

Salem-Keizer Education Foundation

Enrichment Academy Parent Handbook



**SALEM-KEIZER
EDUCATION
FOUNDATION**



Welcome to SKEF Enrichment Academy

Salem-Keizer Education Foundation Mission

The Salem-Keizer Education Foundation is a catalyst for the enhancement of the education of Salem-Keizer public school students by providing resources for creative and innovative programs and materials, educating and mobilizing the community, and sustaining collaborative partnerships that support its goals.

Enrichment Academy Goals

Our goals are to increase student achievement, improve student engagement, and improve family engagement. To accomplish this, the Enrichment Academy provides a comprehensive menu of services and activities that address recreation, academic needs, enrichment and additional education programs that focus on literacy, math, the arts, and comprehensive parent engagement strategies. Enrichment Academy provides engaging, fun, and exciting learning opportunities in a safe environment, to keep students' minds engaged on non-school days.

The benefit of this program is available without regard to race, color, handicap, age, gender, religion, or national origin.

Financial Assistance

SKEF provides financial assistance to qualified households. Financial Assistance funds are limited and are on a first come, first serve basis through a confidential application process. SKEF awards assistance ranging from 0%-50% of the program fee. Please allow two weeks for processing of an application. Under no circumstances will any scholarship monies be awarded prior to the completion of the scholarship application. For more information or to apply, contact the SKEF office at 503-364-2933.

In addition to offering its own financial assistance, SKEF is also happy to work with AFS and other third party billing arrangements. For more information on this, contact SKEF at 503-364-2933.

GENERAL INFORMATION

All of these policies have been carefully written to ensure that each child is safe, healthy, and happy while participating in SKEF programs. We are proud of our high standard, our enriching programs, our dedicated staff and our attention to each child and family. It is our belief that a physically and emotionally safe environment facilitates a higher degree of learning and fun. If you should have any questions in regard to our policies, please contact the EA Director at 503-364-2933. While we have tried to list our most important policies and procedures, **please note that SKEF reserves the right to make decisions not covered in this handbook as deemed necessary for the safety and welfare of all children and the program.**

Failure to follow these procedures may be grounds for dismissal.

Days and Hours

During the school year, and when the program is open, each Enrichment Academy site offers daily, before and after school care in a designated location within the local elementary school. Where space is not available, you may request to be placed on a waiting list.

Hours:

- Morning programs open at 7:00am and dismiss 15 minutes before school starts.
- Afternoon care begins when school is dismissed and is available until 6:00pm
- On in-service days and holidays that we provide program, sites that are open will operate from 7:00am-6:00pm.
- Locations will be determined by enrollment and site availability. It is your responsibility to sign up your child for these days, when it is available on site to do so.

Enrichment Academy starts on the first day of school. All programs end on the last day of school. SKEF will not provide program between the last day of school and when our summer program starts. Please make arrangements for those days.

Summer Enrichment Academy is available at two locations in Salem-Keizer and will be determined by availability of buildings and summer construction schedules.

Closures

Holidays

SKEF observes seven holidays on which there will be no program offered. The seven holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas.

Inclement Weather

During inclement weather and emergency school closures, the Enrichment Academy follows the Salem-Keizer School District for delays and school closures. Notifications will be on our website, www.skeducationfoundation.org, on the SKEF Facebook page, through the Statesman Journal, local radio stations such as KBZY 1490, and local television stations. When school is on a two-hour delay, sites will be open by 8:00am to allow staff to travel safely. In the event that weather conditions become unsafe for staff and program participants, SKEF reserves the right to close Enrichment Academy.

Refunds and/or credits will not be issued for days closed due to inclement weather or emergencies.

