

Registration Packet Gladstone Extended Day

2022-2023 School Year



...a fun place to
play and learn!

Sponsored by
**Gladstone Community School
Gladstone School District**

**Registration & Information: 503-650-2570
Accounting Office: 503-655-2570
JWE Contact Number 503-793-6367
GCCF Contact Number 971-645-8926**

REGISTRATION AND INFORMATION GLADSTONE 2022-2023 EXTENDED DAY PROGRAM

PURPOSE

- The purpose of the Extended Day Program is to provide educational, recreational and social enrichment opportunities for children grades K-5 in a quality care setting. Many children spend much of their impressionable years in childcare environments. Our school, staff and community constantly strive to provide your child with a positive program that encourages healthy physical, mental and emotional growth in a comfortable and caring environment.

ENTRANCE REQUIREMENTS

- In order to be eligible for enrollment, a child must be enrolled in John Wetten Elementary School (grades 1-5) or in Kindergarten at the Gladstone Center for Children and Families. A health form completed by the child's physician must be on file in his/her school, including current immunization records. **Enrollment application information must be completed and updated as information changes.** Your child is enrolled in the program upon notification from Gladstone District Office, a **\$50 non-refundable registration fee.** (This fee will be applied towards your child's care), and a signed registration form for the current year.

WITHDRAWAL FROM PROGRAM

- The Extended Day Program and parent(s) agree to provide a two (2) week notice prior to requiring withdrawal or withdrawing child from care. If the child has been absent for 30 consecutive days, they will be removed from the program.

ABSENCES

- If your child will be absent from the Extended Day Program, please notify the Extended Day staff by leaving a voice mail at 503-793-6367 for JWE or 971-645-8926 for GCCF. You can also leave a message for JWE by calling the main office at 503-656-6564 and asking for extension 264. You are not charged for care if your child is absent. **Neither school office notifies the Extended Day staff of children absent from school.**

HOURS

- Standard days and hours are Monday through Friday from 7:00 am to 8:00 am and 2:20 pm to 6:00 pm. **Non-operating hours: Extended Day will be closed for Winter Break, Spring Break, and In-Service days.** Notice of closure will be posted on the door one week in advance as a reminder to parents. You will need to make other arrangements for your child during these times.

EXTENDED DAY CLOSURE

- When school has a delayed opening due to **inclement weather or any other unforeseen condition,** there will be no before school childcare. If there is no school due to inclement weather or any other unforeseen condition, there will be no child care available.

INSURANCE

- Parents are encouraged to carry insurance, which will cover their children in event of an accident while attending Extended Day.

BILLING/ACCOUNT BALANCES

- Fees are posted on a weekly basis; statements are then emailed to parents. **It is the responsibility of the parent to be aware of their account balance on a consistent basis. Your account should always have a credit balance.** An account with an amount owing could prevent your child from attending the program. Please apply additional funds to your account weekly or as needed to maintain a credit balance. Past due amounts could be subject to collection. Parent/guardian will receive notification from Extended Day personnel prior to a child being dropped from the program.

FEES

- **Gladstone Extended Day program requires payment in advance of care. Your account should always have a credit balance.** An account with an amount owing could prevent your child from attending the program. Payments can be made through **My Procure** online or you may drop off payment onsite with the program supervisor. You can also call or stop by the Gladstone School District office, 17789 Webster Road, 503-650-2570. Please make checks payable to Gladstone Extended Day.
 - **\$50 non-refundable registration fee**
 - **Before school care at a rate of \$5.00 per day**
 - **After school care at a rate of \$4.75 per hour (\$5.00 minimum), snack and supplies are included.**

EARLY DROP OFF/LATE PICKUP

- An early-drop-off fee (before 7:00 am) and a late-pickup fee (after 6:00 pm) of **\$15 per child** will be automatically charged to your account. If the early-drop-off or late-pickup time exceeds 10 minutes an additional \$1 per minute per child will be charged. Please remember that parents or guardians should use this service for an emergency only. It is not intended to be used on a regular basis.

