

*State Certified Child Care Before and After School*

# The Community Before & After School Child Care Program



**OF SERVICE!**



# PARENT HANDBOOK 2022-2023

*“Providing Safe, Affordable and Quality Child Care for  
Albany’s Elementary Age Children Since 1988!”*



Administrative Offices Located in  
Two Rivers Market in Downtown Albany  
250 Broadalbin Street, Suite 255  
PO BOX 1717, Albany, OR 97321  
Phone: 541-967-9322  
Fax: 541-967-8368  
[www.communityafterschoolprogram.org](http://www.communityafterschoolprogram.org)

*CAP is a 501(c)(3) non-profit organization (#93-0979294)  
and is a participating United Way agency.*

“Play is often talked about as if it were a relief from serious learning. But for children play is serious learning. Play is really the work of childhood.”

**-Fred Rogers**



# Office Hours

Office Hours 12:00 p.m. to 4:00 p.m.  
Summer Hours: 12:00 p.m. to 4:00 p.m.  
Monday through Friday  
(Closed Holidays)

\*Office Phone: 541-967-9322  
\*After Hours/Emergency: 541-979-3086

COVID-19 Point of Contact Information:  
Laurie Dunmire, Executive Director\*

FAX: 541-967-8368  
Email: [albanycapezchildtrack@gmail.com](mailto:albanycapezchildtrack@gmail.com)

## CAP Sites Directory

|                       |              |
|-----------------------|--------------|
| Lafayette CAP.....    | 541-979-7246 |
| Meadow Ridge CAP..... | 541-974-2907 |
| North Albany CAP..... | 541-979-3022 |
| Oak Grove CAP.....    | 541-979-5723 |
| Periwinkle CAP.....   | 541-979-0013 |
| Takena CAP.....       | 541-979-6963 |

Find us on 

### **COMMUNITY BEFORE & AFTER SCHOOL CHILD CARE PROGRAM (CAP)**

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Phone: 541-967-9322 ♦ Fax: 541-967-8368  
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# WELCOME TO CAP!

**MESSAGE TO PARENTS/GUARDIANS:** Thank you for choosing the Community Before & After School Child Care Program (CAP) for your child care needs. CAP is looking forward to providing a positive experience for your family. This handbook contains information about CAP's policies and procedures. Please refer to this handbook throughout the year to help answer any questions that may arise. If you should have any questions regarding this handbook, please contact the CAP office at 541-967-9322. Thank you again for enrolling in CAP!

**A BRIEF LOOK AT THE PROGRAM:** CAP is a non-profit 501(c)(3) child care organization with a mission to provide a safe, affordable, and quality child care environment for Albany's elementary age children and their families. Additionally, CAP is a peanut, tree nut, and seafood free program accommodating children with severe food allergies. Staff is trained in proper methods of epi-pen administration and use. CAP is the only state certified child care program in Albany offering child care before and after school to every socio-economic level in the community and is governed by a Board of Directors. CAP aims to increase opportunities for children to benefit from constructive activities supervised by responsible, trained adults and to reduce the number of children alone or in poorly supervised situations during non-school hours.

In partnership with the Greater Albany Public School District, CAP enrollment consists of hundreds of children ages 5 to 12 years at multiple public school site locations. Monday through Friday CAP provides (1) before-school care from 6:45am to approximately 8:45am, (2) after-school care from approximately 3:00pm to 6:00pm, and (3) full-day care from 6:45am to 6:00pm on school closure days and winter, spring, and summer vacations.

For low to moderate income families, successful employment is dependent on reliable and affordable child care. Due to CAP's instatement of a discount sliding fee scale and scholarship opportunities for qualifying families, all children, including the most vulnerable, have access to sincere care, guidance, nutritious food, and memorable learning experiences. CAP believes families should have access to quality child care regardless of their income level.

State licensing guidelines require CAP to have a child to staff ratio of 15:1. This helps increase engagement in learning by providing children with opportunities for personal attention from experienced and trained adults. CAP develops personalized hands-on programming and special interest clubs in a variety of subject areas. They are incorporated into the program for the purposes of holding children's interest, developing skills, promoting cooperation and teamwork, and instilling a sense of self-competence and esteem.

Research indicates that children who are engaged in learning and educational activities before and after school behave better in school, exhibit improved work habits, develop higher educational aspirations, improve their attitude towards school, have a greater sense of belonging in the community, and improve their relationships with parents. Positive effects of the CAP program extend to Albany's families, schools, employers and community.

**ACTIVITIES:** Children involved in CAP are offered a variety of activities. The morning program consists of crafts, homework assistance, quiet games and gym activities. The afternoon program is structured with an emphasis on education through STEAM, i.e., science and technology, engineering, arts and mathematics. With science and technology being key drivers of economic growth, strengthening STEM education is a national priority. To better support our partnership relationship with the Greater Albany Public School District, CAP supports afterschool STEM learning with the addition of the Arts. Special programs such as reading centers and Homework Clubs are also offered. Please understand that CAP is not a tutoring program.

*Daily program child activities include:*

- Afternoon snacks/supper program following all USDA guidelines
- Special programs such as reading centers and homework clubs
- STEAM curriculum
- Arts and crafts activities
- Outside physical activities

*Required daily clothing/items: For daily comfort of each child, the following clothing/items are required each day:*

- 1 extra change of clothing, including underwear, to remain in backpack unless needed
- Labeled water bottle, optional

**ADMISSION/WITHDRAWAL:** A two-step enrollment procedure must be completed before admission into the CAP program: 1) Receipt of your child's registration application through EZChildTrack, and 2) a review process of your child's registration application and final approval. This second step usually takes 2-3 business days. During peak registration times, however, this process may take longer. Failure to provide necessary forms, i.e., food allergy, proof of income, and medical authorization forms, etc., will delay registration approval. Please see ELECTRONIC REGISTRATION AND FEES below for information on how to begin the registration process through EZChildTrack.

**ADMISSION/WITHDRAWAL (continued):**

Once your child's registration has been 1) received, and 2) reviewed and approved, you will receive a confirmation email with account information and instructions to the EZChildTrack Parent Portal. Parents must keep registration information up-to-date including any changes in address, phone numbers, email, place of employment, etc. Dropping off your child to the CAP program without confirmation of approval will result in a \$50 penalty fee.

*Withdrawal:* Written notification must be received by the CAP office by mail, email, or hand delivery if for any reason you wish to withdraw your child from the program. As a courtesy, any information you could provide for the reason for your child's withdrawal from the CAP program would be appreciated. Messages cannot be relayed by CAP teacher staff to the CAP office. Failure to notify the CAP office in writing will require continued monthly payments for the minimum 0-5 hour block.

