



OUT-OF-SCHOOL PROGRAM SCHOOL YEAR 2023-24 REGISTRATION

Student's Name: _____

Student Address: _____

Age: _____ Date of Birth: ____ / ____ / ____ Gender: M F NB ^{No} ANSWER

Grade(2023/24): _____ School: Astor Lewis & Clark Other: _____

Primary Language at home: _____ Other forms of communication: _____

FAMILY INFORMATION

Parent/Caregiver Name: _____ Relationship: _____

Mailing Address: _____

Primary phone: _____ Secondary phone: _____

Email: _____

Employer: _____

Employer Address: _____

Parent/Caregiver Name: _____ Relationship: _____

Mailing Address: _____

Primary phone: _____ Secondary phone: _____

Email: _____

Employer: _____

Employer Address: _____

Is there a No-Contact order in effect for your child? Yes: _____ No: _____

** Our office must have a current copy of the order to enforce it.

EMERGENCY CONTACT & AUTHORIZED RELEASE INFORMATION

Please list the names of individuals who, in addition to above listed parents/guardians, may pick up your child from the program. Please also indicate the order of contact, in case of an emergency, if the above parents/guardians can't be reached.

Order of contact:	Name	Phone	Relationship:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MEDICAL INFORMATION

Student's Legal Name: _____

Student's Medical Provider: _____

Medical Provider Phone: _____

List Child's Past Medical Conditions: _____

Does your child have any activity restrictions? _____

Does your child have any current conditions we should be aware of? Does your child have an IEP or accommodations at school? Please explain.

Please list all prescribed and OTC medications taken and why:

Medication:	Reason:
_____	_____
_____	_____

Please list all allergies, reactions and treatment. Any accommodation requests, including diet, must be accompanied with a doctor's note:

Allergy:	Severity / Reaction:	Treatment:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Getting to know your child

This information helps our staff provide the best care for your child.



Child's Preferred Name: _____

T-shirt size: (circle)

Youth Small Youth Medium Youth Large Youth X-Large Adult Small Adult Medium

What is your child's current swimming ability?

- Novice – Uncomfortable putting face in the water
- Beginner – Comfortable in the water but not able to float unsupported
- Intermediate – Can float and move comfortably but needs improvement with swimming stroke development
- Proficient – Can easily swim in deep water and swim lengths of the lap pool

Do you require your child to wear a life vest while in the water, regardless of swim test result? Please see the family handbook for our policy on life vest usage. YES NO

HEALTH AND MEDICAL INFORMATION - Please check all that apply

- | | |
|--|--|
| <input type="checkbox"/> Asthma/Respiratory Condition | <input type="checkbox"/> Unusual Bleeding/clotting |
| <input type="checkbox"/> Hearing Impaired/Deaf | <input type="checkbox"/> Diabetic |
| <input type="checkbox"/> Seasonal Allergy (Reaction: _____) | <input type="checkbox"/> Neurodivergent |
| <input type="checkbox"/> Medication Allergies: (Reaction: _____) | <input type="checkbox"/> Developmentally Delayed |
| <input type="checkbox"/> Food Allergies (Foods allergic to: _____) | |
| <input type="checkbox"/> Seizures (Type & Frequency: _____) | |
| <input type="checkbox"/> Disability Requiring Accommodation: Please Explain: _____ | |

Medication will need to be administered to your child during their time at our facility.*

*Medication should be given outside of care, if possible, and also should not mask any symptoms that would otherwise exclude child from participation at camp. See Illness Policy for list of illnesses and symptoms that are cause of program exclusion.

Other: Please list any other concerns or conditions that would be helpful for our staff to know: _____

CHILD'S BEHAVIOR

When your child gets frustrated or upset, how do they typically communicate these feelings?

- Isolates from the Group Yells Becomes Sullen Hits/reacts physically
 Other _____

What is the best way to calm your child? _____

Is there any other information that would be helpful for us to know in order for your child to have a successful experience? _____

Does your child have any special interests or hobbies?

