



AT SATO ELEMENTARY

Registration Packet

Welcome to the Bethany Childcare community! We're a locally owned program providing quality, on-site affordable care for Bethany area students since 1990. As this community has grown, we've had the opportunity to share our dedicated staff and our commitment to healthy, engaging fun with students of all ages. Our goal is to cultivate an environment that fosters friendship and learning through play, positive socialization, and mutual respect. As staff members, we take pride in offering a consistent, tenured crew whose appreciation for the development and mentoring of young children is the true strength of our program. The enthusiasm that we share enables us to retain our staff while even drawing former students back to join us and continue their involvement with this unique and dynamic community. We're grateful to have worked with so many wonderful families and look forward to meeting yours. Welcome!

Physical Address:

**7775 NW Kaiser
Portland, OR 97229**

Mailing Address:

**P.O. Box 19752
Portland, OR 97280**

Program Coordinator:

Program Leader:

Contact Telephone:

Email:

Website:

Program Location:

Kathy Fleming

Brittany Coll

503-443-8294

bethany_childcare@comcast.net

<https://bethanyafterschool.com>

Sato Elementary Cafeteria

Eligible Participants

Any child attending Sato Elementary School is welcome to register and participate in Bethany Childcare @ Sato on a space available basis.

Registration Fee

A \$50.00 non-refundable registration fee per child is required prior to any student's first day of attendance. This is an annual fee that is required for new students as well as returning students who pre-register for the upcoming school year. This fee is pro-rated throughout the school year for mid-year starts.



Hours of Operation

- Afternoon program – 2:20 p.m. to 6:00 p.m.
- Our program follows the Beaverton School District calendar and is open only on days when students are in session.

Weather Related School Closure

Our program operation is based on Beaverton School District decisions regarding school closures. If a school closure is announced due to inclement weather, we will not have access to the building and our program will be closed for that day. Our afternoon program would be open as usual on a “2-hour late start” schedule.

There are no refunds or account credits for weather related school closure days.

Tuition

The premise of our program is based on flexibility versus locking families into specific days of week. The program operates under a 25-hour per month flat fee minimum charge *for each child* enrolled in the program. Those hours can be used however best suits the needs of your family. The fee schedule consists of the following:

- \$425.00 flat-fee minimum for the first 25 hours of after school care.
- \$7.00 per hour for those hours accumulated beyond the 25-hour minimum.

Please be advised that the months of December (winter break) and March (spring break) are not pro-rated. Although these months have fewer school days than average, families are encouraged to utilize their 25 hours during the days available.



Key Points:

- Families design their own schedule.
- High level of flexibility. We can easily accommodate last minute additions or changes to your schedule with no additional fee.
- Time accumulated is tallied by the minute and totaled at month's end.
- The 25-hour monthly minimum is a flat fee. Unused hours do not roll over to the next month.

For example: 30 hours of care = \$425.00 (monthly minimum) + \$35.00 (5 overage hours x \$7.00/hour) = \$460.00 due.

Payment

Tuition statements are issued on the 1st of each month and due on the 5th. If a child accumulates any hours beyond the minimum, they will be billed with the new month's flat fee minimum. Accepted forms of payment are check, cash, or Zelle transfers sent to: **bethany_childcare@comcast.net**.

Returned checks and payments received later than the 10th of each month will be assessed a \$25.00 late fee. Chronically late payments or returned checks can result in termination of enrollment.

****Bethany Childcare is an approved and listed ERDC provider and does accept payments from that program.**

Late Charges

Children are to be picked up no later than 6:00 p.m. A late fee of \$5.00 per minute will be charged for each minute after 6:00 p.m. In the event of an emergency, please notify the Program Leader and make alternative arrangements for your child. Late charges will be tallied and added to the student's tuition statement.

Absences

If your child is to be absent, it is imperative that our staff is notified. Any change in a family's schedule (illness, doctor/dental appointment, playdate, riding the bus home) needs to be directly conveyed to our staff for the safety of the child to be ensured.



Direct notification can be made by email, verbal consent or a phone message left at our on-site telephone **503-443-8294**. Please be advised that notes and emails sent to teachers, or the front office do not get relayed to our program. **Please contact us directly.**

Inactive Enrollment

If our program is at capacity with a waitlist, we are unable to “hold” spots through extended periods of inactivity. To maintain enrollment, the monthly minimum of \$425.00 must be paid. If our program has space available, we can provide more flexibility to families in these situations.

Withdrawal

To maintain continuity in our program Bethany Childcare requires a two-week notice of withdrawal.

Snacks

A 2:30 p.m. and 5:00 p.m. snack will be provided daily. We emphasize fresh fruit and choice at snack time. Individual snacks are prepared in a variety of combinations (fruits, vegetables, crackers, cheese, yogurt, bagels) so that students may choose which snack they would most enjoy. We can easily accommodate allergies and dietary preferences.

Health/Injury Policy

To protect the health and well-being of the children in our care, as well as our staff, we must strictly enforce the following illness policy.

Children must be kept home, or other childcare arrangements must be made if a child displays any of the following symptoms:

- Active sneezing or coughing
- Colored discharge from the nose
- Sore throat (with fever or swollen glands)
- Discharge from eyes or ears
- Diarrhea
- Vomiting
- Fever of 100.4 or higher
- Rashes or skin infections



Children must be symptom free for 24 hours before returning to school. If a child becomes ill while in the care of Bethany Childcare, parents will be notified.