**ARRIVAL AND DEPARTURE:** CAP operating hours begin at 6:45 am and end at 6:00 pm each day school is in session and 6:45am to 6:00pm on non-school days, in-service days, and winter, spring and summer vacations. Children shall be admitted only in accordance with hours of operation and are not eligible for early sign in pursuant to OAR 414-300-0040(1).

Parents are required to accompany their child to and from the CAP site location as well as sign their child in/out each day. Additionally, parents must inform CAP staff of their arrival and departure as teachers may need to communicate important information regarding program changes, behavioral concerns, etc. A child will not be released to any person who is not authorized. Photo Identification will be required to ensure the safety of your child.

It is a State of Oregon Office of Child Care (OCC) requirement that parents accompany their child to and from the CAP site each day. However, an allowance can be made for children to arrive and depart unattended by way of a signed *Visual Release Agreement (See VISUAL RELEASE)*. Failure to complete this mandatory waiver puts your child in noncompliance with Oregon Administrative Rule (OAR) 414-300-0050 and will result in dismissal from the CAP program.

Families who utilize a Visual Release Agreement and drop off their children for morning care before 6:45am will be assessed a \$50 penalty fee and are subject to dismissal from the CAP program. Ensuring the health, safety and well-being of the children is our highest priority.

**ATTENDANCE:** If your child will not be attending the program because of a scheduled appointment, vacation or other planned absence; please notify your individual CAP site or the CAP office. Remember that it is the parent's/guardian's ultimate responsibility to keep CAP and teachers informed of any schedule changes.

**BATHROOM ACCIDENTS:** CAP recognizes that accidents happen! Please send an extra set of clothing for unforeseen bathroom accidents or other incidents such as a spill, etc., that would make for an uncomfortable day at CAP. If, however, an accident occurs, CAP staff are committed to helping children feel unashamed about their bodies or themselves. If a change of clothing is not found in your child's backpack and parents are unavailable by phone to assist, CAP staff will provide children with a change of new clothing. A \$15 fee will be applied.

**BIAS POLICY:** CAP supports individual diversity and does not discriminate against race, color, religion, sex (including pregnancy, gender identify, and sexual orientation), national origin, age, disability or genetic information. CAP values all children and families, including child care teacher staff comprised of aides, teachers, and site directors in caring for children within our program. Each position is thoroughly screened by the Early Learning Division Office of Child Care's Central Background Registry (CBR) to determine whether a potential new hire is eligible and approved to care for children in a state-licensed and regulated child care center. The CBR process includes background checks through the Oregon State Police, the Department of Human Services Child Protective Services, fingerprint based background check with the Federal Bureau of Investigation, and sex offender registries.

CAP is committed to providing equal opportunities for all, as well as maintaining inclusive and safe environments for children, their families, and CAP child care teacher staff. A safe environment consists of spaces free from bias harassment, or discrimination including acts or conduct, speech, or expression that target individual diversity and socioeconomic status.

Children who demonstrate biased conduct, including using hurtful language under the pretense of "it's just my opinion," will be subject to CAP's Guidance and Discipline Policy and potential dismissal from the program. Parents and adults who demonstrate biased conduct to CAP staff will result in immediate dismissal, including their child(ren), from the CAP program.

**BULLYING/HARASSMENT:** Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Children who demonstrate a pattern of repeated aggressive behavior will be subject to CAP's GUIDANCE AND DISCIPLINE POLICY and potential dismissal from the CAP program.

**CHANGES IN PERSONAL INFORMATION:** Changes in (1) phone numbers, home address, work places, school, and doctor/emergency contacts, (2) individuals authorized to pick up your child, (3) child's allergies, medications, and health/immunization status, and (4) program participation hours must be kept current and up-to-date in the EZChildTrack Parent Portal. It is imperative that children's registration information is accurate.

**CELL PHONES, ELECTRONIC DEVICES, VIDEOS AND VIDEO GAMES:** Cell phones, handheld gaming devices, mobile devices, mp3 players, tablets, e-book readers, as well as all electronic devices will NOT be permitted during CAP hours of operation. Exceptions may be made, however, for children with IEP's, 504 Plans, and the like, when specifically identified as addressing a child's unique needs and circumstances. Any electronic device brought to CAP is done so at the sole risk of each family. CAP will not be held responsible for items that have become lost, stolen, or broken.

For safety of CAP children, cell phone use such as text messaging, receiving and/or making phone calls, surfing the internet, using social media, listening to music, or snapping pictures with cell phone cameras is NOT permitted during CAP hours. If parents wish to contact their child during CAP operating hours, they may do so by calling the CAP site directly. Additionally, there will be no charging of any cell phones or electronic devices while at CAP. Summer CAP Program console games adhere to the E or E+ ESRB game rating.

**CODE OF CONDUCT / PROGRAM EXPECTATIONS:** Parents/Guardians can expect that CAP and/or CAP staff will care for their child(ren) in a safe, supportive environment, be available to voice concerns related to their child(ren) and/or program, communicate significant misbehaviors on the part of their child(ren), and collaborate with parents on ways to improve any undesirable situation. Children can expect that CAP and/or CAP staff will provide a safe, supportive and consistent environment, offer nurturing care and be actively involved with them, treat them with respect, offer choices of fun, enriching recreational and educational activities, implement guidance and discipline that is fair and non-punitive and make program equipment, material and facilities available on an equal basis.

For Parents: CAP expects parents/guardians to show respect to all CAP teacher/office staff by demonstrating polite, courteous and respectful communication. The Executive Director reserves the right to dismiss a child from the program for parent behavior that is aggressive, unsafe, or otherwise deemed inappropriate, including but not limited to: 1) verbal or physical attacks on any person related to the CAP program, and 2) behavior that is perceived as threatening or that creates uncertainty about the safety of those affiliated with the CAP program.

Additionally, CAP expects parents/guardians to keep their child(ren)'s records current, encourage their child(ren) to follow the rules, notify site staff when there is a concern regarding their child(ren) or the program, pick-up their child(ren) by the program's closing time, inform CAP if attendance will change at any time, pay program fees on time, and work with staff to make improvements in their child(ren)'s behavior if needed. Parents/guardians agree to understand all of CAP's policies contained in the Parent Handbook.

