



Bend Park & Recreation  
DISTRICT

**Bend Park and Recreation District**

**Kids INC  
PARTICIPANT  
HANDBOOK  
2024-2025**

## Welcome Letter

Greeting All,

It's school time again! We are happy and excited to have your children join us in Kids INC.

Our staff is committed to providing a fun, safe and enriching environment for your children. We offer participants activities throughout their time with us that help to inspire academic, social and emotional growth through a variety of activities. During Kids INC, participants will be separated into specific groups based on their grade level. Each age group is offered an appropriate curriculum that focuses on Art, STEM, and social-emotional learning.

Providing a safe and enriching atmosphere for your children to have fun, recreate, learn and make new friends is our number one goal. We have hired an exceptional staff to work with your children this school year. All staff are required to attend our Youth Recreation Training which focuses on facilitating activities, behavior management, and supporting all children through their individual growth. Additionally, all staff have been trained in safety protocols, emergency action plans and mandatory child abuse reporting.

We take pride in our staff and ensure that they are properly trained in order to best serve your children.

Thank you again for enrolling your child in Kids INC. Please do not hesitate to contact me if I can be of any assistance. We are looking forward to this school year and to making new friends and memories.

Sincerely,

Shalee Hanks-Mink  
Youth Recreation Supervisor  
[Shalee@bendparksandrec.org](mailto:Shalee@bendparksandrec.org)  
541-706-6195

## Contacts and Sites

### Kids INC, Bend Park and Recreation District Office

Bend Park and Recreation District Office

Phone: 541-389-7275

Hours: Monday – Friday, 8:00 – 5:30pm

[Youthrecinfo@bendparksandrec.org](mailto:Youthrecinfo@bendparksandrec.org)

Shalee Hanks-Mink  
Elizabeth Longmire  
MacKenzie Torres

Shalee@bendparksandrec.org  
ElizabethL@bendparksandrec.org  
MacKenzieT@bendparksandrec.org

## Program Location and Contacts

Bear Creek	541-410-2237	Juniper	541-647-7859
Buckingham	541-419-5194	Lava Ridge	541-419-6134
Elk Meadow	541-647-7971	Miller	541-410-6215
Ensworth	541-410-1170	North Star	541-410-6958
High Lakes	541-410-6271	Pine Ridge	541-647-7100
Highland	541-410-6389	Ponderosa	541-410-6348
Jewell	541-647-7114	Silver Rail	541-797-3289

## Hours of Operation, September 4<sup>th</sup> – June 16<sup>th</sup> (Tentative)

Kids INC operates from the time participants are released from school until 5:30pm, Monday – Friday, any day school is in session.

### Daily Schedule may vary at each site

2:15-2:40	Snack/Huddle
2:40-3:10	Outside free choice
3:10-4:00	Enrichment (Groups separated by grade)
4:00-4:30	Group game
4:30-5:00	Open gym
5:00-5:30	Engaged Minds & Quiet Bodies

### Wed:

12:45-1:30	Outside free choice
1:30-2:15	Clubs

## After School Goals

Kids INC is designed to provide a positive after school experience for elementary school participants within a safe, secure and enriching environment. Trained and caring staff supervise the program with a child centered approach. We strive to provide enrichment and recreational opportunities that inspire participants to grow their academic, cognitive, social and emotional skills.

### **Program Objectives**

- Provide enriching, safe and fun afterschool care at elementary schools to meet the needs of working families.
- Support social, emotional, cognitive and academic development in each child.
- Build skills that will help participants be successful in life and in work.
- Develop friendships, new and old, and create a sense of belonging.
- Children are taught they have voice and a choice; they are valued and their opinions matter.

### **Non-Discrimination Clause**

- No otherwise qualified individual with a disability in the U.S. shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination.
- No person shall on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.
- Participants and staff will use language and gestures that are respectful and free from profanity or obscenities.

### **Monthly Tuition**

Each participant must have an active Kids INC pass, this pass is used to check participants in and out of program. To keep your Kids INC pass active, a monthly tuition must be paid on the 15<sup>th</sup> of the month for the following month, with the exception of June. Tuition is split evenly over nine months. Tuition prices are listed below.

