

Kids Inc.

Participant Handbook

2026–2027 School Year

BE SAFE • BE RESPONSIBLE • BE RESPECTFUL

Bend Park & Recreation District

Welcome to Kids Inc.

Welcome to the 2026–2027 Kids Inc. school year! We are excited to partner with your family and provide a safe, engaging, and enriching after-school experience for your child.

At Kids Inc., our goal is to create an environment where participants feel welcomed, supported, and inspired to learn, recreate, and build meaningful friendships. Through recreation, STEM, art, leadership, and social-emotional learning, participants have opportunities to grow academically, socially, and emotionally.

Our staff team completes Youth Recreation training focused on safety, behavior support, child development, inclusion, activity facilitation, emergency procedures, and mandatory reporting. Strong communication and collaboration with families are essential to participant success and a positive program community.

Thank you for trusting Bend Park & Recreation District with your child’s after-school experience. We look forward to a school year filled with fun, learning, leadership opportunities, and lasting memories.

Sincerely,

Shalee Hanks-Mink

Youth Recreation Supervisor

Shalee@bendparksandrec.org | 541-389-7275

How to Use This Handbook

This handbook explains the practices and expectations that help Kids Inc. operate safely and consistently. Families are encouraged to review it with their child and contact Kids Inc. with questions at any time.

Contacts & Program Sites

Kids Inc. Office: Bend Park & Recreation District

Phone: 541-389-7275 | Office Hours: Monday–Friday, 9:00 a.m.–5:30 p.m. | Email:

KidsIncInfo@bendparksandrec.org

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

About Kids Inc.

What Kids Inc. Is

Kids Inc. is a recreation-based youth development program designed to provide children with meaningful opportunities to play, build relationships, explore interests, develop skills, practice leadership, and belong to a positive community.

Our programs are intentionally designed around recreation, enrichment, social-emotional development, youth voice, and relationships. Children are active participants in their Kids Inc. experience. We encourage them to make choices, try new things, contribute to their program community, solve problems, build friendships, and discover what they are capable of.

Program Goals

- Provide enriching, safe, and fun after-school recreation that supports working families.
- Support participants' social, emotional, cognitive, and academic development.
- Build confidence, resilience, empathy, responsibility, and skills that support success in life.
- Develop friendships and a strong sense of belonging.
- Create meaningful opportunities for youth voice, choice, leadership, and exploration.

Non-Discrimination & Inclusion

Bend Park & Recreation District is committed to access and inclusion. Qualified individuals will not be excluded from participation or denied program benefits on the basis of disability, race, color, national origin, or other protected status. Participants, families, and staff are expected to use respectful language and behavior.

Hours & Daily Program Experience

Kids Inc. operates from school dismissal until 5:30 p.m., Monday–Friday, on days school is in session. The anticipated school-year program dates are September 2026 through June 2027 and are subject to the Bend-La Pine Schools calendar.

Daily schedules vary by school and dismissal time. A typical afternoon includes snack and community huddle, outdoor or active recreation, enrichment or clubs, group games, open-choice activities, and a quieter closing period.

Kids Inc. closes at 5:30 p.m.

Registration, Tuition & Scholarships

Each participant must have an active Kids Inc. pass. Monthly tuition is due by the 15th for the following month, with the exception of June. Tuition is divided evenly over nine months.

Schedule	Monthly Tuition
Full Time – 5 days/week	\$300.00
Part Time – 2/3 days/week	\$120.00
Wednesday Only	\$79.00

Payment Options

- Pay month-to-month by renewing the pass by the 15th for the following month.
- Use auto billing when available through your BPRD account.
- Call 541-389-7275 to make a tuition payment before the due date.

- Payments cannot be accepted at Kids Inc. sites.

Recreation Scholarships

BPRD recreation scholarships may be available for qualifying families. Families currently using a scholarship are encouraged to reapply in September so the scholarship follows the academic calendar and avoids a lapse during Kids Inc.

Cancellation & Schedule Changes

- Cancellation requests must include the participant's name and school and be emailed to KidsIncInfo@bendparksandrec.org by the 14th of the month at 10:00am.
- Schedule or Kids Inc. location changes should be requested by email.
- Schedule and location changes are based on availability and may not be accommodated immediately.
- Requests received after the 14th may not take effect until the following month.

Attendance & Arrival

During school dismissal, Bend-La Pine Schools is responsible for directing students to their designated dismissal areas. For example, parent-pickup students are directed to the parent-pickup area, bus riders to their assigned bus line, and Kids Inc. participants to the designated Kids Inc. meeting area.

