



BETHEL  
YOUTH  
DROP-IN CENTER

# Parent Manual Summer 2018

## **Bethel Neighborhood Youth Drop In Center**

5658 N Denver Avenue  
Portland, OR 97217

### **Contact info:**

Drop In Center Cell # 971-717-5734

Church Phone # 503-285-4919

Email [ydic@bethelpdx.org](mailto:ydic@bethelpdx.org)

### **Staff**

Director Tammy Gover

### **Drop In Board Members:**

Pastor Christine Core

Mary Flood-Klein, Chair

Karen Anderson, Treasurer

Amy Nielsen-Scott, Secretary

Monica Montiel

Terrance Moses

### **Miscellaneous Information**

- We are not responsible for lost or stolen items.
- Lost and found items will be placed with the sign out sheets.
- It is the parents responsibility to keep the personal information updated, which includes but is not limited to: In-case-of-emergency contact, food allergies, approved pick up persons, etc.
- Sunscreen application, please apply sunscreen on your child before dropping off at Bethel. We will apply another application after lunch for afternoon activities.
- All personal items are to be kept in the child's assigned cubby.
- Please do not bring cash to the center, even on outing days.

### **Electronics (Cell Phones, Game Equipment)**

Children are not to carry electronics. All electronic devices will be kept in the Director's office throughout the operating hours of the day. We will confiscate the device if child is seen with it. We are not responsible for lost, stolen or broken devices.

## **Grounds for Child Exclusion**

- Children who hurt other children and who continue to do so after a corrective program has been implemented with parent participation shall be asked to leave the program.
- Children who leave the premises without permission may not return to the program without the mutual consent of the director and the parent and a plan to keep the child safely on the premises is made.
- Children who endanger the safety of other children will be asked to leave the premises.

## **Bullying Policy**

**Bethel Youth Drop In has a zero tolerance for bullying.**

- **A bully is someone who hurts another person's body or feelings on purpose, including making fun by "laughing"**
- **A bully is someone who takes or ruins someone else's belongings.**
- **A bully is someone who leaves someone out on purpose.**
- **Bullying is also defined by the use of force, threats, or coercion to abuse, intimidate, or aggressively dominate others.**
- **Bullying uses superior strength or influence to intimidate someone to do what one wants.**

We have a zero tolerance for physical bullying. Just one infraction of physical bullying and a child will be sent home.

We have a one warning tolerance for non-physical bullying. A serious conversation will be had with the child coupled with a conversation with parent. If the behavior occurs again the child will be sent home.

**We recognize bullying can take place in face to face interactions. Bullying can, and does, occur away from the Center as well as on the internet (Facebook, Instagram, chat rooms and the like). If we discover bullying behavior happening while children are away from the Center, it will be treated as if it occurred on the premises.**

## **MISSION STATEMENT**

Through a partnership with Bethel Lutheran Church we offer a safe place for elementary-aged children to learn, play, and meet new friends of diverse backgrounds. We relieve the stresses felt by neighborhood families, offering an alternative to children who are home during the summer in unsupervised situations. We individually honor and respect each child and serve a diverse community with a commitment to underserved populations. We work with parents, teachers, and families to offer opportunities and choices for healthy activities and to improve academic performance through leadership from professional role models.

Bethel Neighborhood Drop In Center does not discriminate on the basis of race, color, creed, religious affiliation, or sexual orientation in our programs, with staff or volunteers.

The Center never endorses or lends its name to any outside enterprise.

Although housed in Bethel Lutheran Church and considered a ministry of the church, this is a community program. Children of all religious beliefs are welcomed. Universal values of honesty, integrity, personal responsibility, kindness, trustworthiness, respect, care of self and others are taught. Bethel Lutheran Church has generously offered the use of its facilities for the Center. Our community program is funded by donations, grants and fees.

## **Student Pledge**

I will treat myself and others with respect.

I will respect the church building and other people's property.

I will use only the equipment and supplies as they were intended and put them away when I'm done.

I will not bring anything to sell.

I will not litter.

I will respect other people regardless of race, creed, color, physical ability or family origin.

I will not bring anything into the Center that may be considered dangerous to myself or anyone else.

I will not bring any toys, cell phones, or other electronic devices into the center. Any electronic devices will be kept in the Director's office for the day; returned at sign out.

I understand that if the safety and conduct rules are not followed, I will be sent home from the center. If this continues I may be asked not to return.

## **Parent Pledge**

As a parent/guardian of a child attending the Bethel Neighborhood Drop In Center, I pledge to support the Center in its work.

