Welcome
Welcome to Thurston Afterschool Academy. This program gives youth the opportunity to make the best out of their academic experience by providing tools to stay on track, as well as activities that inspire youth to explore interests in art, STEAM and recreation. These extended learning opportunities aim to challenge gifted students while encouraging students who struggle, by equipping them and their families with the tools they need to succeed. Daily mentoring provides accountability for students’ during the time parents need it.

Program Goals
➢ To equip students with the tools they need to excel in their academic career.
➢ To give families what they need to build healthy communication around academic achievement.
➢ To provide guidance to youth as they learn and develop social skills.
➢ To provide parents with affordable, convenient and dependable choices for their afterschool supervision needs.
➢ To create an environment that promotes positive communication between families, students and school.

Thurston Afterschool Academy Contact information

Site Cell Phone 458-209-1723
Zach Bessett, Program Coordinator Office: 541-736-4009 | Cell: 541-914-8959

Program Hours
3:10pm – 5:00pm Monday– Thursday
Students will sign in as they arrive each day and will be required to stay until 4:45pm if they ride the activity bus home. Students who walk home or get picked up may not leave the program until 5:00pm, unless a parent or guardian picks up student from classroom or makes arrangements with the program leader in advance.

Activities
Thurston Afterschool is a student led program which means they will drive their own success with the tools we provide. From Lego robotics to art, we will help facilitate academic and recreational enrichment opportunities that the students decide they want to pursue. Each month students will come together to choose their enrichment opportunities and our staff will help them to explore whatever it is they show interest in.

Snacks
We will provide a light snack each day, such as crackers, fruit leather or granola bars. Students are encouraged to bring a heartier snack if needed.

Transportation
All off-site trips will be taken in either Willamalane van/ buses driven by trained Willamalane staff members or in buses driven by certified Oregon drivers.

Visitors
Guests and friends are not permitted in the program. Volunteers will be asked to fill out a volunteer application. A background check can take up to five days to complete. Please allow enough time if you wish to volunteer.
**Daily Weekly / Check-in**
Each student will meet periodically with our staff to discuss their academic goals, missing assignments and to problem solve through areas of concern. Parents will be equipped with questions to ask their students about their school day. This system will help create a dialogue of accountability and academic support within their home. Students will be equipped with the tools they need to update their family on what they are learning in school and their academic progress.

**How to Register**
Visit [www.willamalane.org](http://www.willamalane.org) to create an online account and register. Financial assistance is available for families in need; visit or call the Bob Keefer Center at 250 S 32nd Street, 541-736-4544, and inquire about our Willamalane scholarship opportunities. Because this is an ongoing program you have the option of automatic payments for the course of the year.

To register online:
- [https://www.willamalane.org/classes_and_programs/youth/thurston_after-school_academy.php](https://www.willamalane.org/classes_and_programs/youth/thurston_after-school_academy.php)
- Complete the custom questions providing us with information on your child.
- Read the parent handbook and waiver (attachment provided online).
- Complete registration with payment.
- Receive email confirmation of enrollment and payment.

**Withdrawals, Refunds and Credits**
All request for refunds or credits must be done at the Bob Keefer Center front desk or by contacting 541-736-4544. No refunds or credits will be given for missed days, extended absences or program cancellations due to weather. All withdrawal refunds and credits must follow the guidelines below:

- Request to withdraw to receive 100% refund or credit must be done at least 14 calendar days prior to the first day of the program.
- Request to withdraw to receive 50% refund or credit must be done at least 5 calendar days prior to the first day of the program.
- Requests to withdraw with less than 5 calendar days prior to first day of the program will not receive a refund or credit.

* All Willamalane scholarship funds will be returned to that participants account when a withdraw request is made.

**Adult and Family Services**
If all or part of your fees will be paid through Adult and Family Services or any other program, you must turn in a DHS letter of eligibility form (7494E) to the billing office before your child may attend the program. It is your responsibility to make any necessary co-payments and fees beyond AFS payments. Co-payments are due by the 10th of the month that care is provided, or your child will be unable to attend the program. AFS vouchers will be available for parent signature at your child’s site at the beginning of each month. Vouchers must be signed and given to the site staff no later than the 10th of each month. All AFS patrons will be billed for all registered weeks. If you wish to add or delete weeks, you must call our office no later than the Thursday prior to the week in question. If notification is not given, or if AFS will not provide payment for any given week(s), you will be responsible for the unpaid balance. If payment is not made and we are forced to send the account to a collection agency, your fees will be doubled to cover the costs. AFS patrons must call 541-736-4550 or visit Bob Keefer Center to pay their co-payment.
Scholarships
Willamalane has a scholarship program for those who meet established guidelines. If you qualify, you will still be responsible for a portion of your fees and you will be subject to all financial policies. You may obtain an application from the Bob Keefer Center, Monday through Friday, 8 a.m. to 6 p.m.