Kids Inc. staff assume responsibility for participants once they arrive at the designated Kids Inc. area and are checked into the program.

Kids Inc. staff take attendance each afternoon based on the participants who arrive at the designated Kids Inc. area. Parents/guardians are not required to notify Kids Inc. when their child will be absent.

If there is a question or concern regarding a participant's arrival at Kids Inc., staff will work with school staff and/or the participant's parent/guardian as appropriate to determine the participant's whereabouts.

Check-Out, Authorized Pickup & Participant Release

Participant safety is our priority during pickup. Kids Inc. participants will only be released to individuals listed as an authorized pickup on the participant's BPRD account.

Picking Up Your Child

- Call the Kids Inc. site phone and let staff know who you are picking up.
- Meet staff at the designated Kids Inc. pickup entrance.
- Staff will verify that the individual is authorized to pick up the participant.
- Once authorization is verified, staff will assist with checking the participant out of the program.

Staff may verify an authorized pickup through a photo associated with the individual's BPRD account, a valid photo ID, or staff's previous knowledge of the authorized individual. Staff may request photo identification at any time before releasing a participant.

Adding an Authorized Pickup

Before your child attends, review your BPRD household account and ensure all individuals who may pick up your child are listed as authorized pickups. Household members do not automatically appear on the participant's authorized pickup list and must also be added. Families are responsible for keeping this information current.

If someone who is not currently listed needs to pick up your child, the parent/guardian must update the authorized pickup information before Kids Inc. staff can release the participant. Staff will not release a participant to an individual whose authorization cannot be verified.

Custody & Legal Restrictions

BPRD will follow legally valid court orders or other legal restrictions regarding the release of a participant when appropriate documentation has been provided to BPRD. Parents/guardians are responsible for providing current copies of custody orders, restraining orders, or other legal documents that affect who may pick up or have contact with their child.

Kids Inc. staff cannot enforce informal custody arrangements or verbal agreements that are not supported by appropriate legal documentation. Contact Kids Inc. administration when a custody or family circumstance may affect participant pickup.

Late Pickup

Kids Inc. closes at 5:30 p.m. Participants must be picked up no later than 5:30 p.m. each day they attend.

We understand that unexpected circumstances can occur. If you believe you will be late, please contact your Kids Inc. site as soon as possible so staff are aware. Late charges may be applied.

When a participant has not been picked up by 5:30 p.m., staff will attempt to contact the participant's parent/guardian and, when necessary, authorized emergency contacts. Repeated late pickups may result in a conversation with Kids Inc. administration to identify concerns and reinforce program pickup expectations.

Snacks, Health & Individual Health Needs

Snack

Afternoon snacks are provided by Bend-La Pine Schools Nutritional Services at Bear Creek, Buckingham, Elk Meadow, Ensworth, Jewell, Juniper, and Ponderosa. Snack arrangements may vary by site. For schools not listed here, please send your child with a designated Kids Inc. snack.

Health, Illness & Participation

Kids Inc. participants should be healthy enough to safely and comfortably participate in normal program activities. If a participant becomes ill or is unable to comfortably participate, staff will contact the parent/guardian or an authorized emergency contact. Depending on the participant's condition, families may be asked to arrange pickup.

If a participant experiences a medical emergency, staff will follow established emergency procedures, including contacting 911 when necessary and notifying the parent/guardian. Families are responsible for keeping health information, emergency contacts, and other information that may affect participation current in their BPRD account.

Allergies & Individual Health Needs

Families are responsible for providing current information about allergies, medical conditions, or other health needs that may affect their child's participation. This may include food or environmental allergies, asthma, seizure disorders, diabetes, or other conditions that may require medication, emergency response, or additional planning.

When a participant has a health need requiring additional support, Kids Inc. leadership will work with the family to determine what information, documentation, medication, training, or other supports may be needed for safe participation. Families are responsible for providing required medications, medical authorizations, emergency action plans, or other requested documentation.

Medication & Rescue Medication

If a participant requires medication during Kids Inc., families must complete a BPRD Medication Authorization Form before medication can be provided or administered by staff. All required medication forms can be found on the Kids Inc. Resource Page on the Bend Park & Recreation District website.

Medication Requirements

- Medication must be provided in the original container with the original label.
- Instructions for dosage and administration must be clear and match the Medication Authorization Form.
- Medication must be provided directly to Kids Inc. staff by a parent/guardian or authorized adult.
- Families are responsible for ensuring medication is current, has not expired, and that Kids Inc. is notified of changes.