Arrivals and Departures

- All children must be accompanied to the program area and signed in by an adult.
- Each child **must be signed in and out daily** by a parent or authorized adult. The adult must stay with the child until received by Enrichment Academy staff.
- When children arrive to the EA program directly from school, EA staff will sign the child into the program. Upon pick-up, authorized parent/guardian must sign your child out of the program.
- Should a child be scheduled to attend the EA program, directly from school, but does not show, EA staff will take the following steps:
 - Upon arrival at site, all staff checks their mailbox for any messages left regarding absenteeism. If your child is to be absent from our program, please notify SKEF at **503-364-2933**. (You must leave a message with both the school and SKEF as messages left with one are not always transferred to the other).
 - When possible, site staff will also contact the child's school for information regarding the child's attendance. If the child did attend school that day and has not made it into the program yet, SKEF will continue to attempt to locate the missing child.
 - Site staff will contact the parents/guardian as outlined in the child's authorization form. All numbers will be utilized (work home, cell, etc.).
 - Should we be unable to reach a parent/guardian, we will then attempt to contact the emergency contacts as listed on the child's authorization form.
 - When deemed necessary, SKEF will contact local authorities for assistance in locating a child.
- Parents/Guardians: Please be sure to provide accurate contacts, and update any changes with SKEF, so that our staff can contact you quickly, whenever necessary.
- The pick-up system is designed to protect your child. It is the parent's responsibility to provide the staff with a list of those who are authorized for pick up.
- Children will be released only to persons authorized on the Child Enrollment Form and picture ID is required.
- **It is important to be prepared to show picture ID on a daily basis.**
- Should an adult appear to be under the influence of alcohol or drugs when attempting to pick up a child, staff will take the necessary emergency procedures as outlined by SKEF for the protection of the child and family.

Late Pick-Up

Late fees will be charged for each child picked up after the scheduled closing time.

Late Fees are charged for each child picked up after 6pm. Late fees are charged at a rate of \$30 per 15 minutes beginning at 6:01pm. Late fees will be added to the next month bill.

15 minutes after scheduled site closure all emergency numbers will be called by staff. If no one can be reached by 7:00pm, the police may be called to escort your child(ren) to Protective Services. Please note, the staff will do everything in their power to reach parents or emergency contacts. **It is your responsibility to inform the SKEF Office of any changes in contact information.** Calling the police will be a very last resort. This must be our policy to protect both staff and children.

Chronic late pick-ups of your child may result in the exclusion of your child from the program.

CUSTODIAL AUTHORITY

If a parent possessing custody of a child wishes to instruct the program not to release the child to the other parent, a court order supporting such custodial authority must be left at the program. If the non-custodial parent disputes the validity of the court order and/or insists on the child's release, the Program's staff will contact the parent who registered the child and request that the child be picked-up from the program immediately.

Court Orders:

Licensing requires that parents have accessibility to children. For some families, accessibility to children is restricted when a family has a court order restraining a person from custody and/or visitation. If this applies to you and your family, you are asked to provide a copy to the program. Without this court approved legal documentation the program is unable to prohibit a parent from access to their child/ren regardless of the enrolling parent's desire to prohibit the other parent from access to their child.

Legal Custody:

We require a copy of the legal custodial agreement in situations when parents are unable to pick up their children on specific days or at all. If a court has not determined parental custody, both parents have a right to pick-up their children and we are not legally allowed to keep a parent from picking their child up from our program.

Custody Agreements:

Changes in custody agreements will be accepted only with a copy of the court order specifying the change and the persons named as having legal custody of the child. A staff cannot legally refuse to release a child to a verified parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Simply writing on the enrollment form that you do not want a parent to pick up your child does not give us the legal right to refuse pick up.

Custody and Visitation:

Certified copies of any court orders or divorce decrees provided by the custodial parent, which restricts a parent's ability to seek release of his/her child, should be submitted to the Program Coordinator & Registrar. Should a parent come to program and request to see his/her child, we cannot prohibit the action unless we have these papers. Therefore, it is imperative that we have the information immediately upon its dispensation.

