

Trillium After Care Parent Handbook 2009/2010

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1. Registration Procedures

Completing paperwork

Trillium After Care Registration Packets include the following documents:

- Enrollment Card
- Consent for emergency medical treatment form
- After Care Agreement Monday Thru Thursday
- After Care Agreement Friday
- Sign up for Full Day Care
- Parent Handbook (for you to keep)

Please fill out ALL spaces for information on the enrollment card for After Care. If your child has NO medical conditions please put NONE in the space provided.

Please complete and turn in paperwork before you expect your child to attend our program. All paperwork must be screened before your child attends. It would be very helpful if we could have your paperwork turned in as soon as possible. This helps us be prepared to accommodate you and your child.

Please review the Parent Handbook thoroughly, **THIS IS VERY IMPORTANT!!**

All information on file is kept confidential

If your child has a diagnosed medical condition such as Asthma, Diabetes, Seizure disorder, ADHD, we must have a special medical needs form filled out before your child can attend. Your family physician may need to advise us as well. Any medication required by your family physician necessary to treat your child must be available to staff as needed in the **ORIGINAL PRESCRIPTION BOTTLE.**

Additionally, we must administer medication only according to family physicians orders. Medication administration forms must be completed and all medicines under lock and key. Children can **NEVER** administer their own medication, (even cough drops). The Program Director will contact you and set an appointment to

complete the special medical needs paperwork. We will make every effort to accommodate your child, however, it may not be possible to meet your child's needs without additional resources. If we feel we cannot safely meet your child's needs without compromising the safety of your child and the other children in the program we will discuss options for support or alternate care. If there is extreme, immediate risk you will receive

a phone call to pick up your child immediately. Your child cannot attend without further evaluation should this occur.

2. Basic Program Information

Program Director: Meg Neal

Contact information

Trillium Charter School Office phone: 503-285-3833

5420 N. Interstate Blvd

Portland OR. 97217

Meg's Cell: 740-590-9141 Email: Megscounty@gmail.com ,

Meg@trilliumcharterschool.org

Hours/Days of operation

We will be open Monday through Friday from 11:45AM until 6:00PM and FULL DAYS 8:30AM to 6PM. We do not provide care before or after these hours. You will be charged \$1.00 per minute late pick up (5 minute grace period)

Closures

We will be closed on all legal holidays. Additionally, we will not open on full day care if we do not have a minimum participation of 8 children. 1 week notice will be given and any fees paid in advance will remain as a credit on your account.

3. Attendance

After School arrival

Children are expected to walk directly to the program upon release from class. We will be in the Aftercare room on ALL days. If your child does not arrive we will place a call to you and try to locate your child. If your child remains unaccounted for we may have to call authorities. Please help us avoid this by letting us know if your child will not attend.

Picking up your child

When you arrive to pick up your child BE SURE to sign out and let Meg or staff in charge know that you are leaving with your child. PLEASE encourage your child to clean up any messes before they leave. If you need an alternate to pick up your child you must leave a signed, dated note with Meg in advance with details and the full name and phone number of the person responsible for picking up your child. Identification will be required. In an emergency you may designate an alternate over the phone via Meg. Again, identification will be required.

Late pick up (after 6:00pm)

You must pick up your child by 6:00pm. If you DO NOT pick up your child by 6:05pm you will be charged \$1.00 per minute payable immediately to the staff member on site. If you do not pick up your child by 7pm and we cannot

contact you, your child will remain in the custody of an available staff member until you or an emergency contact can be reached. If you are unreachable by 9pm we will call the police and your child may be taken into protective custody. All expenses for meals and care will be billed to you unless there is good reason to waive them.

Communication

Please read our flyers/bulletin board or notes at the sign out area for important information. Feel free to call Meg on her cell phone (740) 590-9141 at anytime or email at megscounty@gmail.com

Your Child's Schedule

You will be required to determine a schedule for your child when you sign up. Please let us know in advance if your child will not attend. If your child must attend a day that has not been scheduled please call or email. The fee is \$8.00 per hour and must be paid upon pick up.

