



Care Programs

Parent Handbook

The Sisters Park & Recreation District's vision of youth programs is to care for the whole child. We plant the seed and start to grow the roots of a child's social and emotional being.

Our philosophy

Here at Sisters Park & Recreation District, it is our philosophy to provide an enriching program that fits the needs of both the students and their families. We believe there should be a partnership between both. We also believe that children need their social and emotional needs met, as well as readiness for their following years. Our goals are to create an exciting and safe atmosphere so children can find their own interests, gain self-confidence, and create relationships with others. We include outdoor adventure, natural discovery, art, science, music, math, literacy preparations, and motor skills in our programs. It is our goal for each student to grow and develop as an individual as well as learn what it means to be a part of a group.

Office contact information

SPRD Office: 541-549-2091

SPRD@sistersrecreation.com

Staff and supervision

Youth program staff members are experienced in education, recreation, and other child-related programs. They receive ongoing training in the areas of child development, behavior management, active supervision, and health and safety. We maintain a staff-to-patron ratio of 1:10 ratio for preschool programs and a 1:15 ratio for school age programs. All staff members are trained in CPR and first aid, blood-borne pathogens, recognizing and reporting child abuse, and possess an Oregon Food Handlers' permit.

Drop-off/ pick-up

Children must be signed in and out by parent, guardian, or other authorized personnel each day. If an unauthorized individual comes to pick up your child, they will not be released until staff can contact you for verbal consent. To keep your child safe, we strongly enforce this rule. **Be prepared with identification at all times so staff can verify identity. The staff will check these often.**

Late pick-up: Parents are responsible for picking up their child(ren) by designated program closing times. We will allow a 5 minute grace period as we know that sometimes delays cannot be avoided. You are still expected to call the program site cell phone and let the staff know that you are running later. Additionally, if you pick your child up over 5 minutes past closing time, you will be charged a fee of \$1 per minute per child. Our programs may have different closing times so please be sure to be familiar with what time the program closes.

If it is one hour after close and you still have not arrived, and the staff have exhausted contacting all authorized adults to pick up the child, the Deschutes County Sherriff's Department will be contacted for further direction.

Changes in vital information

Please notify the program staff or the district office with any changes in address, phone number, job, authorized guardians, or emergency contact information. Emergencies may arise with your child and it is very important that staff have updated, accurate information with which to reach you. Please be sure to include all updated information during the online registration process.

Meals and dietary needs

We ask that the children bring in their snacks and lunches, unless otherwise noted in program description. Snacks and lunches should be well-balanced to support childhood nutrition. See below for current recommendations from the USDA:

- Snacks should be a choice from two different food groups.
- Lunch should have one choice from each of the following:
 - one choice of fluid milk;
 - one choice of bread or grains;
 - one choice of meat, fish, poultry, or meat alternatives (dried beans, peanut butter, yogurt, or cheese); and
 - two choices of fruits and/or vegetables.

Please know that staff encourage and monitor good eating habits and manners; eating proteins, fruits and veggies first and enjoying sweeter treats afterward, talking with peers, and encouraging them to engage in a conversation with children they might not always interact with daily. If you have a child with dietary needs and/or food allergies, please notify us of your child's needs so we can make the necessary accommodations.

Screen time

Preschool

We are a no-screen time care provider at Sisters Park & Recreation District, which means movies and computer games will never be in our daily schedule or utilized consistently.

Kids Club & Camp Ponderosa

On a very limited basis, school age programs may show a movie during program hours. Movie will be rated no higher than PG.

Illness

We are unable to admit or keep in our care, a child who has one of the following symptoms, or combination of symptoms, of illness:

- Fever over 100.3°F*;
- Diarrhea (more than one abnormally loose, runny, watery, or bloody stool) *;
- Vomiting*;
- Nausea;
- Severe cough;
- Unusual yellow color to skin or eyes;
- Skin or eye lesions or rashes that are severe, weeping, or pus-filled;
- Stiff neck and headache with one or more of the symptoms listed above;
- Difficulty breathing or abnormal wheezing;
- Complaints of severe pain.
- Tested positive with COVID within the last 10 days (preschool) or 5 day (school age). School are student need to wear a mask on days 5-10 after testing positive. If they can not properly wear a mask, they will have to say home until clear.

*Children must be free and clear of symptoms for 24 hours before returning.

A child who begins to show signs of illness while in our care, as defined above, may be isolated from the program. Parent(s) will be notified and asked to pick up the child from the program within 30 minutes. If a child has mild cold symptoms that do not impair their functioning, the child may remain in the program until parents are able to pick up the child.