For Children: CAP expects children to show respect for all teacher staff and program rules. Each child is expected to:

- Participate appropriately in planned activities
- Cooperate with transitions in activities and locations
- Properly care for materials and equipment and return them to their place when finished
- Clean up after his or herself
- Remain with the CAP group and CAP staff at all times
- Be courteous and play cooperatively with other children
- Demonstrate appropriate and acceptable behavior (i.e., no bullying, hitting, punching, kicking, biting, slapping, pinching and/or spitting, etc.)
- Keep hands and feet to self
- Keep cell phones and electronic devices in backpacks
- Respect the rights and property of others
- Walk in school buildings
- Communicate with CAP staff when issues or concerns arise
- Use appropriate language (i.e., no profanity or obscene and abusive language/gestures)
- Participate in a manner that is safe and does not pose an unsafe situation for themselves, other children or staff including dangerous behavior and/or rough and tumble play which could cause harm
- Follow CAP teacher staff instructions
- Be responsible for their actions

Children who demonstrate a pattern of disrespect to teacher staff and program rules will be subject to CAP's GUIDANCE AND DISCIPLINE POLICY and potential dismissal from the CAP program. Additionally, parents who demonstrate disrespectful behavior to CAP teacher/office staff are subject to their child's dismissal from the CAP program.

**COVID-19 HEALTH POLICY:** CAP complies with all rules adopted by the Oregon Health Authority (OAR 333, Division 19). If a child exhibits any of the health symptoms listed below, parents/guardians will be notified to pick up their child immediately.

- New loss of taste or smell
- Fever over 100.4 and/or chills
- New cough (out of the ordinary, i.e., not typical asthma or allergies)
- Shortness of breath in the last 10 days

Effective March 12, 2022, Oregon Health Authority paused the quarantine requirement for individuals exposed to COVID-19 in child care and K-12 settings. Individuals who are ill with COVID-like symptoms or test positive must be excluded from child care and isolate at home for 5 days. They may then return when symptoms are resolving and fever-free for 24 hours. When returning to care, individuals should wear a well-fitting mask in child care and public settings for 5 days after their isolation started (or days 6 through 10).

If a confirmed/positive case of COVID-19 has been identified, families will be notified of an exposure so they can watch for symptoms, but children/staff exposed do not need to be excluded unless they are symptomatic or positive. Additionally, CAP will not be required to close the program for a positive COVID-19 case unless there are too many staff exclusions for isolation to maintain operations and staffing ratios.

Face Coverings/Masks: CAP is a “mask optional” center, and we encourage parents and families, as well as CAP teacher staff, to determine whether continued mask wearing remains a best-choice option in addressing individual needs and circumstances. We invite all to be respectful and supportive of individual choice.

CAP Vaccination Mandate: The CAP program ensures that all staff are fully vaccinated.

Communicable Disease Plan: The Executive Director is the designated Point of Contact to facilitate communication, maintain healthy operations, and respond to COVID-19 questions from state or local public health authorities, state or local regulatory agencies, families, and staff. Please see the Office Hours page at the beginning of this handbook for contact information.

**DHS BILLING POLICY:** Under DHS status, CAP requires ONE of the following documents before providing child care: 1) DHS Child Care Provider letter, or 2) approved status DHS Billing Form.

Copay: A copay is the family’s required share of the cost for child care. All copays must be paid directly to the CAP office and are due and payable on the 15<sup>th</sup> of each month. Any unpaid copay will be reported to the Direct Pay Unit which could result in terminated services until copay is received. CAP is not responsible for copayments. If you have any questions, please contact your caseworker. NOTE: If the amount billed to DHS is **less** than the copay, payment will be denied and will be the parent’s responsibility to pay the billed amount. Any balance not covered by DHS is due on the 1<sup>st</sup> of the following month.

DHS Billing Forms: A DHS Billing Form is required for each family enrolled in the CAP program who qualifies for and participates in Employee Related Day Care (ERDC). It will be the parent’s responsibility to notify their case worker of the CAP site their child will be receiving care and provide proof of eligibility to the CAP office. Additionally, please notify the CAP office if there is any change in address or DHS status. Failure to complete these required steps may result in loss of child care and parents will be responsible for any unpaid balance.

Billing Non-School/Vacation Days:

Non-school days and vacation days are scheduled **only** at the request of parents. It will be the responsibility of parents, therefore, to call the CAP office for assistance in enrolling your child(ren) in non-school/vacation day care.

**DIVERSITY:** Each child in CAP is expected to be a positive, contributing member of the program. It is important for children to demonstrate respect for individual differences, the environment, and the community. This creates a supportive and nurturing environment where children can involve themselves fully while embracing individual and cultural diversity. It is the policy of CAP that all decisions affecting students and their families will not be based on national origin or ancestry, age, physical or mental disabilities, political beliefs, race, color, creed, religion or sex. All program participants are entitled to fair and equal treatment. Grievance settlement avenues are available through the CAP office or the Board of Directors.



**DIVORCED OR SEPARATED FAMILIES:** It is the intention of CAP to support the healthy growth and development of children, including support for healthy relationships with all members of their families. CAP staff members and our policies and procedures make no judgments about families or their custodial arrangements for the children. Children are only allowed to leave the program with individuals who are listed on their CAP Registration Form. CAP staff members are able to follow court directives only when restraining, custody or visitation orders are on file with the CAP office. CAP will not prevent a parent/guardian from having access to their child(ren) unless copies of court orders are on file. It is the responsibility of the custodial parent/guardian to update forms and provide legal documentation of any court orders on file pertaining to their child(ren). In the unlikely event that an unauthorized person attempts to pick-up the child(ren), the custodial parent/guardian will be notified. If the unauthorized person attempts to force the child(ren) to leave the program site, law enforcement officials will be called for intervention. In joint custody situations where both parents/guardians will be picking the child up on a regular basis, both parents/guardians must be authorized as responsible party or authorized person.

Newsletters, children's projects and program information notices will be sent home with the child and the authorized pick-up person. Staff will not withhold papers, children's work or notices. These guidelines are intended to help CAP offer safe, fun and nurturing care for your children. If parents/guardians have questions or concerns, please contact the CAP office.

The responsible party designated at the time of registration is responsible for payment of all program fees. Billing statements will not be divided between two households.

**EARLY DROP OFF CHARGES:** CAP is licensed to begin child care at 6:45 am. In your child's best interest and safety, please do not drop your child(ren) off and leave them unattended before a certified CAP employee is present. There will be a charge of \$2.00 per minute for any child dropped off before 6:45 am. If your child is dropped off early more than three times, suspension from the program could result.

