

**Art4Life**

**Parent Handbook  
2019-2020**

# **Parent Handbook 2019-2020**

## **Table of Contents**

### **School Contact Information and Hours**

#### **Program and Schedule:**

Routine, Sign-In/Sign-Out, Late Pick-Up, Clubs, Snack, Project, Movies, Toys, Daily Schedule, Field Trips and All-Days

### **Billing and Change of Schedules**

### **Behavior Policies**

### **Emergency Procedures**

### **Staffing**

### **Child Care Division Licensing**

### **Injury, Illness and Medicine**

### **Enrollment**

### **Parent Communication**

### **Inclement Weather and Closures**

## **SCHOOL CONTACT INFORMATION AND HOURS**

- Art4Life, Abernethy, Chief Joseph, and Winterhaven are open in the morning before school's beginning at 7 a.m. (there is no morning care at Maplewood or Richmond Schools) and ends when the school day begins. See all hours of operation below.
- If there is severe weather, Art4Life's hours may change. Please see our "Inclement Weather Policy".
- Art4Life is open for extended hours on early dismissal days.
- Art4Life offers all-day (7 a.m. - 6 p.m.) care during in-service days and spring break. Attendance for these days requires additional, monthly sign-up and fees. If at least 10 children are not signed up at a particular school, Art4Life schools will combine for the all-days.

**ABERNETHY**

AbernethyA4L@Gmail.com  
(971) 998-3352  
2421 SE Orange St  
Art4Life is located in the cafeteria  
and the auditorium.  
Morning hours: 7 a.m. - 8:30 a.m.  
Afternoon hours: 3 p.m. - 6 p.m.

Art4Life is located in the portable  
building behind the school.  
Morning hours: 7 a.m. - 8:45 a.m.  
Afternoon hours: 3 p.m. - 6 p.m.

**CHIEF JOSEPH**

ChiefJoseph.Art4Life@Gmail.com  
(503) 780-9145  
2409 N. Saratoga St  
Art4Life is located in the cafeteria.  
Morning hours: 7 a.m. - 8:45 a.m.  
Afternoon hours: 2:45 p.m. - 6 p.m.

**MAPLEWOOD**

Art4LifeMaplewood@Gmail.com  
(503) 245-6985  
7452 SW 52<sup>ND</sup> Ave  
Art4Life is located in the cafeteria.  
Afternoon hours: 2:10 p.m. - 6 p.m.

**RICHMOND**

RichmondArt4Life@Gmail.com  
(503) 962-9466  
2276 SE 41<sup>st</sup> Ave  
Art4Life is located in the cafeteria.  
Afternoon hours: 2:15 p.m. - 6 p.m.

**WINTERHAVEN**

Art4LifeWinterhaven@Gmail.com  
(503) 803-8368  
3830 SE 14<sup>th</sup> Ave

## **PROGRAM AND SCHEDULE**

### General Routine

#### Before School (Abernethy, Chief Joseph, and Winterhaven only)

- During the morning hours, books, games, art materials and other activities are set up. Children may engage in any activity they so choose. They may have quiet time alone or in small groups, read, or work on a personal project.
- During this time, the staff circulates and supports the children by suggesting ways to use materials, explaining game rules, seeking out one-on-one interaction and maintaining harmony and order.

#### After School

- The afternoon hours begin with attendance, then free play inside or outdoors, depending on the weather. There may also be structured activities available for any interested children.
- This period is followed by a nutritious snack.
- After snack, we participate in an arts project.
- Following project time, we gear down for homework/story time. The younger students will have a story read to them or they may read to a teacher or the group. The older students are required to do homework or quiet reading. If your child needs extra time for homework, they may work on it during recess and free time.
- Our day ends with group clean-up and free play.

#### Sign-In / Sign-Out

Parents are required to sign in their child (or children, if applicable) every morning that their child attends Art4Life. Parents are also required to sign out their child (or children, if applicable) every afternoon that their child attends Art4Life. If someone who is not listed in the enrollment packet is picking up your child from Art4Life, please be sure to let the staff know prior to pick-up. That person will need to show photo identification to an Art4Life teacher on duty upon arrival.