Changes in Vital Information
Accurate and complete contact and emergency information is required at the time of registration. It is the responsibility of registering adults to keep Willamalane staff up to date on any changes in address, phone number or authorized guardian and emergency contact information.

Youth Dress Code
It is the combined responsibility of guardians and youth to ensure students arrive in appropriate attire. For specific examples, please adhere to the following.

Examples of appropriate attire:
- A shirt or other garment that covers the full chest
- Bottoms that cover full buttocks and upper leg
- Appropriate hats, scarves or other head/neck coverings

Examples of inappropriate attire:
- Clothing or gear showing violent language or images
- Clothing or gear depicting drugs, alcohol or other illegal or inappropriate substances
- Clothing or gear showing or insinuating hate speech, profanity, pornography or any other hostile or intimidating images or words
- Visible underwear, not including small amounts of waistband or straps worn under appropriate clothing
- Bandanas
- Bathing suits while not swimming

If the need arises to address inappropriate attire, staff will do so through private conversation with youth so as not to cause embarrassment or humiliation. In this conversation, staff will clearly point out what the violation is, problem solve with the participant to fix or cover the violation, and suggest ways youth can avoid it being an issue in the future. Under no circumstances should youth be shamed by or disproportionately affected by the dress code enforcement due specifically to gender, race or physical attributes.

Cell Phone and Electronics Philosophy
We intend to create a safe space for youth to socialize and experience all the resources available to them to aid in their learning and create appropriate boundaries with electronics. Cell phones are a part of that experience and are not prohibited. Staff will encourage youth to create healthy boundaries and use levels in regards to cell phones and electronics, with an understanding that phones and social media part of daily life. Willamalane cannot be held responsible for and lost, stolen or broken phones or other electronics.

Personal Items
Any items from home must be clearly labeled with the name and phone number of the owner. Although staff members will make every effort to help make sure that jackets, backpacks, projects, etc., make it home each day, belongings are ultimately the responsibility of the child and parents, and Willamalane staff cannot be responsible for lost, broken or stolen personal items. If your child lost sometime please check with the school lost and found.
Accident Reports
An accident report is taken any time a child is injured in the program. The report documents the date, time, nature of the accident and treatment provided. Every effort will be made to inform you if your child has an accident on a particular day and you are encouraged to speak to the program leader about it. Guardians are responsible for maintaining up to date information with Willamalane.

Emergency Procedures
Evacuation procedures for each program have been established in the event of a major emergency that would necessitate removing children from the site. In the event of evacuation or other emergencies, individual families will be contacted by site staff based on the information provided upon registration. If an individual child is injured in the program we will take the necessary emergency steps and contact the parent/guardian as soon as possible. In general, program procedures for anything more than a bump or minor scrape is to call Cascade Mobile Health and/or 9-1-1. Mobile Health is the contracted first-aid service provider for Willamalane Park and Recreation District. Mobile Health services are provided at no cost to families.

Behavior Management
Academy staff are trained to set up environments and activities that encourage appropriate behavior. As youth experiment with behaviors, staff members will guide them using multiple behavior management techniques as a learning tool and to help ensure a safe and positive experience for all.

The Willamalane behavior plan follows the Positive Behavioral Interventions and Support model, a program supported and used by Springfield Public Schools. PBIS is an effective and evidence-based program that serves all students, creates a culture of safety in the schools and programs, emphasizes the positive, targets all forms of behavior, states rules and expectations positively and is known by everyone. To implement positive behavior reinforcement, staff will establish behavior expectations based on the three main rules of PBIS: Be Safe, Be Respectful, Be Responsible. Staff will use various forms of praise and recognition to incentivize positive behaviors and will provide behavior feedback to children and their parents as necessary.

Disciplinary Procedures
Staff, guardians and youth will work together to provide the maximum opportunity for success. Guardians are expected to be active participants in the behavior management of their child. If efforts to curb behaviors are unsuccessful, staff may call for participant pick up. It is the responsibility of the registering adult to make arrangements for pick up immediately after being notified.

Please note: We reserve the right to suspend or dismiss a child from the program if staff members and program supervisors determine that the program cannot meet the needs of the child, if the child is a physical threat to him/herself or others, or if the child’s behavior consistently impedes the normal daily functions of the group. Children may also be dismissed from the program if their parents/guardians demonstrate inappropriate behavior or fail to cooperate with staff. Parents cannot be involved in disciplining any child other than their own. Failure to comply with this policy may result in dismissal from the program.
**Bullying Prevention**
Willamalane has a firm policy against all types of bullying. Willamalane staff will take any incidents of physical, social, emotional and cyber bullying seriously and are trained to recognize and immediately address any bullying behavior. We also encourage parents to let us know about any particular bullying concerns you may have for your child.