Sick Days

As stated above, please email or call the program site to let staff know if your child will be missing a day of the program. If your child is suspected to have a communicable disease (flu, pink eye, lice, etc.) we ask that you share this information with us so we can properly notify parents of potential exposure. Please know that we will always keep the child's identity confidential. Unfortunately, we are unable to offer make-up days or refunds for missed program days.

Medication

Our programs will have written records of authorizations to administer medication to a child. No prescription medication or non-prescription medication, including but not limited to, pain relievers, sunscreen, cough syrup, and first-aid ointments or nose drops, may be given to a child except under the following conditions:

- a signed, dated, written authorization by the parent(s) is on file;
- prescription medication is in the original container and labeled with the child's name, dosage, directions for administering, date, and physician's name;
- non-prescription medication is in the original container, labeled with the child's name, dosage, and directions for administering; and
- a written record of all medications administered listing, as a minimum, the name of the child, type of medication, the signature of the person administering the medication, date, time, and dosage given, shall be kept.

All medications shall be:

- Secured in a tightly covered container with a child-proof lock or latch; and
- Stored in an area not accessible by children

Sunscreen is considered a non-prescription medication and may be used for child care children under the following conditions:

- staff must obtain written parental authorization prior to using sunscreen;
- one container of sunscreen may be used for childcare children unless a parent supplies an individual container for their child. The sunscreen shall be applied in a manner that prevents contaminating the container;
- if sunscreen is supplied for an individual child, the sunscreen must be labeled with the child's name and must be used for only that child;
- staff must reapply sunscreen every two hours if campers are in direct sun for two hours or more.

Fee assistance

The district offers scholarships to qualifying families. For more information and to apply, visit our district website. In addition to our scholarship program, the district works with Circle of Friends, Housing Works, and Family Access Network. Please contact the district office for more information.

Adult and Family Services Payments

If all or part of your fees will be paid through Adult and Family Services or any other program, you must turn in a DHS letter of eligibility form (7494E) to the office before your child may attend the program. It is your responsibility to make any necessary co-payments and fees beyond AFS payments. AFS vouchers will be available for parent signature at your child's site at the beginning of each month. Vouchers must be signed and given to the site staff.

Recognizing and reporting child abuse and neglect

All youth program staff members are considered mandatory reporters by the State of Oregon and are required to report suspected child abuse or neglect to the Department of Human Services. The district will

work with families as directed by DHS to ensure the health and safety of children in the program. When a report is made, the district will continue to work with and support the child and family. The report will be treated confidentially.

Personal items

Any items from home should be clearly marked/labeled with your child's name. This includes clothing, backpacks, books, etc. Toy guns/weapons, electronics, and expensive personal items including toys, candy, gum, and makeup are not allowed at the program. Although staff members will make every effort to help make sure that jackets, backpacks, projects, etc., make it home each day, belongings are ultimately the responsibility of the child and parents. After two weeks, all lost and found items will be donated to a local charity.

Emergency procedures

Evacuation procedures for each program have been established in the event of a major emergency that would necessitate removing children from the site. In the event of an evacuation or other emergency, individual families will be contacted by site staff based on the information provided upon registration. If an individual child is injured in the program, we will take the necessary emergency steps and contact the parent/guardian as soon as possible.

Incident/accident reports

An incident/accident report is taken any time a child is injured in the program or there is an incident that requires documentation. The report documents the date, time, nature of the incident/accident, and steps taken by the staff. Every effort will be made to inform you if your child has an incident/accident on a particular day and you are encouraged to speak to the program leader about it. You are responsible for keeping emergency information updated.

Behavior management

District staff members are trained to set up environments and activities that encourage appropriate behavior. As children experiment with behaviors, staff will guide them using multiple behavior management techniques as learning tools and help ensure a safe and positive experience for all.

Children enrolled in district programs must adhere to our behavior guidelines on a daily basis and are expected to follow these same expectations on field trips, including in the vans. Staff members will teach behavior expectations the first day a child starts and then as necessary. To implement positive behavior reinforcement, staff members will establish behavior expectations for programs. These include the three main rules in the PBIS program: Be Safe, Be Respectful, Be Responsible. Staff members will teach, model, and practice these expectations with the children on a regular basis. Staff members will monitor and provide feedback regarding both positive and negative behaviors to children and their parents.

Sisters Park & Recreation District's care programs behavior plan follows the Positive Behavioral Interventions and Support (PBIS) model, a program supported and used by Sisters School District. PBIS is an effective and evidence-based program that serves all students, creates a culture of safety in the schools and programs, emphasizes the positive, targets all forms of behavior, states rules and expectations positively, and is known by everyone.

