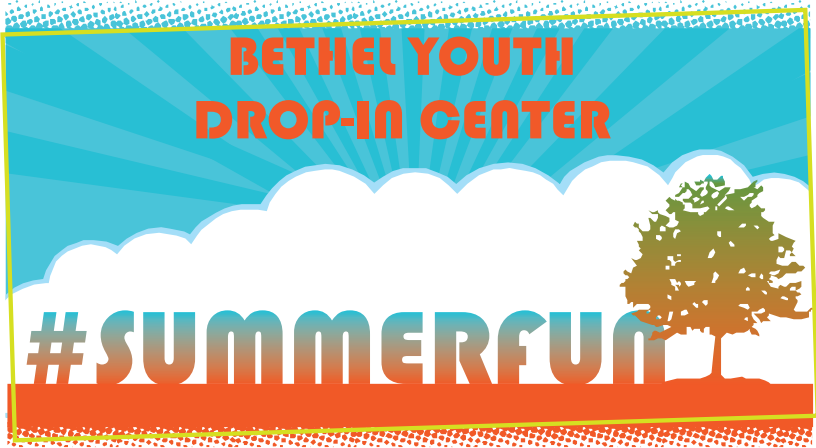


2019



Parent Handbook

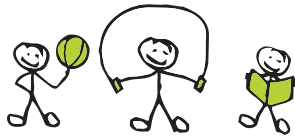
Summer 2019



Bethel Youth Drop-In Center

Bethel YDIC Phone [971-717-5734](tel:971-717-5734) • BLC Phone [503-285-4919](tel:503-285-4919)

Address [5658 North Denver Avenue](#) • [Portland, Oregon 97217](#)



Bethel Youth Drop-In Center

Contact

Email

ydic@bethelpdx.org

Bethel YDIC Phone

971-717-5734

Bethel Lutheran Church Phone

503-285-4919

Website

www.bethelpdx.org/youth-drop-in-center

Address

5658 North Denver Avenue, Portland, Oregon 97217

Staff

Cheyenne McPherson, Program Director

Bethel YDIC Board Members

Pastor Christine Core

Ronda Bard, Chair

Mary Flood-Klein, Secretary

Karen Anderson, Treasurer

Amy Nielsen-Scott

Bethel YDIC Overview

Bethel Neighborhood Youth Drop-In Center (Bethel YDIC) celebrates over 25 years of providing a safe place for kids in the neighborhood of Bethel Lutheran Church in North Portland.

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 under-served 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 YDIC 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 Bethel YDIC. Our community program is funded by donations, grants and fees.

Non Discrimination Policy

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.

Student Pledge

- I will treat myself and others with respect.
- I will respect the church building and other people's property.
- I will respect other people regardless of race, creed, color, physical ability, gender identity, orientation, or family origin.
- 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 into Bethel YDIC that may be considered dangerous to myself or anyone else.
- I will not bring any toys, cell phones, or other electronic devices into Bethel YDIC . Any electronic devices will be kept in the Director's office for the day; returned at sign out.
- I will not bring anything to sell.
- I will not litter.
- I understand that if the safety and conduct rules are not followed, I will be sent home from Bethel YDIC . 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 Bethel YDIC 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 Bethel YDIC 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 Bethel YDIC.
- 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 Program Director. She will have Bethel YDIC's phone with her at all times.

Registration & Financial Policies

All families are welcome; regardless of race, religion, national origin, sexual orientation, color, creed, or any other designation covered by law.

Registration

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, 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

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

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.

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

They will receive additional instructions for the day.

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

Pick Up Procedures

Parents picking up children need to enter through the basement kitchen door on Jessup Street, proceed downstairs to Bethel YDIC office door and sign out child by entering time of pick up with 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 Cheyenne McPherson 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.

Behavior Management Guidelines

Bethel YDIC 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.

Staff Expectations

- Acting as positive role models
- Establishing, communicating and enforcing age-appropriate behavior expectations
- Involving the child in working out solutions that the child may be having
- Providing natural consequences for unacceptable behavior (i.e. loss of privilege)
- Communicating with families if the behavior continues, or is severe

Youth Expectations

- Respect authority and follow directions
- Follow program rules
- Respect the rights of others
- Respect property
- Display appropriate social skills
- Be responsible for their actions

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. 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.

Child Injuries

If a child hurts another child the staff will first 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

The following procedures will be used when children display inappropriate or unacceptable behavior:

- 1. Warning:** A verbal reminder of the rule or inappropriate behavior will be given
- 2. Redirection/Removal:** Redirect to a space where the behavior is appropriate or remove for a private conversation with child with second staff person present
- 3. Thinking Time:** Children will be asked to sit and think quietly for 5 minutes to have so outside the Directors office and they will also fill out a redirection sheet

4. **Cooperative Behavior Modification:** Staff will discuss with children the situation and what happened before they return to the group or activity. Alternatives to their behavior will be discussed before reentry.
5. **Visit Director:** In inappropriate behavior persists the will be escorted to the Director.
6. **Send home**

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

Grounds for Child Expulsion

- Children who endanger the safety of other children will be asked to leave the premises.
- 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 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.

Bullying Policy

Bethel YDIC 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"
- Takes or ruins someone else's belongings
- 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 Bethel YDIC as well as on the internet (Facebook, Instagram, chat rooms and the like). If we discover bullying behavior happening while children are away from Bethel YDIC , it will be treated as if it occurred on the premises.

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 Bethel YDIC , even on outing days.

Electronics Policy

Children are not to carry electronics. This includes cellphones and game equipment. All electronic devices will be kept in the Program Director's office throughout the operating hours of the day. We will confiscate the device if child is seen with it. If there is an emergency and the child needs to be reached then please call Cheyenne McPherson at 971-717-5734. We are not responsible for lost or stolen items.



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