**ELECTRONIC REGISTRATION AND FEES:** All prior balances *must be paid in full before registration forms will be approved.* Registration for the 2022-2023 school year is completed online through the EZChildTrack Parent Portal at [www.ezchildtrack.com/cap](http://www.ezchildtrack.com/cap). Please see "**EZCHILDTRACK PARENT PORTAL**" for more information. A yearly registration fee of \$85 per child or \$125 per family must be paid at the time of registration. *The yearly registration fee ensures your child's enrollment in the CAP program and is non-refundable.*

**EMERGENCY CLOSURES/INCLEMENT WEATHER:** If school is canceled or released early due to inclement weather or other emergency, the CAP program *will also be closed.* If inclement weather develops after school dismissal time, CAP will determine whether to close the program and you will be notified. This policy has been formulated due to safety concerns. Please listen to local radio stations for announcements of school closures or visit the CAP website at [www.communityafterschoolprogram.org](http://www.communityafterschoolprogram.org) or the CAP Facebook page at "Community Before & After School Program" Email blasts will also be sent through EZChildTrack upon confirmation of school closure.

**EZCHILDTRACK PARENT PORTAL:** The EZChildTrack Parent Portal is an online interface which provides parents with quick and easy access to information for managing child care needs. With Parent Portal, parents can: Make online payments using credit card or bank account; register online for various programs (i.e., before & after school and summer CAP); manage information on children; manage information on family members, emergency contacts, etc.; enroll in auto-pay (automatic payment by credit card or bank account); track account transactions; print statements and payment reports; print tax statements; view bulletins and calendar; and download registration forms and other documents.

**FAMILY INVOLVEMENT:** Parents/guardians are an integral part of a successful program. Through parental involvement, CAP is better able to meet developmental and personal needs of children. Parents are always welcome to participate in special events or daily activities, however special conditions apply (\*see below). CAP also welcomes your suggestions, concerns and comments. Please feel free to talk to your site staff or contact the CAP office at any time.

*\*A parent volunteer form must be completed and approved through the Central Background Registry (CBR) application process (a minimum of 2 weeks along with a \$47.50 application processing fee).*

**FEES, FUNDING AND DONATIONS:** The fees from monthly tuition sustain the CAP program. CAP also receives financial support from the local community. Some organizations that support CAP are the City of Albany, United Way of Linn County, Target, and anonymous donors. CAP also receives numerous in-kind services from the Greater Albany Public School District. Please consider making a donation to the Community Before & After School Child Care Program! We pledge to use your money wisely in providing a safe and quality child care experience for Albany's school-aged children!

**FIRE SAFETY/EMERGENCIES:** CAP conducts monthly fire and emergency/evacuation drills. Emergency evacuation locations and procedures are posted on the Parent Board. Please be sure to know your child's CAP site evacuation location. During a fire/emergency drill, parents will not be permitted to sign children in or out of the CAP program. Parents will be required to wait until the drill is complete and children have returned to the building.

### **FIRE SAFETY/EMERGENCIES (continued):**

In any evacuation, rehearsed or real, all children and staff in attendance will be accounted for when the alarm is sounded. Children will be escorted by CAP staff to the designated assembly location and again accounted for to ensure every child has safely evacuated.

In partnership with the Greater Albany Public School District, CAP additionally participates in the Standard Response Protocol (SRP) emergency plan. Other periodic drills such as lock-downs, earthquake, shelter and medical emergencies are conducted.

In the case of a real emergency, parents will be immediately notified by phone and email blast through EZChildTrack. Emergency information will also be posted on CAP's Website at [www.communityafterschoolprogram.org](http://www.communityafterschoolprogram.org) and CAP's Facebook page at "Community Before & After School Program."

**FOOD ALLERGY POLICY:** CAP has established guidelines to accommodate children with both mild to severe food and milk allergies. A severe allergy is defined as an allergy that would pose a life threatening danger without immediate medical assistance. All staff exercise reasonable care to ensure that no child is exposed to an allergen for which a child's parents/guardians have provided notice. Due to the rising rates of food allergies, CAP operates a peanut, tree nut, and seafood free program. It is imperative to remember that products containing any nuts or peanut products are not permitted in the CAP space. For some children with severe food allergies or nutritional requirements, it may be necessary for parents to provide their child's snack while attending the CAP program. Both CAP and the USDA have mandatory forms required for children with all types of food and milk allergies. Please see the CAP Office for all required forms for your child's particular food allergy needs. ***Applicable forms must be completed, signed, and returned to the CAP office prior to registration approval.***

**GUIDANCE AND DISCIPLINE:** The CAP Guidance and Discipline Policy is one that emphasizes both fairness and the development of a courteous, polite and responsible child. The philosophy behind CAP's policy is that each child is responsible for him or herself. Setting limits, giving choices, providing natural and logical consequences, positive redirection, encouragement and time-outs are used to foster CAP's discipline philosophy. CAP staff members strive to help children learn life skills, build a sense of personal responsibility, develop appropriate resolutions for conflicts. CAP wants participants to look forward to attending CAP, but understands no one is perfect and that children will have breakdowns in the areas of responsibilities and behavior. It is CAP's goal to have a policy that is both fair and firm when these situations arise, and to help children develop control so they can manage their own behavior in a socially acceptable manner.

Concerns arise when a child demonstrates a *pattern* of irresponsibility or misbehavior. When this occurs, consequences are invoked. These consequences will be reasonable, as well as valuable in teaching children important life lessons. CAP firmly believes that no child has the right to deprive other children of their opportunity to learn and participate in the program. When staff members have to constantly stop to correct children who are misbehaving, all children in the program are negatively impacted. We expect all children to treat others with respect.

CAP strives to keep an open line of communication with parents/guardians. If a child demonstrates a breakdown in his or her behavior, CAP staff will talk with parents/guardians, verbally communicate the issue and seek parent/guardian input in devising solutions to the problem. If the misbehavior continues, a written notification will be given to the parents/guardians. The notification is for communication purposes and is to keep parents/guardians aware of their child's behavior and actions. The notification must be signed by a parent/guardian. The issuance of a notification is not intended as a punitive measure. Parents/guardians will be notified in writing of any subsequent behavioral incidents.

A minimum one-day suspension will result from serious misconduct including, but not limited to, property damage, inappropriate language and/or conduct (i.e., any behavior that is inappropriate with regards to the physical body, either in drawings, discussion, gestures, or other), or physical harm (i.e., hitting with hand or instrument, kicking, biting, slapping, pinching and spitting) to children and/or staff. A second serious misconduct behavior may result in a suspension from the CAP program for a period of two (2) weeks. When a pattern of irresponsibility or misbehavior continues to present itself, removal from the program will be necessary. *The Executive Director reserves the right to dismiss a child at any time if (1) the child exhibits disruptive or inappropriate behavior that interferes with the quality and/or success of the program, (2) if the safety and welfare of the child, staff and/or other CAP children is at risk, and (3) if other children are deprived of their opportunity to learn and participate in the program and/or are unusually and negatively impacted.* Once a child has been dismissed from the CAP program, a review process for future program use (i.e., summer/school year) will be required.