As a part of the PBIS program, staff will regularly use positive reinforcement techniques to encourage children to participate in activities safely and appropriately. Appropriate behavior will be acknowledged through the use of verbal praise, positive recognition, and special incentive programs. Consequences for not following expectations will be implemented and may include verbal corrections, loss of privileges, and redirection. As a final measure, parents will be called to have their child picked up and removed from that day of the program. Repeated behavioral issues may result in the removal from the program.

Disciplinary procedures

Staff, parents, and the child will work together to provide the maximum potential for the child's success in SPRD programs. Parents are expected to be active participants in the behavior management of their child(ren). In extreme behavior situations, we may call the parent(s) to pick up their child. The parent(s) will be expected to arrange for immediate pick-up.

Please note: We reserve the right to suspend or dismiss a child from the program if staff members determine that the program cannot meet the needs of the child, if the child is a physical or emotional threat to themselves or others, or if the child's behavior consistently impedes the normal daily functions of the group. Children may also be dismissed from the program if their parents/guardians demonstrate inappropriate behavior or fail to cooperate with staff. Parents cannot be involved in disciplining any child(ren) other than their own. Failure to comply with this policy may result in dismissal from the program.

Commitment to nonviolence

Corporal punishment will not be used or tolerated in Sisters Park & Recreation District programs. We will not hit, spank or humiliate your child. We want to ensure all children understand that they will not be hurt while at the district. For this reason, families will not be permitted to hit or spank children while on district property. We encourage you to discuss with staff members the various ways positive discipline can be used at home.

Americans with Disabilities Amendment Acts (ADA)

The district is dedicated to supporting the ADA. If someone needs program assistance to enjoy our programs to the fullest, please contact SPRD in advance so accommodations can be made.

Program Specific Information

Preschool (year-round program: September through August*)

- Students must be 3 years of age by Sept. 1 of the program year
- Students must be potty trained (Please see toilet training guidelines below)
- Students cannot be dual enrolled in preschool and kindergarten

***Yearly preschool calendar will be posted on district website.**

Location:

1307 W. McKinney Butte

Site cell phone

541-588-2275

Drop-off time

8-8:45 a

Pick-up

Morning program: 12:15p

3/4 day program: 3p

Full day program: 4:15p

Preschool immunizations

Oregon law requires all children that attend childcare to participate in the immunization program. The staff will confirm your child's immunizations. Parents are responsible to ensure their child is current. Current immunization records are kept on file at the preschool.

Toilet training guidelines

All preschool participants must be potty trained prior to September 1. Here are some ways to tell if your child is ready:

1. Can your child tell an adult they have to go potty before they have to go?
2. Can your child pull down their undergarments and clothing and get them back up without assistance?
3. Can they wipe themselves after using the restroom?
4. Can they get on and off the potty by themselves?
5. Can they wash and dry hands independently?

We understand that children at this age do have occasional or infrequent accidents. In this case, we will have your child change their own clothing. If the child is unable to change their own clothing and appropriately clean themselves, we will contact you to come help. Please note, our facility and staff are not equipped for diaper/pull-up changing. If accidents are frequent and/or if they are unable to do the steps above, they will not be considered toilet trained, they will not be able to continue in the program.

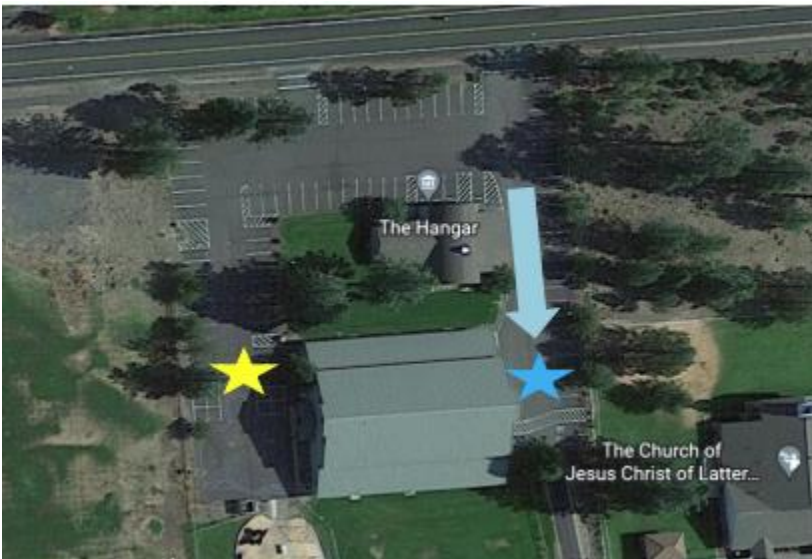
Schedule

During the school year, our preschool will follow the Sisters School District calendar regarding extended breaks holiday closures, and no school days. Staff will remind parents of any upcoming closures. SPRD will follow the decision of Sisters

School District to close programs due to inclement weather. Refunds or credit will not be issued for any program closures that result in a closure of eight days or less.