Full Time, 5 days per week	\$265.00
Part Time, 2/3 days per week	\$135.00

### **How to Pay Your Tuition**

There are three options to pay your tuition

- **Pay month-to-month:** You must renew your pass by the 15<sup>th</sup> of the month for the following month. You will receive a reminder email on the 1<sup>st</sup> and another on the 14<sup>th</sup>, that states your pass is about to expire. You must log into your account and renew the pass for the following month.
- **Auto Billing:** You can set up auto billing for your Kids INC tuition. Directions on how to set this up can be found at [www.bendparksandrec.org](http://www.bendparksandrec.org)
- **Call us to make your tuition payment:** You are welcome to give us a call prior to the due date to make your tuition payment 541-389-7275.
- Payments cannot be accepted at any Kids INC site.

### **Recreation Scholarships**

- We encourage all families currently on scholarship to reapply in September. This allows your household

to be on an academic calendar and will avoid any lapse in scholarship during Kids INC.

- BPRD scholarships may be available for qualifying families. Scholarship applications are available at [www.bendparksandrec.org/activities/scholarships/](http://www.bendparksandrec.org/activities/scholarships/).

### **Cancellation and Schedule Change Policy**

All of the following must be complete:

- An email indicating the participants name and school must be sent to [Youthrecinfo@bendparksandrec.org](mailto:Youthrecinfo@bendparksandrec.org) and received by the 14<sup>th</sup> of the month at 5:00pm.
- If you are requesting a schedule change, please include the new schedule you would like in your email. Request to change schedules may not be taken over the phone.
- Any cancellations or schedule change received after the 14<sup>th</sup> will not be honored until the following month.

### **Check In / Out Procedures**

- Kids INC participants will meet in the gym afterschool to be checked in with a digital attendance tracking system. Each child must have a current Kids INC pass to be checked into the program. In the case a child does not have an active pass, parents will be called to come and pick up or the participant will be brought to the school office.
- When a child is being picked up from Kids INC, call the site phone and let us know who is being picked up.
- Meet staff at the gym back doors.
- Staff will verify the authorized pick up one of three ways:
  1. Photo on your BPRD account, you can go to any facility and have your photo added to your account.
  2. Asking for a photo ID
  3. Previous knowledge of authorization
- After the pickup has been authorized we will let the authorized pick up into the building to help get the participant ready to go.

### **Adding Authorized Pick up**

Before your child attends, please log into your BPRD account and verify your household information. In your account, click “update account details” and add anyone authorized to pick up your child from the Kids INC program. Individuals authorized to pick up will also be used in case of an emergency. Please note, household members will not show on the pickup list.

### **Late Pick-up Policy**

- Kids INC ends at 5:30pm
- After three times of being in violation of this policy, the participant may be suspended or removed from Kids INC.

### **Snack**

- A snack will be provided in the afternoon for every participant. Afternoon snacks are provided by BLSD Nutritional Services.

### **Medication Policy**

If staff will be administering any medication (prescription or non-prescription), state law requires that you

fill out a Medication Form that authorizes staff to administer medication. All medication must be in the original container. Children may not administer their own medication.

- Medication form can be found at the end of this handbook.

### **Inclement Weather and School Closures Policies**

KIDS INC follows the BLDS schedule and will be open days that school is in session.

**When school is closed due to an emergency (weather or otherwise), KIDS INC is closed.**

### **Site Emergencies**

If a major or life-threatening injury or accident occurs during scheduled program hours, it will be handled in the following manner:

- 911 will be called immediately,
- The parent/guardian will be notified,
- Based upon the professional decision of the EMT unit, the participant may be transported to the closest medical facility for immediate care or the EMT may advise the parent/guardian or program staff as to how to treat or care for the participant.

In the event of an emergency or natural disaster, the following procedures will be in effect:

- Participants will remain on site until they are picked up by the parent/authorized pick-up person.
- If a site evacuation is required, participants will be taken to a local emergency shelter or other designated safe location. The location will be posted on the site door. Whenever possible, efforts will be made to contact parents should evacuation be necessary.
- Program staff will remain with the participants until they are picked up.