ARRIVAL AND DEPARTURE FROM PROGRAM

- If a school-age child arrives at or leaves the center without a parent, there shall be arrangements in advance and in writing from the parent(s) for the arrival and departure times.
- If a child has not arrived at the center by the expected time, staff will make every effort to contact parent(s) and/or emergency contacts to notify them that child has not arrived (this applies to children enrolled in the everyday after school session, Monday through Friday).
- If you know that your child will not be attending care on a particular day, notify the Extended Day staff by calling 503-793-6367 for JWE, 971-645-8926 for GCCF, or call the main office at 503-656-6564 and ask for extension 264.
- If you do **not** want to be notified that your child hasn't arrived at the program, you must request that on your application.

SNACKS

- Snacks are nutritional and may include fruits, cheeses, crackers, raw vegetables, breads, etc. The program provides occasional "treats". Please do not allow your child to bring candy or other "empty calorie" foods. An afternoon snack is provided to all children in the program at approximately 3:00 pm.

HOMEWORK

- Daily from 4:00 to 4:30 pm is "homework time" at the program. All children are required to work on homework, read a book, or participate in a quiet activity. Staff is available at this time to help children with homework.

PERSONAL BELONGINGS AND CLOTHING

- Please label all belongings and lunches with child's name. Program and staff members will not be responsible for lost or broken belongings. If a child chooses to bring toys/belongings from home, they will be required to share with others. We strongly recommend that children keep their toys at home. We will have "Toy Days" on early release days, where it's okay to bring a toy to share.
- On Fridays, any belongings left in the classroom will be placed in the lost and found or discarded.
- Children should dress according to the weather. Activities may include outside play and walking trips. Shoes and clothing should be appropriate for daily activities and comfortable for your child.

DISCIPLINE POLICY

- Staff will provide children with positive guidance, redirection and clear expectations.
- Staff will help each child develop self-control, self-esteem and respect for others.
- Only staff will discipline a child, and consequences will be set according to the child's age and appropriate to the infraction.
- Staff will not humiliate, frighten or become physical with any child, at any time.
- Discipline may include redirection of activity, loss of recess or specific extra-curricular activity, and/or notification to parents. A child may be dismissed from the program temporarily or permanently if child's behavior has become a threat to others or is a continual disruption to the program.

STUDENTS REQUIRING MEDICATION

- Staff members will **not** dispense any medication, prescription or non-prescription, to any child without a signed written authorization form from student's parent(s) and/or physician.
- Medication must be in the original pharmacy container labeled with the child's name and doctor.
- Parents must deliver prescription and non-prescription medication in its original container to Extended Day supervisor. Children are not allowed to transport any medication to or from Extended Day. Parents will be informed daily of the time(s) medication has been dispensed to child.

NOTICE TO PARENTS

- Custodial parents have access to the center during the hours of operation; no advance notice is required.
- Staff is *required* to report suspected child abuse or neglect immediately, as required by the Child Abuse Reporting Law (ORS 419B.005 through 419B.045)
- No one shall be allowed in the center who has been convicted of a crime of immoral conduct or convicted of violating a criminal statute that protects children, or who has demonstrated behavior which may have a detrimental effect on a child.
- Only those individuals listed on the application form will be allowed to pick up your child. Advanced authorization is required for anyone not listed on your application, and staff will require photo identification before releasing child to that individual's care.

VISITOR POLICY

- We discourage any visitors (including non-custodial parents, relatives, & friends) from visiting children while at Extended Day. The following are the reasons why:
- It is disruptive and distracting to the other children.
- The child who is being visited may want to go home with that person, when such person has to leave. The child may get upset and not understand why they cannot go home with him or her.
- Extended Day staff does not know the background of the visiting person, or if that person is authorized by the parent(s) to have contact with their child.

PLAN FOR EMERGENCY MEDICAL CARE AND TREATMENT OF ILLNESSES OR INJURIES

- In the event of an emergency, staff will dial 911 for care and transport to nearest medical facility. Staff **will not** transport child to hospital. Any charges for these services are the responsibility of the parent. Parent will be notified at the earliest possible convenience. The safety and expedient treatment of your child's illness/injury is our number one concern.
- If necessary, a staff member who has been properly trained may provide first aid and/or CPR while waiting for emergency response. Once child has been properly cared for, staff will notify parent(s) and/or emergency contacts.
- In the event that staff determines illness/injury does not warrant a call to emergency services, a staff member with a current First Aid/CPR card will treat basic symptoms and call the first parent listed on the application to immediately pick child up. If first parent listed is unreachable, second parent listed will be called; if that parent is unreachable, then emergency contacts will be notified.
- An illness/injury accident form will be filled out and given to parent(s) on the day of the illness/injury. One copy will be given to the parent and one copy will be placed in child's file.

