



Youth Programs Handbook

(ages 5-11)

Kids Club, Winter Break, Spring Break,
No School Days, Summer Camps



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General Information

Welcome!

This handbook is intended to provide families and participants important youth program information. Please utilize this handbook as a reference tool for anytime you have questions pertaining to our youth programs. Please be aware we reserve the right to modify or amend this information at any time and updated material will be provided on our website. You may also contact the program supervisor and request a copy for your reference.

Mission Statement:

To provide exceptional and accessible early childhood and youth programs to support the lives of families.

Program Goals

- To create ongoing recreational opportunities for children when school is not in session.
- To create a fun and relaxing atmosphere where children are encouraged to pursue their interests, develop friendships and grow in confidence, independence, and respect for themselves and others.
- To provide an exciting, stimulating, and enjoyable choice of activities that meet the developmental needs of each child.
- To provide guidance to children so that they may learn social skills and problem-solving.
- To provide parents with affordable, convenient, and dependable choices for their needs, ranging from child care to special activities.
- To create an environment that promotes positive two-way communication between parents and staff to best meet the needs of the child.

Contact Information:

Youth Care and Camps Supervisor

Amanda Bottimore

amanda.bottimore@willamalane.org

541-736-4511

Staffing and Supervision

The safety of our participants is our number one priority. Youth Programs staff members are experienced in education, recreation, and other child care programs. Everyone employed at Willamalane has undergone a criminal history check, and is a member of the Central Background Registry through the state Child Care Division. Each program is staffed to meet the State Child Care Division's requirements for ratio of children to professional staff. Our staff receives annual training in the following areas of child development: behavior management, active supervision, child safety, and recognizing and reporting child abuse. In addition to these trainings each staff member also possess the following certifications:

- CPR, 1st aid, and AED
- Oregon Food Handlers
- Oregon Central Background Registry
- Recognizing and Reporting Child Abuse and Neglect
- Intro to Child Health and Safety
- Foundations for Learning

As a state license-exempt program, our youth and early childhood programs comply with Oregon [Department of Early Learning and Care](#) and the [Childcare Licensing Division](#). Copies of these rules are available from the program supervisor upon request.

Registration & Enrollment

Registration:

Advance online registration is required to participate in youth programs. Check our website or weekly emails for open registration dates. Visit www.willamalane.org/registration-tips for assistance in creating an online account and registration process.

Enrollment:

Our youth programs offer three different enrollment options for families. The options vary by program. Information about each method and the programs covered by that option is below. We do not offer same-day enrollment. Registration must be completed no later than 5pm the day before expected care. Each program listed below requires separate registration.

Enrollment Option	Programs Available
Daily	No School Days
Weekly	Winter Blast Camp, Spring Break Camp, and Summer Camps
Monthly	Kids Club

Weekly Enrollment

Our weekly option is currently available for camps only. This option includes break camps and summer camps. Weekly enrollment provides care Monday-Friday within a given week.

Monthly Enrollment

Our monthly option is for those that need Monday-Friday care regularly. If you require full-time care for the entire school year, register for the year upfront and sign up for a payment plan.

Waitlists:

There may be times when the program you are interested in is full. You can add yourself to a program waitlist by completing the registration process, and selecting “add to waitlist.” You will be contacted when an opening has occurred. Upon being notified of space, you will have twenty four hours to contact the Bob Keefer Center front desk staff in order to complete registration. If you have not registered within the deadline given, the next person on the waitlist will be called and you will be moved to the bottom of the waitlist. **Note:** Waitlists do not guarantee you a spot in the program, and do not roll over into a new registration season.

Absences:

If your child will be late or absent from the program, you must inform site staff by calling or texting the program site phone. Children may not attend Kids Club on a day they are absent or dismissed from school.

Program Fees

You can find our current camp program fees at willamalane.org/camps. You can find our current youth care program fees at willamalane.org/childcare. Program fees vary depending on the program you are enrolled in and the enrollment option that you have chosen (weekly or monthly). Program fees also vary based on your residency location. An in-district pricing is identified as “ID” and our out-of-district pricing is identified as “OD”. You can view our [district boundary map](#) and search your residence To find out what pricing you qualify for.

Willamalane Scholarship:

Scholarships are also available for up to \$150 per person, per fiscal year. They are limited to not more than 50% of the program fee. Apply for a scholarship at any Willamalane facility. For more information, visit willamalane.org/scholarships

Sibling Discount:

Additional children in the family will receive a 20 percent sibling discount for siblings in the same program, and scholarships are also available for up to \$150 per person per fiscal year.