**HEAD LICE POLICY:** Effective head lice control is based on a high standard of education, prevention and accountability for both parents and staff. Conflict arises when there is no standard in place. Routine group inspections will be done at all CAP sites in an effort to prevent an outbreak. Screenings are scheduled four times per year: 1) after school begins, 2) after winter break, 3) after spring break, and 4) after summer begins. Unscheduled screenings may occur at any time when a confirmed case of head lice has been reported. If a case of head lice is detected at one of our CAP locations, parents/guardians will be promptly notified. An email notification will be sent and a flyer will be placed in your child's backpack as well as a posted notice displayed on our CAP Parent Board. If your child is found with head lice, you will be notified to pick up your child.

### **HEAD LICE POLICY (continued):**

Children must be rechecked by a CAP staff member before returning to the program. *Your child will not be allowed to return to CAP until all head lice and nits (live or dead) are gone.* Treatment kits are available at each CAP site as well as the CAP office. Individual school policies may differ from CAP Policy.

**HOLIDAY SCHEDULE:** Calendars outlining closures for the Holiday Vacation Schedule will be distributed at the beginning of the school year. The schedule follows the GAPS calendar of closures.

**INJURY/INCIDENT POLICY:** If a child injury is visible, or not visible but results in a *complaint* by the child, CAP staff will complete an Injury Incident Report and make a notification call to the parent/guardian. Parents should understand that such injuries may result in calls for minor issues. Upon arrival for child pick-up, the parent/guardian will be given the report for review and requested to sign and date an acknowledgment of receipt. If an injury/incident occurs just prior to pick up and a form has not yet been completed upon arrival, parents will be provided details of the incident and a form will be prepared for the next day for review and signature.

**ILLNESS/HEALTH POLICY:** CAP is a “well-child” child care program. If a child demonstrates any of the following signs and/or symptoms, parents/guardians will be notified to pick up their child immediately from the CAP program. If a child has not been picked up within 45 minutes after notification, staff will call an emergency contact to pick up their child.

- Accident requiring medical attention
- Complaints of severe pain
- Diarrhea
- Difficulty breathing or abnormal wheezing
- Eye discharge or conjunctivitis (pinkeye): until clear or until 24 hours of antibiotic treatment
- Fatigue that limits participation in daily activities
- Fever over 100 ° F
- Lice or scabies:
  - Head lice: until no lice or nits (live or dead) are present
  - Scabies: until after treatment
- Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary
- Rash
- Severe cough
- Sick appearance, not feeling well, and/or not able to keep up with program activities
- Skin or eye lesions
- Sore throat
- Stiff neck, headache or earache with one or more other symptoms described in this policy
- Unusual yellow color to skin or eyes
- Vomiting
- Any other signs and symptoms of contagious disease (see COVID-19 Health Policy, page 3)

For the benefit of our staff and other children in our care, a sick child will ***not be permitted to return to care for a period of 24 hours*** after condition has returned to normal. In order to minimize the spread of infectious disease, all staff and participants will wash their hands upon arrival to the program. Children are required to wash their hands before and after eating.

***Serious Allergies:*** A written care plan will be required at the time of registration to address serious allergies which pose a threat to your child’s health, safety, and well-being. This plan will include instructions regarding the allergen and steps to be taken to avoid the allergen, signs and symptoms of an allergic reaction, and a detailed treatment plan including the names, doses, and methods of prompt administration of any medication in response to allergic reactions. **A “Participant Health Form” as well as all other applicable forms must be completed, signed, and returned to the CAP office prior to registration approval.** If your child has a severe food allergy, please see CAP’s FOOD ALLERGY POLICY above for detailed information specifically addressing food allergies.

**IN-SERVICE AND VACATION DAYS:** One or more program sites will operate during vacation and non-school days. The hours for these days are 6:45 am to 6:00 pm. Your child may be required to bring a peanut, tree nut, and/or seafood free sack lunch. CAP will provide drinks and morning and afternoon snacks. All vacation and in-service days are enrolled for and prepaid separately through the EZChildTrack Parent Portal. Notifications of upcoming non-school days will be included in billing statements one month in advance. Space is limited and is filled on a first-come/first-served basis. Credits will not be given for absence or illness after the vacation day has past. NOTE: *State-assisted families will be billed for days registered but not attended.*

**LATE PICK-UP POLICY AND CHARGES:** If a child(ren) is left at the site following the 6:00 pm closing time, the site staff will wait for 5 minutes and will then call the parents/guardians at work and home. A late fee of \$2.00 per minute for any child not picked up by the 6:00 pm closing time will be applied to your bill. The site staff will call the two emergency phone numbers listed on the child's registration form if the parents/guardians cannot be located.

If an emergency occurs and parents, authorized contacts and/or emergency contacts are unable to pick up their child by 6:00 pm, parents must call their child's CAP site directly or the CAP after hours/emergency number at 541-979-3086 to communicate an approximate pick-up time. In the unlikely event that CAP staff is unable to reach parents or authorized/emergency contacts and no prior communication regarding pick-up arrangements has been received, local law enforcement will be notified after 6:30 pm. Picking up your child(ren) late more than three (3) times could result in dismissal from the CAP program.

**LOST AND FOUND:** Parents/guardians should label everything that can be marked. CAP will not be held responsible for lost items. At the end of each day, all unclaimed items articles will be placed in a lost and found box. Unclaimed articles will be given to charity after a reasonable period of time.

**MANDATORY REPORTING:** The Community Before & After School Child Care Program is licensed by the State of Oregon Office of Child Care (OCC). State licensing is renewed annually and requires all staff be trained in Reporting Child Abuse and Neglect (RCAN) and complete a central background check. As mandatory reporters CAP employees adhere to OCC's Rules for Certified Child Care Centers Oregon Administrative Rules (OAR) which states:

*"OAR 414-300-0030(5) Center Management – General Requirements. Staff shall report suspected child abuse or neglect immediately, as required by the Child Abuse Reporting Law (ORS 419B.005 through 419B.050), to the Department of Human Services Child Welfare (DHS) or to a law enforcement agency. By statute, this requirement applies 24 hours per day."*

**MEDICAL EMERGENCY PLAN:** At the time of enrollment, parents/guardians are asked to give permission for emergency medical treatment for their children. A child will not be allowed to participate in the program unless this form is completed and signed by parents/guardians. When a medical emergency arises, site staff will take whatever steps may be necessary to obtain emergency medical care if it is warranted in his/her opinion. These steps may include, but are not limited to:

- Providing First Aid – Appropriate first aid will be administered to your child immediately.
- Notifying parent/guardian – We will make every effort to notify the child's parent/guardian. This effort will include telephoning persons listed on the emergency information form.
- Obtaining medical assistance – If the effort to contact the child's parent/guardian fails, we may attempt to contact the child's physician as designated by the parent/guardian. In the event a parent/guardian or the child's physician cannot be contacted, we will (1) call another physician, and/or (2) call an ambulance.
- Liability/Responsibility – Any expenses incurred for any and all emergency services will be the responsibility of the child's parent/guardian. CAP assumes no liability, nor will we be responsible for anything that may happen as a result of false information or lack of information at the time of enrollment.