Illness and Medication

Illness

- **If your child is ill, DO NOT SEND him/her to Enrichment Academy.**
- If your child is sent home with a fever, diarrhea, or other contagious illness, they may not return until they are free of such illness or no longer contagious. Staff may require notification from a physician that your child is no longer contagious.
- Please notify us via the SKEF office, 503-364-2933, if your child is ill and will not attend the program.
- If your child becomes ill while attending the program, a parent will be contacted and asked to pick up their child immediately. You will be asked to pick up your child if any of the following are true:
 - Child has diarrhea
 - Child has green discharge from nose or eyes
 - Child has any type of eye infection that causes the eyes to be “weeping” with a thick, yellow discharge
 - Child vomits
 - Child has a temperature of 100 degrees or above
 - Child has chicken pox, scabies or any other **contagious disease**
 - Child has what appears to be head lice; child must be nit-free to return to the center
 - Child has symptoms that impair his or her function within the program
- The child will be isolated, within sight and hearing distance of an adult, until the parent arrives. If the parent cannot be reached, the staff will phone the emergency contact person listed on the child’s enrollment form.
- SKEF is not able to care for sick children. Parents or emergency contacts are requested to pick up the ill child within 1 hour of being contacted.

Credit/refunds will not be issued for absence due to illness

Medication

- A Medication Authorization Form must be completed and signed by the parent or guardian in order for any medication to be administered. These are available at the EA site.
- Medication that needs to be administered must be brought directly to staff in its original prescription labeled container by the parent or guardian. The label must clearly identify the child’s name, doctor, date, prescription name and dosage. Over-the-counter medications, including sunscreen must also be in the original container and labeled with the child’s name, dosage, time, and/or directions for distribution and accompany a Medication Authorization Form.
- Children are not allowed to administer medication to themselves; all medication must be given to, and administered by, the site staff, **including inhalers for asthma.**
- If your child has a medication listed on their registration form that is used as needed (such as an inhaler), and you as a parent choose not to leave it with the EA staff, we require written authorization of that choice in order to comply with licensing requirements.

Injuries

Minor injuries will be treated as needed, including washing, applying Band-Aids, or administering ice packs. Parents will be notified upon pick-up and will be asked to sign an "Ouch Report."

In the event of a major injury, EA staff will assess the situation. If necessary, staff will seek appropriate medical attention, attempt to contact parents, and contact the EA Director. This may include calling an ambulance to transport the child to the hospital or taking the child to any available physician or hospital to obtain emergency medical treatment. Once the situation is under control, the supervisor or other SKEF staff will contact the parent or authorized emergency contacts. If a child is taken to the hospital, a SKEF supervisor will accompany the child until the parent or emergency contact arrives. All medical expenses, including transportation, are the responsibility of the parent/guardian.

If a child is injured and clothing is contaminated by a blood spill, they will need to be picked up from the site or brought a change of clothing in order to eliminate possible exposure to blood borne pathogens for all participants.

If any of these more serious injuries occur, staff will fill out a full accident report, which parents will be asked to sign to acknowledge that they were informed of the injury.

Communicable disease

If a child has been sent home with a communicable disease, the child will not be readmitted until it is determined that the child is no longer contagious. A doctor's release form may be requested before the child can be readmitted.

When a child is known to have a communicable disease, parents of the children who have been in contact with the ill child will be notified.

Program Information

Program Licensing

Enrichment Academy Programs are licensed by the State of Oregon. Copies of reports from the Fire Marshall, County Sanitation, and the Oregon State Child Care Division are available for your review. Should you feel the Enrichment Academy is in violation of state requirements, you may contact the Oregon State Child Care Division at (503) 947-1400

By law all Enrichment Academy staff must report any suspicion or knowledge of child abuse.

Staffing

SKEF Enrichment Academy employees' responsibility includes: the supervision of children and staff, program planning and implementation, communication and parent relations, and staffing each program. Personnel are trained in CPR/First Aid and receive a minimum of 30 hours of training annually.

Staff are trained and expected to carry out the policies and procedures of SKEF. This is done in order to keep children safe and learning new things, and also to concentrate on the individual child. SKEF understands the role every adult plays in the life of a child and expects all staff to serve as a role model for the children and families. Reference checks are done prior to hire, and all staff must be cleared through

the Department of Justice's fingerprinting and Child Abuse Index clearance. To assure that SKEF standards, policies, program quality, and staff performance are being maintained, administrative staff makes unannounced visits to each site/classroom.