Keep your child home if.....

If your child has any of the following symptoms please keep them home:

- Fever over 100 degrees F taken under the arm
- 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;
- Difficult breathing or abnormal wheezing; or
- Complaints of severe pain (including toothaches)

Reporting Absences

Please let us know if your child will not attend. You can call Meg on her cell or email megscounty@gmail.com or leave a signed note at the front desk.

4. Onsite Program Operations, Activities and Supervision

Daily Approximate Schedule: Monday through Thursday

11:15 Meg arrives, set up time

11:45 Kindergarteners going home sit in the loft area with Polly.

Children staying for the afternoon wash hand and eat lunch.

12:05 Inside Play/Centers

12:45 Meeting/Book

1:00 Outside Play

1:45 Inside crafts

2:15 Snack

2:30 Inside activities

2:50 Clean up and Meeting/Books

Move to Aftercare room

3:15 School age kids arrive, snack available, all kids sit at tables for snack and must wash hands.

3:40 Outside play

4:15 Inside activities

5:00 Second snack

5:00: Quiet reading/crafts

5:30: Inside play, clean up etc....

6:00: Closed

Fridays

From 11:45-3:15, Meg is with the Kindergarteners and Abby and Sam, Polly Christopher's daughters are with the 1st-6th graders. At 3:15, the Kindergarteners leave and Meg transitions over to the Aftercare room.

Field Trips

During Spring Break, your child will have the option of participating in offsite field trips. You will receive notice of this. There will be a field trip fee to cover additional expenses. Destinations we have considered are : Swimming, Park, Movie, Bowling, Pizza or other food venue.

Computer Time, Pokemon, Toys from Home etc..

Computer time will be reserved for the last 20 minutes of Aftercare.

Pokemon or other trading card games will be reserved for Fridays only.

Game Boys will be reserved for Fridays only. Please keep violent toys/games away from our program. We are not responsible for loss/theft/breakage of your child's toys/games.

Supervision of Children

Children must stay in view of Trillium Aftercare staff at all times. When children need to use the restroom they may ask and go one at a time.

First Aid and Injuries

Children who are injured at the Trillium After Care program will be attended to by program staff. Minor wounds will be washed with soap and water and band-aids applied, ice packs will be applied to minor bumps and bruises. An injury report will be completed for your review at pickup. Please sign the report and leave it at the program. We can provide a copy for you if needed.

If a more serious injury occurs, one that may need medical intervention, staff will call parents and/or 911 depending on the urgency of the situation.

Medications

If your child requires prescribed or over-the-counter medication you must fill out and sign a Medication Authorization Form. All medication is kept under lock and key (even cough drops). Children are NEVER to administer their own medication. Prescriptions must be kept in the original bottle and administered according to family physicians orders or the label on the bottle. Any unused medicines will be discarded if your child no longer attends or after expiration.

Special Health Needs, Allergies, Asthma, diabetes etc...

If your child has a diagnosed medical condition such as Asthma, Diabetes, Seizure disorder, ADHD, we must have a special medical needs form filled out before your child can attend. Your family physician may need to advise

us as well. Any medication required by your family physician necessary to treat your child must be available to staff as needed in the ORIGINAL PRESCRIPTION BOTTLE. (See Medications) We will make every effort to accommodate your child, however, it may not be possible to meet your child's needs without additional resources. If we feel we cannot safely meet your child's needs without compromising the safety of your child and the other children in the program we will discuss options for support or alternate care. If there is extreme, immediate risk you will receive a phone call to pick up your child immediately. Your child cannot attend without further evaluation should this occur.

