

# CALAVERAS UNIFIED SCHOOL DISTRICT

## After School Program Mission Statement

The mission of After School Program is to provide a safe, fun, and enriching childcare environment, with an educated, caring team that serves the whole child and their families. We will build tomorrow's future with today's children.

### Welcome

Welcome to your Calaveras Unified School District After School Program. Our centers for after school and school breaks are available to all school-age children residing within the Calaveras Unified School District boundaries. Our philosophy is to develop a partnership with you, the parent/guardian, and to provide, in your absence, a safe, nurturing, educational and fun program in a child-centered environment.



**Kim Osmanski-Potter, Administrator of After School Program**

Calaveras Unified School District  
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## ADMISSION POLICY

Services shall be available to those children whose needs can be met by the centers program and services.

Services shall be available to school-age children in grades K-6, residing within the Calaveras Unified School District boundaries.

If space is available, children residing outside the district may be allowed to enroll.

**AR 5148b BP 5148b&c**

## CENTER HOURS

Calaveras Unified After School Program is open Monday through Friday. Our hours of operation vary according to each school site's hours.

### Jenny Lind Elementary 754-2274

Full Day / No school      7:00 a.m. - 6:00 p.m.  
 Minimum Day              11:50 p.m. - 6:00 p.m.  
 After School                1:50 p.m. - 6:00 p.m.  
 School Breaks              7:00 a.m. - 6:00 p.m.

### San Andreas Elementary 754-2286

Full Day / No school      7:00 a.m. - 6:00 p.m.  
 Minimum Day              12:00 p.m. - 6:00 p.m.  
 After School                2:00 p.m. - 6:00 p.m.  
 School Breaks              7:00 a.m. - 6:00 p.m.

### Valley Springs Elementary 754-2287

Full Day / No school      7:00 a.m. - 6:00 p.m.  
 Minimum Day              11:50 p.m. - 6:00 p.m.  
 After School                1:50 p.m. - 6:00 p.m.  
 School Breaks              Closed

The CUSD Summer Program runs from the first day after school in June through the day before school begins in July. The Jenny Lind and San Andreas Centers are open 7a.m. -6 p.m. each day. The program includes special assemblies, picnics, water play and other "summer" activities. The centers will be closed July 4-8, 2011 and July 25, 2011.

## KIDS PLACE FEE SCHEDULE

Fee Description	Amount 1 <sup>st</sup> Child	Amount Sibling
Annual registration fee	\$20.00	\$10.00
Part-time daily after school program (less than 6 hours per day)	\$13.00	\$12.00
Full-time daily school break & summer program (more than 6 hours per day)	\$22.00	\$21.00

*Subsidy assistance* **MAY** be available through the Resource Connection for income eligible families, 754-3048. If ineligible for subsidized assistance, parents can apply for **full or partial** scholarships to After School Program. Please call the site manager for more information and an application. Eligibility is based on family income on a

sliding scale provided by the California Department of Education. One month verification of income will be required.

## AFTER SCHOOL PROGRAM - DAYS CLOSED

July 4, 2011	Independence Day
July 4-8, 2011	Closed
July 25, 2011	Prep Day for Sites
September 5, 2011	Labor Day
November 11, 2011	Veteran's Day
November 24 & 25, 2011	Thanksgiving Holidays
December 19-30, 2011	Winter Break
January 2, 2012	New Year's Holidays
January 16, 2012	Martin Luther King, Jr.
February 13, 2012	Lincoln's Birthday
February 20, 2012	Washington's Birthday
May 17 & 18, 2012	Calaveras Frog Jump
May 28, 2012	Memorial Day
July 2-6, 2012	Closed

Kids Place will be CLOSED for staff development on the following days:

August 5, 2011

October 31, 2011

March 9, 2012

## PARENT INFORMATION

1. Each site will have an Information Bulletin Board. We will post general information, special notices, reminders and any pertinent information for you here. Be sure to check each day.
2. Parents / Guardians are required to complete a contract calendar at the beginning of each month.
3. All children must be enrolled *for* a minimum of two days a week, each week, or the equivalent. Enrollment is limited to space available.

## REGISTRATION

1. Registration is done on a yearly basis. July 1 will serve as the beginning date for each year. A **\$20.00** non-refundable registration fee is required for the first child and siblings are **\$10.00** each for the year.
2. After December 31 the Registration fee is **\$10.00**. Beginning May 1 no registration fee will be charged for the remainder of the year. Summer and Minimum Days Registration Fee is **\$20.00** per child.

