TUALATIN HILLS
PARK & RECREATION DISTRICT

T.H.R.I.V.E.

HANDBOOK 2019-20
MISSION STATEMENT
Our mission at THRIVE is:
- to support and challenge students physically, mentally, and socially;
- to inspire creativity, imagination, and life-long learning;
- to provide an opportunity for kids to have fun, learn and express themselves through a variety of activities while maintaining a safe environment.

PHILOSOPHY OF PROGRAM
Tualatin Hills Park and Recreation District believes that children benefit from friendly and supportive interactions with other children and instructors. Our afterschool program strives to provide a fun and educational environment where children have the opportunity to develop talents and recognize their importance both individually and within their community. We realize your child has spent an entire day at school. Our program is designed to give children the opportunity to choose from a variety of activities including: social skills, homework assistance, physical play and free time.

REGISTRATION
Please see Appendix I, for location specific information.

TUITION FOR AFTERSCHOOL CARE
Payment is due by the 15 of the month prior for the following month’s tuition (except for the first month which is Sept payment which will be due on August 15). October tuition will be due September 15. Payments received on or before the 15 of the prior month $315 per student per month. If payment is received after the 15 of the prior month, the charge will be $345. After three late payments, you may be dropped, and we will try to accommodate the wait list for your school.

After Care Tuition Includes
Afterschool care from September 3, 2019 to June 11, 2020
Five (5) No School Days (7:30 am to 6:00 pm):
- October 11
- November 1
- January 27
- February 18
- April 10

*THRIVE tuition does NOT include Holidays, Winter Break, Spring Break or additional no school days

TUITION FOR BEFORE SCHOOL CARE
*Before School Care is only offered at Conestoga and Garden Home Recreation Centers
Please see Appendix I, for site specific information
*THRIVE tuition does NOT include Holidays, Winter Break, Spring Break or additional no school days

TUITION FOR YEAR ROUND CARE
Payment is due by the 15 of the month prior for the following month’s tuition (except for the first month which is September payment which will be due on August 15). October tuition will be due September 15. Payments received on or before the 15 of the prior month is $431 per student per month. If payment is received after the 15 of the prior month, the charge will be $461. Year-round care is only available for sign up in August of each year; September’s payment must reflect the year round option to be eligible for summer camps. If at any time during the year the full $431 is not paid, summer camps will not be available and your tuition will be moved to after school only status for the remainder of the year. After three late payments, you may be dropped, and we will try to accommodate the wait list for your school.

Year Round Tuition Includes:
All After School Care options and nine weeks of full day summer camp at the after school site location. Please see Appendix I, for individual center eligible camps.
*THRIVE tuition does NOT include Holidays, Winter Break, Spring Break or additional no school days

**CODE OF CONDUCT**

As a THRIVE student, you have a right to:
- be respected.
- a safe environment.
- succeed.
- listen and be heard.

As a THRIVE student, you have a responsibility to:
- be on task.
- not demean others.
- respect others and their property.
- follow directions, ask questions.
- listen respectfully to others' ideas and wait your turn to speak.

The staff of THRIVE accepts responsibility to:
- provide quality instructional programs in an integrated setting for each student.
- provide an orderly classroom and a safe environment.
- develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of students.

THRIVE fully expects staff, students and parents to abide by the following character traits:
- Respect – for yourself, others, and THPRD property.
- Dignity – for others’ points of view and differences.
- Honesty – in athletics, and activities.
- Responsibility – for actions and words.
- Teamwork – value everyone’s contribution.

Our behavior management techniques include:
- Clearly communicating the expected behavior and restating the expectation if needed.
- Giving choices
- Telling the child what is desired behavior
- Praising appropriate behavior
- Re-directing the child to another activity

**ELECTRONICS PRACTICE**

The THRIVE after school program discourages the use of electronics during program time. However, we know that parents often rely on phones for communication with their children. In an effort to respect both program time and parent needs the following guidelines are used for electronics.

- All personal electronics need to be kept in backpacks and on silent mode during program activities.
- When appropriate staff will provide a designated and supervised area where electronics can be used.
- THPRD is not responsible for lost, stolen or damaged personal items.

**DISCIPLINE PRACTICE**

Discipline is an opportunity to provide children guidance and growth. Staff will encourage children to state their needs and listen to the needs of others. Our environment is structured to support children in making positive choices, which are guided by caring and supportive staff. When a participant’s behaviors impact their ability to
interact with others or demonstrates the ability to control their emotions or to judge social and play situations appropriately, this may result in an interactive process with THPRD which may result in removal from a program.

