



**TUALATIN HILLS**  
**PARK & RECREATION DISTRICT**



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

**HANDBOOK 2024-25**

## **MISSION STATEMENT**

- Our mission at THRIVE is:
- to support and challenge students, mentally, physically 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. 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**

The THRIVE After-school program offers two payment options:

- **Option A** is our standard format and includes THRIVE Afterschool care only.
- **Option B** is our year-round program that includes THRIVE Afterschool care plus 7 weeks of Full-Day summer camp.

### **OPTION A: TUITION FOR AFTERSCHOOL ONLY**

Payment is due by the 15<sup>th</sup> day of the prior month for the following month's tuition. The first tuition payment covers August and September tuition will be due August 15<sup>th</sup>.

Tuition for Option A will be \$408.00 per month, payable over 9 months, August 2024-April 2025 with care continuing through the end of the school year. (Total price of \$3,672.00.)

If tuition payments are received after the 15<sup>th</sup> of the prior month, a \$30 late fee will be applied. After three late payments, the program spot is surrendered, and a person from the wait list may be offered the spot.

### **OPTION B: TUITION FOR YEAR-ROUND CARE**

Payment is due by the 15<sup>th</sup> day of the prior month for the following month's tuition. The first tuition payment covers August and September tuition will be due August 15<sup>th</sup>.

Tuition for Option B will be \$531 per month, payable over 11 months, August 2024-June 2025, and includes 7 weeks of Full-Day summer camp at the THPRD facility associated with your child's Afterschool program. (Total price of \$5842)

If tuition payments are received after the 15<sup>th</sup> of the prior month, a \$30 late fee will be applied. After three late payments, the program spot is surrendered, and a person from the wait list may be offered the spot.

Students who are enrolled in the year-round program are able switch back to the traditional payment structure at any time, however doing so will forfeit your guaranteed space in the summer camp program and no refunds will be issued on tuition that has already been paid

### THRIVE Tuition Includes

Afterschool care from August 26, 2024 to June 10, 2025

Four (4) No School Days (7:30 am to 6:00 pm):

Friday, October 11

Monday, December 9

Tuesday, February 18

Tuesday, April 14

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

### **DISCONTINUATION**

If for any reason a child will no longer be attending the program, notify the THRIVE Director and Program Coordinator in writing. A 30-day notice of discontinuation is requested. Refunds are not issued during the 30-day period. The enrollment fee is non-refundable.

### **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.
- Informing students of desired behavior.
- Praising appropriate behavior.
- Re-directing 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 demonstrate 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 eventually result in removal from a program.

### **Summary of Disciplinary Method:**

If a participant engages in inappropriate behavior, 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 to gather 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) 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**

Site specific arrival/departure and transportation information are provided by the THRIVE center.

The method of arrival from school varies by site. Participants may walk (escorted), ride the BSD bus, or be transported by THPRD mini-bus or van. 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 student.

### **Check In/Check Out**

Our staff will check-in student(s) as they arrive to the program or when they are dropped off.

### **Pick-up Procedure**

THRIVE closes at 6:00 pm. Each day you will need to sign your student out. Photo ID is required at the time of pick-up. If you need to have someone pick up your student who is not on the authorized list on your account, you must update this information in the online account. If there are special circumstances which may prohibit any individual from picking up a student, the primary account holder should notify the program coordinator. Legal documentation is needed to restrict a parent from picking up a child.

### **Late Pick-up**

Please make arrangements to pick up students by 6:00 pm. If staff do not hear from someone regarding pick-up by 6:00 pm, your student will be taken to the office, where we will call those listed on your student's emergency contact form for pick-up. **Parent/guardians will be charged a \$15 late fee for the first 15 minutes and \$5 for each additional minute thereafter.**

### **Absences**

If your student is going to be absent, please call the office of your THRIVE center before 2:00pm to let staff know. Staff will not be authorized to depart from school locations until all children are safely departed. Prior notification of non-attendance is crucial. Refunds are not given for absences.

### **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 certified and maintain a good driving record.

### **CHILDREN'S WELLBEING**

If your student should develop an illness, such as COVID, flu, chicken pox, head lice, hepatitis, scabies, impetigo, etc., please notify the Director or Program Coordinator immediately. Please use the following guidelines in determining whether to send your student to the program. Your student should remain home if they have:

- A temperature above 100 degrees.
- An unusual cough.
- New loss of taste or smell.
- Shortness of breath.
- Vomiting or diarrhea during the night or early morning.
- Exposure to a confirmed case of COVID.

If a student develops any of these symptoms during THRIVE, the emergency contact(s) will be called to pick the student up from the program. Students must be signed out normally with an adult providing identification.

### **COVID-19**

Guidance for the 2024-25 school year will be based on the most recent OHA or Department of Education recommendations.

### **No-NIT Policy**

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 student. Your student will not be allowed to return to THRIVE until all nits have been removed.

### **Emergency Assistance**

In the event of an accident, we will administer first aid and attempt to contact the parent/guardian(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/Guardians must fill out a Medication Authorization form (available online or with the director), which indicates the dosage and time the medication should be distributed. Over-the-counter medications must also include a prescription label. Staff will keep a log of medications dispensed to the student. Prescriptions that are not picked up at the end of the program will be disposed of.

### **INCLEMENT WEATHER**

- 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 THRIVE participants have been picked up from school, parents/guardians will be notified, and we will request the student be picked 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 dropped off for before care, parents/guardians will be notified, and we will request the student be picked 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/guardians and schools accordingly.
- No refunds are given for inclement weather, school, or facility closures.

### **PARENT/GUARDIAN ACKNOWLEDGEMENT**

The Signature Page (end of document) needs to be returned 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 Pick-up Form
- Sunscreen Waiver
- Physician & Insurance
- Medical & Physical Information
- Authorization for Medication (if needed)

Thank You!







Please print this page and sign a copy. Copies will also be available at the front desk.

I have read this handbook, including the code of conduct, and have discussed with the participant. We understand the contents and guidance associated with the THRIVE program.

I agree to the terms and conditions as noted in the THRIVE program handbook.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_