Lunches, snacks, appetites and food safety

Lunches

Your child will need a sack lunch every day present at aftercare. PLEASE send your child's lunch in a thermal lunch box with ice that will keep perishable food at safe temperatures. Consider sending non-perishable food items on full days. We cannot heat food at our program. Lunches must be nutritious and balanced. Consider your child's appetite when packing a lunch, they may need additional food or snacks. If you do not provide a lunch one will be provided for your child for a \$10.00 fee.

Snacks

We serve one-two nutritious snacks a day. We plan to feed kids every 2-3 hours. Sweet treats are kept to a minimum.

Appetites

We monitor children loosely with food consumption. Please let us know if your child's lunch is not being eaten. We will keep an eye on them at lunch time to make sure they are getting enough to eat. We will try to let you know if your child has a greater need for food or if they seem to not be eating at meal times. We do encourage them to eat at meal times but we don't force them.

Food Safety

We do not allow children to share food due to allergy and food safety concerns. Children wash hands before and after meals. Children must eat in a sanitary environment. On field trips this can be a challenge but we will do our best to keep things clean and safe! See above for proper packing of lunches for food temperature safety.

Behavior expectations

We expect all participants and teachers to act in ways that will facilitate a safe and positive experience for all involved. Trillium After Care staff will encourage children to practice positive interactions with others as often as possible. Staff will coach kids, help them with mediation, set up and organize the program environment for success, and attend to individual needs when possible. Above all, we believe in empowering children. If all of our best efforts fail with your child then we will implement a behavior plan that includes dialog with you and your child.

Procedures for controlling undesirable behaviors

At Trillium we are filled with creative thought and action! Some of the techniques for helping all of us live in a positive and fruitful environment are as follows but new ones pop up all the time...so please be open-minded!

First, we encourage children to create a positive atmosphere with daily group and individual discussions about what a positive atmosphere looks and feels like. Discussions are kept interesting and children are inspired with stories of the excitement and opportunity in collaborative environments. In the event that your child needs more intervention we will likely start a written dialog with your child. Your child and a Trillium After Care staff will write out a

brief synopsis of what happened and then write out some exploring questions that your child will answer on paper about the incident. Not all children are willing to do this and it is never forced but if they are willing it will help us get a more accurate picture of what the child was thinking when the "incident" occurred. Intervention depends on the behavior and the age of the child. If behavior compromises the physical safety of anyone it is serious and could result in

immediate suspension or your child's dismissal from the program. You may be called to pick up your child immediately. We expect that parents are reachable at a moments notice in the event of an emergency.

Emergency Procedures

We will practice evacuation drills once a month.

In the event of an emergency requiring us to leave the building we will walk to

Interstate Firehouse Cultural Center (right next door to Trillium)

5. Full days

Drop off:

YOU MUST walk your child in and make sure staff are aware of your child's arrival to the program.

What to bring and what NOT to bring on FULL DAYS

If your child will be with us on a full day, your child must come equipped with a backpack containing the following items:

A backpack that zips or closes in some way, has working straps and fits the child appropriately, Backpack must NOT have your child's first name on it. Please write your child's FIRST INITIAL AND LAST NAME ONLY on the backpack. (This is a safety issue)

A water bottle that does not leak, is clean and marked legibly with your child's LAST NAME AND FIRST INITIAL ONLY.

A bottle of sunscreen marked as above, as needed

A full change of clothing: Shirt, socks, underwear and shorts

A swimsuit(as needed)

A Towel(As needed)

- A plastic grocery bag(As needed)
- Optional: Extra non-perishable snacks
- Optional: 1\$-2\$ spending money

LEAVE AT HOME.....

- Toys you don't intend to share or can't bear the thought of them being broken or stolen
- Candy and gum
- Money over \$1-\$2
- Weapons
- Inappropriate music
- Inappropriate computer games

Field Trips

You will have the opportunity to sign your child up for full day field trips as we schedule them. Some pertinent information can be found below.

Transportation:

Walking: Some field trips will require walking a few blocks to bus stops or other destinations.

Your child must be physically able to walk several blocks.