**Summary of Disciplinary Method:**
If a participant engages in inappropriate behavior, then the THPRD Staff in cooperation with the parents or guardian(s), instructors and other stakeholders will identify various accommodations and strategies to ensure that the behavior does not become disruptive or a safety threat.

**Step 1: Early Intervention (for program participants with or without inclusion services)**

Program staff will conference with participant and parents/guardians/caregivers and will document participant behavior. Program staff are primarily responsible for proper participant behavior while participant attends a THPRD program. Every reasonable effort should be made by program staff to solve discipline problems before they are referred to the program coordinator/designee.

**Step 2: Behavior Support & Strategies (for program participants without inclusion services)**

If behavior continues, program staff will continue to document participant’s behaviors and determine appropriate intervention strategies. Program staff will alert program coordinator or center supervisor who will coordinate contact with the participant’s parent(s) or guardian(s). Program staff will work with the parent(s) or guardian(s), instructors and other stakeholders for the purpose of gathering additional information and to develop additional supports and accommodations for the participant.

**Step 2: Behavior Supports & Strategies (for program participants with inclusion services):**

If behavior continues, program staff will continue to document participant’s behaviors and determine appropriate intervention strategies. Program staff will alert program coordinator or center supervisor who will coordinate contact with the participant’s parent(s) or guardian(s). Program staff will work with the parent(s) or guardian(s), adaptive and inclusion specialist, instructors and other stakeholders for the purpose of gathering additional information and to develop additional supports and accommodations for the participant.

**Step 3: Behavior Modification Plan Development & Implementation (for program participants without inclusion services)**

A positive and proactive approach to the proper participant conduct will be established. In dealing with participant, staff will model respect, dignity, and self-control. Program staff and the program coordinator will develop an intermediary plan with parent(s) or guardian(s) that outlines goals and expectations for participation in the program.

The program coordinator, with the support of program staff, will clearly identify conduct expectations and consequences for noncompliance and will have parent(s) or guardian(s) and team members sign off on the plan and begin implementation. Program staff and participants will actively monitor and evaluate the plan. Program staff will meet on an "as needed" basis to evaluate/modify the plan or consider more effective accommodations and will communicate any changes. Program staff will continue to monitor and evaluate the participant’s program engagement and behaviors. Program staff will document all meetings, telephone calls, incidents, complaints, safety concerns, problems, and successes; and will compile and share any patterns with parent(s)/guardian(s) and make a recommendation(s) utilizing the input and suggestions of all parties involved.

**Step 3: Behavior Modification Plan Development & Implementation (for program participants with inclusion services):**

A positive and proactive approach to the proper participant conduct will be established. In dealing with participant, staff will model respect, dignity, and self-control. Program staff, program coordinator, and the
adaptive and inclusion specialist will develop an intermediary plan with parent(s) or guardian(s) that outlines goals and expectations for participation in the program.

The program coordinator, with the support of program staff, will clearly identify conduct expectations and consequences for noncompliance and will have parent(s) or guardian(s) and team members sign off on the plan and begin implementation. Program staff and participants will actively monitor and evaluate the plan. Program staff will meet on an “as needed” basis to evaluate/modify the plan or consider more effective accommodations and will communicate any changes. Program staff will continue to monitor and evaluate the participant’s program engagement and behaviors. Program staff will document all meetings, telephone calls, incidents, complaints, safety concerns, problems, and successes; and will compile and share any patterns with parent(s)/guardian(s) and make a recommendation(s) utilizing the input and suggestions of all parties involved.

Step 4: Suspension (for program participants with or without inclusion services)

If after implementation of behavior modifications, the behavior continues, program staff will refer the participant to the program coordinator, and parent(s)s or guardian(s) will be contacted.

Referrals will result in a conference with the participant and parent(s) or guardian(s) and assignment of a consequence determined by the program coordinator. Returning to steps 1-3 interventions and alternate strategies may be considered by the center supervisor.

For repeated behavior violations, the participant may be temporarily suspended from a THPRD program for one to five days by the program coordinator or designee. Program coordinator must alert supervisor and have approval before any suspensions take place.

Step 5: Removal from Program (for program participants with or without inclusion services)

When the participant does not respond to interventions or alternative placement, recommendation for expulsion will be considered. The recommendation for expulsion shall be referred to the center supervisor and department manager for approval.

Expelled participant will not be permitted to return to the program’s facility or any other district facilities, or attend any district-sanctioned events until the end of the expulsion period; this will be documented on their THPRD account.

ARRIVAL/PICK-UP
Transportation
Please see Appendix I, for site specific information

Drop-off Procedure
If you are dropping your child off for before care, an in-service day or other special situation, walk your child to the designated classroom and check-in your child with our staff.