Self-Administered Medication

For Kids Inc., self-administered medication means a participant is able to independently take their medication after it is provided to them by staff. For example, staff may provide an authorized pill at the appropriate time, and the participant is able to place the pill in their mouth and swallow it independently without physical assistance from staff.

Rescue Medication

Rescue medication is medication that requires a staff member to physically administer the medication to a participant in response to an urgent or emergency medical need. When a participant requires rescue medication, additional documentation and staff training are required before Kids Inc. staff can administer it.

- A completed BPRD Medication Authorization Form.
- Written authorization and instructions from the participant's medical provider.
- Information from the medical provider identifying who is qualified to provide required training to Kids Inc. staff.
- The prescribed rescue medication in its original, properly labeled container.

Required staff training must be completed before Kids Inc. staff can administer rescue medication. If a participant experiences signs or symptoms of a medical emergency and staff have not completed the required training, or received the required documents to administer the rescue medication, staff will follow BPRD emergency procedures, including calling 911.

Families should contact Kids Inc. administration by emailing Kidsincinfo@bendparksandrec.org before their child attends when rescue medication is required so documentation, training, and appropriate supports can be established. Forms are available on the Kids Inc. Resource Page.

Injuries, Emergencies & Incident Communication

Injuries & Incident Communication

Kids Inc. staff respond to injuries and incidents based on the needs of the participant and the seriousness of the situation. Minor injuries may be treated with basic first aid and communicated to the parent/guardian at pickup when appropriate.

Parents/guardians will be contacted during program hours when:

- A participant experiences an injury that may require additional medical attention.
- A participant experiences a potential head injury.
- A participant becomes ill and may need to be picked up.
- A significant incident affects the participant's safety or well-being.
- A participant is involved in a significant behavioral or safety incident.
- Staff determine that parent/guardian communication during program hours is appropriate.

Significant injuries and incidents are documented according to BPRD procedures. Our goal is to communicate important information in a timely manner while allowing staff to first respond to the immediate safety and needs of participants involved.

Site Emergencies

If a major or life-threatening injury or accident occurs during scheduled program hours, 911 will be called immediately and the parent/guardian will be notified. Based on the professional decision of emergency medical personnel, the participant may be transported for immediate care or staff/parents may receive instructions for care.

In an emergency or natural disaster, participants will remain with program staff until released to a parent or authorized pickup. If evacuation is required, participants will be moved to a designated safe location and families will be notified whenever possible.

Inclement Weather & School Closures

Kids Inc. follows the Bend-La Pine Schools schedule and operates on days school is in session. When school is closed because of an emergency, weather, or other district-wide closure, Kids Inc. is closed.

If the AQI is above 150, BPRD will follow our standard procedures for program modifications which may include limited outdoor time.

Mandatory Reporting

Kids Inc. staff are mandatory reporters under Oregon law. If a staff member has reasonable cause to believe that a child may have experienced abuse or neglect, they are required to make a report to the appropriate authorities.

Mandatory reporting is a legal responsibility of individual staff members. Staff do not investigate suspected abuse or neglect or determine whether abuse has occurred; their responsibility is to report concerns as required by law. Our responsibility is to support the safety and well-being of children while following Oregon law and BPRD procedures.

Participant Support & Behavior Framework

Kids Inc. is committed to creating an environment where every participant feels safe, supported, welcomed, and able to successfully participate. Our approach is grounded in relationships, clear expectations, skill building, and individualized support. We recognize that behavior communicates a need and that children may require different levels of support at different times.

BE SAFE • BE RESPONSIBLE • BE RESPECTFUL

Universal Supports for All Participants

Our first responsibility is to create an environment that helps children be successful. Staff teach, model, practice, and reinforce expectations throughout the program.

- Clear and consistent expectations and predictable routines.
- Positive relationships with staff and opportunities for youth voice and choice.
- Positive recognition and encouragement.
- Developmentally appropriate activities, movement, play, and connection.
- Regulation and reset spaces.
- Clear instructions, reminders, and teaching of social-emotional skills.

When challenges occur, staff focus on helping participants understand expectations, regulate, problem-solve, repair relationships, and practice skills they can use in the future.

Additional Participant Supports

Some participants may need additional support beyond strategies provided to everyone. Staff may adjust the environment or provide additional strategies based on the child's individual needs.