Full Name: _____



PROGRAM POLICY WAIVERS

Please read and initial the following consents and sign the program waiver below.

I hereby give consent for Astoria Parks and Recreation Department to use pictures taken of my child during activities for **publication or promotional purposes**.

I hereby give consent for Astoria Parks and Recreation Department to use pictures taken of my child during activities for **internal purposes**, such as ChildPilot, family newsletters, and classroom decoration.

By initialing, you acknowledge that, as professionals working with children, safety is our upmost priority and if we observe children in a negligent or dangerous situation, have suspicion of abuse or neglect, or if a child discloses information to indicate they are experiencing those conditions, it is our responsibility to report to the appropriate authorities the following information:

- Child Abuse and/or Neglect/Sexual Abuse
- Insufficient/unsafe transportation
- Transporting your child under the influence of alcohol or other substances
- Extreme/Violent Behavior
- Leaving a child unattended in a vehicle

By Initialing, you authorize Astoria Parks & Recreation staff to take your child on local walking field trips. While these are generally planned out ahead of time, we will occasionally make short field trips within walking distance to nearby locations that will not be announced ahead of time. In the event that an impromptu field trip is planned, the students will return before the time posted, or closing time, the location the students have been taken to will be posted, noted in ChildPilot and the administrative staff will be informed of the outing and contact will be available by phone.

I hereby give consent for the staff at **Astoria Parks and Recreation** to assist in the application of a sunscreen product of SPF 15 or higher to my child, as specified below, when they will be engaging in outdoor activities. I understand that sunscreen may be applied to exposed skin, including but not limited to the face, tops of ears, nose, bare shoulders, arms, and legs (please refer to the handbook for additional information).

Please mark one of the following options:

- _____ The staff of Astoria Parks and Recreation may assist in the application of sunscreen of their choosing, of at least SPF 15.
- _____ Parent provided SPF sunscreen. *By initialing you agree that you will provide non aerosol SPF sunscreen. If not provided, please be aware Astoria Parks and Recreation staff will apply program provided sunscreen for your child's protection, unless otherwise requested:* _____
- _____ For medical, or other reasons, please do not apply sunscreen to my child's body.



OUT-OF-SCHOOL PROGRAM SCHOOL YEAR 2023-24

Astoria Parks & Recreation
1997 Marine Drive
Astoria OR, 97103
(503) 325-7027

Camp Contacts:

- Recreation Coordinator, Desiree Denakis ddenakis@astoria.or.us 503-468-8947
- Recreation and Aquatic Supervisor, Brianna Bowker bbowker@astoria.or.us 503-298-2468
- Parks Director, Jonah Dart-Mclean jdart@astoria.or.us 503-298-2467
- Staff Lead Field Trip Cell Phone (emergencies only): 503-741-5009

Format: An Out-of-School Program for children in Kindergarten through 5th grade that closely follows the Astoria School District Academic Calendar.

Hours of Operation:

- School days:
 - Monday, Tuesday, Wednesday, Friday 2:45-5:30pm
 - Thursday 1:45-5:30pm
- Scheduled Non-School Days: 8:00am – 5:00pm
- Closed weekends and holidays

Cost: \$350/month

- \$25 registration fee is due at the time of registration.
- Monthly rate includes Astoria School District Teacher Work days, In-Service days and Conference days. Does not include Holiday Breaks, Winter Break or Spring Break.
- ACH payments receive a \$10 discount monthly.
- Payments not received by the end of day on the 15th of the month will incur a \$25 late fee. If payment is not received by the end of the day on the 25th an additional \$25 late fee will be applied.

Facilities: Out-Of-School Program is held at Shively Hall, 1530 Shively Park Road, in Astoria.

On Site Activities: Physical education games, sports, team building games, board games, nutrition, craft projects, S.T.E.A.M activities, water activities, etc.

