



## XSTREAM Learning Center

XSTREAM Learning Center provides an after-school program and additional classes centered on the subjects of Cross-Cultural Communication, Science, Technology, Reading and Writing, Engineering, Art, and Mathematics. We believe this curriculum is the key to becoming a contributing member of the high-tech highly-connected society of the future.

Our mission is to foster and build upon children's natural curiosity about the world around them and how it works by giving them ample opportunity to explore a wide variety of subjects, finding what interests them, and expanding that into new directions.

We welcome and embrace all students and their families, regardless of gender, race, color, national and ethnic origin. XSTREAM Learning Center is for all families who want their children to be cared for in a warm, nurturing, positive environment that is focused on everyone coming together to improve themselves and by extension the group as a whole.

## After-School Program Tuition

Payment is due on the 1<sup>st</sup> of each month. Tuition must be paid prior to services rendered. All additional fees must be included with the tuition payment and paid in full by the 1<sup>st</sup> of the month. Tuition is due regardless of how many days your child attends school. There is no proration for sick days, school closures, holidays or vacation days. \$30.00 late payment fee will be charged on 3rd day of the month.

\$45.00 Returned check fee

\$25.00 Hold check fee

**Please make checks payable to XSTREAM Learning Center**

The monthly tuition is charged according to the following chart:

Days / Week	Paid Monthly	Paid Quarterly (3 months)	Paid Yearly (school year)
5	\$499	\$449	\$399
4	\$459	\$415	\$369
3	\$359	\$325	\$289
2	\$249	\$225	\$199

## Hours of Operation

Office hours are 9:30 am - 6:30 pm

Classroom hours are 2:15 pm – 6:00 pm for the After School Program and until between 8:15 to 9:00 for additional classes. Please be prompt in picking up your children.

A Late Pick Up Fee of \$10.00 will be charged after 6:01pm and \$1.00 per minute after 6:06 pm. All accumulated Late Pick Up Fees will be added to the following month's tuition and must be paid in full by the 1st of the month. NO EXCEPTIONS.

## Fees\*

\$50.00 Registration fee (Due at time of Enrollment)

\$50.00 Materials Fee (Due twice a year in September and January)

\$30.00 Late Payment Fee will be charged on 3rd day of the month

\$10.00 Child pick-up late fee after 6:01 pm

\$1.00/ Minute starting at 6:06 pm

\$45.00 Returned check fee

\$25.00 Hold check fee

\*All Fees must be paid in full by the 1<sup>st</sup> of the month. Payment is due prior to service rendered.

Please make checks payable to XSTREAM Learning Center.

## Signing In and Out

Parents are responsible for signing children in and out. This procedure is extremely important for attendance records and safety measures in emergencies. There is a sign in/sign out sheet posted near the entry door. Please write your child's name and the time they are dropped off and picked up along with your signature.

## Security System

A child will be released to parents and only those adults identified by the parents as authorized to pick up their child. We will release the child to an authorized person only through notification in writing from the child's parent. Proper I.D. must be given before the child is released.

## Emergency Contacts

Your emergency contacts listed on your emergency card WILL be contacted in the event that you are unable to be reached. Please adhere to the following policies:

1. At least one contact who can physically get a hold of you if we cannot reach you by phone - a coworker, your boss, the receptionist at your work or a neighbor at home. It is vital to list someone who can find you personally and inform you that your child's school is trying to contact you.
2. At least one contact that lives in a 25 mile radius of the XSTREAM Learning Center. This contact should know that they have been recorded as an Emergency Contact and are responsible for your child in the event that they need to pick up your child at any time throughout the day.

## Food

Snacktime at XSTREAM Learning Center is focused on developing healthy eating habits and good table manners. Our snacks meet the USDA food guidelines and we offer nutritious snacks to every child. We make every effort to include fresh and organic milk and produce whenever possible.

If your child has any allergies or dietary restrictions, we are happy to work with you to determine a healthy plan. If you prefer to pack your child's snacks, the State of Oregon requires you to abide by the USDA standards. If a student is enrolled in both the After School Program and a following additional class, you may choose to pack a meal.

Please provide: 1 protein, 1 grain, 2 produce and milk.

*Sugary treats, chips, juice, and gum are not allowed.*

## Inclement Weather Policy

In the event of inclement weather, XSTREAM Learning Center will make every attempt to open as usual. However, to preserve the safety of our staff and students, we will close if conditions warrant such action. It is at the discretion of the Center's Administration to make the decision to close earlier or open later due to weather conditions (i.e. snow, ice ...) Families will be notified of the decision, prior to 6:00am by phone call, text message or WeChat. If the Center is open, but because of severe weather and/or road conditions it is necessary to close early, families will be notified by phone call, text message or WeChat.

We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees.

## Illness Policy

Health and safety standards will be maintained to minimize sickness and disease. Do NOT bring your child to school if he or she displays the following symptoms:

- Fever over 100 in the last 24 hours
- Vomiting, nausea or extreme fatigue
- Diarrhea in the last 24 hours
- Pink eye/conjunctivitis
- Unexplained lesions or rashes
- Unusual yellow color to skin or eyes
- Complaints of severe pain
- Lice or nits in the hair
- Green mucus from nose
- Sever cough and/or sore throat

You will be notified if your child displays any of these symptoms and you must pick up your child immediately.