**ONE-HOUR MINIMUM CHARGES:** Program usage for **less than** one hour is calculated at the rate of one hour **each** time a child is signed in/out and applies to 1) before school care, and 2) after school care *which includes use of busing to school and/or a CAP site*. One-hour minimum charges do not apply to flat rate tuition for morning program use only.

**OVERTIME/LATE CHARGES:** Overtime fees are charged when a child is dropped off before 6:45am or picked up after 6:00pm at the rate of \$2.00 per minute.

**PARENT PIN CHECK-IN/CHECK-OUT:** A Personal Identification Number (PIN) is **mandatory** and will be used to sign your child in and out of CAP each day through the site iPad. On the registration form you will be asked to select a PIN for yourself AND a unique PIN for each individual who will be dropping off or picking up your child. As soon as possible, please set up your emergency/authorized contacts with a PIN of their choosing (or your selection) in the parent portal, or notify the CAP office as soon as possible with this information. If for any reason you wish to change your PIN, you can always do so in the parent portal or call the CAP office at any time. Those authorized to pick up your child must be 16 years of age or older with a current driver's license and/or photo identification.

PLEASE NOTE: A PIN is a numeric signature which provides legal documentation regarding who dropped off and/or picked up a child each day. PIN's are never to be shared and are unique to each individual on the approved list of authorized/emergency contacts. If you or an authorized/emergency contact has forgotten the assigned PIN at the time of drop off and/or pick up, please inform the CAP staff on duty for assistance. Using another's designated PIN is a violation of CAP policy and will result in dismissal from the CAP program.

## **PAYMENT/FEES POLICY:**

Advance-Payment Program: CAP operates under an advance-payment program and offers a sliding fee scale as well as a discount for enrolling more than one child. Monthly charges are based on the estimated days/block of hours of program usage needed, the number of family members, and the gross family income. Flat rate tuition is available for before school care only. Billing statements are produced on the 5<sup>th</sup> of each month and are due and payable by the 15<sup>th</sup> of that same month.

Late/Non-Payment Fees: Failure to clear the current balance by the 25<sup>th</sup> of the month will result in terminated services until payment is received in full. Recurrent late/non-payments will result in dismissal from the CAP program and are subject to a re-enrollment process and fee of \$85 per child. Re-enrollment may not be possible, however, if a spot is no longer available. A \$25 late fee will be assessed on payments not received by the due date—late fees also apply to partial payments. There is a \$25 fee on all non-sufficient funds payments.

Unpaid balances that exceed 30 days will be reported to collection services after which CAP will no longer be responsible for receiving payments. All correspondence and inquiries must be directed to the collection agency and are no longer eligible for future program use.

Determining Monthly Estimated Hour Blocks: It will be *your* responsibility to determine and select the predetermined hour block that best meets your monthly child care needs. Your monthly bill is produced from the hour block you select. When calculating hours, please keep in mind the one-hour minimum charge each time your child is signed in/out. Please see “One-Hour Minimum Charges” for more information.

Hour block changes can be made by contacting the CAP office before the 25<sup>th</sup> of the current month for next month’s billing cycle. Changes requested after the 25<sup>th</sup> of the current month will not take effect until the following billing cycle.

Using Less or More Hours: *A month-end reconciliation of actual hours used will determine if your child(ren) used more or less hours than predetermined. If an adjustment is necessary, your account will be billed or credited the difference on your next month’s invoice.*

Using 0 Hours of Care: *A minimum of \$75 will be billed each month to ensure your continued use of the program and to ensure that CAP has adequate staff coverage.*

Before School Care ONLY – Flat Tuition Rate: Flat tuition is based on a consideration of total school days per year divided by 10 months. Flat rates apply to both more or less hours of care in any given month. Second child discount rates for before school program care do not apply.

Forms of Payment: CAP accepts cash, check, debit cards and Visa or MasterCard payments. Additionally, parents have the option to enroll in automatic monthly payments through the Parent Portal using their credit card or bank account. A two (2) percent discount will be applied to automatic payments received on the scheduled payment due date.

**PEANUT, TREE NUT, AND SEAFOOD FREE PROGRAM FOOD POLICY:** “CAP is a peanut, tree nut, and seafood free program which exercises reasonable care to ensure that no child is exposed to those allergens. CAP cannot, however, provide a guarantee that sites are allergen free due to the usage of, and control exercised over, those sites by the schools at which they are located.” We recognize that food allergies can cause serious, life-threatening conditions for some children. To keep all our children safe, the Community After School Program will aim to eliminate those foods that have been determined to cause serious allergic reactions in children.

It is almost impossible to keep all traces of peanuts/tree-nuts out of foods that you make at home. But a trace is all it takes to trigger an allergic reaction. **Due to continual changes in manufacturer packaging, no homemade or purchased snacks are permitted for birthdays or other celebrations.**

Below are guidelines which will assist families in determining what may or may not be safe to bring to CAP. Food items containing any of the following label statements will **not** be permitted in the CAP space and are determined *unsafe*: 1) Peanuts/nuts, peanut/nut butter, peanut oil, 2) Peanut/nut flour, peanut/nut meal, 3) “Contains peanuts,” and 4) “May contain traces of peanuts/nuts.” A variety of the following statements will be permitted at a designated area within the CAP space: 1) “Manufactured in a facility,” or 2) “On equipment that also processes peanuts (and/or other nuts).” Please understand that staff will use judgment in determining whether or not a food item is safe and may elect to disqualify any item that cannot be verified by label packaging.

Proper hand and face washing is mandatory. Prior to dropping off your child(ren) at CAP, please help us by making sure your child has properly washed their hands and face. If you are the parent of a child with food allergies either mild or severe, please contact the office for the necessary required medical forms and policies associated with your child’s allergy.