3. This fee helps to cover the costs of duplication, consumable materials, and small equipment and supply replacement. Registration packets are available at each Center and must be completed prior to the first day of attendance.
4. Parents are allowed to choose their child's schedule each month. In order to do this each child's signed monthly contract **MUST BE IN BEFORE THE FIRST OF EACH MONTH.**
5. A tuition fee schedule is included in the After School Program Handbook and on each monthly contract. All fees are due and payable in advance monthly **at the 1st of the month.** Payment is for reserved time. Parents/Guardians are required to pay their monthly contracted fee even if the child is absent or uses the facility for a small amount of time. A 10% late fee will be added if payment is not received by the **15th of the month.** If tuition is not received by the last working day of the month your child/children will not be allowed to continue. It is important that fees are paid on time and on a consistent basis.
6. If your account becomes 30 days past due your child will not be allowed to continue in the program and the district will be forced to take legal action.
7. **\*\*\*\*There will be a \$20.00 processing charge should the bank not honor any personal check. \*\*\*\***
8. All checks are to be payable to Calaveras Unified School District (CUSD). Payments may be mailed to the District Office, P .O. Box 788, San Andreas, CA 95249, Attention: After School Program or deposited in the tuition envelope at the center.
9. We can no longer offer drop-in or morning care.

## **DROP OFF AND PICK UP PROCEDURES**

1. Upon your child's arrival and departure, it is **required that you sign your child in and out.** You will find your child's monthly sign-in sheet in alphabetical order in the attendance file box. This procedure is necessary for record keeping. It would also be used in case of an emergency evacuation, to take into account all students present. **\*\*\*\*Please do not drop your child off, or take your child from the center, without signing him or her in and out. Abuse of this regulation could result in removal from the program. \*\*\*\***
2. Identification of all persons picking up your child from the center is required. Please be aware that all people may be required to show picture identification. Registration forms will be checked for verification before your child may be released. When you find it necessary for someone other than the persons included on your child's registration form to pick up your child, please call or send written consent. With written authorization from parent, a sibling may pick up their younger brother or sister.
3. If your child will not be attending the center please let us know. If your child attends school and then does not come to the center, we will begin looking for him/her. If he/she is not

located, we will call the sheriff for help. If you have failed to notify the center that your child will not attend, and staff spends time looking for your child, you will receive a memo. If this happens frequently, you will be terminated from the program

## LATE FEE

1. Calaveras Unified School District, After School Program charges a late pickup fee. Our closing time is 6:00 p.m. The fee is \$5.00 per minute after 6:00 p.m., beginning at 6:01 p.m. The late pickup fee will be added to your next bill. If, after 30 minutes, no one has contacted the center and no emergency contacts have been made, the Sheriff's Department will be contacted.
2. If a parent/guardian is habitually late, more than three times, it is reason for possible termination. A notice of action regarding termination of care will be given to all late parents/guardians and will state which notice it is (1st, 2nd or 3rd notice). The third notice requires the parent/guardian to make an appointment with the program director to discuss the needed action to continue care. The appointment must be made within two weeks of receipt of the notice.

## OFF TRACK DAYS AND VACATIONS

1. Calaveras Unified School District, After School Program is open on school days and during all school breaks at Jenny Lind and San Andreas Elementary. If your child is contracted for a non-school day you will be charged the full or part day tuition fee of \$22.00/\$21.00 or \$13.00/\$12.00. If you do not want your child to attend on a non-school day it is your responsibility to notify the center's staff that your child will not be in attendance and you will not be charged tuition. If you are not contracted for a non-school day you will need to sign up with the After School staff, for your child to attend. If you sign up for the non-school day and do not attend, you are responsible for payment.
2. There is no charge for family vacation days. Please notify the staff 2 weeks in advance so adjustments may be made to our schedule. If a child on vacation does not return as scheduled and the staff is not notified within 2 weeks, he/she will be dropped.

## ABSENCES

1. The center cannot deduct days missed from your monthly contracted fee. Your fee pays for direct operating costs: i.e. staff, snacks, materials, etc. All of these must be available to your child. When you enroll, you are reserving the time, space, staffing, and provisions for your child whether or not he/she attends.

2. For the safety and welfare of your child, you are required to call the center when your child will not be attending. We do expect notification if your child will not attend even if it will be for only one afternoon. Please leave a message on the voicemail.
3. If your child is ill for five or more consecutive days, due to a major illness or injury and you contact your Center, you will not be charged for those days. Absence of five consecutive days without notification to the center will cancel your child's reserved space. No refund is given on the tuition for the remainder of the month.
4. If you need to alter your child's monthly schedule due to personal and work reasons and a two-week notice is given, adjustments will be made to your contract.

## WITHDRAWAL

Parents may withdraw their children at any time. A 2-week notice is required prior to your child's last day. Monthly fees are not refundable and action will be taken if you leave any program with a balance due. We would appreciate a few minutes of your time to let us know if you are leaving for a personal reason or because the program is not meeting the needs of your child or children.

## EMERGENCY CONTACT

Your emergency form must have the names, addresses and phone numbers (work and home numbers) of local people you wish us to contact in any emergency when we cannot reach you, the parent or guardian. These are the only people we will release your child to. The form is not considered complete without at least two (2) local people and their home and work phone numbers. Only the contracted parent can submit the emergency form with the names and phone numbers that the parent will allow to pick up the child. Any custodial parent may pick up the child at any time unless stipulated by court order or restraining order against such authorization. These orders must be on file with the center to be in effect. Please be certain your emergency form remains current and up-to-date.

## NUTRITION

The After School Program will provide a nutritionally balanced snack each afternoon on school days and minimum days. During school breaks the program will provide both a morning and afternoon snack. Parents are required to send children with a lunch on ALL non-school days.