## Late Pick-Up

- If your child is not picked up by 6 p.m., a \$1.00-per-minute late fee will apply.
- Such fees should be paid directly to the Art4Life teacher on duty when you arrive to pick up your child. Your child will not be allowed to attend the Art4Life program until these fees are paid.

NOTE: If your child is not picked up by 7 p.m. without notification or a phone call, Services to Family and Children (“SFC”) will be notified. Once SFC is notified, it is the parent’s or guardian’s responsibility to pick up the child at the facility. SFC is located at 529 SE Grand Ave, Portland, Oregon 97214 and may be reached at (503) 731-3134.

## Cooperation with Other After-School Activities

Children enrolled at Art4Life also participate in other after-school clubs such as Brownies, Camp Fire, Cub Scouts, language/tutoring classes, intramural sports and SUN programs. We are happy to work and support your children’s schedules. **Completion of a contracted class form is required.** These forms can be found at the parent board at your child’s school or you can download that form [here](#).

## Snack/Nutrition

- Art4Life serves a nutritious snack every afternoon.
- All snacks meet or exceed USDA standards.
- Monthly snack schedules are available on the parent board.
- If your child requires additional food or has certain dietary restrictions, please send healthy alternatives to Art4Life with your child. We are happy to store and serve those alternatives.
- Typical snacks include milk or juice, fresh fruit or vegetable, cheese or yogurt, and cracker or bread.

## Art Projects

Each month, Art4Life teachers create and implement projects that explore different disciplines (visual art, movement, dance, music, theatre, writing, etc.), as well as studying a different country/culture monthly. A schedule of our daily art projects is posted monthly on the parent board. Children registered in the Art4Life program are expected to participate in project everyday.

## Movies

- Movies are rarely shown and usually viewed on a Friday or during All-Days.
- All movies shown will be G-rated and will not encourage or portray violence.
- We will try to make you aware of the movies shown ahead of time, but sometimes our movie days are spontaneous!

## Toys and Other Devices

- Art4Life does not allow toys, cellular phones, or electronics of any kind in the program.
- This is in line with PPS policy and general Art4Life policy as well.
- We have experienced that toys tend to create more conflict than joy among our students. Please make sure your children do not have phones or toys when attending Art4Life.
- Art4Life follows the school's guidelines for Magic Cards and Pokemon Cards.

## Art4Life Daily Schedule:

### Maplewood and Richmond

#### AFTERNOON CARE:

2:15 - 2:30 Students arrive; announcements and attendance.

2:30 - 2:45 Snack time.

2:45 - 3:30 Outdoor recess.

3:30 - 4:30 Teacher-led project.

4:30 - 4:45 Clean-up time.

4:45 - 5:15 Homework/quiet reading/story time.

5:15 - 6:00 Free time.

### Abernethy, Chief Joseph and Winterhaven

#### MORNING CARE:

7:00 - 8:45 Students arrive; indoor choice time (includes games, puzzles, drawing, writing, reading, and building).

#### AFTERNOON CARE:

3:00 - 3:15 Students arrive, attendance, snack.

3:15 - 4:00 Outdoor recess.

4:00 - 4:45 Teacher-led project.

4:45 - 5:00 Clean-up/chores.

5:00 - 5:30 Homework/quiet reading/story time.

5:30 - 6:00 Free time.

#### FIELD TRIPS and ALL-DAYS

- Art4Life is open from 7 a.m. to 6 p.m. on in-service days and most vacation days.
- Art4Life is closed on federal holidays and winter break.
- Sign-ups for All-Days will be posted at least two weeks prior to the All-Days on the parent board; otherwise, an additional \$50 All-Day fee will be included on your next bill, even if your child does not attend.



## FIELD TRIPS and ALL-DAYS (continued)

- Sign-ups or cancellations for All-Days must occur at least one week prior to the day.
- Children are required to bring a lunch, weather-appropriate clothing, and a small fee to cover bus tickets and admission costs.
- Attendance of these days is **NOT** included in regular tuition at the beginning of each month.
- All-Day tuition information may be found on our fee schedule and will be charged to the following month's bill.
- We will notify you in advance of all field trips.
- Field Trip Release forms are located within the enrollment packet.
- Details regarding departure and return times will be on the parent board and the sign-in/sign-out sheet.
- We will increase the adult/child ratio well above the minimum through added staff when possible, and by asking parents to attend when possible.
- Each child will wear a name tag with an Art4Life phone number.
- Art4Life uses the public bus system for school-age field trips on All-Days and on some regular afternoons, as well.
- Typical field trips include attending the Symphony, visiting the Chinese gardens or the Portland Zoo, touring the Pearl District galleries, roller/ice skating, swimming, going to the library, hiking at local parks, and frequenting museums.