Automatic Payment Schedule:

Customers have the option to set up automatic payments when registering online. When using automatic payments, your card on file will be automatically charged on the payment due date listed below. Please do not mail, call, or send your payment with your child to the program. For more information about billing and payment, please reference the “Billing and Financial Agreement” section of this handbook.

School Year Program Fees (September 2025 - June 2026):

Program Name	Month/Week/Day Attending School Year 2025-26	Program Fee	Payment Due
Kids Club	Sept. - Nov. & Dec. - May	ID: \$265/month OD: \$318/month	1st of each month
Kids Club	June	ID: \$135/month OD: \$162/month	1st of each month
Winter Blast Camp	Determined by SPS 25/26 school year calendar Week 1 (No Camp 12/25/25) Week 2 (No Camp 1/1/26)	ID: \$180/week OD: \$260/week	14 days prior to the week that your child will attend
Spring Break Camp	Determined by SPS 25/26 school year calendar	ID: \$225/week OD: \$270/week	14 days prior to the week that your child will attend
No School Day	Determined by SPS 25/26 school year calendar	ID: \$70/day OD: \$84/day	Due at the time of registering

Summer Program Fees (June 2025 - August 2025):

Summer Camp Names	Week Attending Summer 2025	Program Fee	Payment Due
Camp Kaboom Camp Quest Explorers Camp Discovery Camp	Weeks 1 & 3 - 9	ID:\$225/week OD: 270/week	14 days prior to the week that your child will attend
	Week 2 (No Camp 7/4)	ID:\$180/week 2 OD: \$216/week 2	
	Week 10 (No Camp 8/28 & 8/29)	ID:\$135/week 10 OD: \$162/week 10	

Additional Program Fees:

Additional program fees may be assessed as a penalty. A \$5 fee will be charged for processing all requests to withdraw from a program. This \$5 charge will be deducted from your total refund amount at the time of withdrawing from the program. For more information regarding “Withdraw & Refunds” please proceed to the next section.

Refund/Withdraw Fee	\$5
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Withdraw & Refunds

No refunds, credits, or reallocation of funds will be given for missed days, suspensions, extended absences, or program cancellations. Program fees will not be prorated. To receive a refund or credit for withdrawing from a program, please see the following procedures:

- All requests for refunds or credits must be made at Bob Keefer Center front desk or by contacting 541-736-4544.
- Requests to withdraw from a program to receive a 100% refund or credit must be done at least 14 calendar days before the start of the program.
- Requests to withdraw from a program to receive a 50% refund or credit must be done at least 5 calendar days before the program start date.
- Requests to withdraw from the program less than 5 calendar days prior to the start of the program will not receive a refund or credit.

Note: In the event of an unforeseen emergency event that may require us to close our programs, refunds and credits will be made at the discretion of Willamalane Park and Recreation District. All Willamalane Scholarship funds that are being used for approved programs will be returned to that participant's account when a withdrawal request is made. Mentioning an intent to withdraw to site staff is not sufficient notification. Site staff don't have the authority to issue or authorize credits or refunds.

Billing and Financial Agreement

Pay by phone at 541-736-4544, online at **willamalane.org**, or pay in-person at Bob Keefer Center front desk. Call 541-736-4550 for any information or questions regarding billing. Payments cannot be accepted at the program sites, as staff members on site cannot process a payment. Enrollment will not be completed without payment or enrollment in automatic payments when registering for programs.

When using automatic scheduled payments:

- For weekly programs, your card on file will be charged 14 days prior to the first day of the program.
- For monthly programs, your card on file will be charged on the 1st of each month.

When not using automatic scheduled payments:

- All program fees will be due at the time of registration.
- For monthly programs, payments must be made by the 1st of each month.
- For weekly programs, payments must be made prior to the first day of the program.

If a payment is not received on the payment due date, a follow up email will be provided by the district's finance department outlining district policy and payment requirements. Payment must be received within five days of this email to avoid being considered a late payment. **Two late payment violations will result in the participant being dropped from the program and losing their spot for all future months of care.**

If you have an outstanding account balance with Willamalane, you will not be eligible to register for programs until your account has been paid in full. In situations where the cost of care is shared by multiple parties, the total balance must be paid in full prior to the start of the program. If payment is not received in full, the party that registered the participant will be responsible for the remaining balance.