***Max or Trimet Bus:** We will ride the MAX or Trimet bus on some of the field trips. All children and teachers will be expected to follow the procedures required by Trimet. Behavior and procedures will be discussed with children before the trip and enforced during transport.

Procedures are generally as follows:

- A Trillium teacher will board MAX with the Children
- Eating is not allowed on MAX
- Children must remain seated at all times(back to back, seat to seat)
- Arms/hands kept inside the bus
- An inside voice is used

One Teacher disembarks MAX with children and one Teacher remains on MAX until all children are off. Roll call is conducted each time we board and disembark. If a child is left on the MAX

Children are instructed to get off at the next stop if they are inadvertently left on the MAX. One teacher will stay with the entire group while the other quickly proceeds to the next stop.

Children are instructed to remain calm and STAY PUT until the teacher arrives. If the child is not at the next stop we will call 911 and the Trimet

***Bus Passes:** If your child has a bus pass it would be greatly appreciated if you would be willing to let them use the pass on field trips requiring MAX or Trimet transportation. This is OPTIONAL and will not result in a discount on your field trip fee. Your child will be responsible for holding onto their pass. Items left on the bus or MAX

Children are expected to keep track of their personal belongings. We are not responsible for items left on the bus.

Field trip behavior:

Your child must have the ability and willingness to follow the directions of those in charge. If your child is unwilling or unable to follow directions, you or your emergency contact will receive a phone call to pick up your child immediately. This action will be reserved for extremely unsafe behavior. If behavior is problematic yet manageable for the duration of the trip we will discuss a plan, including suspending your child's future field trip privileges, for getting your child to comply.

What your child needs on field trips....

The following equipment is REQUIRED on EACH field trip:

- A backpack that zips or closes in some way, has working straps and fits the child appropriately, Backpack must NOT have your child's first name on it. Please write your child's FIRST INITIAL AND LAST NAME ONLY on the backpack. (This is a safety issue)
- A water bottle that does not leak, is clean and marked legibly with your child's LAST NAME AND FIRST INITIAL ONLY.
- A full change of clothing: Shirt, socks, underwear and shorts
- Optional: Extra non-perishable snacks
- Optional: 1\$-2\$ spending money
- Other items as needed for particular field trips

Other required equipment

A sack lunch will be required on full days. PLEASE make sure we can fit your child's lunch in their backpack.

What is NOT allowed on field trips

- Game boys or Nintendo DS games or any handheld device that could distract your child's attention from following directions or watching where they are going.
- Gum or candy
- More than 1\$-2\$ dollars personal spending money
- Toys, squirt guns or any other distracting equipment
- Inhalers or medicine that your child may require MUST be in the custody of a staff member authorized and available to administer it, such as Epipen, inhaler, Ibuprophen, Tylenol, cough or cold preparations, naturopathic preparations etc....

Field trip Dress Code

Appropriate walking shoes are required. Flip-flops, heels or shoes that do not fit or tie properly are not allowed. You or one of your emergency contacts will be called to bring the appropriate shoes or pick up your child. Your child must dress for the weather. Please dress your child in loose fitting, light weight clothing that protects the skin from sunburn as much as possible. Short sleeve -shirts, shorts etc...

Contacting us on a field trip in progress

If you need to contact us in a personal family emergency during a field trip please call Meg at 740-590-9141.

Picking up or dropping off kids during field trips.

We ask that you reserve picking your child up during a field trip in progress for emergencies only. YOU MUST be sure that you make visual and verbal contact with a Trillium After Care Teacher AND sign your child in or out on the field trip roster. This is extremely important.

Accounting for children on field trips

A complete field trip roster will be carried with the group at all times. Groups will be divided in to manageable numbers to one qualified teacher. Each teacher will have a roster for his or her group. Each teacher will take a head count of their group at all transitions points. A full roll call will be conducted before departing on public or chartered transportation. Teachers must sit with and supervise their group while traveling to and from the field trip destination. Each teacher must make sure that their group stays together when disembarking and boarding public or private transportation. On field trips all children will wear Trillium Charter School T-shirts in bright, easily identifiable colors.