Behavior Management Policies:

It is the goal of SKEF to provide a healthy, safe, and secure environment for all participants. Children who attend the program are expected to follow the behavior guidelines and interact appropriately in a group setting. SKEF follows a general set of guidelines in activity management.

Behavior Guidelines:

- Care about ourselves and those around us
- Respect each other and the environment around us
- Use honesty as a basis for all relationships and interactions
- Take responsibility for our own actions.

The philosophy behind our discipline policy is that every person is responsible for him/herself. To foster this philosophy, the following methods are used: natural and logical consequences, redirection, the giving of choices, and time away from the activity or group. Through these methods, the staff seeks to help children build the healthy life skills necessary to cope with an ever-changing world: responsibility, decision making, expression of feelings, socialization with others, resolution of conflicts, and the acceptance of others. We promote a safe and nurturing environment where we teach children to use alternative methods for conflict resolution.

In the event that chronic behavioral problems develop, incidents will be documented and communicated to the parent. If behavior problems persist, the Program Coordinator will implement a Behavior Contract; which will outline specific steps to help the children effectively change their behavior on site. The specifics of the Behavior Contract are developed in conjunction with: SKEF staff, guardians, and the student. If behavior becomes too extreme to be controlled, parents will be called and asked to pick up their child within ½ hour.

The following behaviors are not acceptable and may result in the immediate implementation of a Behavior Contract or immediate dismissal from the program:

- Endangering the health and safety of children and, or staff
- Stealing or damaging SKEF or host site property
- Leaving the program or boundaries, as set by staff, without permission
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or program rules
- Acting in a lewd manner

While the before-mentioned is a general outline of procedures, SKEF reserves the right to ask parents to find alternative childcare arrangements for their child without prior notification, as deemed necessary for the safety of staff and/or program participants, not limited to the before-mentioned behaviors. SKEF strictly enforces all rules and regulations set by the Salem-Keizer school district.

Emergency Procedures

All SKEF staff is trained in standard procedures for emergencies. Each emergency is different and varies by situation. Examples of safety procedures are listed, but please note, this is not a complete list.

- Emergency drills: including fire, earthquake, and lock-downs.
- Emergency Equipment: Standard list of what is needed is at all sites and vehicles.
- Information: Staff have immediate access at all times to children's forms, including: health information, adults authorized to pick up each child, and signed release for medical treatment.
- Health and Safety: Each staff is certified in CPR/First Aid, procedures for injuries and illness.
- Attendance: Staff is trained on roll call procedures, head counts, and plans for staff on field trips and on-site to guarantee that the location of each child is known at all times.
- Programming: Staff is trained in the activities and structure of our programs, as well as what is appropriate for working with children of varying age levels.

Children with Special Needs

SKEF complies with the American with Disabilities Act and applicable federal, state, or local laws in providing services to children with special needs or disabilities. Our goal is to meet the individual needs of each child within the structure of our program, while maintaining a safe and healthy environment for all children and staff. According to state licensing, a written plan must be developed between the parent and the program (and possibly with outside specialists), on specifics relating to the care of a child with special needs.

Field Trips

Programming may include walking, school buses, or public transportation field trips. Parents will be informed, in writing, about scheduled trips. Information of approximate departure and return times, along with the destination, will be posted. SKEF reserves the right to alter the destination or cancel trips due to inclement weather, safety reasons, or other unforeseen factors.

Nutrition

Appropriate snacks/meals are provided at the Enrichment Academy following USDA guidelines. A snack and supper menu will be posted at the site location. All meals will be provided by Sodexo and delivered to the site daily.

The U.S. Department of Agriculture (USDA) and the State of Oregon prohibit discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, religion, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 325-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 or (888) 271-5983 Extension 516 (toll free). USDA and the State of Oregon are equal opportunity providers and employers.

Personal Belongings

SKEF Enrichment Academy provides an ample supply of learning materials to meet your child's daily needs. Please leave all toys, games, gum, candy, and money at home.

Enrollment and Registration

The Enrichment Academy serves children grades kindergarten through fifth grade. Pre-registration begins in May for the following school year. Each child must be registered to attend program. All registration information is confidential.