# SUSPENSION AND EXPULSION POLICY

If a student is suspended or expelled from school in accordance with Education Codes 48900 (a-m), 48900.2-4 and AR 5144. 1 (a-q), his/her continued attendance in after-school program shall be determined by the site Principal and Program Director.

## HEALTH

Illness -It is the parent/guardian's responsibility to see that children are well before sending them to the after school program. The center's staff is required to send all ill children home.

Phone -It is important to inform after school program staff when your child is ill or when your child will not be attending.

Contagious illness -If your child becomes ill with a contagious illness you need to notify the after school program staff. It is your responsibility to keep your child at home during the contagious period and until the illness is no longer present.

Medication - After school program staff cannot give your child any medication unless we have a Request Form for Administration of Medication on file. You must complete this form. This form may be obtained from any after school program staff member or school site.

Allergies - Please inform after school program staff of any allergies or allergic symptoms prior to your child's admittance to the program. This should include food and medication allergies.

Emergencies - Should we have a fire or any other type of emergency we will take all children to the play field or parking lot. Should your child need medical attention an attempt will be made to notify parent/guardian. If you cannot be reached, medical attention will be sought at a local hospital.

## DISCIPLINE POLICY

The After School Program operates under the following Calaveras Unified School District policy:

Students will demonstrate respect for each other and staff at all times. The following behaviors will not be tolerated:

1. Defiance of authority
2. Aggressive, physical behavior/fighting, and/or excessive physical contact
3. Inappropriate behavior and/or language
4. Disruptive and out of control behavior
5. Lack of consideration and rudeness toward others

6. Theft of any Center property or the property of any individual.

Consequence in successive order:

1. Student counseled
2. Time out
3. Written/verbal parent notification
4. A conference with staff and/or district representative and behavior contract written
5. Parent/Guardian notified to remove child from the facility
6. Possible suspension
7. Removal from the Program

Consequences will immediately go to #3 and #6 if behavior endangers the safety of students and/or staff and to #7 if these behaviors continue. The after school staff takes pride in promoting good behavior through praise, recognition and positive reinforcement.

## CONCERNS

Open communication is important for the best interest of your children. If you have any questions or concerns with your child's care please feel free to discuss them with the site manager, an instructor and/or the Director of the After School Program at 754- 2311.

## PROGRAM CONTENT

We operate our program on the basic belief that all children are individuals of equal worth and value. Each child's developmental level, family background, culture, personality, learning style, and special needs are taken into consideration as we serve as the bridge between school and home.

Our goal is to create a relaxed, trusting atmosphere where children are encouraged to pursue their own interests, develop friendships, and grow in confidence, independence, and respect for themselves and others. We strive to provide, for the children, a variety of developmentally appropriate activities, including expressive art, construction, active play, sports, games, music, dramatic play, science, cooking, crafts, and reading.

A schedule is established for each program that is consistent yet flexible and allows time for each child to become absorbed in activities of their choosing. The following are samples of *possible schedules*:

## Full Day

- 7:00 - 9:30 Greeting. Free choice of activity areas, games, and materials for self-directed artwork.
- 9:30 - 10:00 Clean up activity areas. Snack available.
- 10:00 - 11:00 Planned activities, clubs, projects, outdoor play or free choice activities.
- 11:00 - 11:30 Clean up projects.
- Lunch**                **PARENTS PROVIDE**
- 12:00 - 2:00 Planned activities, clubs, projects, outdoor play or free choice activities.
- 2:00 - 2:30 Clean up activity areas. Snack available.
- 2:30 - 5:00 Planned activities, clubs, projects, outdoor play or free choice activities.
- 5:00 - 6:00 Clean up activity areas. Late Snack. Games, self-directed artwork or quiet activities.

## After School

- 2:00 - 2:15 Greeting and attendance taken.
- 2:15 - 2:30 Snack available.
- 2:30 - 3:30 Outdoor play.
- 3:30 - 4:00 Homework time.
- 4:00 - 5:30 Homework time continued or planned activities  
Arts/Crafts, clubs, projects or free choice activities. Outdoor play.
- 5:30 - 6:00 Clean up. Late snack. Prepare to go home. Quiet activities, games.

## **EARLY RELEASE POLICY**

The ASES grants support some of the After School Programs. These grants require that programs stay open until 6:00 PM and for a minimum of 15 hours per week. A child may be released early from the after school program prior to the end of the program time at 6:00 PM based on the following conditions:

1. \*Attending a parallel program (programs in the school or at community centers such as soccer, basketball, dance, etc.) as long as an agreement or partnership with the program exists thus making this parallel program a part of the child's enrichment component.
2. Family emergencies (such as death in the family, catastrophic incidents, etc.).
3. Medical appointments
4. Child accidents that occur during the program time (program staff should call parent or guardian).
5. School bus transportation schedule requirements
6. Other conditions especially on safety as prescribed by the school.

Program staff should record the date and time of the early release departure of the child. Parent, guardian, or program staff should sign the child out.

*\*If your child is participating in a parallel program, the responsible adult, not a Kids Place employee, must sign the child out and then back into program.*