- Increased staff check-ins.

- Visual schedules or reminders.
- Modified transitions or routines.
- Additional choices and individualized regulation strategies.
- Planned breaks or reset opportunities.
- Environmental changes.
- Behavior tracking to help identify patterns.
- Individual goals, positive reinforcement, or a written participant support plan.

Support may look different for every child. The goal is not for every participant to receive the same response; the goal is for participants to receive the support they need to successfully participate.

Partnering With Families

Families are important partners in participant success. When additional support is needed, staff may connect with the parent/guardian to better understand the child's strengths, needs, successful strategies, and circumstances affecting participation. Families are encouraged to share information that may help staff better support their child.

Therapeutic Recreation & Inclusion Support

When a participant may benefit from additional support, Kids Inc. leadership may consult with BPRD's Therapeutic Recreation and Inclusion team. The team can help identify strategies, accommodations, environmental modifications, and other supports that may help a participant successfully access and participate in the program.

Depending on the participant's needs, support may include observation, consultation with staff, collaboration with the family, individualized strategies, or additional inclusion support when appropriate and available. Connecting with Therapeutic Recreation and Inclusion is a support strategy and does not mean a participant is being removed from Kids Inc.

When Safety Becomes a Concern

There may be times when a participant's behavior creates an immediate or significant safety concern for themselves or others. Examples may include, but are not limited to:

- Physical aggression or fighting.
- Leaving the supervised program area.
- Unsafe use of objects or equipment.
- Threats, intimidation, or behavior that creates a reasonable concern for someone's safety.
- Significant or intentional destruction of property.
- Racially biased, discriminatory, or identity-based harassment, threats, or targeted behavior toward another person.
- Repetitive or harmful sexual behavior that is inappropriate for the program environment or creates a health or safety concern for the participant or others.
- Sexual behavior involving coercion, intimidation, unwanted contact, significant boundary violations, or behavior that places another participant at risk.
- Other behavior that creates an immediate or significant risk to the health, safety, or well-being of the participant or others.

When a significant safety concern occurs, staff first focus on protecting participants, reducing immediate risk, and restoring a safe environment. A parent/guardian may be contacted and asked to pick up their child within 30 minutes, when the participant cannot safely remain in the program.

Depending on the nature of the concern, staff will follow applicable BPRD procedures, including incident documentation, leadership notification, mandatory reporting, and other required safety procedures. Following a significant concern, leadership may meet with the family to understand what occurred, consider contributing circumstances, identify appropriate supports, and determine what is needed for successful continued participation.

Continued Participation

Our goal is to support children in successfully participating in Kids Inc. whenever possible. When ongoing concerns significantly affect a participant's ability to safely and successfully participate, Kids Inc. administration will work with the family to better understand the participant's strengths and needs, identify patterns contributing to the concern, and determine what additional supports may be helpful.

Depending on the participant's needs and the nature of the concern, additional steps may include a Student Support Plan, Student Conduct Agreement, consultation with Therapeutic Recreation and Inclusion, and a Release of Information (ROI) to support collaboration with the participant's school or other appropriate partners.

These supports provide an opportunity for Kids Inc., the participant, and their family to establish clear expectations, identify strategies for success, and evaluate whether the participant can be safely and appropriately supported within the program.

If significant concerns continue after supports have been implemented, or if the participant's needs exceed what can be safely and reasonably supported within the recreation program environment, Kids Inc. leadership may initiate a Program Fit Review.

The Program Fit Review will consider the participant's individual needs, supports and accommodations attempted, information gathered through collaboration, and the health and safety of the participant, other participants, and staff. The review will help determine whether additional supports can reasonably be implemented or whether Kids Inc. is an appropriate program environment for the participant at that time.

Whenever possible, families will be included throughout this process through clear communication, collaboration, and opportunities to contribute to the participant's support plan.

Respectful & Inclusive Community

Every participant deserves to feel safe, welcomed, and valued at Kids Inc. Bullying, harassment, intimidation, discriminatory behavior, threats, or targeted mistreatment are not consistent with Kids Inc. expectations.

Staff will intervene when these behaviors occur and will work with participants and families to understand what happened, repair harm when appropriate, teach expectations, and determine what additional support or intervention may be necessary.