Off Site Activities: The OOSP may participate in off-site fields trips at the Astoria Aquatic Center, visit various parks or locations. Transportation to be provided by Astoria School District bus services, the Senior Center bus, and/or City of Astoria vehicles. Field Trips are subject to change, with or without notice.

Astoria Parks & Recreation Out-of-School Program 2022-23 Schedule

First day of care/school

Thursday, September 7, 2023

Monday – Friday 2:45 p.m. - 5:30 p.m.

Thursdays (Early Release) 1:45 p.m. - 5:30 p.m.

(No early release on 9/7/2023)

No School Days –Open 8:00a.m.-5:00p.m.

October 13, 2023 (ASD In-Service)

November 1, 2023 (ASD Teacher Work Day)

November 2-3, 2023 (ASD Teacher Conferences)

January 2, 2024 (ASD K-5 Teacher Work Day)

January 29, 2024 (ASD Teacher Work Day)

March 4, 2024 (ASD Teacher In-Service)

April 5, 2024 (ASD Teacher Work Day)

April 11-12, 2024 (ASD Teacher Conferences)

May 13, 2024 (No School, possible weather make-up day)

June 13, 2024 (Last Day of School/Half Day)

Spring Break Camp – Open 8:00a.m.-5:00p.m.

**Spring Break Camp is NOT included in monthly tuition
and is available to enroll for \$300/week**

March 25-29, 2024

Closure/No Service Dates

November 10, 2023 (Veteran's Day)

November 22-24, 2023 (Fall Break)

December 18-29, 2023 (Winter Break)

January 1, 2024 (New Year's Day)

January 15, 2024 (MLK Day)

February 19, 2024 (President's Day)

May 27, 2024 (Memorial Day)

Daily Schedules

(Considered an example and is subject to change)

After School Schedule

(arrival - time varies) **Check In/Snack**
3:30 pm - 4:00 pm **Game/Activity**
4:00 pm – 5:00 pm **Kids Choice**
Pick Up (anytime after arrival)

No School Days Schedule – On Site

8:00 am – 9:00 am **Kids Choice**
9:00 am – 9:30 am **Snack**
9:30 am – 10:30 am **Activity/Craft**
10:30 am - 11:30 am **Outdoor /Large Motor**
11:30 am - 12:00 pm **Clean up/transition**
12:00 am - 1:30 pm **Lunch/Quiet activity**
1:30 pm - 2:30 pm **Craft/Activity**
2:30 pm - 3:00 pm **Outside/Large Motor**
3:00 pm – 3:30 pm **Snack**
3:30 pm - 4:30 pm **Game/Activity**
4:30 pm - 5:00 pm **Kids Choice/ Pick Up**

No School Days Schedule - Off Site*

8:00 am – 9:00 am **Kids Choice**
9:00 am - 9:30 am **Snack**
9:30 am – 11:30 am **FIELD TRIP**
12:00 pm -1:30 pm **LUNCH & Quiet Activity**
1:30 pm – 2:30 pm **Large Motor**
2:30 pm - 4:00 pm **Snack**
4:00 pm - 4:30 pm **Activity/Craft**
4:30 pm - 5:00 pm **Kids Choice/Pick Up**

*Off-site field trips will be communicated to families ahead of time.
All schedules subject to change.

Astoria Parks and Recreation Mission

The mission of Astoria Parks & Recreation is to provide life-long learning, wellness, and well-being through recreational opportunities and is dedicated to the preservation of natural resources, open spaces and facilities that inspire and bring neighbors and Astoria's many visitors together.

Policies and Procedures

Registration:

Registration fees for the Out-of-School Program are due on the 15th of the month prior to care. Registration documents must be completed at least one full week prior to your child's entry into the program. Students may not attend the program until all paperwork has been completely filled out and all registration fees have been paid.