Initial registration with applicable fees (registration fee & 1st month's tuition) needs to be completed at the SKEF office. Registrations & payments are **not** accepted at sites. We accept cash, check, or debit/credit card. For your convenience, SKEF offers many methods of submitting payment, including:

- Dropping off or mailing payment to our office located at **223 Commercial St. NE Salem, Oregon 97301**
- ACH/Automatic Withdrawal
- Online Click-To-Pay by credit or debit card
- Payment over the phone via credit or debit card
- Third-party billing

All enrollment forms must be completed in full. These forms must be returned to the SKEF Office 24 hours prior to your child's first day of attendance. Children will not be allowed to stay at program locations without a completed enrollment form, including all emergency information. Child's first day must fall on a regular school day.

Registration fee and early registration

A 24-hour notice for registration is required before your child's 1st day of attendance. A non-refundable annual \$50 registration fee is required for all participants.

Registration for the fall begins in late spring. Early registration is encouraged as space is limited in order to guarantee placement in the fall. With payment of the \$50 registration fee and completion of the enrollment forms, a spot will be held for your child in the fall. Early registrations are due by June 1st, and you will be billed for the program starting in September.

After August 15th, registrations must include the \$50 registration fee, payment for the first month of the program, and completion of all enrollment forms. When a program fills to capacity, a waiting list will be established.

Enrollment Forms and Registration Process

The Salem-Keizer Education Foundation before and after school Enrichment Academy is open to children in grades Kindergarten to 5th grade. Children are enrolled on a first-come, first-served basis. Others are placed on a waiting list and accommodated as space becomes available.

To complete enrollment for your child, you will need to fill out and return the following information prior to your child's first day:

- Registration form
- Contract
- \$50 Registration Fee & the first month's tuition

When applicable:

- DHS Forms

○ Financial Assistance Application

Return these items and pay the registration fees as soon as possible to save your child a space, as we do have limited class sizes. Updating all information on the form is the responsibility of the parent. Please notify SKEF of changes.

Enrollment Forms

The forms listed below must be completed in full prior to your child(ren) attending. Updating all information on the form is the responsibility of the parent. Please notify SKEF of changes.

1. Registration Form
2. Contract Agreement

The following forms are available through the SKEF office:

1. Data Change Form (if applicable)
2. Financial Assistance Form

Enrollment Options

Option 1 –

Fees for this option are based on actual hours of care available **including In-Service and Conference days.** Total fees are then divided by the nine (9) months of the school year. Holidays, winter break, spring break, and summer are available at an additional rate. This option has the choice of any number of school days a week for either AM or PM only or both AM & PM care. Fees have been based on the calendar, as produced by the school district before the start of the school year. Should the school district make any changes to the schedule, for example: adding additional in-service days, additional fees may be required should you choose to participate. **June days will be pro-rated with the last day of program being the last day of school.**

There will be one day in June where program is not provided to allow for summer transition.

Option 2 –with non-school days

Fees for this option are based on actual hours of care available **including In-Service, Holidays, Conference days, Winter Break and Spring Break.** Total fees are then divided by the nine (9) months of the school year. Parents still need to sign up for the breaks and holidays they are using, in order to staff appropriately. This option has the choice of any number of school days a week for AM's only, PM's only, or both AM & PM care. **June days will be pro-rated with the last day of program being the last day of school.**

There will be one day in June where program is not provided to allow for summer transition.

Option 3 –with non-school days

Fees for this option are based on actual hours of care available **including In-Service, Holidays, Conference days, Winter Break, Spring Break and Summer.** Total fees are then divided by the twelve (12) months. **If you terminate Option 3 within this time, you will be charged a \$150 fee.** Parents still need to sign up for the breaks and holidays and summer camps they are using, in order to staff appropriately. This option is only available for full-time schedules.

There will be one day in June where program is not provided to allow for summer transition.

SKEF will not offer any programming during the last week of August due to building availability and staff training.

