information appearing on the bottle. All naturopathic preparations are subject to the same criteria.

Injuries

Minor injuries such as scrapes, scratches, and splinters are treated as follows:

- Instruct and supervise the child in cleansing the wound with soap and water
- Application of a sterile wound covering such as a band-aid
- Preparation of an injury report for your review and signature at pick up

Minor bumps, strains or sprains:

- Child will be asked to sit out of activities
- Ice will be applied
- Child will be closely observed
- If child continues to complain of pain or cannot resume activities you will be contacted

Note: If a child arrives with a visible injury we will treat and document it as above

Injury requiring medical intervention but not life threatening such as lacerations, possible broken bone:

- We will move your child to a comfortable area where an ASC staff member can ask questions and comfort your child until you or your designated emergency contact can transport him/her to a medical facility
- Ice pack or other first aid measures will be taken if applicable
- ASC staff member will call you and/or emergency contacts
- If we cannot reach you, we may be able to transport your child to the nearest emergency room
- If we are unable to transport your child we will call an ambulance for transport
- A qualified ASC staff member will accompany your child in the ambulance and stay with your child until you arrive at the emergency room. If you cannot be contacted and your child requires medical treatment your child's doctor will be contacted to advise the emergency room doctors. ASC has an emergency medical consent form on file for the purpose of authorizing essential medical treatment for your child.

We will call 911 if your child loses consciousness, has a seizure, has difficulty breathing, develops facial swelling or we feel your child is in immediate danger and in need of prompt medical attention.

FOOD SERVICE

Preparation

Most of the food served at our program is packaged and does not require our preparation. We will have access to the school kitchen facilities if we serve fruit that must be washed or cut up.

Serving

All children must wash their hands before and after eating. Any ASC staff member serving food must have a current food handler's card and serve food according to Oregon State Health Department guidelines. Children are not allowed to share food with one another.

Menu

Breakfast is served in the school cafeteria at 8:00am for a cost of \$1.35. Our program is a PEANUT FREE ZONE so please leave peanut products at home. This includes Reese's Peanut Butter Cups and other candy bars or products containing peanuts.

EMERGENCY ACTION PLAN

In the event of a natural disaster, fire or other emergency here is our action plan:

If the building is secure and habitable:

1. We will remain on site until advised otherwise by law enforcement or other emergency action authority.
2. We will begin calling all parents from our site phone or cellular phone to request that children be picked up as soon as possible. We CANNOT RELEASE YOUR CHILD to a non-named emergency contact so please give this a lot of thought when listing emergency contacts.
3. Offer comfort and aid to any injured children, account for all children
4. All staff on site at the time have an obligation to remain with the children and assist with securing the safety of everyone

If it would be more dangerous to remain in the building:

1. All children will be accounted for and the children's files will accompany us.
2. We will leave a note on the door telling parents where we are.
3. All children will be escorted to _____ or the nearest Red Cross Shelter
4. When everyone is safe we will begin calling parents to come and pick up their children.
5. Again, it is our duty as caregivers to remain with the children until they are safely with a parent or named and identified emergency contact.

We keep emergency equipment and supplies immediately available on site.

FIELD TRIPS AND AFTERSCHOOL CONNECTION BUS

After School Connections, Inc. owns and operates its own bus.

- We only use experienced, credentialed drivers with CDL's
- Our bus is maintained regularly by a qualified mechanic
- Our bus is equipped with all required safety features such as fire extinguishers
- We carry liability coverage to meet our responsibilities should an accident occur
- Children and staff practice bus evacuation drills before field trips
- We carry emergency supplies on the bus such as first aid, blood spill, water, etc
- ASC staff rides on the bus with the children. They are instructed to remain alert to the performance of the driver, report any potential dangers to the program director immediately, and keep the inside environment of the bus conducive to safe driving.