Snow drop-off procedure

Snow drop-off procedure When it snows, it can be difficult to get our parking lot fully plowed prior to the preschool opening. If snow has accumulated and the preschool remains open, keep an eye out for an email that states of the snow drop-off procedure is in effect. If the snow drop-off is in effect, you will drop your child off on opposite side of the building from where you usually drop them off. A staff member will be there to check in all students and get them to the proper classroom. Then you can continue straight, and you will exit on the opposite side of Sisters Community Church on Hwy 242. See map below. The yellow star is the side of the building you drop of on a normal day. The blue arrow indicated the snow drop-off route with the blue star indicating where drop off is.



Billing

Parents will have the option to choose from two different payment plans:

Monthly ACH payments: Parents who choose this plan will have to provide office staff with their bank routing and account number. The first month's fee will be collected at the time of registration. The monthly ACH payment will then be pulled on the first of every month thereafter. Families who sign up for this option will receive 5% off this monthly bill.

Monthly installment billing: Parents who choose this plan will pay for their first month at the time of registration. Monthly payments then must be made by parents and received no later than the last day of each month preceding the upcoming month of service. Parents can make these payments by signing in to their account at www.sistersrecreation.com or by calling the office at 541-542-2091.

Please note:

- Payments received after the 1st of the month will be subject to a \$25 late fee.
- If your account is past due, your child will not be able to attend preschool.
- Failure to communicate with program or office staff for more than five business days may result in your child's removal from the program.

Schedule changes

Request for a schedule change needs to be made in writing with 30 days advanced notice by emailing SPRD@sistersrecreation.com. If the change can be accommodated, the schedule change will go into effect on the first day of the following month.

Add on day

Our program cannot accommodate on-time schedule requests to add a new day beyond what your schedule is already set for. We are sorry for this inconvenience.

Cancellation

Our programs are built as school year or year-long programs. If you choose to remove your child from preschool or Kids Club, program, request needs to be submitted in writing with two weeks' notice. If two weeks' notice is not given, the family will still be charged for the two-week notice time frame. Cancellation requests should go to the district office via email at SPRD@sistersrecreation.com.

Kids Club (school year program)

Contact information

Kidsclub@sistersrecreation.com

Location:

1307 W. McKinney Butte (may change in school year 23/24)

Site cell phone

541-316-9100

Schedule

This school year program will follow the Sisters School District calendar. Staff will remind parents of any upcoming closures. The district will follow the decision of Sisters School District to close programs due to inclement weather. Refunds or credit will not be issued for any program closures that result in a closure of five days or less.

Pick-up

5:30p

Billing

Parents will have the option to choose from two different payment plans:

Monthly ACH payments: Parents who choose this plan will have to provide office staff with their bank routing and account number. The first month's fee will be collected at the time of registration. The monthly ACH payment will then be pulled on the first of every month thereafter. Families who sign up for this option will receive 5% off this monthly bill.

Monthly installment billing: Parents who choose this plan will pay for their first month at the time of registration. Monthly payments then must be made by parents and received no later than the last day of each month

preceding the upcoming month of service. Parents can make these payments by signing in to their account at www.sistersrecreation.com or by calling the office at 541-542-2091.

Please note:

- Payments received after the 1st of the month will be subject to a \$25 late fee.
- If your account is past due, your child will not be able to attend Kids Club.
- Failure to communicate with program or office staff for more than five business days may result in your child's removal from the program.

Cancellation

Kids Club is a school year-long program. If you choose to remove your child from Kids Club, the request needs to be submitted in writing with two weeks' notice. If two weeks' notice is not given, the family will still be charged for the two-week notice time frame. Cancellation requests should go to the district office via email at SPRD@sistersrecreation.com.

Finder's fee

It is important to communicate with staff when your child will not be attending program for the day. Parents are expected to email the site or leave a message on the site's cell phone. The staff assumes that students will show up every day after school unless otherwise notified. If you fail to communicate with them and they have to spend time locating your child, there will be a \$10 finder's fee added to your account for each occurrence.