### **How Parents Can Be Helpful**

Kids INC is not a daycare or a baby-sitting service. Please impress upon your child that this is a special program designed to meet their needs and interests. Cooperation and teamwork are vital for safety and fun. Our staff appreciates parents who keep us informed of their child's special needs or any transitions in the home life. This helps the staff remain sensitive to your child's needs. Feedback is essential to our program; please share your thoughts with us. Please update your account immediately of any changes in residence, telephone numbers, medication, health, etc.

### **Clothing and Personal Belongings**

- Please label all of your child's belongings.
- Please do not send personal items to the program such as toys, money, stuffed animals, games, etc.  
**We are not responsible for any misplaced, damaged, or stolen items.**
- **Cell phones, smart watches and electronics are NOT allowed** in Kids INC .
- Participants should be dressed in appropriate clothing for the program.

### **Participant Behavior Philosophy and Management : *"Be Safe, Be Responsible, Be Respectful"***

We are committed to providing a positive, safe and, respectful environment where all children thrive and have fun. To achieve this, we use Positive Behavioral Intervention and Support (PBIS), an evidence-based approach to foster a positive environment for all participants in youth programs. We set kids up for success by creating clear expectations and follow up with positive reinforcement and instruction. If a child's behavior becomes disruptive, we will work with the parent/guardian to identify additional strategies and support to help the child successfully manage their behavior. In the event that a child does not respond to these interventions or their behavior escalates to a level that is unsafe to themselves

or others, a parent/guardian will be contacted to pick up the child and staff will schedule a meeting to determine if the child can return to the program. Our approach can be summarized into three tiers.

**Tier 1: Universal, program wide supports for everyone.**

All students learn basic behavior expectations including responsibility, respect and safety. Staff recognize and positively reinforce participants that meet and/ or exceed the expectations.

**Tier 2: Extra, targeted support for participants.**

Children who struggle to meet the behavior expectations may benefit from additional supports. We will offer these participants evidence-based interventions and supports while at our programs. For example, a child may receive access to a reset area, behavior tracking charts, have modified schedules and / or regular staff check ins.

A staff member, parent or child may initiate Tier 2 support at any time during a program. The Program Supervisor will work with parents/guardians, staff and participant to create a plan for positive intervention and support. Regular check ins will occur and adaptations may be necessary throughout this process.

**Tier 3: Intensive support for individual participants.**

In some cases, children do not respond to behavior interventions and/or their behavior has escalated to a level that is unsafe to themselves, staff or other participants. Examples of unsafe behaviors include, but are not limited to: fights, assault, harassment, intimidation, obscene acts, possession of a weapon, destruction of property, theft and leaving supervised areas. In many cases, recreation-based programs are not equipped to offer this level of intensive individualized behavior management programs.