Preparing children for field trips

A group meeting is conducted with the children before departing on the field trip. The meeting will inform the children to pay attention and stay with their group at all times. The meeting informs children of the procedures they need to follow if they become separated from the group. Children are informed NEVER to leave the field trip area or building. Children are informed that upon arrival at the field trip destination we will pick a safe meeting area that they can go to should they become separated from the group. This meeting area will

be near a staff location if possible and never away from the field trip destination. Children are informed to alert a staff member in uniform if they can locate one without leaving the field trip location or building. Children are reminded to stay calm.

Missing child procedures

If a child is missing on a field trip, teachers go with their groups immediately to the emergency meeting place. If, after five minutes, the missing child is not located one teacher must proceed to the front desk or other staff area and alert them of the missing child and to call 911 police while the other teacher stays with the group. Teacher conducts a search of the facility, bathrooms etc...Teacher returns to the front desk to check on the progress of the search and make sure police have been called. If child has not been located within 20 minutes parents are called. Children and teachers board the bus and a full roll call is taken. One teacher remains with the children on the bus, the other teacher's stays in the facility until police and

parents arrive. Teachers must be able to give the police a full description of the child, what they were wearing and when they were last seen. Meg calls Stephanie to alert her to the situation.

In the event that a child becomes ill on a field trip Teachers and groups go to the emergency meeting area. One teacher stays with the group. The other teacher makes the ill child comfortable. Teacher calls parent and/or emergency contact to come and pick up child. If one teacher is able to safely continue on the field trip with the entire

group (not over 15 children) then field trip can proceed with one teacher remaining with ill child. If not, all children and staff must return to Trillium and the field trip cancelled. In the event a child sustains a minor injury on the field trip If they can safely do so, teachers and groups go to the emergency meeting area. One teacher stays with the group. The other teacher attends to the injured child. An accident report is filled out and parent is asked to sign at pick up.

Required forms and paperwork on field trips

A complete roster of all children and groups attending field trips must be present at all times. Emergency consent forms, swim permission slips and emergency contact phone numbers for all children must accompany the group on all field trips.

Emergency equipment on field trips

An emergency first aid backpack must accompany groups on field trips. The backpack must be with the group at all times. The backpack will contain the following equipment:

- Basic First Aid Kit
- Band-aids
- Flashlight
- T-shirt
- Anti-bacterial liquid soap
- Wash cloths (4)
- Bottle of water
- Instant ice packs (4)
- Few Ziploc bags, small and one extra large
- Small blood spill kit (small vile of bleach)
- Small disposable bowl

If a child has a bloody nose:

Move other children away from the child with the bloody nose. Put on gloves. Have the child lean over the bowl to catch the blood. Pinch the soft part of the child's nose to help stop bleeding for five minutes (timed by the clock) before you check to see if bleeding has stopped. Do not move the child with the bloody nose unless you must for the child's safety. (this is to

contain the blood spill). Keep gloves on at all times. Clean up the child, have child put on clean t-shirt if their shirt has blood on it. If they have blood on their clothing they will need to change. Put the soiled clothes in the plastic bag and place them in the child's backpack. Mix water and bleach to clean up blood spill. Put all waste in garbage bag and write hazardous waste on the bag before disposing of it. Write up injury report for parent to sign upon release or pick up. **IF AFTER 15-20 minutes the nosebleed does not stop CALL PARENTS TO PICK UP THE CHILD. IF THE CHILD HAS THE FOLLOWING OTHER SYMPTOMS OR CONDITIONS CALL 911**

- If the child loses more than a coffee cupful of blood
- The child feels weak or dizzy or faints
- The blood goes down the back of the child's throat **RATHER THAN OUT THE FRONT**
- The bleeding was caused by an injury such as a fall or a blow to the nose

In the event of a natural disaster or other emergency on a field trip.