If you cannot be reached, your emergency designee will be called and asked to pick up your child immediately.

## Medications

Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written authorization is required for the employees at XSTREAM Learning Center to administer ANY medication - prescription OR over-the-counter medicine.

NOTE: All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication and times to be administered clearly written.

## Immunizations

The Office of Child Care Licensing requires each child to have a current immunization record in their student file. This must be received within 30 days of your child's first day of attendance and will need to be updated annually or when new immunizations are administered.

## Guidance and Discipline Policy

Children must learn to respect themselves, others and the environment around them. Clear limits are set in the classroom and each child will be gently guided and corrected so they can learn acceptable behavior. Children are encouraged to solve problems on their own but not without the helpful guidance of a teacher. Teachers will use age appropriate and constructive methods of discipline such as: a verbal intervention, redirecting or removing a child from the situation if necessary. Time outs are rarely effective and seldom used in the classroom. Redirection, natural consequences and loss of privileges are most effective for young children. For example: toys that are thrown are confiscated for the rest of the day. A method of discipline which frightens, demeans, or humiliates a child is strictly prohibited.

Parents are notified verbally and in writing regarding disciplinary action taken by the teacher for a child's behavior.

## Child Abuse or Neglect

All staff members at XSTREAM Learning Center are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of a parent, guardian, employee, or volunteer. If any type of abuse or neglect is suspected; it will be reported to the local DHS Welfare Office.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

## Liability

XSTREAM Learning Center is not liable or responsible for any injury or accident that occurs. The employees of XSTREAM Learning Center are released of any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by your child while he or she participates in the activities at XSTREAM Learning Center.

Parents assume all risk of personal injury, sickness, death, damage and expense as a result of their child's participation in recreation, transportation, and activities involved.

## Damages

Small repairs and accidents are normal however, parents will be held financially responsible for damages made by their child to school property that cannot be classed as accidental (example: Deliberately breaking toys or playing in a way that causes undue damage, poking holes in furniture, drawing on walls, etc.)

## Termination of Services

Either parent or guardian may terminate this contract by giving a two-week written notice in advance of the ending date. Payment by parent or guardian is due for the notice of the period, whether or not the child attends school during that time. XSTREAM Learning Center may terminate the contract with or without giving notice if the parent or guardian does not make payments when due. XSTREAM Learning Center may also terminate services with or without notice if we feel it is in the best interest of the company, the employees or the students of XSTREAM Learning Center. Deposits will not be refunded. Failure by XSTREAM Learning Center to enforce one or more terms of the contract does not waive the right of the school to enforce any other terms of the contract.

## Emergency Procedures

If an evacuation is necessary, all teachers will promptly remove children from the center, using the front door. If it is necessary to completely evacuate the premises, we have designated Mill Pond Park, as our "safe location." It is a three-minute walk from XSTREAM Learning Center.

Mill Pond Park  
NW Mill Pond Rd  
Portland, OR, 97229

For life-threatening emergencies we will call 911 to get immediate medical care and then call the child's parents as soon as possible. For non-life-threatening emergencies we will administer first aid and contact the child's parents as soon as possible. If we are unable to get a hold of a child's parents, we will contact the emergency designee.

## Contact Information

XSTREAM Learning Center  
2057 NW Miller Rd.  
Portland, OR 97229  
[streamlearnings@gmail.com](mailto:streamlearnings@gmail.com)  
503-841-5856  
971-727-4052

Emily Palmer (Owner)  
Cell: (503) 330-8781

I have read, understand and agree to the terms and conditions of contract with XSTREAM Learning Center.

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Mother's Signature

Date

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Father's Signature

Date

**Application For Enrollment in XSTREAM Learning Center After School Program**

Dear Parents and Applicant:

Thank you for your interest in the After School Program at XSTREAM Learning Center. Please fill out this application form completely. Completion of Application does not guarantee a spot in the program. Enrollment is decided by weighing number of days enrolling per week, length of enrollment term, and previous enrollment in the program. Those unable to get a spot may request to be added to the waiting list.

First Applicant's name:

\_\_\_\_\_, \_\_\_\_\_  
(Last) (First) (Middle)  
Gender: Male Female Grade: \_\_\_\_\_

Second Applicant's name:

\_\_\_\_\_, \_\_\_\_\_  
(Last) (First) (Middle)  
Gender: Male Female Grade: \_\_\_\_\_

Elementary School: \_\_\_\_\_

Parent's/Guardian's name:

\_\_\_\_\_, \_\_\_\_\_  
(Last) (First) (Middle)

\_\_\_\_\_, \_\_\_\_\_  
(Last) (First) (Middle)

Permanent address:

\_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Work Cellular

Emergency Contacts:

Name \_\_\_\_\_ Relation to Child \_\_\_\_\_  
Address \_\_\_\_\_ Telephone# \_\_\_\_\_

\_\_\_\_\_  
Name \_\_\_\_\_ Relation to Child \_\_\_\_\_  
Address \_\_\_\_\_ Telephone# \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date