Please understand that your child will not be allowed to remove any sandwich or food product containing peanuts, tree nuts, or seafood from his/her backpack at any time while in attendance at the CAP program space—the most common offenders being peanut butter and tuna fish sandwiches. Life-threatening consequences in many cases require immediate intervention with medication, hospitalization, and even life support. **Violation of this policy is subject to penalty fees and may result in dismissal from the CAP program.** We appreciate your support in providing a safe environment for children in our program.

**PRESCRIPTION MEDICATION POLICY:** When children attending CAP require prescription medications, written instructions and signature of a parent/guardian must be on file. A "Medication Authorization Form" must be completed for each medication given. All medications must be stored in their original prescription containers. The label qualifies as authorization to give the medication. Staff members will keep all medication in a specified locked container. Medications will not be administered if the expiration date has passed. All medications must be clearly marked with the (1) child's name, (2) physician's name, address and phone number, (3) name and strength of medication and (4) directions, time and method of administration. Please see the CAP office for this required form. All Medication Authorization Forms must be completed, signed, and returned to the CAP office prior to registration approval. **IMPORTANT: During in-service and/or vacation days, parents/guardians are responsible for the transfer of prescription or non-prescription medications to the appropriate CAP site. CAP will not be held liable for any missed doses/medication.**

**PROOF OF INCOME:** Proof of income (tax statement[s] or recent check stub) will be required for use of the sliding fee scale discount rate. Discount will begin when proof of income is supplied.

**SCHOLARSHIPS:** Scholarship money is available for working parents/guardians who demonstrate a financial need. Scholarships will be provided based on family need, household income, and in some cases principal and/or counselor recommendation. Applicants need to complete *all* pages of the Scholarship Application Packet. All questions on the application must be addressed as well as all required information provided *before* CAP will review the application. Please allow two (2) weeks for processing.

**SIGN-IN AND SIGN-OUT POLICY:** Children involved in CAP will be signed in and signed out daily. Children who attend the morning program are signed in by their parents/guardians and out by the CAP staff. Children who attend in the afternoon will be signed in by the CAP staff and signed out by their parents/guardians or an authorized adult. *(Please note that those authorized to pick up your child must be 16 years of age or older with a current driver's license or photo identification.)* If there is some reason you are unable to accompany your child to and from the site, you may authorize staff to sign your child in and out each day. If you choose this option, CAP must have a "Visual Release Agreement" on file which releases responsibility and liability for your child once he/she has been signed out of CAP for the day. These forms are located on the CAP website or in the EZChildTrack Parent Portal. Please see "Parent PIN Check-In/Check-Out" for information regarding the mandatory PIN required to sign your child in and out each day.

Once a child has been signed out, parents and/or approved contacts are responsible for the supervision and care of their child. Individuals who are not enrolled in the Oregon Department of Education Early Learning Division Central Background Registry (CBR) shall not remain on the premises once their child has been signed out. Parents who wish to remain on the premises will be required to complete and pass a central background check at their own expense. This process may take up to two weeks to complete and requires an application processing fee and fingerprint screening fee.

**SPECIAL NEEDS, IEP'S & 504 PLANS POLICY:** The Community After School Program is a non-profit organization and is not affiliated with the Greater Albany Public School District. CAP does not have access to Individualized Education Plans (IEP's), 504 Plans, and the like. The decision to accept a child with special care needs shall be made on an individual basis. After the child's specific needs have been assessed, using information provided from parents, a determination is made regarding the Program's ability to meet those needs. CAP makes every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

As parents, you know your child best. Sharing key information about your child will assist CAP staff to make a positive connection and better manage your child's care. If appropriate, please take a moment to communicate any information about your child that would be beneficial to CAP staff, as well as other conditions affecting behavior (i.e., stress, anxiety, depression, family matters, etc.). CAP relies on parents to provide their child with the best care experience possible.

**SUPPER/SNACK PROGRAMS:** CAP provides a USDA supper to eligible sites OR a snack each afternoon. Menus are prepared at the beginning of each month and posted on the bulletin board at each site. Both menus follow guidelines by the United States Department of Agriculture and are peanut, tree nut, and seafood free. A morning snack is also provided on days when CAP operates on its Vacation Day schedule. If you would like to send an alternate or additional nut-free snack with your child, please inform the CAP Staff.

**STAFFING/RATIOS:** As a certified agency, CAP adheres to qualifications mandated by the State of Oregon when hiring staff. The maximum ratio is 15 children to 1 staff member. The entire program is under the supervision of the Executive Director and the CAP Board of Directors. In addition, staff members are provided with on-going training and supervision. Upon employment, all staff members are required to have current First Aid, CPR and Food Handlers Certifications, be trained in Reporting Child Abuse and Neglect (RCAN), and complete a central background check. All staff adhere to the COVID-19 policy as outlined above, page 3.

**STATE OF OREGON CERTIFICATION:** CAP is licensed by the State of Oregon Office of Child Care (OCC). The certification is renewed annually and includes a fire inspection, sanitation inspection and an on-site visit by OCC to ensure CAP is adhering to state guidelines. Staff qualifications and training requirements are monitored through this same yearly certification process.

**TOYS AND VALUABLES:** Parents/guardians should not allow their child to bring toys or valuables, including cell phones and/or gaming devices to our program unless special arrangements have been made with the site staff. CAP will not be held responsible for items that have become lost or broken. Toy guns and/or weapons are not permitted at any time.

**TRANSPORTATION:** Busing through the Greater Albany Public School District (GAPS) is available from the CAP site to the school in the morning and from the school to the CAP site in the afternoon. In the morning, CAP staff is responsible to see that your child gets on the bus to go to his/her school. In the afternoon, the school is responsible to see that your child gets on the right bus to be transported to the CAP site. It is the parents/guardians responsibility to inform the school/teacher that your child will be attending the CAP program and needs to take the bus after school. Please check with the CAP office for the current bus schedules and routes.

Parents understand that busing is offered by an entity that is not affiliated with CAP licensed by the Office of Child Care and that the standards from the Rules for the Certification of Child Care Centers may not apply. Specifically:

- Individuals conducting the activity may not meet Office of Child Care staff qualification requirements;
- Staff-to-child ratios may not meet Office of Child Care requirements
- Staff conducting the service may not be enrolled in the Office of Child Care's Central Background Registry.

Parents further authorize their child(ren) to attend or use busing services provided by the service entity either within or outside of the child care facility.