Goal: To provide interesting, safe and FUN field trips, with an emphasis on exposing children to the arts, our city and other cultures.

Destination: Generally within the Portland metropolitan area.

Transportation: Walking, City bus or Max train, when needed.

Length: Typically, field trips begin at 10:30 a.m. and we return before 4 p.m. Parents are to provide their child with a healthy lunch and fee for the field trip and bus fare, if needed.

**Parents will be notified in advance of exceptions to these hours.**

**Staffing:** The program ratio of 1 adult for every 10 children will be maintained for field trips. Parents are always welcome to accompany the group on field trips.

**Notification:** Parents will be notified at the beginning of the month for field trips in that month with a sign-up sheet on the parent board. Spontaneous field trips rarely occur, but if they do, they are within walking distance and we will leave a note as to our location. You can contact us by cell phone at all times. See School Contact Listing on Page 1 for the contact telephone number for your child's school.

**Additional Fees:** Parents will be asked to supply their children with city bus tickets or money for bus tickets. The admission price for the trip is also required.

**NOTE: IF SIGN-UP IS LOW AT YOUR SCHOOL (BELOW 10 CHILDREN), PLEASE NOTE THAT WE WILL CANCEL THE ALL-DAY AT YOUR SITE AND ASK THAT YOU ATTEND ONE OF OUR OTHER SITES. WE WILL NOTIFY YOU ONE WEEK IN ADVANCE.**

#### ALL-DAY SCHEDULE (No Field Trip)

7:00-8:30 - Morning arrival, quiet activities, morning project.

8:30 - Review the day's expectations.

8:45-9:00 - Wash hands and breakfast.

9:00-9:45 – Recess.

9:45-11:15 - Project(s).

11:15-12:30 - Wash hands, lunch, and recess.

12:30-2:00 - Project(s).

2:00-2:30 - Quiet time (reading / free art / continue project).

2:30-2:45 - Wash hands and snack.

2:45-3:30 – Recess.

3:30-5:00 - Project(s).

5:00-5:30 – Recess.

5:30-6:00 - Free time / second recess.

#### ALL-DAY SCHEDULE (With Field Trip)

7:00-8:30 - Morning arrival, quiet activities, morning project.  
8:30 - Go over the day's expectations.  
8:45-9:00 - Wash hands and breakfast.  
9:00-9:45 – Recess.  
9:45-10:30 - Project(s).  
10:30-10:45 - Prepare for field trip and go over expectations.  
10:45-2:00 - Field trip, lunch, recess, etc.  
2:00-2:30 - Quiet time (reading / free art / continue project).  
2:30-2:45 - Wash hands and snack.  
2:45-4:00 - Project(s).  
4:00-4:45 – Recess.  
4:45-5:30 - Project wrap-up.  
5:30-6:00 - Free time / second recess.

## **BILLING AND CHANGE OF SCHEDULES (“COS”)**

### Payment and Late Fees

Monthly bills are emailed on the 1<sup>st</sup> of each month to the first email address in your child’s enrollment packet. If you would like a different email or an additional email to be included, please let your site director know. There is a two-email limit to each child’s billing information.

