



## **Policy Handbook 2020-21**

**39901 Pleasant Street**

**PO Box 686**

**Sandy, OR 97055**

**503-668-6232**

**<https://www.immanuelsandy.com/after-school/>**

**Due to Covid-19 the IEC is an Emergency Child Care Facility opening May 18, 2020. Some IEC policies may be superseded by Governor Brown's executive orders until the emergency ends.**

# Immanuel Enrichment Center Welcomes You!



Welcome to Immanuel Enrichment Center! We have a great team of experienced educators and parents working thoughtfully to provide resources for families in Sandy and beyond. In Sandy since 1902, Immanuel has a long tradition of excellence in education. In every way, our purpose is to provide a safe, quality experience. More than just a safe place to come after school, we focus on the whole person, body, mind and spirit, encouraging questions and thoughtful discovery in all areas of life.

Immanuel is a community of people actively learning from Jesus how to live in relationship with God and with our neighbors. We see compassionate followers of Jesus inviting people from all walks of life into a learning, loving, living community of hope where questions are welcome, answers are discovered and acceptance is freely given.

Immanuel invests human, financial and facility resources in the Enrichment Center as part of our mission to enrich lives by sharing the loving word and ways of Jesus. We endeavor to make the IEC a healthy community of support for all families in Sandy and beyond.

We do not have all the answers. We welcome constructive new ideas. Feel free to speak to our director, any board member or myself anytime. For more information about Immanuel, go to [www.immanuelsandy.com](http://www.immanuelsandy.com) or visit anytime: Sundays 10:00AM.

Again, welcome!

A handwritten signature in blue ink that reads "Kevin". The signature is written in a cursive, flowing style.

Kevin Fenster, Pastor  
[pastor@immanuelsandy.com](mailto:pastor@immanuelsandy.com)  
503-505-1861 cell

# STAFF



**Director/Lead Teacher**

Katy Rees.....503.504.1625  
[iec@immanuelsandy.com](mailto:iec@immanuelsandy.com)



**Teacher**

Amanda Knight



**Substitute Teacher/Board Member/Pastor**

Kevin Fenster



**Substitute Teacher/Board Member**

Kindra Cansler

All staff are up to date with training and background checks required by the Department of Education - Office of Child Care.

**Immanuel Enrichment Center Board Members:**

Pastor Kevin Fenster.....503.505.1861

Pastor@immanuelsandy.com

Deann Fenster..... 503-826-1704

Barb Riegert .....(message) 503-668-6232

Christie Lamer.....(message) 503-668-6232

Kindra Cansler.....503.880.0052

**Administrative Assistant**

office@immanuelsandy.com .....503.668.6232

Please feel free to contact any of our Staff or IEC Board Members with questions or concerns.

# ENRICHMENT CENTER REQUIREMENTS AND POLICIES

## ***ENROLLMENT REQUIREMENTS***

- ... Student must be 5 years old or accepted into Kindergarten.
- ... Enrollment packet and state required immunizations must be up-to-date and submitted with fees paid before admittance

## ***FINANCIAL PAYMENT REQUIREMENTS***

### **Registration**

- ... *Non-Refundable* Registration fee: \$50 for the first child and \$25 for additional children (fees are submitted with enrollment packet). Registration fees reserve your child's spot in our program and cover expenses related to the registration process.
- The registration fee and first month tuition for each student are due at time of enrollment. Your child will not be considered enrolled until registration and first month fee for each student are paid in full.

### **Tuition and Fees**

- ... Tuition (see rate plans on page 7) and any late fees are due on the 5<sup>th</sup> of each month prior to care starting in September and ending in May (charge over 9 months.)
- ... Families with multiple children enrolled will receive a 10% discount for each additional child's tuition.
- ... Tuition is based annually. No deductions in tuition or fees shall be made for holidays, inclement weather, family vacations, or in the event of illness.
- Monthly tuition payments are due on the 5<sup>th</sup> of each month and are payable by cash, check, or money order. Please make checks payable to **Immanuel Enrichment Center**. Payments may be made online at [www.immanuelssandy.com](http://www.immanuelssandy.com) by PayPal.

## Late and Missed Payments

- Late Payment: Payments not received by the 15<sup>th</sup> of the month will incur a \$15.00 late fee.
- Missed Payments: Students with non-payment of 30 days will be dismissed until the balance owed is paid in full and current.
- If payment becomes thirty days delinquent, your child will be dismissed from IEC until all past due tuition is paid in full or other payment arrangements are agreed upon to become current. Additionally, if at the end of the school year tuition is not current, I understand that I will not be permitted to enroll my child for the next school year until all previously past due balances are paid in full.
- After three consecutive late payments or a consistent pattern of late payments, without prior reasonable notification, your late fee may be increased to \$25.00.