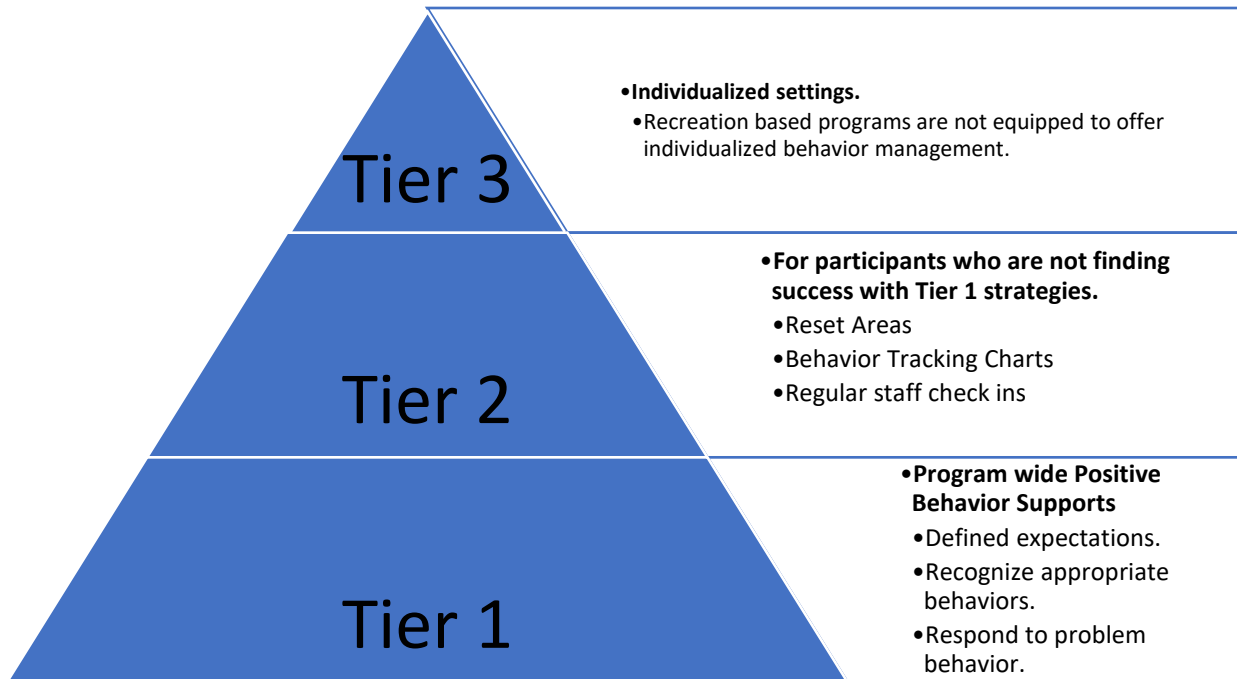
If this were to happen, parents/guardians will be contacted to pick their child up from program. The child must be picked up within 30 minutes of the initial phone call. The Program Supervisor will schedule a meeting to determine if the child can return to program and if so what behavioral plan and support can be put into place to ensure the safety of the child and others. Our goal is to serve all children in our programs, however, we don't have the resources to handle all behavioral issues and in some cases the program environment is not appropriate for the child.

If at any time you have questions or concerns about program expectations, behavior management practices or your child's experience in the program, please contact us. We can best meet children's needs through communication and collaboration.

**Positive Behavioral Intervention and Support**

Positive Behavioral Intervention and Support (PBIS) is an evidence-based approach for establishing the social, cultural, and behavioral support to foster a positive environment for all participants of youth programs. PBIS requires both program participants and staff to collaborate utilizing consistent and positively-reinforced expectations as well as community-wide incentive program.

The two primary areas of emphasis in PBIS are **prevention** and **instruction** of social behavior. Participants are taught clearly defined behavioral expectations. We provide predictable responses to their behavior that is positive and corrective. Program staff will focus on setting up an environment to prevent disruptive behaviors before the start. Instructive discipline replaces a behavior by teaching a new behavior or skill and then acknowledge and reward or the use of the new skill.







**AUTHORIZATION TO USE AND/OR DISCLOSE INFORMATION**

In the interest of providing positive behavior intervention and support, the Bend Park and Recreation District is requesting to exchange relevant information regarding your student named below with Bend- La Pine Schools. Records will be reviewed for the purpose(s) of developing behavioral interventions, plans, and goals, if needed for your student to be successful in the district’s KIDS INC program. While the district cannot provide the same level of support as Bend-La Pine Schools, by sharing relevant information district staff can develop and implement a plan that is as consistent with your student’s existing plan(s) with Bend-La Pine Schools as possible.

I, student’s parent/guardian, understand that if I consent, confidential information, including special education records (special education records include any Individualized Education Program (IEP) goals, progress or behavioral interventions, or plans relating to the provision of special education), and regular education records (regular education records include any behavioral interventions or plans that have been developed for the student to thrive at school) will be released and/or exchanged between Bend-La Pine Schools and Bend Park and Recreation District.

I further understand that confidential information will not be shared with other agencies or individuals without my written permission. My consent is voluntary and unless revoked in writing shall stand as valid for one-year from the date of my consent.

\_\_\_\_\_  
Student’s Name (first and last)

**Yes, I give consent:**

\_\_\_\_\_  
Signature Printed Name

\_\_\_\_\_  
Relationship to Student Date

**No, I do not give consent:**

\_\_\_\_\_  
Signature Printed Name

\_\_\_\_\_  
Relationship to Student Date