Upon notification, parents are required to pick up their child immediately or designate an alternate pickup arrangement for their child.

On-Site Care

If a child becomes ill while in our care and not able to participate, staff will utilize a padded mat and tables to provide a restful area for the child to remain until the contacted parent has arrived. Following the departure of the ill child the padded mat will be sanitized prior to being returned to storage.

Minor Injuries or Accidents

In the event of an accident or medical emergency, our Program Leader will take all reasonable steps to provide children with adequate medical care. For minor injuries, school staff will administer first-aid. First-aid treatment will be provided by the Program Leader once the situation had been Assessed. A Plan will then be made for the injured student. The care will be Implemented. Continued observation and Evaluation will be maintained by the Program Leader.

Serious Injuries or Accidents

In the event of a serious medical emergency, parents or emergency contacts will be called as indicated on the child's enrollment forms. If the child needs transportation to a medical facility, the Program Leader will call 911 for an ambulance.

First aid for serious injuries will be provided by trained staff. Including, but not limited to, stabilizing the injured student, securing the area, and ensuring other students are supervised and supported.

If injury includes blood or potential infectious fluids, the Program Leader is to contact on-site custodial staff to assist in proper cleanup and disposal.

Parents will be notified according to "School-Age Centers Required Notification" timeline provided by Office of Education/Oregon Early Learning.



Child Abuse and Neglect

All staff members are mandatory reporters and are required to report suspected child abuse and neglect. The safety and well-being of our students is our priority and responsibility as childcare professionals. All staff are required to complete state provided training, Recognizing and Reporting Child Abuse, and will utilize all resources in the event of a suspected case of abuse.

Medication Policy

Prescription or non-prescription medication, including, but not limited to, pain relievers, sunscreen, cough syrup, eye/nose drops, may be given to a child only if the following conditions are met:

- A signed, dated, written authorization by the parent(s) is on file.
- Prescription medication is in the original container and labeled with the child's name, name of the drug, dosage, directions for administering, date, and physician's name.
- Non-prescription medication is in the original container, labeled with the child's name, dosage, and directions for administering; and
- A written record of all medications administered will be kept on-site and confidential.
- All medications are properly secured and stored in an area not used by children.

Students and Self-Administered Medicine

We ask that parents inform our staff of inhalers or epi-pens that are stored in their student's backpack for self-administration. Students are allowed to keep and access those items, but medical details need to be included on student enrollment forms.

Behavior and Guidance Policy

Bethany Childcare, Inc. believes that students are responsible for their own behavior and that clear and consistent boundaries enable students to make appropriate choices. It is imperative that parents embrace similar expectations, related to behavior, as those communicated with the student during after school hours.



- * Students are expected to be self-managing and responsible citizens.
- * Staff is to utilize positive reinforcement to encourage desired behavior.
- * Effective communication between student, teacher, and parent is the key component to a healthy, safe, and engaging after school environment.

The **Staff of Bethany Childcare** is responsible for sharing these guidelines with students/parents. Our objective is to assist all students with developing the necessary social skills to have success in our program. The Program Leader is ultimately responsible for maintaining these guidelines with students/staff in a consistent and fair fashion while working with students/staff/parents in addressing behavior that may not meet program expectations.

The **Student** is responsible for managing their behavior, meeting program expectations, and respecting their peers along with the Bethany Childcare staff. Courtesy and kindness are encouraged. The student is responsible for behaving in a manner that is not disruptive to other students and the program at large.

The **Parent** is responsible for reviewing these guidelines with their child to ensure that expectations and consequences are understood. The parent will also be responsible for meeting with the Program Leader should the child's behavior warrant such a meeting.

All students must abide by the guidelines listed within this policy. Students will be dismissed from the program in the event of chronic misbehavior or inability/unwillingness to follow adult direction.

Physical abuse, verbal abuse, and/or potentially harmful behavior by a student or parent toward any child or staff member will be cause for instant dismissal.

Please be advised that all terms and agreements
listed are subject to change.

(Revised July 2026)





Certificate of Approval

Be it known that:

Bethany Childcare Inc - Kathleen Fleming

is hereby granted a Certificate of Approval to operate:

**Bethany Childcare - Sato
7775 NW Kaiser Rd
Portland, OR 97229-1294**

The Child Care Licensing Division has conducted a review and found this facility and its operation to be in compliance with the laws of the State of Oregon and applicable administrative rules.

Hours of Operation: 2:15 PM - 6:00 PM

Age Range: 60 Months through 11 Years

Ratio Group: 3A

Provider Number: CC503491

Maximum Number: 50

Days of Operation:

Monday: X

Thursday: X

Saturday:

Tuesday: X

Friday: X

Sunday:

Wednesday: X

This certificate is effective:

June 18, 2026 through June 18, 2027

Exceptions:

Conditions:

Special Conditions:

Questions or complaints regarding this facility should be directed to:

Child Care Licensing Division
Susanna Gille
7995 SW Mohawk Street
Tualatin, OR 97062
(971) 707 - 8621