For regular, after-school and out-of-school care, students are automatically enrolled monthly and invoiced as such. Enrollment for Spring Break Camp is not included in monthly care and must be paid at the time of registration.

Billing and Payment Policy:

It is the responsibility of the parent and/or guardian to register for care in a timely manner. All tuition payments are required by the 15th of the month prior to enrolled services. For families unable to pay by the 15th, there will be a 10-day grace period from the 16th to the 25th of the month, with an additional \$25.00 late fee.

If payment is not received by the 25th of the month, families will be contacted to discuss their child's enrollment and their spot may be forfeited. Payments received after the 25th of the month will incur an additional \$25.00 late fee, for a total late fee amount of \$50.00.

Payment options:

- Auto pay with bank account and receive a \$10.00 monthly discount* (ACH)
- Pay online through your WebTrac account
- Pay in person at the Astoria Aquatic Center
- Pay using a credit/debit card over the phone by calling the Astoria Aquatic Center during business hours at 503-325-7027

*Returned payments will incur a \$35 NSF fee.

Withdrawing a Child:

Should you wish to withdraw your child, please notify the Recreation Manager and Recreation Coordinator responsible for billing, at least one month prior to departure. The last month of care can be prorated with at least one full months' notice. If a family chooses to withdraw a child or any reason, without notice, the family will not be refunded for tuition that has already been paid. Once payment is made and a space is reserved, we consider families committed for the month.

The Parks and Recreation Director may remove a child at any time for any unprecedented situations or issues that threaten the safety of the child, staff, or any others in the program, or if a child's behavior compromises the ability of our staff to effectively provide care to all children they are responsible for. If this is the case, the family may be refunded for their remaining paid tuition (pro-rated.)

Drop-off and Pick-up Procedures:

Please let us know if your child will not be in attendance during one of their regularly scheduled days. Our preferred form of communication is through ChildPilot and you can report an absence through the app or online.

On school days children are able to arrive any time after school dismissal. Staff will check a child in via ChildPilot upon arrival. If a child is dropped off by a primary caregiver, please check in with a staff member to ensure that your child is checked in and accounted for.

On non-school days that we are open for care arrival is after 8:00am. Please provide a lunch from home on no-school days. Lunches should be packed in an insulated bag with an ice pack and children should be able to be prepare and eat on their own.

Children must be picked up by 5:30pm on school days and 5:00pm on no-school days. Please bring an ID at check out. You must check in with a staff member prior to your child being released. Children will be released only to those listed on the pick-up authorization form/ChildPilot. If someone other than a primary caregiver is to pick up your child, they must be over the age of 16 and authorized in advance. If there is a change during the day in regard to who will be picking up your child, please call the Recreation Coordinator at 503-468-8947 to make immediate alternative arrangements.

Late Pick Up:

A \$5.00 charge will be incurred every 5 minutes starting at 5:35pm, or 5:05pm on non-school days.

- Parents and/or guardians will receive a phone call at 5:45pm.
- If by 6:00pm your child has not been picked up, your emergency contacts will be notified
- If by 6:30pm your child has not been picked up, emergency services will be notified
- Please let staff know of any extenuating circumstances
- Late Fees are due at the time of pick-up

ChildPilot & Communication

ChildPilot is a comprehensive digital resource that Astoria Parks & Recreation Out-of-School program uses to communicate with families. ChildPilot is used for check-in and check-out, messaging, daily reporting and updates on your child's day. Upon enrollment, you will receive an email with your ChildPilot parent portal invite and you can simply follow the steps to create your account. The app, 'ChildPilot Parents,' is available on either Android or iOS platforms and through the web. While you will have access to digital updates through ChildPilot throughout the day, we also understand the importance of face-to-face interactions. Our staff will make it a priority to check in with you at pick-up each day but we also welcome you to contact us outside of these times for additional feedback by utilizing the messaging feature within the ChildPilot app. If you have any additional questions or concerns, please email Desiree at ddenakis@astoria.or.us.

