

Registration Packet Gladstone Extended Day

2025-2026 School Year



Sponsored by
**Gladstone Community School
Gladstone School District**

Registration Information & Accounting: 503-650-2570
Extended Day Contact Numbers:
503-793-6367 OR 971-645-8926

REGISTRATION AND INFORMATION

GLADSTONE EXTENDED DAY PROGRAM

PURPOSE

- The purpose of the Extended Day Program is to provide educational, recreational and social enrichment opportunities for children grades K-5 in a quality care setting. Many children spend much of their impressionable years in childcare environments. Our school, staff and community constantly strive to provide your child with a positive program that encourages healthy physical, mental and emotional growth in a comfortable and caring environment.

ENTRANCE REQUIREMENTS

- In order to be eligible for enrollment, a child must be enrolled in John Wetten Elementary School (grades 1-5) or in Kindergarten at the Gladstone Center for Children and Families. A health form completed by the child's physician must be on file in his/her school, including current immunization records. **Enrollment application information must be completed and updated as information changes.** Your child is enrolled in the program upon notification from Gladstone District Office. A **\$75 non-refundable registration fee**. (This fee will be applied towards your child's care), and a signed registration form for the current year is required.

ABSENCES

- If your child will be absent from the Extended Day Program, please notify the Extended Day staff by leaving a voice mail at 503-793-6367 or you may email Jessica Shults at shultsj@gladstone.k12.or.us. You are not charged for care if your child is absent. ***The School Office does not notify Extended Day staff of children absent from school.***

HOURS

- Standard days and hours are Monday through Friday from 7:00 am to 8:00 am and 2:20 pm to 6:00 pm. **Non-operating hours: Extended Day will be closed for Winter Break, Spring Break, and In-Service days.** Notice of closure will be posted on the door one week in advance as a reminder to parents. You will need to make other arrangements for your child during these times.

EXTENDED DAY CLOSURE

- When school has a delayed opening due to **inclement weather or any other unforeseen condition**, there will be no before school childcare. If there is no school due to inclement weather or any other unforeseen condition, there will be no child care available.

INSURANCE

- Parents are encouraged to carry insurance, which will cover their children in event of an accident while attending Extended Day.

FEES

- **Gladstone Extended Day program requires payment in advance of care. Your account should always have a credit balance.** An account with an amount owing could prevent your child from attending the program. Payments can be made through **My Procure** online or you may drop off payment onsite with the program supervisor. You can also call or stop by the Gladstone School District office, 17789 Webster Road, 503-650-2570. Please make checks payable to Gladstone Extended Day.
 - **\$75 non-refundable registration fee**
 - **Before school care at a rate of \$10.00 per day**
 - **After school care at a rate of \$10 for the first hour, then \$5 per hour, each additional hour they are in attendance, snacks and supplies are included.**

EARLY DROP OFF/LATE PICKUP

- An early-drop-off fee (before 7:00 am) and a late-pickup fee (after 6:00 pm) of **\$15 per child** will be

automatically charged to your account. If the early-drop-off or late-pickup time exceeds 10 minutes an additional \$1 per minute per child will be charged. Please remember that parents or guardians should use this service for an emergency only. It is not intended to be used on a regular basis.

BILLING/ACCOUNT BALANCES

- Fees are posted on a weekly basis; statements are then emailed to parents.
- **It is the responsibility of the parent to be aware of their account balance on a consistent basis. Your account should always have a credit balance.** An account with an amount owing could prevent your child from attending the program. Please apply additional funds to your account weekly or as needed to maintain a credit balance. Past due amounts could be subject to collection. Parent/guardian will receive notification from Extended Day personnel prior to a child being dropped from the program.

SNACKS

- Snacks are nutritional and may include fruits, cheeses, crackers, raw vegetables, breads, etc. The program provides occasional “treats. The afternoon snack is provided to all children in the program at approximately 3:00 pm.

PERSONAL BELONGINGS AND CLOTHING

- Please label all belongings and lunches with child’s name. Program and staff members will not be responsible for lost or broken belongings. We strongly recommend that children keep their toys at home. We will have “Toy Days” on early release days, where it’s okay to bring a toy.
- On Fridays, any belongings left in the classroom will be placed in the lost and found or discarded.
- Children should dress according to the weather. Activities may include outside play. Shoes and clothing should be appropriate for daily activities and comfortable for your child(ren)
- It is highly recommended that younger children bring a change of clothes in their backpack in case of accidents.

DISCIPLINE POLICY

- Staff will provide children with positive guidance, redirection and clear expectations.
- Staff will help each child develop self-control, self-esteem and respect for others.
- Only staff will discipline a child, and consequences will be set according to the child’s age and appropriate to the infraction.
- Staff will not humiliate, frighten or become physical with any child, at any time.
- Discipline may include redirection of activity, loss of recess or specific extra-curricular activity, and/or notification to parents. A child may be dismissed from the program temporarily or permanently if child’s behavior has become a threat to others or is a continual disruption to the program.

NOTICE TO PARENTS

- Custodial parents have access to the center during the hours of operation; no advance notice is required.

- Staff is *required* to report suspected child abuse or neglect immediately, as required by the Child Abuse Reporting Law (ORS 419B.005 through 419B.045)
- No one shall be allowed in the center who has been convicted of a crime of immoral conduct or convicted of violating a criminal statute that protects children, or who has demonstrated behavior which may have a detrimental effect on a child.
- Only those individuals listed on the application form will be allowed to pick up your child. Advanced authorization is required for anyone not listed on your application, and staff will require photo identification before releasing child to that individual's care

VISITOR POLICY

- **VISITORS ARE NOT ALLOWED** (including non-custodial parents, relatives, & friends) to visit children while at Extended Day. The following are the reasons why:
- First and foremost the safety of all of the children.
- It is disruptive and distracting to the other children.
- The child who is being visited may want to go home with that person, when such person has to leave. The child may get upset and not understand why they cannot go home with him or her.
- Extended Day staff does not know the background of the visiting person, or if that person is authorized by the parent(s) to have contact with their child.

PLAN FOR EMERGENCY MEDICAL CARE AND TREATMENT OF ILLNESSES OR INJURIES

- In the event of an emergency, staff will dial 911 for care and transport to nearest medical facility. Staff **will not** transport child to hospital. Any charges for these services are the responsibility of the parent. Parent will be notified at the earliest possible convenience. The safety and expedient treatment of your child's illness/injury is our number one concern.
- If necessary, a staff member who has been properly trained may provide first aid and/or CPR while waiting for emergency response. Once child has been properly cared for, staff will notify parent(s) and/or emergency contacts.
- In the event that staff determines illness/injury does not warrant a call to emergency services, a staff member with a current First Aid/CPR card will treat basic symptoms and call the first parent listed on the application to immediately pick child up. If first parent listed is unreachable, second parent listed will be called; if that parent is unreachable, then emergency contacts will be notified.
- An illness/injury accident form will be filled out and given to parent(s) on the day of the illness/injury. One copy will be given to the parent and one copy will be placed in child's file.