Check In/Check Out
Our staff will check-in your child as they arrive to the program or when you drop him or her off. Sign-in/sign-out sheets for after school program will be located inside THRIVE rooms with the staff. If you are not going to be at the number listed on your emergency form, please send a written note with the phone number where you can be reached.
Pick-up Procedure
THRIVE closes at 6:00 pm. Each day you will need to sign your child out and notify a staff member. Until we get to know you and the people authorized to pick up your child, we will check the Health/Emergency form & proper photo ID to ensure your child’s safety. Please make sure to have proper photo ID on your person at the time of pick-up. If you need to have someone pick up your child who has not been listed on the authorized list, you must update your on-line emergency contact and pick-up information. Staff will ask for information from the Health/Emergency form to verify identity. Again, staff is required to ask for photo I.D. before releasing the child to anyone they do not know, so remind people to bring ID. If there are circumstances where your child is not allowed to be picked up by an individual, please note this on their Health/Emergency form and inform the Director. You will have to provide legal documentation to restrict a parent from picking up a child.

Late Pick-up
Please make arrangements to pick up your child by 6:00 pm. If staff has not heard from someone regarding pick-up by 6:00 pm, your child will be taken to childcare, if available your child is not picked up by 6pm, you will need to pay the 30 min drop-in childcare rate at the front desk prior to signing your child out. In the rare event that you are over 30 min late to pick up your child, you will need to pay the full hour drop-in child care rate.

Absences
If your child will miss a day, please call the office of your child’s THRIVE center before 2:00 pm to let staff know your child will not attend that day. There are no refunds for days missed. Staff will not be authorized to depart from pick-up locations until all children are accounted for, so prior notification of your child not attending is crucial.

STAFF
Program staff members have received training in standard first aid and CPR, and have passed criminal background checks. Staff driving district vehicles must be van certified, and maintain a good driving record.

CHILDREN’S WELLBEING
If your child isn’t feeling well....
If your child should develop a communicable disease such as the flu, chicken pox, head lice, hepatitis, scabies, impetigo, etc., please notify the Director immediately. Please use the following guidelines in determining whether to send your child to camp. Your child should remain home if he or she:

- Has a temperature above 100 degrees. The child should not return for at least 24 hours after the temperature returns to a normal 98.6 degrees.
- Has vomited or has diarrhea during the night or early morning.
- Has a persistent or productive (produces mucus) cough.
- Has mucus that is not clear in color.
- Has a rash or skin lesion that has not been diagnosed by a doctor.

If your child develops any of these symptoms during THRIVE, you may be contacted and asked to pick up your child from the front office. Parents should still expect to sign their child out with the THRIVE Director before greeting their child at the front office.

Tualatin Hills Park & Recreation District has a no-nit policy regarding head lice. If nits are discovered during THRIVE hours you will be contacted to pick up your child. Your child will not be allowed to return to THRIVE until all nits have been removed.

In the event of an accident, we will administer first aid and make all attempts to contact the parent(s) or emergency contact person(s). If needed, we will call 911 for assistance.
Medications
Medications must be delivered in original prescription containers with a maximum limit. Parents must fill out a Medication Authorization form (available online or with the director), which indicates the dosage and time the medication should be dispensed. Over-the-counter medications must also include a prescription label. Staff will keep a log of medications dispensed to your child. Prescriptions that are not picked up at the end of the program will be disposed of.

INCELEMNT WEATHER
Afterschool and Before School
- If BSD has a delayed opening: Before care will be canceled.
- If THPRD has a delayed opening: Before care will be canceled.
- If BSD has an early release due to inclement weather: THPRD will cancel afterschool.
- If BSD cancels school: THPRD after school & before school care will cancel.
- If THPRD plans to close early due to inclement weather, and the after school participants have been picked up from school, parents will be notified and we will request you pick your child up as soon as possible. THPRD staff will stay until all children are safely picked up by parent/guardian.
- If BSD delays their opening, or closes schools after participants have been drop off for before care, parents will be notified and we will request you pick your child up as soon as possible. THPRD staff will stay until all children are safely picked up by parent/guardian.
- If road conditions are deemed unsafe for THPRD vehicles, Before or After school will be canceled and we will alert parents and school accordingly.
- No refunds for inclement weather, school or facility closures.

