



APRD Childcare Programs Parent Handbook

Astoria Parks & Recreation Department (APRD)

Parent Handbook

Welcome

This handbook is designed to clearly explain how Astoria Parks & Recreation Childcare Programs operate, what families can expect, and the policies that keep our programs safe, consistent, and enjoyable. Please review this information carefully and keep it for reference throughout the year.

Our goal is simple: provide dependable, well-run childcare where students feel safe, respected, and engaged every day.

Table of Contents

1. Welcome
2. Program Contacts
3. Program Overview
4. Hours of Operation
5. Fees & Payment
6. Registration Requirements
7. Refund Policy
8. Daily Schedules
9. Student Expectations
10. Behavior & Discipline
11. Grounds for Removal
12. Communication: ChildPilot
13. Drop-Off & Pick-Up Procedures
14. Transportation
15. Health & Safety Policies
16. Personal Property
17. Mission Statement
18. Acknowledgement

Program Contacts

Recreation Manager & Program Supervisor

Tyler Lyngstad

tlyngstad@astoria.gov | 971-704-4495

Recreation Coordinators

Hailey O'Brien – hobrien@astoria.gov | 503-468-8947

Shae Wood – shaewood@astoria.gov | 503-440-1970

Grace Wilbur – gwilbur@astoria.gov | 503-468-8575

Parks & Recreation Director

Jonah Dart-McLean

jdart@astoria.gov | 503-741-1600

Staff Lead Cell Phone (Emergencies Only): 503-741-5009

Program Overview

Format

Childcare programs operate in monthly sessions during the school year. A full summer program is offered during non-school months.

Age Range

After-School Program: Kindergarten through 5th grade

Summer Program: Incoming Kindergarten through 5th grade

Location

Astor Elementary School

3550 Franklin Ave, Astoria, OR 97103

Entrance on the west side of the school (gate to the playground).

Hours of Operation

School Year

Monday–Friday: Immediately after school – 5:30 PM (including early release days)

In-Service Days and Teacher Workdays: 8:00 AM – 5:30 PM

Closed most Holidays.

Summer Program

Monday–Thursday: 8:00 AM – 5:30 PM

Friday: 8:00 AM – 1:00 PM

Closed on Holidays: June 19th & July 2nd, 3rd & 4th

Fees & Payment

School Year (Subject to increase each year)

\$350 per month (June is prorated)

Summer Program (Subject to increase each year)

Individual:

\$1,500 for the full summer, or three installments:

- June: \$350
- July: \$735
- August: \$735

Siblings (Per Child):

\$1,400 for the full summer, or three installments:

- June: \$305
- July: \$646
- August: \$646

Students must register for the full summer session.

Payment Options (School year only)

- Monthly ACH Autopay (10% monthly discount)
- Monthly installment billing (invoiced)

Credit/debit card payments are subject to a \$0.25 + 2.75% service fee. Cash, check, or eCheck options are available to avoid service fees.

Registration Requirements

- Pre-registration is required (school year only)
- **All paperwork must be completed and fees paid prior to attendance!**

Invoices are distributed on the 15th of each month for the following month. Payments are due on the 21st.

Late Fees & Non-Payment

- \$25 late fee applied after the 21st
- Students may not attend if payment is not received by the first day of care

Refund Policy

- All refunds/credits are subject to a \$10 administrative fee

- 3+ weeks prior to start: Full refund
- 1–2 weeks prior: 50% refund
- Within 1 week: 50% credit only
- No refunds after program begins

Refund requests must be submitted in writing to APRD. Email Tyler at Tlyngstad@astoria.gov

Daily Schedules

Example School Year Schedule

- 2:15–2:25 PM: Check-In
- 2:25–3:15 PM: Snack & Story
- 3:15 PM: L&C Bus Arrival
- 3:15–4:00 PM: Quiet Time
- 4:00–5:15 PM: Free Play
- 5:15–5:30 PM: Clean-Up & Pick-Up

Example Summer Schedule

- 7:45–8:15 AM: Check-In
- 8:15–9:00 AM: Free Play
- 9:00–9:30 AM: Morning Snack
- 9:30–10:30 AM: Group/Outdoor Activities
- 12:00–12:30 PM: Lunch
- 12:30–1:00 PM: Quiet Time
- 1:00–5:15 PM: Activities & Free Play
- 5:15–5:30 PM: Clean-Up & Pick-Up

Student Expectations

- Treating others with respect — bullying and bad language is not tolerated.
- Follow staff directions
- Keep hands and feet to yourself
- Have fun and participate positively

Behavior & Discipline

Our goal is to maintain a safe, structured, and caring environment.

Steps may include: 1. Verbal reminder and discussion 2. Time away to reflect 3.

Parent/guardian contact and early pick-up 4. Meeting with program supervisor for ongoing concerns

All incidents will be communicated to families at pick-up.

Grounds for Removal

The Program Supervisor reserves the right to remove a participant from the program for any of the following reasons:

- Non-payment of fees
- Lack of communication
- Aggressive or unsafe behavior
- Needs beyond the program's capacity without a successful support plan in place

APRD reserves the right to remove participants immediately if deemed necessary to ensure the safety and well-being of others.

Communication: ChildPilot

ChildPilot is our primary communication tool for check-in/check-out, messaging, and daily updates. After enrollment, you'll receive an email invitation to set up your Parent Portal account. The "ChildPilot Parents" app is available on Android and iOS.

Staff will communicate with you at pick-up each day, and you're always welcome to message us through the app. For questions, please email Hailey at hobrien@astoria.gov.

Drop-Off & Pick-Up Procedures

- Students must be signed in/out via ChildPilot by either a staff member or the guardian at pick-up.
- Pick-up by 5:30 PM
- Photo ID required initially
- Only authorized individuals (16+) may pick up

Same day changes must be communicated directly to staff.

Transportation

Transportation is provided by the Astoria School District or APRD city vehicles only. Staff may not transport students in personal vehicles.

Health & Safety Policies

Snacks

Daily snacks are provided. Allergies and dietary needs must be listed on registration forms. We will do our best to accommodate, but you may be asked to pack your own snacks.

Illness

Children must remain home if they are sick or have a contagious illness. If a child becomes ill while in our care, a parent/guardian will be contacted, and pick-up will be required within 30 minutes.

For additional guidance on when children should stay home, please review the CDC's recommendations here:

[When Students or Staff are Sick | Children & School Preparedness | CDC](#)

Medication

Medication may be administered only with completed authorization forms and proper labeling. First doses must be given at home. After-school participants should have medication stored at Astor school and should go to the school office for medication.

Sunscreen & Allergies

Families must provide labeled sunscreen. Scented products are not permitted due to allergies.

Personal Property

Personal electronics and valuables should remain at home. APRD is not responsible for lost or unlabeled items. Personal toys from home are not allowed!

Mission Statement

The mission of Astoria Parks & Recreation is to provide life-long learning, wellness, and well-being through recreational opportunities while preserving natural resources and community spaces.

Acknowledgement

I have read and understand the policies outlined in the APRD Childcare Programs Parent Handbook. By completing registration, I acknowledge and agree to these policies, including permission for photos of my child to be taken for program-related purposes.

Student Name: _____

Parent/Guardian Name: _____

Signature: _____ **Date:** _____

For questions or clarification, please contact APRD staff. We look forward to a great year with your child!