## Returned Check Fee

There is a \$25.00 charge for returned checks. A return check **will not** be re-deposited. After two returned checks, we will accept only cash or money order for the remainder of payments.

## Late Pickup Information

- I understand that my child is to be picked up NO Later than 6:00pm
- I understand that I will be charged a late fee if picking up my child after 6:00pm and that these late fees will be added to my next payment
- I understand the late pickup fees are as follows: \$5.00 for the first 10 minutes and \$1.00 for each additional minute late.

## **School Closure Due to Weather**

We will follow the same calendar as the Oregon Trail School District for vacation days and for inclement weather. Please check your local listings and/or the Oregon Trail School District website [www.oregontrailschools.com](http://www.oregontrailschools.com) for school closures. If the District adds a make-up day, we will honor that day.

Note: No deductions in tuition or fees shall be made for holidays, inclement weather, family vacations, or in the event of illness.

## **Withdrawal Policy**

A minimum of 15 calendar days advance written notice is required before withdrawing your child from IEC. If I withdraw my child after he/she begins attending IEC during the school year, I agree that tuition will be due and owing for up to 15 days from the date that I submitted a written notice (tuition cannot be prorated/refunded after withdrawal occurs within the month).

Please refer all questions/concerns regarding finances to the Administrative Assistant. Our teachers are not responsible for the financial matters of the program.

At IEC, we desire to serve families in our community and encourage you to contact our Administrative assistant if you are having financial difficulties. If you have any questions regarding your account, please contact the Church Administrative Assistant at 503-668-6232 Monday-Thursday from 9:00am to 1:00pm, or by email at [office@immanuelsandy.com](mailto:office@immanuelsandy.com).

## IEC RATES 2020-21

Time	Hours & Levels	Rate	Per Day	A=Everyday 173days/9m =19.2	B=4 Days/Wk 146days/9m =16.2	C=3days/wk 109.5days/9 =12.2	D=2 Days/Wk 73 days/9m =8.1	E=1 Day/Wk 36.5days/9 =4.1
<b>Sandy Grade</b>								
2:30-6:00	3.50	\$6.00	\$21.00	\$403.20	\$340.20	\$288.23	\$191.36	\$96.86
2:30-5:30	3.00	\$6.00	\$18.00	\$345.60	\$291.60	\$247.05	\$164.03	\$83.03
2:30-5:00	2.50	\$6.75	\$16.88	\$324.00	\$273.38	\$205.88	\$136.69	\$69.19
2:30-4:30	2.00	\$6.75	\$13.50	\$259.20	\$218.70	\$164.70	\$109.35	\$55.35
2:30-4:00	1.50	\$6.75	\$10.13	\$194.40	\$164.03	\$123.53	\$82.01	\$41.51
2:30-3:30	1.00	\$6.75	\$6.75	\$129.60	\$109.35	\$82.35	\$54.68	\$27.68
<b>OTA</b>								
3:00-6:00	3.00	\$6.00	\$18.00	\$345.60	\$291.60	\$247.05	\$164.03	\$83.03
3:00-5:30	2.50	\$6.75	\$16.88	\$324.00	\$273.38	\$205.88	\$136.69	\$69.19
3:00-5:00	2.00	\$6.75	\$13.50	\$259.20	\$218.70	\$164.70	\$109.35	\$55.35
3:00-4:30	1.50	\$6.75	\$10.13	\$194.40	\$164.03	\$123.53	\$82.01	\$41.51
3:00-4:00	1.00	\$6.75	\$6.75	\$129.60	\$109.35	\$82.35	\$54.68	\$27.68
<b>Firwood</b>								
4:00-6:00	2.00	\$6.75	\$13.50	\$259.20	\$218.70	\$164.70	\$109.35	\$55.35
4:00-5:30	1.50	\$6.75	\$10.13	\$194.40	\$164.03	\$123.53	\$82.01	\$41.51
4:00-5:00	1.00	\$6.75	\$6.75	\$129.60	\$109.35	\$82.35	\$54.68	\$27.68
<b>Note:</b>	\$6.00/hr=							

**To find your payment plan:** Choose your school and hours. The hours is your LEVEL number, then look at the fees chart for numbers of days/week, that gives you a letter.



For example: A child attending every day from Sandy Grade would be a LEVEL 3.5A and would pay a flat \$403.20/mo Sept-May. June's fees are included in the 9 months of payments.

- 1 hr per week on Wednesdays for early release not included on chart. 36 hours/yr if student comes on that day (unless that is only day).
- 2021 Rates are based on 173 days, yet there are actually 172 days of instruction on the OTSD calendar. The days were not reduced as it will help cover the ER hour that is not included on the chart.
- Full day care on OTSD non-school days and selected full day operation days is \$35.00 flat rate/per day

### ***PROGRAM SCHEDULE***

We will follow the Oregon Trail School District (OTSD) school year calendar September 8, 2020 – June 11, 2021.