PARENT/GUARDIAN ACKNOWLEDGEMENT
The Signature Page (last page) needs to be retuned prior to the first week of THRIVE. Please make sure the following online forms are completed (can be accessed through your online thprd.org account).
- Emergency Contact / Authorized to Pick-up Form
- Physician & Insurance
- Medical & Physical Information

Thank You!
SCHOOLS SERVED
Garden Home Recreation Center THRIVE program serves the following schools; Fir Grove, Raleigh Park, Raleigh Hills, McKay, Montclair, Whitford, Vose and Hayhurst

REGISTRATION
To reserve your space in THRIVE you must pay the non-refundable $50 enrollment fee for After-school Care or Year-round care and $50 enrollment fee for Before-school care. Prior to your child attending the first day of the after/before school program you must complete the Emergency Contact Information on your on-line account at www.thprd.org.

Registration for the following school year will open on the first Monday in June for returning families who have a current paid June tuition. Registration for current family’s siblings will be on the second Monday in June, if the family has a student with a current paid June tuition. Open enrollment for all patrons will be the second Wednesday of June.

TUITION FOR AFTERSCHOOL CARE
Payment is due by the 15 of the month prior for the following month’s tuition (except for the first month which is Sept payment which will be due on August 15). October tuition will be due September 15. Payments received on or before the 15 of the prior month $315 per student per month. If payment is received after the 15 of the prior month, the charge will be $345. After three late payments, you may be dropped, and we will try to accommodate the wait list for your school.

After Care Tuition Includes:
Five (5) No School Days (7:30 am to 6:00 pm):
- October 11
- November 1
- January 27
- February 18
- April 10

*THRIVE tuition does NOT include Holidays, Winter Break, Spring Break or additional no school days

TUITION FOR BEFORE-SCHOOL CARE
*Before School Care is only offered at Garden Home Recreation Centers
Payment is due by the 15th of the month prior for the following month’s tuition (except for the first month which is an Aug/Sept payment which will be due on August 1st). October tuition will be due September 15th. Payments received on or before the 15th of the prior month will pay $120 per student per month. If payment is received after the 15th of the previous month, the charge will be $135. Before-care tuition includes supervision of children from 6:30am-drop off at school Mondays through Fridays. Monthly tuition does NOT include “No-Student days” for individual school closures.

TUITION FOR YEAR ROUND CARE
Payment is due by the 15 of the month prior for the following month’s tuition (except for the first month which is Sept payment which will be due on August 1). October tuition will be due September 15. Payments received on or before the 15 of the prior month $431 per student per month. If payment is received after the 15 of the prior month, the charge will be $461. After three late payments, you may be dropped, and we will try to accommodate the wait list for your school.

Year Round Tuition Includes:
All Afterschool Care options and nine weeks of full day summer camp at the after school site location.

Year Round Care does NOT include Holidays, Winter Break, Spring Break or additional no school days.
### Additional No School Days Offered

Full day care options NOT included in THRIVE payments but available for the designated fee.

- THRIVE101119NSD - THRIVE 10/11/19 NSD Include
- THRIVE110119NSD - THRIVE 11/01/19 NSD Include
- THRIVE111119NSD - THRIVE 11/11/19 NSD $55
- THRIVE120219NSD - THRIVE 12/02/19 NSD $55
- GH28200  Winter Break - Thursday 12/26 $55
- GH28201  Winter Break - Friday 12/27 $55
- GH28202  Winter Break - Monday 12/30 $55
- GH28203  Winter Break - Thursday 1/2 $55
- GH28204  Winter Break - Friday 1/3 $55
- THRIVE012720NSD - THRIVE 01/27/20 NSD Include
- THRIVE021820NSD - THRIVE 02/18/20 NSD Include
- THRIVE041020NSD - THRIVE 04/10/20 NSD Include
- THRIVE042420NSD - THRIVE 04/24/20 NSD $55

### TRANSPORTATION

- **Transported by THPRD vehicle:** Fir Grove, Raleigh Park, Raleigh Hills, McKay, Vose and Hayhurst
- **Transported by BSD Bus:** Montclair, Whitford

If your child is not a student at one of these schools, he or she may take part in THRIVE, but you will need to arrange for transportation. Oregon law requires that children use a booster seat until they are 4’9” tall, unless they are at least 8 years old. We follow this law, so please notify the Director if this applies to your child.

### Year Round Care Camps

The following camps are available at Garden Home as part of the year round care option. These camps are full day camps with care from 7:30a-6p and include all field trips and activities planned for the week.

- Garden Sprouts (5-7yrs)
- Garden Gnomes (7-9 yrs)
- Garden Scouts (9-12 yrs)

Please speak with program coordinator Ann Satterfield asatterf@thprd.org to reserve your preferred camp weeks before May 1, 2020.
I have read this handbook including the code of conduct with my child and understand all of the information provided.

I agree to all of the terms and conditions within.

Parent Signature:__________________________________________________

Student Signature:_________________________________________________

Student Name (Print):_______________________________________________

Date:____________________________________________________________