By registering your child for a Willamalane program, you agree that you are responsible for the payment of all program fees and costs. If your account is assigned to a collection agency, you agree to pay all collection costs, including fees, to the collection agency. If your account is placed in the hands of an attorney for collection, you agree to pay the reasonable attorney fees and collection costs, regardless of whether an action is filed, and if action is filed, you agree to pay Willamalane's reasonable attorney fees at trial and on any appeal.

Third Party Child Care Assistance Payments:

If all or part of your fees will be paid through a third party, such as the Employment Related Day Care (ERDC), you must connect with our accounting clerk to determine your provider number. Once eligibility is met, you will follow our online registration process. It is the guardian's responsibility to make any necessary co-payments and fees beyond ERDC, or third party payments. Co-payments are due by the 1st of each month that care is provided. If co-payment is not paid the participant will be unable to attend the program. For additional assistance, please contact 541-736-4550 or joyces@willamlane.org.

All DHS and third party patrons will be billed for all registered days. If you wish to add or withdraw from a program, you must call our office no later than two weeks prior to the start of the program. If notification is not given, or if ERDC will not provide payment for any given program, you will be responsible for all program fees. If payment is not made and we are forced to send the account to a collection agency, you will be responsible for all unpaid program fees and collection fees.

Participant Records Requests:

Willamalane offers the community several childcare programs through our Early Childhood and Youth Programs department. These programs are considered Licensed Exempt Child Care Providers and Regulated Subsidy Providers under the Oregon Department of Education's Early Learning Division Office of Childcare and comply with the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) regarding student education records information.

Parent(s) may request participant records at any time.

- **Parent** - A "parent" is defined as a natural or adoptive parent, a legal guardian, an individual authorized in writing to act as a parent in the absence of a parent or a guardian, or a surrogate parent appointed to represent a student with disabilities. **Important: "parent" includes both the custodial and non-custodial parents.**

Participant records that may be requested include the following information:

Student Records

- Attendance Records
- Patron (student) Incident Reports
- Written statements or permissions regarding the child by parent
- Any document included in the student's record

Financial Reports

- Student/childcare tax reports*
- Student/childcare proof of payment or payment history

*Tax information is available through your personal online registration account. Our tax ID number is: 93-6002078. If you need to request participant records from Willamalane, please complete our [records request form](#) and we will respond within 5 business days of your request.

Costs for copies, postage, and copying time of student education records shall be charged to the requester as follows:

Standard Copies

- Black & White \$.05 per page
- Color \$.10 per page

Postage

- Current postage rate per 1 oz
- Certified Mail \$5

- Oversized (larger than 11x17) Actual Cost
- Copying time: \$25 per hour

Health and Safety

Medications:

All medication (prescription or over-the-counter) is required to be logged with site staff. If your child is required to take any prescribed medications while in our programs, a staff member will assist your child in administering them. If this administration requires additional medical training or a medical action plan as a response, please follow our accommodations request at willamalane.org/accessibility. The medication must be checked in with the program staff in the original, properly labeled container (see below).

The label must include:

- The date the prescription was filled
- Child's name
- Physician's name
- Drug name and dosage
- Instructions on when and how to give the medication.

In addition, a medication release form must be on file before any medication can be administered. Without prescriptions stating otherwise, medication will only be dispensed up to labeled limits.

Youth program staff members will have a supply of the following medications: Children's acetaminophen (Tylenol), diphenhydramine (Benadryl), and ibuprofen (Motrin). These medications will only be administered if a parent has authorized Willamalane to do so on the program registration form. Willamalane staff members will inform the parent picking up the child that an over-the-counter medication was administered.

Illness & Communicable Diseases:

Guardians and staff share responsibility for reducing exposure to and stopping the spread of infectious diseases. Children must be free and clear of illness and symptoms of illness for 24 hours before returning to the program.

This includes, but is not limited to:

- Fever over 100.4 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

If your child shows any of the above signs, they will be isolated, and you will be notified. You are responsible for immediately picking your child up or making arrangements for someone else to do so. These precautions protect the health of your child and the other children in Willamalane youth programs.

If your child has an infectious disease, please notify us so we may inform staff and other families to watch for symptoms. Your child may return to the program 24 hours after the resolution of both fever and cough. If your child was sent home from school for the day due to illness, they can not attend the Kids Club program.