COVID-19 Specific Symptoms will not be allowed into care:

- Fever over 100.4
- Cough (For students with chronic cough due to allergies or asthma, a change in cough)
- Difficult breathing or wheezing (for students with asthma, a change in their baseline breathing)
- Sore Throat
- Diarrhea or Vomiting
- New onset of severe headache, especially with fever

Other Symptoms:

- Fever over 100.4
- Unusual yellow color to skin or eyes
- Difficult breathing or wheezing
- Severe Cough
- Stiff Neck and headache with one or more of the previous symptoms
- Nausea
- Skin or eye lesions or rashes that are severe, weeping or pus filled
- Vomiting
- Complaints of severe pain
- Diarrhea
- Head Lice

Check with your child for these symptoms before they go to school. Check symptoms for changes or baseline health.

A child who shows any of the above symptoms shall be isolated and the parent(s) notified and asked to remove the child from care as soon as possible. All School District protocols will be followed..

COMMUNICABLE DISEASES INCLUDING COVID 19 WAIVER

The attached Communicable Diseases including COVID-19 Waiver must be signed and completed before your child may attend our program.

**WAIVER OF LIABILITY AND HOLD HARMLESS FOR COMMUNICABLE
DISEASES INCLUDING COVID-19**

Student Name: _____

Grade: _____ Home Phone: _____

Address: _____

Parent(s)/Guardian(s) Names: _____

Parent/ Guardian phone: Work: _____ Home: _____ Other: _____

The novel coronavirus (“COVID-19”), has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. While rules, guidance, and personal discipline may reduce this risk, the risk of serious illness and death does exist. **Gladstone School District cannot completely mitigate the transfer of communicable diseases like COVID-19 especially when involved in activities associated with Extended Day Program. Participation in activities associated with Extended Day Care includes possible exposure to and illness, injury, or death from infectious diseases including COVID-19.**

In consideration for providing my child the opportunity to participate in the Extended Day Program and any related

transportation to and from Extended Day Care, both my child and I voluntarily agree to waive and discharge any and all claims against District and release it from liability for any exposure to or illness or injury from an infectious disease including COVID-19, including claims for any negligent actions of the District or its employees or agents, to the fullest extent allowed by law, for myself, my child, our estates, our heirs, our administrators, our executors, our assignees, and our successors.

I also agree to release, exonerate, discharge and hold harmless the District, its Board of Directors, the individual members thereof, and all officers, agents, employees, volunteers, and representatives from all liability, claims, causes of action, or demands, including attorney fees, fines, fees, or other costs (e.g. medical costs) arising out of any exposure to or illness or injury from an infectious disease including COVID-19, which may result from or in connection with my child’s participation in the Extended Day Program.

I further certify and represent that I have the legal authority to waive, discharge, release, and hold harmless the released parties on behalf of myself and the above-named student.

I also understand and agree that in consideration for participating in any sports or activities and any related transportation to and from events, Student is committed and agrees to isolate and quarantine if exposed to COVID-19.

I certify that I have read this document in its entirety and fully understand its contents. In exchange for the opportunity to participate in the Extended Day Program the above-named student and I freely and voluntarily assume all risks of such hazards and notwithstanding such, release District from all liability for any loss regardless of cause, and claims arising from the student's participation in the Extended Day Program

Parent/Legal Guardian Signature

Date

Date: _____ Amount Paid \$ _____ Check # _____ Cash _____ Card _____

GLADSTONE EXTENDED DAY SCHOOL YEAR 2022-2023 PROGRAM INFORMATION AND AUTHORIZATION FORM

This application must be completely filled out and accompanied by a \$50 non-refundable registration fee. The application can then be returned to the program supervisor, or the District Office. **Your child is enrolled in the program upon notification from Gladstone District Office.**

Please remember the **Gladstone Extended Day program requires payment in advance of care.** A negative account balance may result in child(ren) being dropped from the program. Past due amounts could be subject to collections.