ATTENTION FAMILIES!!!

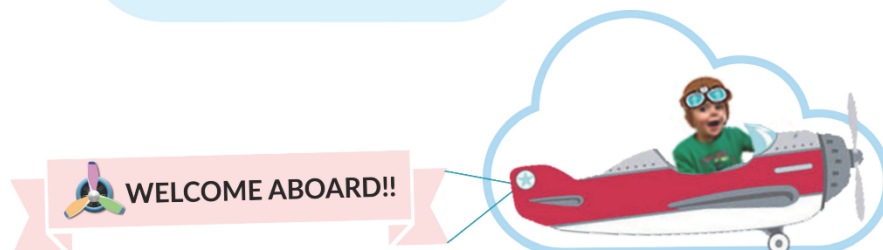
We are so excited to announce we are launching a new and exciting program called ChildPilot!

What is ChildPilot and what will it do for me as a parent?

ChildPilot will be used at our center to document, communicate, and share special moments with you about your child(ren), Keeping you informed throughout the day allowing you to never miss a moment!

What should I do next?

You will receive an email with your parent portal invite, follow the steps to create your childpilot account. Proceed to download the "ChildPilot Parents" App in your app/google store.



Field Trips:

Parents and primary caregivers are encouraged to be active participants in their child's Out-of-school experience! Please watch for notes and messages concerning daily activities or field trips in the ChildPilot app.

Field Trip Shirts:

All children will be provided with an OOSP/Camp T-shirt to be stored at our facility. Children must wear an OOSP/Camp T-shirt while on field trips. T-shirts will be washed by staff in between each use, please let us know of any detergent allergies.

Aquatic Activities:

All children must be swim-tested prior to participating in any swim-related activity without a life vest. The swim test will be performed by either a lifeguard or a trained staff member and consists of:

- 25yd swim – ½ on front, ½ on back
- Float on back or tread water for 20 seconds

Children will receive a wristband which designates their swimming capabilities:

- **Red Wristband:** non-swimmer; camper refused to perform the test, could not swim in a prone body position, or could not swim without support
 - Must wear a lifejacket in the recreation pool
 - Will only be allowed entry into the shallow pool (appx. 1 ft.) without a lifejacket
 - Is not allowed in the lap pool
- **Yellow Wristband:** intermediate swimmer; camper completed ½ of the 25yard swim and floated on their back or tread water for 30 seconds.
 - Must wear a lifejacket in the recreation pool
 - Will only be allowed entry into the shallow pool (appx. 1 ft.) without a lifejacket
 - Is not allowed in the lap pool
- **Green Wristband:** Swimmer was able to complete the full swim test.
 - Child is able to swim in any pool on site.

Children may re-take the swim test at any point by having their primary caregiver submit a request to OOSP Administration or AAC Front Desk Staff, however, children are only able to retest once per week.

Please let us know if you require your child to wear a lifejacket, regardless of swim test results.

Transportation Policy:

The Astoria Parks and Recreation Department is responsible for the safe transportation of enrolled children to and from activities and field trips that are part of the Out-of-School program. Staff are never permitted to transport program participants in their personal vehicles.

- Transportation will be provided by the Astoria School District, the Astoria Senior Center, or by staff driving city vehicles. When utilizing city vehicles, safety booster seats will be in use for children whose sizes require them.

Safe behavior in the vehicle is essential. Parents will be notified if their child's behavior is deemed too unsafe to receive transportation and may result in the child being unable to participate in the out-of-school program.

Snack:

Snack are provided each afternoon when children arrive from school. On non-school days snack will be provided in the morning and afternoon. If families prefer, they are welcome to bring snacks from home. Examples of snacks provided are: crackers, cheese, yogurt, fruit, vegetables, granola bars, etc. Please let us know on the registration form if your child has any allergies or dietary restrictions. Any accommodation requests will need to be accompanied with a medical provider's note. A full menu will be provided to families in advance, subject to change due to availability of supplies.