Bullying is unwanted aggressive behavior by another youth or group that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying is when someone says or does mean or hurtful things to another person who has a hard time defending themselves including physical, psychological, social or educational harm.

Every child has the right to a safe and respectful environment, and by working together as a team to identify and manage bullying we can help ensure that all children and staff members enjoy their time spent in the program.

Staff members will strive to prevent bullying and harassment by:
- Teaching respectful behavior
- Teaching limit-setting behavior to stop bullying (learning to say no)
- Immediately intervening to stop bullying and harassment
- Documenting any incidents or repeats of bullying and harassment

**Commitment to Nonviolence**
Corporal punishment will not be used or tolerated in Willamalane programs. Staff members will not hit, spank, humiliate or unnecessarily restrain any child. We want to ensure all youth understand that they will not be hurt physically or emotionally while in Willamalane programs. For this reason, families will not be permitted to hit or spank children while here. We encourage you to discuss with staff ways positive discipline can be used at home.

**Recognizing and Reporting Child Abuse**
All staff are considered mandatory reporters by the state of Oregon and are required to report suspected child abuse or neglect to the Department of Human Services. Willamalane will work with DHS and families, as appropriate, to ensure the health and safety of children in the program. When a report is made, Willamalane will continue to work with and support the child and family. The report will be treated with confidentiality.

**Weapons Policy**
The use, threat of use, intent of use, sale of or possession of any potentially dangerous weapons or look-a-like weapons is strictly prohibited in any Willamalane program. This includes but is not limited to knives, firearms, explosives, or any weapon, look-a-like weapon, device, instrument, material, or substance which, under the circumstance in which it is used, attempted to be used, threatened to be used, possessed or sold is capable of causing injury or death. Any infringement on this rule will be addressed with the seriousness of the action, and could result in disciplinary action up to and including expulsion from Willamalane programming, with minimum consequences of the creation and implementation of a program-nonspecific behavior contract.
Illness and Communicable Disease
It is the shared responsibility of parents, youth and staff to reduce the chance of exposure and spread of communicable disease. Our illness policy states that youth must be free of illness and symptoms for at least 24 hours before returning to the program. Possible symptoms include but are not limited to:

- Fever over 100.5 degrees Fahrenheit
- Diarrhea (more than one abnormally loose stool per day)
- Vomiting
- Lice
- Nausea
- Severe cough
- Skin or eye lesions or rashes that are severe, weeping or pus-filled
- Stiff neck and headache with one or more of the symptoms listed above
- Difficulty breathing or wheezing
- Complaints of severe pain

In case of illness, it is the responsibility of the registering adult to make arrangements for pick up immediately after being notified. Youth with head lice must be free of all traces of lice and nits prior to returning to Willamalane programs.

Medication
All medication must be logged in with staff in a properly labeled container which much include the youth’s full name, date prescription was filled, physician’s name, drug name, dosage and administration instructions. Participating youth will be responsible for administering their own medication with assistance from staff.

Confidentiality
Information about the health or abilities of any child or a family’s status will be considered confidential. Such information will be shared with staff only as necessary to meet the needs of the child. Occasionally, family information may also be shared with regulatory agencies.

Photograph Policy
Registrants and participants permit Willamalane to take photos and videos of themselves for publication in the Recreation Guide, website and additional uses as Willamalane deems necessary unless the registrant or participant expressly files with Willamalane written objections to photos or videos of themselves and/or their children.

Inclusion and ADA Accommodations
Willamalane Park and Recreation District Inclusion Services goal is to provide persons with and without disabilities opportunities to recreate together in environments that are appropriate, non-restrictive and beneficial for all. All individuals are welcome to attend Willamalane Park and Recreation District programs regardless of ability, need, background, culture, religion, gender or economic circumstances. Through inclusive practice we aim to reflect our wider community and promote positive attitudes to both the similarities and differences in each other. In adherence to the Americans with Disabilities Act (ADA) we strive to offer reasonable accommodations to enable individuals with disabilities to become fully included in our programs. Sign language interpreters, accessible van transportation, modified equipment, trained program leaders, adapted devices and equipment are a few of the program accommodations that may be provided by inclusion services.

To request program accommodations please visit willamalane.org or contact the following:
Melissa Minnick
(541) 736-4519
melissa.minnick@willamalane.org