A separate form must be filled out for each child in the family.

Child's Name _____ Male
Female

Birthdate _____ Age at Entry _____ Teacher _____

Grade _____ (Fall 2023)

TUITION AND SCHEDULE OF FEES:

- **Payment is required in advance of care**
- \$50 non-refundable registration fee
- Before school care at a rate of \$5.00 per day
- After school care at a rate of \$4.75 per hour (\$5.00 minimum)
- Snack and Supplies are included
- ***An early-drop-off fee (before 7:00 am) and a late-pickup fee (after 6:00 pm) of \$15 per child will be automatically charged to your account. If the early drop-off or late pickup time exceeds 10 minutes an additional \$1 per minute per child will be charged.***

Please check days needed and list approximate times:

Morning care only (Monday through Friday) _____
Approximate Time of Arrival

After-school care only (Monday through Friday) _____
Approximate Time of Pickup

Both morning and after-school care (Monday through Friday) _____
Approx Time of Arrival & Pickup

My Schedule Varies – (Times/Dates will differ). I understand that staff cannot notify me of my child not arriving to the program.

I DO _____ DO NOT _____ wish to be contacted if my school age child does not arrive at the facility at the expected time (*this question only relates to children enrolled in the "every day" after school session, Monday through Friday*).

•Non-operating hours: Extended Day will **be closed** for Winter Break, Spring Break, and In-Service days. You will need to make other arrangements for your child during these times.

CHILD'S NAME _____

This person will be listed as PRIMARY PAYER and will receive statements by email unless otherwise noted. Note: *In order to deny any parent access to his/her child, a copy of legal documentation must accompany this application, i.e.: Custody papers, restraining order, etc.*

Does this parent/guardian have authorization to remove child from care? Yes No

Name (primary payer)

Employer

Relationship to Child

Work Phone #

Address

Work Hours

City, State, Zip

Alternate Phone #

Cell phone #

Email Address (Required)

This person will be listed as SECONDARY PAYER. Do you wish to receive emailed statements? Yes No

Does this parent/guardian have authorization to remove child from care? Yes No

Name (secondary payer)

Employer

Relationship to Child

Work Phone #

Address

Work Hours

City, State, Zip

Alternate Phone #

Cell phone #

Email Address (Required)

CHILD'S NAME _____

CONTACT/PICKUP INFORMATION: *If parent or guardian cannot be reached, the following individuals may be contacted and/or may pick up your child(ren). (List at least two (2) individuals)*

Please Print Clearly

<u>Name</u>	<u>Relationship</u>	<u>Contact Phone #</u>	<u>May be Contacted?</u>	<u>May Pickup Child(ren)?</u>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

•Special Arrangements: (Such as a school age child who arrives/leaves without a parent, etc.)

MEDICAL HISTORY:

Does your child have any acute/chronic medical conditions? If so, please describe.

Is your child allergic to any medications? If so, what? What is your child's reaction?

Is your child currently on medication? If so, what?

Does your child have any environmental/food allergies? If so, what? What is your child's reaction?

Are there any other special needs your child has? How can we attend to or support these needs? (Emotional, social, etc.)

CHILD'S NAME _____

PHYSICIAN/HOSPITAL INFORMATION: (REQUIRED INFORMATION)

Name

Phone Number

PERMISSION IS GIVEN TO THE CHILD CARE FACILITY FOR THE FOLLOWING:

A check or "X" on the line indicates approval.

_____ In an emergency, the Gladstone Extended Day Program has my permission to call an ambulance to take my child to any available physician or hospital at my expense.

_____ In an emergency, the above-named facility has my permission to obtain medical treatment for my child, except for:

_____ I do **NOT** wish my child to receive any medical treatment.

_____ Photographs may be taken of my child to post in classroom, on school bulletin board, registration packet, etc.

_____ My child may receive a COVID-19 Rapid Antigen Test

By signing this form I am confirming that I have read the Extended Day packet in its entirety and I fully understand and agree to the guidelines, expectations and payment requirements of the program.

I also understand I am responsible for payment of all charges incurred by my child attending Extended Day. Past due amounts could be subject to collections.

Parent or Guardian Signature

Date