Personal Property Rules:

Personal items, like trading cards, electronic items, games, headphones, etc., should be left at home. Astoria Parks & Rec staff reserves the right to deem such items a distraction, and as such, they may be confiscated by staff and returned at the end of the day. All property should be labeled with the child's name. Please reach out to staff regarding lost items. Astoria Parks & Recreation staff is not responsible for items not properly labeled with name and contact information.

Proper Attire:

Please send your child in closed-toe, athletic style shoes, and clothing that will allow for mobility. Bathing suits should be appropriate for active water play. Astoria Parks and Recreation management reserves the right to determine the appropriateness of bathing suits as well as slogans, pictures, etc. on clothing. Advertisements for alcohol or tobacco are not allowed. We have full confidence that parents will exercise good judgement in this regard and we are happy to answer any questions you may have about attire.

Sunscreen:

The City of Astoria, Parks & Recreation Department will assist in making sure your camper can administer sunscreen effectively to help prevent the harmful effects of sun exposure. Parents/guardians should provide non-aerosol sunscreen for use, or staff may apply sunscreen provided by the department. Sunscreen sent to camp should be placed in a sealed plastic bag and labeled with the child's first and last name.

Each child will be responsible for supplying and applying sunscreen to his/her skin personally. When necessary, a City of Astoria staff member will assist each child that may be unable to personally apply his/her own sunscreen. When a child needs such assistance, the staff member will apply sunscreen on only the exposed parts of the child's skin. Campers will need to apply sunscreen along their suit lines, if necessary. The staff member will only apply sunscreen while another adult staff member is present. Staff will not apply sunscreen when skin is broken or an adverse reaction has been observed. If, for any reason, staff cannot apply sunscreen on a camper, they may not be able to participate in outdoor activities for their own protection, unless otherwise noted by the parent or guardian.

Allergies:

Due to allergy concerns, please do not send your camper with scented products on their body, or with their personal items. This would include body spray, deodorant, perfume or cologne, etc. If you have any questions, please do not hesitate to reach out to management staff.

Illness:

Sick children should be kept at home where they have the opportunity to rest and are less likely to infect others. Please do not send your child if they have had a fever (100.4 or greater) in the previous 24 hours, have vomited or had diarrhea in the last 48 hours, or have been diagnosed with any contagious illness. If your child requires prescription medication for an illness that keeps them from activities, we ask that you keep them at home for at least 48 hours or until they are no longer contagious and have a medical release note.

Children with communicable diseases/head lice must remain at home.

If a child becomes ill while at our Out-Of-School program, a staff member will contact a parent or other responsible person named on the child's registration form to pick up the child. You must make arrangements to pick your child up in a timely manner or your emergency contacts may be notified to pick up your child.

Medication:

When necessary, and with proper authorization, staff may administer medication to children enrolled in our out-of-school program. However, whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to arriving at our Out-of-School program and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider. If medication must be administered while the child is with us, the first dose of medication should always be given at home and with sufficient time to observe the child's response to the medication given. Medications should never be given to mask symptoms so that the child may attend or remain in care. Medication will only be given with written consent of the child's parent/guardian; a "Request for the Administration of Medication" form must be filled out.

Any prescription or over-the-counter medication brought must be specific to the child who is to receive the medication, in its original container, have a child resistant safety cap, and be labeled with the appropriate information as follows:

- Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions about its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in child care.
- Over-the-counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
- Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed permission form from the health care provider prior to being administered by staff.

If a medication is not recommended for the age of the child or the label recommends consulting a physician for children under the age of that child and/or the parent/guardian is requesting that staff administer a higher dosage than what is recommended, Astoria Parks and Recreation requires a written order from the child's medical provider. In order for any non-prescription medications to be administered for more than three consecutive days, Astoria Parks and Recreation requires a written note from the child's medical provider.