- Art4Life is a non-profit tuition-based program that issues monthly invoices.
- Art4Life does not prorate due to individual schedules.
- Drop-in services are available for a \$25 fee for children registered in the program if space allows.
- As a courtesy, Art4Life does not charge for August or extra for months with more than four weeks.
- Art4Life only prorates the months of December and June.
- Art4Life does not prorate or refund tuition for severe weather closures.
- Art4Life operates several after-school locations; thus, it is important that parents label all payments with their child’s first and last names, as well as the school where the child attends.
- You can hand-deliver your payment to an Art4Life staff member or mail your payment to our mailing address at 3405 SW Naito Parkway, Portland, Oregon 97239.
- Parents are responsible for their bills regardless of their child’s attendance.
- Art4Life does not offer automatic credit card withdrawal services or credit card payments of any kind.
- Failure to pay in full any tuition payment by the due date (the 10<sup>th</sup> of each month) will first result in a \$25.00 late fee. Additional \$25.00 late fees will be applied monthly until the balance is paid.
- After three months of nonpayment, all information and accompanying documentation supporting Art4Life’s claim for nonpayment will be forwarded to Art4Life’s attorney and the child will be removed from the program.
- Any questions or concerns regarding billing and payment can be directed to [Art4Life.Billing@gmail.com](mailto:Art4Life.Billing@gmail.com)
- There will be no refunds after the first day of school.

- THERE ARE NO REFUNDS FOR SNOW DAYS, SICK DAYS OR UNEXPECTED ABSENCES.

### Change of Schedule

Art4Life is a tuition-based non-profit organization that issues billing invoices at the start of each month. We are happy to accommodate schedule changes if we receive written notice in the form of a Change of Schedule (“COS”) form at least one month prior to the next billing cycle. COS forms can be found at the parent board of your school.

- To change a child’s schedule, parents must submit a COS.
- To change a child’s monthly schedule permanently we require a COS one month prior to the change.
- To change a child’s monthly schedule just for a particular month we require a COS one month prior to the change.
- To discontinue a child’s care we require a COS one month prior to the discontinuance.

Verbal notifications will not be honored. Art4Life does not refund for sick days, vacation days, or inclement weather closures.

### Scholarships

- Art4Life offers partial scholarships to those families who qualify.
- Applications for partial scholarships are available at the parent board.
- Enrollment fees are not included in partial scholarships.
- Payment is due the 10<sup>th</sup> of each month.
- Families must reapply for a new scholarship each year
- Families must reapply for a summer scholarship for our summer program

## BEHAVIOR POLICIES

### Positive Behavior Interventions and Supports

Art4Life participates in district-wide trainings for Positive Behaviors Interventions and Supports. Our staff supports the children in learning responsibility and respect for themselves and others. Our role is to help children learn to cooperate with one another, to develop self-control, and to learn problem-solving skills. If problems arise, we follow this three-tiered course of action:

- Children are welcome to take a break from the group if they are feeling frustrated, tired or overwhelmed. Safe spaces for children to take a break both inside or outside will be discussed with the children. We hope children can recover and rejoin the group after 10 minutes.
- If your child uses an accommodation, please let us know.
- Art4Life is unable to provide one-on-one care for children. If your child requires one-on-one assistance, please let us know.
- When a child requires redirection, a member of the staff will restate the agreed-upon expectations.
- If a redirection is needed a second time for the same behavior problem, a teacher will discuss how the group is being affected and will work to create a strategy for success. This reflection may be a written or a verbal discussion and will be communicated with the child's parents at the end of the day.
- If redirection is still needed for a third time, the staff of Art4Life will meet with the parent and work with the school principal, the child's school teacher and any other school support staff to help the child return to a respectful and positive space at Art4Life.

***You know your child best, so please let us know of any specific approach you would like us to take when discussing behavior and progress with your child. Your participation is key to your child's success.***

Art4Life reserves the right to skip any of these steps if the severity of behavior or circumstances warrant.

- Continued enrollment in the Art4Life program is at the sole discretion of Art4Life. Notwithstanding the Behavior Contract referenced in the Enrollment Packet, any behavior by the parent(s) or the student(s) that is detrimental to the Art4Life program or its employees may result in immediate expulsion from the Art4Life program.

### Behaviors Considered Serious Infractions

- Punching.
- Kicking.
- Biting.
- Enticing students with the intent to hurt another person, an animal or someone's personal property, etc.
- Uttering verbal abuse or using inappropriate language directly at another person.
- Consistently defying rules: not listening to the teacher, hiding, going where the student cannot be seen by teachers, leaving the group.

When on field trips, behavior must be exceptional. Complaints from host organizations or unsafe conduct will be considered a serious infraction.