** Willamalane's illness policies may differ from school district policies. An example of this is when a student has lice they can attend class but may not attend an afterschool program. When there is a conflict of policies, our programs must adhere to the Department of Early Learning and Care childcare regulations.*

Sun Protection:

During summer programs, participants are required to wear sunscreen. In the event the participant does not supply their own or runs out of their own supply, Willamalane will supply the participant with approved sunscreen. Willamalane programs use Rocky Mountain Sunscreen SPF 50 Kids Broad Spectrum that has ingredients and formulas that are approved by the FDA and have been tested by independent agencies. If you would like to inspect the product and active ingredients, please talk to your site leader. A staff member will provide assistance as needed. If your child brings their own sunscreen, it must be in its original container with your child's name on it.

Recognizing & Reporting Child Abuse:

All staff are 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. Willamalane will continue to work with and support the child and family when a report is made. The report will be treated with confidentiality.

Emergency Procedures:

Evacuation procedures for each program have been established in a significant emergency that would necessitate removing children from the site. During an evacuation or other emergencies, individual families will be contacted by site staff based on the information provided upon registration. Program procedures for anything more than a bump or minor scrape include calling Mobile Health 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.

Incident Reports:

An incident report is taken any time a child is injured in the program. The report documents the date,

time, nature of the incident, and treatment provided. Every effort will be made to inform you if your child has an incident on a particular day. You are responsible for keeping emergency information updated.

Change in Vital Information:

Please notify the program staff or the Bob Keefer Center office with any changes in address, phone number, job, authorized guardians or emergency contact information. Emergencies may arise with your child and it is very important that staff have updated and accurate information with which to reach you. Please be sure to include all updated information during the online registration process.

Program Code of Conduct

Commitment to Nonviolence:

Corporal punishment will not be used or tolerated in Willamalane programs. Staff, guardians, or participants will not hit, spank or humiliate another staff, guardian, or participant. We want to ensure all participants, staff, and guardians that Willamalane programs are safe spaces and violence is not tolerated or accepted.

Guidance & Disciplinary Action:

Our guidance and discipline procedures are based on encouraging positive behavior and facilitating empathic social learning. Strategies such as redirecting children and setting clear limits are the basis for promoting self management when difficulties arise and developing self control and problem-solving in children. All children are encouraged to "use words" to express what they want, what they need, and how they feel. Appropriate behavior is acknowledged through positive consequences such as verbal praise, positive recognition, and special incentive programs and rewards. Corrective consequences for not following expectations will be implemented. They may include verbal reminders of appropriate behavior, reteaching the desired behavior, redirection to the desired behavior, and losing privileges. As a final measure, children may be directed to spend time away from activities to provide them an opportunity to regain control.

If the above strategies are not working, staff, guardians, and the child will work together to maximize the potential for the child's success in our programs. Guardians are expected to be active participants in the behavior management of their children. In some behavioral situations, such as running from the group, posing a physical threat to themselves or others, or other actions which place themselves or other children in danger, we may call the guardians to pick up the child. The guardians will be expected to arrange for immediate pick up of the child.

Please note: We reserve the right to suspend or dismiss a child from the program if the program supervisor determines that a child is a physical or emotional threat to themselves or others, or if the child's behavior consistently impedes the normal daily functions of the program. Children may also be dismissed from the program if their guardian(s) demonstrate inappropriate behavior or fail to cooperate

with staff. Guardians cannot be involved in disciplining any child other than their own. Failure to comply with this policy may result in dismissal from the program.

Attire & Grooming:

A participant's attire and grooming are the responsibility of the participant and their guardian. When attire and grooming disrupt Willamalane programs, the program staff or supervisor will take appropriate action. Such action may include asking the participant to change clothing and possibly sending the participant home for the day.

Please follow these guidelines:

- Articles of clothing and accessories may not create a safety hazard to the individual or others and must be appropriate in content
- Participants should arrive in the appropriate attire for the day's activities. Play clothes and closed-toed shoes are recommended
- Articles of clothing that advertise or promote the use of alcohol, tobacco, or drug products, weapons, or that display sexually suggestive words or pictures, are not permitted in Willamalane programs

Cell Phones & Electronic Devices:

Cell phones and electronic devices are to be turned off and securely put away during program hours. If a cell phone or other electronic device is in sight, the participant will be asked to put it away. This also includes any watch or wearable device that is able to make calls, take pictures or record sound/video images. Any use of electronic devices must be approved by the program supervisor. Willamalane will not be held liable for stolen or damaged items.

Weapons:

The use, threat of use, intent of use, sale of, or possession of any potentially dangerous weapons or look-a-like weapon 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.