OTC medications cannot contain aspirin or codeine. Examples of over-the-counter medications that may be given include:

- Antihistamines
- Decongestants
- Non-aspirin fever reducers/pain relievers
- Cough suppressants that do not contain codeine
- Topical ointments, such as diaper cream or sunscreen

All medications will be stored:

- Inaccessible to children
- Separate from staff or household medications
- Under proper temperature control

Medications given while attending the Out-of-School program will be administered by staff members designated by the Recreation Manager and will have been informed of the child's health needs related to the medication. Confidentiality related to medications and their administration will be maintained.

Out-of-School Program Participant Expectations:

- *Respect each other at all times. (Treat others with respect, bullying is NOT tolerated!)*
- *Follow directions when given.*
- *Keep hands, feet to yourself.*
- *Have Fun!*

Discipline:

Our staff will create a fun, caring, and structured environment for children that allows for free play and innovation, with safety as a top priority. To provide this environment, City of Astoria Parks & Recreation staff will set rules and expectations for student behavior.

Students who choose not to follow rules while in care at Astoria Parks & Recreation will have the following consequences:

1. Dependent upon the infraction, children will receive a verbal warning on the first offense. Staff will state the inappropriate behavior and ask the child how they can act appropriately.
2. If the problem continues, staff will ask the child to take some time away to think about how they can change their behavior, and follow up with them before returning to the group.
3. If the behavior persists, the Recreation Coordinator or Recreation Manager will be notified and will assist in further actions to address the situation.
4. If ongoing behavior challenges occur, a conference will be held with the parent/guardian(s) and Recreation Management Team, in which a plan of action regarding student behavior will be determined.

Any incidents and/or accidents that take place during the day will be reported to the parent/guardian at the time of pick up.

It is at the discretion of the City of Astoria and its staff to remove a participant from the program at any time, and for any reason. Depending on the severity of the offense, immediate dismissal from the program is a possibility. Grounds for immediate dismissal from the program include, but are not limited to:

- *Physical violence toward other children or staff*
- *Severe bullying (name calling, insults, etc.) towards other children or staff*
- *Continuous disruptive behavior during program time*
- *Behavior or actions that cause unsafe conditions for participants or staff*

We are so excited to have your child with us at Astoria Parks and Recreation for an amazing school year! We have a fantastic staff team who are excited to provide your child with an unforgettable experience, where they will make life-long friends and create lasting memories. Please let us know if you have any questions, or if there is anything we can do for you!

If you have any questions regarding these policies, or need clarification, please feel free to contact us:

- Desiree Denakis, Recreation Coordinator: 503-468-8947, ddenakis@astoria.or.us
- Brianna Bowker, Recreation & Aquatics Supervisor: 503-298-2468, bbowker@astoria.or.us
- Jonah Dart-McLean, Parks & Recreation Director: 503-298-2467, jdart@astoria.or.us

I have read the Family Handbook and understand the policies as referenced:

Child's Name:

Parent/Guardian Name	Signature	Date
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Parent/Guardian Name	Signature	Date
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Hello OOSP Parents,

A child who is not feeling well will not have an enjoyable time in our program; while our staff are very solicitous and caring, they cannot provide the 1:1 attention that most sick children require to be comfortable. Sick children may spread their illness to others or to our staff members. Our staff must adhere to the same exclusion policies as the participants and I cannot stress enough that your child attending our program while sick could result in a shortage of care providers, resulting in having to close the program while staff recovers.

Steps we take to help prevent the spread of any illness:

- Regular handwashing throughout the day. Utilizing hand sanitizer when handwashing isn't readily available.
- Disinfecting frequently touched surfaces and shared items once a day.
- Ensure that bathrooms are stocked with soap, paper towels and class space has tissues conveniently located.
- Reinforcing healthy habits with the children

Steps you can take to help prevent the spread of illness:

- Remind your child not to touch their mouth, nose or eyes.
- Teach your child to use a tissue to wipe their nose and then wash their hands.
- Remind your child to cover their cough using their elbow.
- Keep children home when they are sick or if they present any of the symptoms on the attached sheet for at least the full time periods listed, more if they aren't feeling 100%. When keeping your child home, please mark their absence in ChildPilot and include their symptoms. Be assured, only program administration see these notes.