If cell phones are working we will attempt to call all parents of children in attendance on the field trip to provide instructions and information. If we can safely transport children back to the facility we will do so, if not, we will keep all children and staff together and wait for instructions from the authorities.

6. Swimming (Will be scheduled during Spring Break)

Swim permission slip

All parents are required to sign a swim permission slip. When you sign a swim permission slip you will be asked to identify which category your child fits into based on your perception of your child's swim ability.

Swimmers are grouped as follows:

If you do not want your child to swim **OR** your child does not want to swim he/she will sit in a location in sight and sound of staff in the pool. Please send a Game Boy or good book with your child to help with boredom.

Age 6 and up, non swimmer

If you indicate that your child is a "non-swimmer" this means that your child does not meet the criteria for an independent swimmer. Non-swimmers **MAY NOT** go into water over their head at anytime, even with a flotation device. A Trillium After Care Staff will supervise nonswimmers in the water at all times. Maximum size in the group is ten.

Age 6 and up, independent swimmer

Independent swimmers are able to perform the following actions in the water.

- Jump into deep water over their head
- Surface and level off
- Swim forward for at least 20 feet without stopping
- Must perform test without the aid of lifejacket or flotation device

Independent swimmers are loosely supervised by Trillium After Care Staff while in the water and have the ability to move freely within the pool environment.

Assessing your child's swimming ability

All children whose parents have indicated that they are independent swimmers will still be required to pass a swim test upon arrival at the pool. Children will be instructed to jump into deep water, surface and swim at least 20 feet before stopping. The test is conducted under the supervision of a pool lifeguard and with a Trillium staff in the pool ready to assist your child if he/she cannot make it across the pool. If your child cannot pass the test they must remain with the non-swimmers at all times. This can be disappointing to children. Please be sure your child can perform as an independent swimmer before you place them in this category. You are welcome to take your child to a pool and perform this test before you sign the permission slip.

Supervision at the pool

In locker Rooms

If there is both a male and female staff we will use locker rooms to dress down and take a cleansing shower before entering the pool. If we lack a male or female staff one gender will use the family dressing room while the other waits outside for the children to dress down and take a cleansing shower. NON-SWIMMERS cannot enter the pool area without the Trillium After Care teacher responsible for supervising them in the water. When children are all out of the

locker rooms and ready to enter the pool area teachers must make sure all in their group are present before entering the pool area. This can be done with roll call or head count, however, a complete roster must accompany the group and be in the pool area at all times.

Non-swimmers will be allowed to use the restroom with the aid of an older helper or parent volunteer. The Trillium After Care Teacher in the water with non-swimmers cannot leave the children in the water at anytime.

Independent swimmers will be allowed to use the restroom with a buddy and must tell the Trillium After Care Teacher responsible for supervising the group before they go.

Head counts and visuals are done at intervals through out the swim session.

Swim day preparation

Please have your child wear his/her swimsuit to program on swim days. BE SURE that your child is equipped with a backpack as indicated in the Field Trip Equipment section. GIRLS need to

tie hair back out of their face. If your child does not want to swim

Your child may choose not to swim; Your child will sit in an area where we can safely supervise. If staff is limited we may not be able to accommodate your child sitting out.

7. Payments and Fees

All tuition is due at the beginning of the month in full. Please pay with a check. Drop in days must be paid at the time of service, or will be taken off

of the prepaid credit. BE SURE TO PUT PAYMENT IN AN ENVELOPE MARKED "AFTERCARE" or, hand the payment to Meg.

8. Disclaimers

Trillium Charter School and/or its representatives are not responsible for lost, stolen or damaged items. This handbook is as complete as possible at the time of distribution and may be updated or altered at anytime at the discretion of the After Care program director, Meg Neal. Trillium After Care staff are mandatory reporters of suspected child abuse and/or neglect. Field trips, schedules and events may change due to weather, staffing or other unforeseen circumstances.