### Behavior Contract

If your child repeatedly engages in unacceptable behavior, it may be necessary to place your child on a behavior contract. Because of safety and discipline concerns, it is important that your child understands how future incidents of this manner will be handled. This contract is not intended to remove your child from the program, but to find solutions for positive behavior.

### Protocol Regarding Serious Infractions

Parental meeting to help your child succeed in the program. This meeting will often include the school teacher, school counselor, Art4Life Site Director, school principal and/or the home-room teacher.

## **EMERGENCY PROCEDURES**

- If your child is injured while at Art4Life or becomes very ill, you will be notified immediately.
- If you are unavailable, the emergency contact person on your child's application will be notified.
- If the child requires immediate medical attention, he or she will be taken to the nearest hospital, with his/her medical release form.
- Every attempt will be made to reach you before any medical procedures are applied.
- You will meet us at the hospital as soon as possible.

In the event of a fire in the building, the children will be evacuated to the field next to the school.

- If possible, you will be telephoned.
- If we cannot re-enter the building safely, the children will be evacuated to the following locations listed below, or where officials direct us to go.
- Please report to the below-listed location to retrieve your child and please be sure to check in with Art4Life staff before leaving with your child.
- Parents should list an emergency contact with Art4Life that can safely and promptly pick up their child in the occurrence of a natural disaster or sudden weather emergency.

### **Emergency Locations to Retrieve Children**

Abernethy St. Philip Neri Catholic Church at 2408 SE 16<sup>th</sup> Ave

Chief Joseph Peace Lutheran Church at 2201 N Rosa Parks Way

Maplewood West Hills Friends School at 7425 SW 52nd

Richmond Central Christian Church at 1844 SE Cesar Chavez Blvd

Winterhaven Cleveland High School at 3400 SE 26<sup>th</sup> Ave

## **STAFFING**



Since we are an arts and culture program, the majority of our staff members have degrees in Fine Arts or Performing Arts.

Art4Life exceeds the state-required ratio of one teacher per 15 children by providing one staff member per 10 children.

Our staff members carry out the policies and protocol of the Child Care Division of Oregon as well as the policies and protocols of Art4Life in order to provide a safe and fun after-school environment.

Three professional references are checked prior to hiring staff and all Art4Life staff must successfully pass a state-issued background check which includes fingerprinting prior to working with children. In addition, all staff maintain current CPR and First Aid certification, have current food handler's cards and obtain 15 credit hours of training, eight of which are in Early Childhood Education.

Within the first 90 days of employment with Art4Life, staff must complete training on recognizing and reporting child abuse and neglect based on Oregon law and practice. In accordance with Oregon law, Art4Life staff are required to report any "reasonable suspicion" of child abuse to the Department of Human and Child Protective Services. After filing a report, the Department will assess the information and take further action if necessary. Art4Life staff are also required to complete yearly online training regarding recognizing and reporting child abuse.

All of these requirements are regularly monitored by a licensing representative from the state of Oregon's Child Care Division.

## **CHILD CARE DIVISION LICENSING**

Art4Life is licensed by the State of Oregon Child Care Division (“CCD”) and participates in yearly inspections of all staff qualifications, the completion of children’s records, as well as program observation and inspection of each site. Yearly fire and sanitation inspection are also a part of our CCD inspections. The school principal is the only person who can assign us space and the CCD is the only agency that can certify the space and determine capacity. It is important to note that the capacity for after-school programs differs from space capacity during the school day.

Current copies of relevant sanitation, fire and Child Care Division inspection forms are available upon request. Questions regarding compliance with licensing, regulations, or complaints can be directed to the Child Care Division at (503) 669-7112.

## **INJURY, ILLNESS AND MEDICATIONS**

All Art4Life staff are trained and certified in First Aid, CPR and AED use. In addition, clear expectations regarding behavior and boundaries are instilled at each program with safety in mind. First Aid kits are on site with each group of children and comply with Child Care Division standards.

If a child sustains a serious injury or becomes ill while in the care of Art4Life, staff will follow first aid protocol, find a comfortable place for the child to rest and call the parents to notify them of the situation. If needed, 911 will be called. An Accident/Injury/Incident report will be filled out by Art4Life staff and a copy will be given to the child’s parent(s).