If you have any questions on the symptoms and times listed, please reach out to your healthcare provider for guidance.

Please review the attached symptom sheet and return the acknowledgement that you have read and understand our illness policy. Thank you for working with us to provide the very best service possible for all of our families!

Desiree Denakis
Recreation Coordinator
Astoria Parks & Recreation

When do I keep my child home and for how long?

Symptoms	Child may return after... The list below tells the shortest time to stay home. A child may need to stay home longer in some instances.
Fever: Temperature of 100.4° F(38°C) or greater	Fever free for 24 hours without taking fever reducing medicine AND after a negative COVID-19 test, OR fever free for 24 hours without taking fever reducing medicine and with a note from medical provider releasing your child back to childcare, OR fever free for 24 hours without taking fever reducing medicine and a 10 day quarantine if not tested.
Cough: A new or worsening cough, or new or worsening difficulty breathing or shortness of breath New cough means out of the ordinary for this person, not typical asthma or allergies, occurring more often than once every 30 minutes.	Symptom free for 24 hours without taking medicine to mask symptoms AND after a COVID-19 test is negative OR symptom free for 24 hours without taking medicine to mask symptoms and with a note from a medical provider releasing your child back to childcare, OR symptom free for 24 hours without taking fever reducing medicine and a 10 day quarantine if not tested.
Runny nose and infectious (not clear) nasal discharge	24 hour symptom free, without the use of medication
Headache: With stiff neck or fever	SYMPTOM FREE OR with a note from medical provider releasing your child back to childcare Follow fever instructions if fever is present
Diarrhea: 3 loose or watery stools in a day OR not able to control bowel movements	Symptom free for 48 hours OR with a note from medical provider releasing your child back to childcare
Vomiting: One or more episode that is unexplained (eating too fast, coughing, etc.)	SYMPTOM FREE for 48 hours OR with a note from medical provider releasing your child back to childcare
Skin Rash or Open Sores	SYMPTOM FREE Rash is gone OR Sores are dry or can be completely covered by bandage OR with a note from medical provider releasing your child back to childcare
Red eyes with eye discharge Yellow or brown drainage from eyes	SYMPTOM FREE Redness and discharge are gone OR with note from medical provider releasing your child back to childcare
Jaundice: New yellow color in eyes or skin	A note from medical provider or local public health authority releasing your child back to childcare

Acting differently without reason: Unusually sleepy, grumpy or confused	SYMPTOM FREE Return to normal behavior OR with a note from medical provider releasing your child back to childcare
Major health event: An illness lasting 2 or more weeks, or a hospital stay	A note from medical provider with a release day to return to childcare.
Any illness in which antibiotics have been prescribed	A child should remain home for the first 48 hours after starting their antibiotic prescription to monitor for side effects.
A positive COVID-19 test result	10 days from onset of symptoms and fever free for at least 24 hours.
Head lice	When the child has been treated accordingly and nits have been removed.

If you have any questions regarding these policies, or need clarification, please feel free to contact us:

- Desiree Denakis, Recreation Coordinator: 503-468-8947, ddenakis@astoria.or.us
- Brianna Bowker, Recreation Manager: 503-298-2468, bbowker@astoria.or.us
- Jonah Dart-McLean, Parks & Recreation Director: 503-298-2467, jdart@astoria.or.us

I have read the Astoria Parks & Recreation Youth Program Illness Policy and understand the return to program time frame policy as referenced.

Child's Name

Parent/Caregiver Name

Signature

Date

Parent/Caregiver Name

Signature

Date