I will offer emotional, volunteer and financial help as I am able to the children, the volunteers, and the staff.

I will abide by the decisions of the staff in regard to the operation of the center in order to provide a safe and developmentally appropriate atmosphere for the children.

I will direct any concerns or questions about my child to the Director. In partnership with other staff, together we will address any concerns that arise.

I understand that I am responsible for transportation to and from the center.

In order to protect the health of all attendees I will keep my child home when he/she is ill.

I understand that if I need to reach or leave a message for my child, I will do so by calling the Center Director. She will have the Center's phone with her at all times.

When children are not living up to expected behavior, action will be taken. The child may be removed from the activity for a reasonable amount of time or redirected to a space where the behavior is appropriate. If removing or redirecting is ineffective, a child may be sent to a chair outside the director's office for a period not to exceed 5 minutes. At the end of this period the person sending the child to the chair needs to connect with the child to make sure the child understands what happened and to arrange with the child appropriate actions for reentry to the activities. If the child continues to have problems following expected guidelines the child will be directed to the director to decide on the next steps to be taken. If staff has sent the same child to the chair twice in the session, the third time help is needed the child will be escorted to the director or assistant.

## **If a child hurts another child**

First, staff will make sure the injured child is OK. Then, staff will enlist the child causing the pain in fixing the problem; fetching ice, sitting with the injured until they have recovered, walking them to the first aid person/place. If staff feels the injury was intentional and the above involvement is not sufficient to deter behavior the child may sit in the chair as outlined above or be referred to the director.

## **Discipline Guidelines**

- Ask child to follow guidelines
- Private conversation with child. A second staff person will be present
- 5 minute time out and student will fill out a redirection sheet
- Revoke privilege
- Send home

**Continuing behavior issues** will be discussed with parents and a plan for intervention and reporting will be made.

## Late Drop Offs and Absences

Notify Tammy Gover (971-717-5734) if your child will be absent or late.

No discount for absent days.

## Pick Up Procedures

Parents picking up children need to enter through the basement kitchen door on Jessup Street, proceed downstairs to Drop In office door and sign out child by entering time of pick up and your signature.

After 4:45 pm, sign out sheet will be located on table on the playground.

## Late Pick Up

If you are going to be late, notify Tammy Gover (971-717-5734) and attempt to make arrangements for alternate pick up.

- The camp hours end at 5:30 pm. There will be a 5 minute grace period offered. Late pick up begins at 5:36 pm.
- First late pick up: no charge. Second and subsequent late pick ups: A fee of \$15 is assessed. Late fee(s) must be paid by Monday of the next week of camp.

## YDIC Discipline Policy

The Center strives to set up an environment of expectation of good behavior.

Rules will be stated in positive terms and will be communicated to both children and parents in that way. The basic rules of **Be Safe, Be Respectful, Be Responsible and Be Kind** are used in the local schools. Children are familiar with them and we use them as a basic vocabulary.

When new activities, games or supplies are introduced the expectations and rules for use will be clearly spelled out. Reminders may be given, but will be used sparingly, as many children will push to see how many reminders you will make.

## YDIC Registration Policies and Procedures

All families are welcome; regardless of race, religion, national origin, sexual orientation, color, creed, or any other designation covered by law. Children are enrolled in a first come, first served basis. A waiting list is maintained when enrollment maximum is reached. Summer registration is offered first to existing after-school enrolled children, and to previous summer registrants (by email and postcard or letter).

## Payment of Fees

Deposits are paid at time of your child's registration. They are non-refundable. Deposits are used to defray costs of supplies used in the camp.

Each week's tuition is due no later than the Monday morning of each week your child is enrolled.

## YDIC Hours - 8:00 am to 5:30 pm Monday—Friday

YDIC will open the basement kitchen door on Jessup Street no earlier than 8:00 am. Children should be picked up by 5:30 pm.

## Drop Off Procedures

Parents should drop off children at the basement kitchen door on Jessup Street. Children should find their name on the sign-in on the table outside the doors and enter the time they arrived next to their name.

After signing in, children should go to the drop in room, put back packs in their assigned cubby. Each child will wash hands, then picks up a water bottle; attach their name tag to the bottle and proceed to Fellowship Hall for breakfast. They will receive additional instructions for the day.

Breakfast will begin at 8:00 am. Serving ends at 8:40 am.

Children enrolled in the University of Portland's Summer Learning Program must be at the Center by 8:30 am.