Confidentiality:

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

General Program Information

Daily Check-in & Check-out:

Children must be signed in and out by a guardian or other authorized person daily. For the safety of your child, we vigorously enforce this rule. Only those listed on the child's authorized pick up list will have access to picking up the participant. You may add or drop people from this list at any time by filling out a patron change form that can be provided onsite. All authorized adults picking up any child must be prepared to show identification. All participants must be picked up by the closing time for each program. Failure to pick up a child by the closing time will result in your child being removed from the program.

What to Bring Each Day:

Participants will be assigned a cubby/basket in which to put their belongings. Any items from home should be clearly labeled with your child's name. Below is a sample of items that are appropriate for all day programs such as camps and no school day programs:

1. Healthy lunch (we are nut-free; no refrigeration or microwaving)
2. Durable water bottle.
3. Sunscreen (liquid form only)
4. A backpack
5. A jacket appropriate for the season
6. Swimwear, waterproof bag, and towel for swim trips
7. Footwear appropriate for running, jumping, and playing!
8. Clothing that is ok to get a little messy.
9. We will provide the rest! If you don't see an item on this list please check in with us before sending your child to our program.

Personal Support Item:

Participants are not allowed to bring any personal items with them. Willamalane is not responsible for the loss or damage of any personal item. If your child has a personal item that you would like them to be able to bring to a program, parent/guardian must complete a Personal Support Item sheet. If an item is used in relation to a disability/diagnosis, we encourage guardians to contact Inclusion Services. While personal items will be available throughout the program, participants need to follow leaders' instructions about use.

Snacks and Lunches:

School year programs: Kids Club

- Springfield Public Schools provides a USDA meal for our after school programs.

Full day Programs: Summer, Winter, Spring Break Camps, and No School Day Programs

- Participants will be required to bring a lunch with items that do not require refrigeration or microwave items.
- A morning and afternoon snack is provided daily for our programs that operate from 7am to 6pm.
- If your child has specific dietary needs, please send an alternative snack with them each day.

**If you would like to provide the group with a special treat for your child's birthday or another occasion, please notify staff members in advance. Health regulations require that all food brought in by parents must be commercially prepared and packaged. The snack schedule varies by program and can be provided by request.*

Field Trips:

Transportation for field trips will be provided by school buses contracted through the school district. In rare instances, children will walk to a nearby city park. Families will be notified by staff in advance of when programs are scheduled to take field trips.

Activities:

Staff members meet regularly to plan activities and to share resources for programming. Whenever possible, kids are given choices to help them learn to make positive decisions and to allow them to do the activities they enjoy the most. Here is a sampling of activities:

- | | |
|------------------------|----------------------|
| ● Field trips/swimming | ● Outside/gym play |
| ● Guest speakers | ● Themed projects |
| ● Painting and drawing | ● Nature and science |
| ● Music | ● Crafts |
| ● Games and sports | |

Program Closure Information:

Willamalane programs are closed in observance of the following holidays and staff training days. In addition to these scheduled closure dates, there may be instances where programs are forced to close due to unforeseen events such as inclement weather or emergencies.

Holiday Program Closure Dates:

2025: 1/1, 1/20, 2/17, 5/26, 6/19, 7/4, 9/1, 11/11, & 12/25

2026: 1/1, 1/19, 2/16, & 5/25

Program Closure Dates (Reserved for Staff Training):

2025: 8/28/ - 8/29

Emergency Closures:

During snow, other inclement weather, or in the event of unforeseen circumstances, please visit willamalane.org/alerts for the most updated program closure information. We follow the Springfield Public Schools closure and delay schedule. Springfield School District and Willamalane closures will also be publicized by [FlashAlert](#).

Photo Policy:

Willamalane Park and Recreation District reserves the right to photograph classes, community events, programs, and community members at any Willamalane facilities, properties and at any activities or events sponsored or hosted by Willamalane. Photos may be used by Willamalane for promotional purposes, in publications, or in media communications in any format without any obligation to provide compensation to those photographed.

For more information about this photo policy, visit willamalane.org/photo. You may opt out during the registration process.

Inclusion and Accommodations

Willamalane Park and Recreation District's goal is to provide everyone the opportunity to recreate 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 practices, we aim to reflect on our wider community and promote positive attitudes toward 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.

To request program accommodations please visit willamalane.org/ada Requests for accommodations must be made a minimum of two weeks prior to the start of the program.