**VISUAL RELEASE:** It is a State of Oregon Office of Child Care (OCC) requirement that parents accompany their child to and from the CAP site each day. However, an allowance can be made for children to arrive and depart unattended by way of a signed Visual Release Agreement. Failure to complete this mandatory waiver puts a child in noncompliance with Oregon Administrative Rule (OAR) 414-300-0050. A noncompliance first offense is subject to a \$25 penalty fee. A second reported offense will result in dismissal from the CAP program. The safety of your child is of highest priority. CAP staff cannot be responsible for transporting this form to the CAP office. It is, therefore, the *parent's responsibility to scan/email, fax, mail, or hand deliver a Visual Release Agreement to the CAP office. A new Visual Release Agreement must be completed each program/school year.*

## **SUMMER PROGRAM!**

Summer CAP is a 10-week program which operates from 6:45 am to 6:00pm each weekday. CAP's summer curriculum has been structured with an emphasis on education through STEAM, i.e., science and technology, engineering, arts and mathematics. The summer program also includes weekly field trips to the Historical Carousel & Museum, Eugene Science Center, Cool! Pool, Discovery Meadows, Tadena and Bryant Parks, and more!

The CAP summer program is designed to encourage continued reading throughout the summer as well as supplement the weekly programming curriculum. Books will be provided that relate to each weekly theme—these books will also be available for children to read throughout the week as well as during designated Reading Club time. And don't forget that books are also welcome from home! Each site will enjoy an end-of-summer party as children work towards and meet the "summer reading minutes" goal!

**SUMMER PROGRAM AND REGISTRATION:** As a convenience to families and children and to stay connected from one school year to the next, CAP has created a summer child care program which includes a STEM/STEAM programming curriculum, summer activities and play as well as weekly field trips to many off-site locations such as the COOL! Pool, the Eugene Science Center, Discovery Meadows, local parks, and Regal Cinemas—to name a few! A USDA Summer Food Service Program lunch is provided at no charge. Additionally, CAP provides a morning and afternoon snack for children enrolled in the program.

The Summer Registration process begins at our CAP website. There you will find instructions on how to create an account and register online through EZChildTrack. If you do not have internet access, please call the CAP Office for instructions on how to register your child. A registration fee of \$85 per child or \$125 for a family will be due at the time of registration.

**SUMMER PAYMENT/FEE POLICY:** CAP operates under a pre-payment program and offers a sliding fee scale discount for enrolling more than one child. Summer child care has been divided into one-week service periods. Payment for each week's service period is due Sunday by 10:00 pm for the following week. Refunds and/or credits will not be given for unplanned absences or illness after the care date has past. There will be a \$25 fee for all non-sufficient fund payments.

**SUMMER FIELD TRIP/SWIMMING POLICY:** The Community Before and After School Child Care Program plans many fun and exciting field trips during the Summer Program. All field trips will be posted on the site activity calendar located on the parent board. Please remember to sign up your child for each summer field trip one week prior on EZChildTrack. These sign-ups assist CAP in planning and staffing accordingly.

When children take walking field trips within 4 or 5 blocks of the Community Before & After School Child Care Program (CAP) site and the field trip is planned, notice will be posted on the parent board. If the walking field trip is spontaneous, a notice will be posted on the entrance to the CAP site stating the departure time, return time, destination, route taken and a written map. All other field trips will be transported by trolley or bus.

All CAP staff are required to be in attendance at field trips in order to meet state-mandated ratios. Consequently, there is no available child care at the CAP sites during scheduled field trips. If your child elects not to attend a field trip, it will be your responsibility to seek other child care options.

Additionally, CAP provides outdoor water activities to help keep the children cool as well as swimming field trips to the Swanson Cool! Pool. All swimming trips will be posted on the parent board and are specified on the summer activity calendar provided at registration. Please send a modest bathing suit/swimming shorts along with a towel on pool field trip days. All children who do not know how to swim will be required to wear a life jacket. If your child requires a life jacket and you have one available that is US Coast Guard approved, we ask that you please send it with your child on pool days. Remember to clearly label the life jacket with your child's name.

*Cancellations:* Occasionally it may be in the best interest of the group to cancel a prescheduled field trip. Possible reasons include but are not limited to weather, i.e., temperature, rain, wind, etc. As a general rule, the Executive Director will make every effort to determine whether or not a field trip is cancelled the day before, but is not limited to cancellation on the same day. Please call your child's CAP site if you have any questions.

**SUMMER LIFE VEST POLICY:** All children who do not know how to swim will be required to wear a life jacket. If your child requires a life jacket/vest, it will be your responsibility to provide one for your child(ren). Public pools have limited life vest resources and may not be available for use when CAP arrives on swimming field trip days. Failure to provide a life vest may prohibit your child from participating in swimming field trip activities.

**SUMMER HYDRATION POLICY:** Children are hydrated with a minimum of 5 ounces of water before going outside to play and are not permitted to remain outside longer than 15-20 minutes at a time (with the exception of pool field trip days). Upon returning inside the building, children are once again hydrated with a minimum of 5 ounces of water.

On field trip days where returning inside a building may not be possible, children will be taken to a shaded area to rest from the effects of the sun for a period of 15-20 minutes and hydrated with a minimum of 5 ounces of water. Children are required to bring a water bottle which staff will keep refilled throughout the day.

Parents will be notified immediately if a child's temperature reaches 100 degrees or higher. Staff is always on the lookout for signs and symptoms of heat exhaustion. Your child's safety and well-being is our top priority.

**SUMMER SUNSCREEN POLICY:** In compliance with State of Oregon Office of Child Care (OCC), Sunscreen must be SPF 15 or higher and reapplied every two hours while the child is outside. Sunscreen must be *non-aerosol*, in the original container, and labeled with the child's name. Sunscreen will be made available to any child (if not provided) meeting OCC guidelines. Child care children over six years of age may apply sunscreen to themselves under the direct supervision of CAP staff. Please apply sunscreen to your child each day before arriving at the CAP site.

**SUMMER EMERGENCY CLOSURES:** Because CAP operates within a non-airconditioned school building, hot days can present a potential for heat-related illnesses such as heat exhaustion. If excessive heat warnings are issued or inside temperatures becomes too hot (90 degrees or above), CAP will determine whether to close the program and you will be notified. As a state-certified child care facility, safety is a top priority [OAR 414-300-0180(2)]. Credits will be issued for heat-related closures.



# Thank You!

***We appreciate you taking the time to understand CAP's policies and procedures. Please direct any questions, comments and/or concerns regarding the CAP Parent Handbook to site staff or the Executive Director.***

***We look forward to serving your family's child care needs!***

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*
- (2) fax: (202) 690-7442; or*
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*"CAP is a peanut, tree nut, and seafood free program which exercises reasonable care to ensure that no child is exposed to those allergens. CAP cannot, however, provide a guarantee that sites are allergen free due to the usage of, and control exercised over, those sites by the schools at which they are located.*

***CAP is a participating United Way Agency***