For all enrollment options the following applies

- **The days that you designated at the time of enrollment are the days that service will be provided; all other days will result in extra charges unless a request of schedule change is completed with SKEF.**
- Care on in-service days and winter, spring, and summer breaks may be held at a combined location where space is available and may not be provided directly at each site.
- While SKEF strives to meet the needs of families by offering services as consistently as possible throughout the year, there may be days in which we are not able to offer programs. Most of these days are listed on page 5 under Closures.
- Registration for each school year will be required.

Accounting and Billing Information

All billing is handled at the SKEF office.
For inquiries, please call 503-364-2933.

Payment Due Dates and Late Fees

Bills will be mailed to you by the 20th of each month. **Your full balance due must be received by the SKEF office by the 1st of the month** for which services are provided (for example, September tuition is due on September 1). **Payments received after the 5th of the month (even if the 5th falls on a weekend, holiday, or SKEF closure time) will result in a \$35.00 late fee.**

If you choose to mail your payment, please note that the SKEF office must receive the payment by the 5th of the month (see above).

Failure to pay the full balance or make payment arrangements by the 5th of the month may result in discontinuation of childcare services. **Payments cannot be made at any site.**

We accept cash, check, or debit/credit card. For your convenience, SKEF offers many methods of submitting payment, including:

- Dropping off or mailing payment to our office located at **223 Commercial St. NE Salem, Oregon 97301**
- ACH/Automatic Withdrawal
- Online Click-To-Pay by credit or debit card
- Payment over the phone via credit or debit card
- Third-party billing

If you choose ACH/Automatic Withdrawal, the account of your choice will automatically be charged on the 5th of each month or the first business day following the 5th. For any questions or for more information about these payment methods, please call 503-364-2933.

For changes in billing or schedule or to terminate from the program, a TWO-WEEK WRITTEN NOTICE is required to be turned in to the SKEF office.

Monthly tuition is the same for every month that school is in session, regardless of the number of days on the school calendar. There will be no reduced fees for months with fewer school days, other than the months of September for Kindergarten and June which will be automatically pro-rated.

Returned Check Fee

Returned checks or rejected automatic bank drafts for non-sufficient funds will be charged a \$35.00 returned item fee. This fee will be reflected on your billing. Payment of tuition plus the \$35.00 NSF fee will be due **in cash** no more than 5 days after notification unless arrangements are made.

Adult and Family Services (AFS) and 3rd party billings

AFS and 3rd party billing questions should be referred to the Child Care Accounting Department at 503-399-2753. Parents are responsible for providing child care third party billing information and for signing the billing forms. Third party eligibility and billing arrangements need to be confirmed prior to childcare services being provided. Please allow two weeks for this process. Parent co-payment and/or additional payment after third party assistance, is due on the 1st of each month. A late fee of \$35 will be charged to accounts when payment has not been received and a billing form has not been signed.

Changes and Withdrawals

To make any type of change or to terminate your account, we require a minimum of two weeks written notice delivered to the SKEF office. Types of changes include, but are not limited to, scheduling and account type, changes. Please note: the only place to submit your written requests is at the SKEF office and not at sites.

Please note: It is your responsibility to inform SKEF of any changes, and not that of the site staff.

Drop-In Fees

Additional drop-in days may be arranged, depending on available space and sufficient staffing. All drop-in attendance will result in a per-day fee. These fees are posted to your account within three weeks of the actual drop-in dates. As a result of that processing time, your monthly bill will not always include *all* drop-in fees prior to the billing date. Prior notice for all drop-in must be given at least 24 hours in advance.

For more information about fees and availability, call the SKEF office at 503-364-2933.

Refunds and Credits

Refunds and/or credits will not be issued for absences or partial months' attendance. SKEF requires a two-week notice to make any type of change to your account or scheduling.

If you give two weeks written notice to request a change that reduces your fee in the middle of any given month, the SKEF will not issue a refund. Instead, a credit will be posted to your account to reflect the mid-month reduction.

Reminder: A 2-week written notice is required for withdrawal and changes as previously noted.

SKEF reserves the right to terminate care for any of the following reasons:

- Parents' failure to pay fees
- Failure to submit required forms
- Failure to observe the rules regarding arrival and departure
- Child's inability to function in a group child care setting
- Repeated, excessive, inappropriate behavior and/or language
- Excessive late pick-ups