Parent/Guardian Expectations

Kids Inc. values strong partnerships with families to help create a safe, positive, and enriching environment for all participants. We ask parents and guardians to:

- Treat participants, families, and staff with kindness, respect, and professionalism.
- Communicate respectfully with Kids Inc. staff and leadership regarding questions, concerns, or feedback.
- Support program expectations and participant-support practices outlined in this handbook.
- Reinforce “Be Safe, Be Responsible, Be Respectful” with your child.
- Keep emergency contacts, authorized pickups, medical information, and phone numbers current.
- Pick up participants by 5:30 p.m. and follow check-out procedures.
- Share medical, behavioral, emotional, or family circumstances that may affect participation when appropriate.
- Work collaboratively with staff when concerns arise.
- Follow applicable Bend Park & Recreation District policies and procedures.

- Bring concerns regarding another participant directly to Kids Inc. staff rather than addressing or disciplining another child.

Respectful Parent & Guardian Interactions

Questions, concerns, disagreements, and feedback are a normal part of working together. Families are encouraged to advocate for their child and communicate openly with Kids Inc. staff and leadership. We ask that all interactions with staff, participants, and other families remain respectful and appropriate.

Parent/guardian communication, whether by phone, email, text, social media, or in person, must be respectful and free from:

- Profanity or obscene language directed toward another person.
- Yelling, aggressive, or intimidating behavior.
- Threats of violence or harm.
- Harassment or discriminatory language or behavior.
- Personal insults or degrading comments.
- Repeated hostile or abusive communication.
- Confronting, questioning, correcting, or disciplining another participant.

Families are welcome to disagree with a decision, ask questions, request additional information, or raise concerns. We ask that these conversations remain focused on the concern and allow everyone involved to communicate safely and respectfully.

If an interaction becomes threatening, aggressive, abusive, or otherwise unsafe, staff may end the conversation and refer the matter to Kids Inc. or BPRD leadership. When appropriate, communication may continue at another time or through another method. Threats of violence, behavior creating an immediate safety concern, or other serious conduct may result in additional action consistent with BPRD policies and procedures.

Respectful communication does not require agreement. It does require safety, dignity, and respect.

Questions, Concerns & Feedback

Strong communication and partnership with families are important to creating a positive Kids Inc. experience. We welcome questions, feedback, and concerns throughout the school year.

Whenever possible, begin with the Kids Inc. staff at your child's site. Site staff are often able to answer questions, provide context, or address concerns quickly. If additional support is needed, families are encouraged to contact Kids Inc. Administration at kidsincinfo@bendparksanrec.org.

When concerns arise, our goal is to:

- Listen and seek to understand.
- Gather information from the people involved.
- Consider different perspectives.
- Communicate openly with families.
- Identify appropriate next steps.
- Work collaboratively toward solutions whenever possible.

Concerns involving another participant should be brought directly to Kids Inc. staff. Parents/guardians should not approach, question, correct, or discipline another participant.

For additional assistance, contact KidsIncInfo@bendparksandrec.org or 541-389-7275. We value family feedback and use it to strengthen our programs and participant experiences.

Electronics, Privacy, Clothing & Personal Belongings

Electronics & Smart Devices

- Cell phones, tablets, smart watches, gaming devices, and other personal electronics are not permitted for general use during program hours.
- Smart watches may only be used for communication with parents/guardians when approved by staff.
- Participants may not use personal devices to take photos or videos, access social media, or play games during program.
- BPRD is not responsible for lost, damaged, or stolen electronics brought to program.

Social Media & Privacy

- Families and participants should not post photos, videos, or identifying information of other participants or staff without permission.
- Concerns about program operations, staff, or participant behavior should be directed to Kids Inc. leadership rather than addressed through social media.
- Threatening, harassing, discriminatory, or inappropriate communication toward staff or participants is not acceptable in person or through electronic communication.

Clothing & Personal Belongings

- Label your child's belongings.
- Please do not send unnecessary personal items such as toys, money, stuffed animals, or games.
- BPRD is not responsible for misplaced, damaged, or stolen personal items.
- Participants should wear clothing and footwear appropriate for active recreation and the weather.

Leadership Opportunities for Older Participants

Older elementary participants may have opportunities to assist with group activities, mentor younger participants, support cleanup and organization, and participate in leadership-focused activities developed by staff.

Kids Inc. Resource Page & Forms

Current Kids Inc. forms and family resources are available on the Kids Inc. Resource Page on the Bend Park & Recreation District website. This includes medication-related forms and other documents families may need during the school year.

Because forms and procedures may be updated, families should use the current versions posted on the Resource Page rather than saved or previously printed copies.

Questions? KidsIncInfo@bendparksandrec.org • 541-389-7275