#### **Hours of Operation:**

2:30 p.m. – 6:00 p.m.: Mon., Tue., Thur., Fri. (+ Wed. 9/9, 6/2, 6/9)

1:30 p.m. – 6:00 p.m.: Wednesdays (early release days: 9/16/20 – 5/25/21)

6:00 a.m. – 6:00 p.m.: OTSD non-school days and selected full days:

October 9  
November 11, 23-24  
December 28 – 31  
January 18  
February 1,15  
March 22– 26

#### **Center Closure Dates:**

September 8, 2020 for Labor Day  
November 25-27, 2020 for Thanksgiving.  
December 21-25, 2020 for Christmas  
January 1, 2021 for New Year's Day.  
May 31, 2021 for Memorial Day.

## ***PARENTS AS PARTNERS***

It is important that parents and staff work together to provide a strong support system for children. We are committed to working with you as partners.

In order to work as a team, we will do the following:

- Enrich lives by sharing the loving word and ways of Jesus.
- Treat you with courtesy and respect at all times.
- Welcome you into the center at all times when children are present.
- Communicate regularly with phone calls, notes home, and emails.
- Let you know the wonderful things your child is learning and doing while he/she is in our care.
- Let you know immediately if we have any concerns about your child.
- Work with you to solve any difference of opinion.

We ask that you do the following:

- Treat us with courtesy and respect.
- Communicate the needs of your child and family.
- Visit the center to observe the fun activities in which your child will participate.
- Let us know if there are any concerns and work with us to solve them
- Let us know if you would like to share any of your talents!

## ***WHAT TO EXPECT AT OUR CENTER***

This will not be merely supervised play time (though there will be that too!) Our vision is to provide "enrichment" experiences for students, and we will endeavor to incorporate student interests as we continue to develop these opportunities. Some workshops already planned are:

- Crafts and scrapbooking
- Simple sewing projects
- Gardening skills

- Knot tying and rope basics
- History of Sandy, Oregon
- Hand tool usage
- Basic first aid lessons
- Cake/fondant decorating
- Basics of crochet
- Welding basics
- Mountain man 1800's era
- Ukulele lessons
- And many more . . . .

### ***VOLUNTEERS***

Volunteers will not have unsupervised access to children at any time unless they have been pre-enrolled in Oregon's Central Background Registry.

### ***TRANSPORTATION***

Transportation will be provided by Student Transportation of America using existing routes. Please refer to page 3 of the Enrollment Packet for more details.

### ***CLOTHING***

Please feel free to provide a change of clothes for your child. We will encourage your child to run, play, partake in messy activities, and create fabulous art projects. Please make sure your child's clothes can be washed. We will do our best to protect their clothing, but make no guarantees they will come home spotless.

### ***ILLNESS***

Please do not send your child to care if he/she is ill. Please notify the site if your child will not attend.

- If your child contacts **any** communicable disease (flu, lice, etc.), please notify us **as soon as possible** to minimize the outbreak.

- Children must be fever, vomiting, diarrhea, rash and/or colored mucus free for a **full 24 hours without fever reducing medicine** before coming to care.
- If your child is sent home with a fever, diarrhea or other contagious illness, they may not return until they are free of such illness or no longer contagious. A written release from a health officer may be required before your child can attend the program if symptoms/signs of an illness are still present
- The child will be isolated, within sight and hearing distance of an adult, until the parent arrives. If the parent cannot be reached, the staff will phone the emergency contact person(s) listed on the child's enrollment form.
- The program is not licensed to provide care for sick children. Parents or emergency contacts are requested to pick up the ill child within one hour of being contacted.

By working together to teach children good hygiene habits at school and home, we hope to help students and staff stay as healthy as possible. Please see [www.cdc.gov](http://www.cdc.gov) for more on preventing/treating illness.

## ***MEDICATION***

We can only give your child medication (prescription or non-prescription) with the written order of a physician. You will need to talk to the teacher and sign an Authorization to Administer Medication form before we can administer medication. A record of the date, time, amount given, and any changes in your child's behavior after they received the medication will be kept on file. If we give a medication "as needed", we will notify the parent or legal guardian of any time we give your child medication. All medication must be in the original container and will be kept in a locked cabinet. Medication cannot be transported to and from school on the bus.

## ***EMERGENCIES***

In case of small accidents, a staff person will give your child first aid treatment. The parent or legal guardian will be told what happened to your child and a written report of the injury or accident shall be signed by reporting staff and parent. The program has certified FA/CPR staff on site at all times and are trained on emergency procedures.

In the case of a medical emergency, a staff person will call 911 immediately and give emergency first aid as required. A staff member will also contact the parent and Director as soon as possible. If your child is transported to the hospital by ambulance, we will provide your child's emergency/allergy info to the EMT and medical professionals.