If a child needs to take any type of medications while at Art4Life, parents should submit a medication form along with the medications. Art4Life staff will keep these items in a safe, locked location as well as supervise and document when these medications are used.

If a child enrolling in the program has a chronic illness issue, Art4Life will request a meeting with the parents to discuss any Emergency Action Plans or specific protocol.

## ENROLLMENT

Enrollment packets for the upcoming school year are released at the end of April. Once enrollment packets are completely filled out, please return to the Art4Life staff **starting May 1st**. Please include your check, cash or money order for all enrollment fees and, if your child is new to the program, please also include the first month's tuition. Payments will not be processed unless a child is successfully enrolled in the program.

Returning families have priority in enrollment until the last day of school, but new families should fill out and return an enrollment packet with payment as soon as possible on or after May 1.

Art4Life cannot guarantee that all returning students will be offered a spot for the following year. Availability may change from year to year based on space.

All enrollment forms will be time-stamped, and children will be enrolled or placed on a waiting list in the order in which the enrollment forms were received.

After the last day of school, if there is room in the program, new students will be moved from the waiting list and into the program.

If the program is full, families will be notified no later than July 1 and all payments will be returned. This includes the \$100 non-refundable enrollment fee and the first month's tuition. *\*\*\* This is the only case in which Art4Life will return the enrollment fee. \*\*\**

A waiting list will be maintained throughout the summer and into the school year. If any of the days that a wait-listed family requested become available, the family will be notified and the child will be able to start on those days immediately.

There is no deadline for turning in enrollment packets but space is limited and enrollment is based on a first-come/first-serve basis. If space is available, children can register any time during the school year.

## PARENT COMMUNICATION

Art4Life encourages and appreciates direct and clear communication. Please follow these steps for communication:

1. Verbal discussion, email or phone call with the Site Director. The Site Directors have access to enrollment information, attendance records, and have direct contact with the staff and children.
2. Email or phone call with the Director.

At Art4Life we work very hard to connect with parents daily to inform you about your child's day. We want to tell you about the best part of your child's day and also expect parents to be a part of any communication to problem-solve behavior issues if they arise.

**Parents are responsible to let us know if their child is absent as the school does not inform Art4Life of absences.** Please communicate this information via parent book, email or phone call. If we have not heard from you, we will call you. If you do not respond, we will call your emergency contacts. If your emergency contacts do not respond, we will call 911. Note that when we spend time tracking down your child, we will charge a \$15 finder's fee.

Parent involvement and observation is welcome anytime at our program, as far as participating in projects with us or eating with us on Etiquette Friday!

At our gallery Splendorporium we have an art opening and exhibition every first Friday of the month and invite all our families to see what the children are displaying each month in the Children's Gallery, as well as viewing what the community of Portland artists are exhibiting. A special event occurs in the month of May when the entire gallery is dedicated to exhibiting the works of all Art4Life children to celebrate what they have accomplished throughout the school year.

## INCLEMENT WEATHER POLICY AND CLOSURES

- Art4Life follows Portland Public School's ("PPS") decisions regarding inclement weather. Please check the PPS website for the latest school closures and delays: [www.pps.k12.or.us](http://www.pps.k12.or.us)
- If your school is closed due to inclement weather, Art4Life is closed.
- If your school opens after a delay in the morning, Art4Life will not be available for morning service.
- If your school closes early due to inclement weather, Art4Life will not be available for afternoon care.
- Parents should list an emergency contact with Art4Life that can safely and promptly pick up their child in the occurrence of a natural disaster or sudden weather emergency.
- Art4Life may also act independently from the PPS decision to close due to inclement weather. Safety is our greatest concern.

**As per other programs we offer no refunds** for scheduled program cancellation due to emergency school closure or inclement weather. Art4Life programs follow local school district closures for snow or inclement weather and do not operate if the school is closed. **Art4Life does not prorate program fees resulting from a school closure.** Please have a back-up plan for your child in case of emergencies and communicate this with your school staff.

Art4Life is closed for all legal holidays and winter break.

EJO 7/20/19

KS 7-25-17 / 9-04-19

ZH - 7/26/16