In the event of an evacuation that causes us to move to an alternative location, we will call parents to inform them of the new location.

## ***ARRIVAL***

- All children must be accompanied to the program area and signed in by an adult. (To sign in, use your assigned 4 digit # on tablet).
- Each child must be signed in and out daily by a parent or authorized adult. The adult must stay with the child until received by IEC staff.
- When children arrive to the IEC program directly from school, IEC staff will sign the child into the program
- Should a child be scheduled to attend the program, directly from school, but does not show, the staff will take the following steps:
  - ✓ Upon arrival at site, all staff will check their voicemail for any messages left regarding absenteeism. If your child is to be absent from our program, please leave a message with staff or on the voice messaging system.
  - ✓ All children are signed in by site staff as they arrive from the bus.

- ✓ If a child does not come to the program, and is scheduled to do so, the site staff will contact the parents/guardian as outlined in the child's authorization form. All contact numbers will be utilized (work, home, cell, etc.)
- ✓ Should we be unable to reach a parent/guardian, we will then attempt to contact the emergency contacts as listed on the child's authorization form.
- ✓ When possible, site staff will also contact the child's school for information regarding the child's attendance. However, the staff will continue to try and make contact with the parent/guardian.
- ✓ When deemed necessary, the staff will contact local authorities for assistance in locating a child.
- Please be sure to provide accurate contact information, updating it on a regular basis, which allows staff to contact you quickly.

## ***DEPARTURE***

Our departure policy is designed to ensure your child's safety. We will not be able to make any exceptions to these rules.

- Please sign your child out with your 4 digit PIN. We cannot let a child leave the site without an adult signing them out of the site.
- Children will be released only to persons authorized on the Information Form and picture ID is required.
- No child will be released to an unknown adult without the individual showing proper identification and he/she must be listed on the Information Form.
- **It is important to be prepared to show ID on a daily basis.**
- Should a person arrive to pick up a child who appears to be under the influence of alcohol or drugs, for the child's safety, staff may have no recourse but to contact the Police. Please do not put staff in a position where they have to make this judgment call.
- Oregon State law allows either custodial parent or guardian to pick up child unless a restraining order is on file at the center/site.
- Prompt pick-up of your child is appreciated and expected.

- If you find yourself in a situation that necessitates late pick-up, please let us know as soon as possible.
- **Late Pick-Up Fee:** A \$5 fee will be charged for the first ten minutes late and \$1.00 for each additional minute late.

### ***CHILD GUIDANCE POLICY***

At IEC, staff use positive guidance methods such as encouraging positive behavior, redirecting children to another activity, clear and consistent rules, and encouraging children to talk about their feelings. Staff work with children to encourage them to cooperate, help, take turns, and solve their own problems.

Staff **will not use** any of the following methods:

- Using physical punishment or other negative discipline methods that hurt, frighten or humiliate children
- Striking a child
- Forcing child to apologize or explain their behavior
- Withholding food, beverage or other basic needs
- Using food or prizes to reward “good” behavior or to punish inappropriate behavior
- Placing a child outside the classroom or in another classroom for discipline purposes
- Using the term “time out” to punish a child
- Restraining a child physically without appropriate training and parent consent
- Using judgmental or disapproving phrases when talking to children

If a situation arises where your child loses control and presents a danger to him/herself or others, we will let you know right away and you will be asked to attend a meeting with staff to develop a plan to help your child be safe and successful in our program. If it is necessary, the program will assist parents to find a setting or schedule which meets the child and family needs.

## ***DISMISSAL AND WITHDRAWAL OF STUDENTS***

We assume the best of behavior from everyone involved in the program, but our concern for student's safety and the ongoing health of the preschool necessitates a policy for dismissal of students. The following are reasons for which a student may be dismissed from program at the Director's and Board's discretion:

- Abnormal physical aggression.
- Extreme parental interference.
- Behavior that negatively affects/interferes with the other children.
- Non-payment of registration fee and/or tuition.
- Failure to obtain necessary state-required immunizations.

***In the event of abnormal physical aggression and/or extreme behavior problems, teachers will follow this protocol:***

1. Communication with parent in person or by phone call.
2. Call to pickup child immediately and referral to an early intervention resource (counseling, medical advice, etc.).
3. Temporary dismissal of student pending successful follow-up with a referral resource.

**If a problem behavior does not subside and we have exhausted all reasonable methods of behavior management, the child may be released from the program.**

***In the event of extreme parental interference, teachers will follow this protocol:***

1. Open, honest communication with parent regarding perceived interference and negotiation of resolution. A Behavior Plan may be developed with a parent/staff meeting.
2. Request to withdraw student and/or dismissal.

***This institution is an equal opportunity provider.***

***- This concludes our policy Handbook***

***Revised 5.11.20***