

## **Carmel Unified School District – child Development Programs School Age Childcare Program**

### **Program Philosophy and Overview:**

The school Age Childcare Program is an integral part of Carmel Unified School District's commitment to provide quality childcare outside of the regular school day. CUSD feels that it is an appropriate use of school facilities and this service will assist working families in securing affordable quality childcare while providing children with enriching activities.

### **The Major Goals are:**

1. To provide a safe and nurturing environment for children K-5 before and after school.
2. To serve the community and the parents in securing quality childcare.
3. To provide interesting, creative and developmentally appropriate activities from which children K-5 can learn and develop a positive self-concept and be successful in school using a broad cross-section of resources. Special effort is made to offer an environment that provides for active learning, exploration, and opportunities for decision making.

### **Days of Operation:**

The School Age Childcare Program is open during the regular school year. We follow the CUSD School Calendar. We are also open for the two days before school starts (all day), we are open all day on any Staff In-service Days, and we open at 12:30 on minimum days (not available for Kinder hour only students)

### **Hours of Operation:**

The River Rec and Tular Rex Morning programs are open from 7 am until school starts. The afternoon program is open from school release (1 hour early for Kindergarten) until 6:00 pm. The River Rec program is held in the multipurpose room at River School and the Tular Rex program is held in the Tular Rex portables located on the Upper Level of the school.

### **Arrival and Departure:**

Persons who deliver or pick the child(ren) up must accompany them into the classroom and must not leave until a teacher has been informed of the student's arrival/departure.

*Accompanying adults must also sign the child(ren) in or out of the center on the official log.*

Regulations require a full signature. When children arrive after school, a staff member will be authorized to sign them in.

Please call if your child(ren) will not be attending on his/her scheduled day. We ask that you do this for your child's safety. If he/she does not show up on a scheduled day, we will call the school office, your work, your home, and emergency numbers to locate your child and verify his/her safety. Children will not be released to any person other than those designated on the child's Emergency Card unless written authorization has been given by the parent/guardian.

**Extra-Curricular Activities:**

We encourage participation in community sponsored afterschool activities of all kinds. Staff members will sign children out for special activities within walking distance of the site. First, parents must complete an "Authorization for Child to Leave the Program" form. Such activities include Baseball, Soccer practice, Basketball practice, Cub Scouts, Brownies, or Enrichment classes.

**Returned Check Charge:**

There will be a \$25.00 fee charged for checks returned due to insufficient funds. After a second returned check, future payments must be made by money order or certified check. This is CUSD policy, no exceptions will be made.

**Late Policy:**

Any child left at any Carmel Unified School District Afterschool Program beyond 6:00pm, and beyond 3:00 (for Kinder Hour students) will be considered LATE. Documentation will be recorded.

If your child is at school past 6:00pm or 3:00pm for Kinder Hour students, we will follow the procedure listed below:

1. Call your home
2. Call your work
3. Call phone numbers listed as emergency numbers on the child's card
4. Call the Monterey County Sheriff's Department
5. The following **LATE FEES** will apply to cover staff overtime costs:

6:01 to 6:14 pm (12:31pm for half day)	\$25.00	<b>KINDER HOUR</b>
6:15 to 6:29 pm	\$45.00	<b>3:00 – 3:14</b>
After 6:29 pm	\$65.00 and Sheriff is called	<b>3:15 – 3:29</b>
		<b>3:29</b>

Each time a parent is late picking up, they are asked to sign a late notice. If a parent/guardian is late 3 times the child will be dropped from the program. Parents/guardians must sign the Late Policy and agree to its terms upon Registration. If someone other than yourself picks your child up, you will still be charged a late pick-up fee. Parents/guardians are responsible for informing anyone who might be picking their child up from school about the Late Policy and the seriousness of its consequences.

**Snacks**

A nutritious snack is served each afternoon during the school year. On full days, both a morning and an afternoon snack are provided. There is no additional charge for snacks. We consider it an important part of our program day, providing nourishment, as well as, a family style group time for everyone to be together and socialize.

**Homework**

The program provides a quiet environment and a consistent formal time for students to work on their homework. A staff person is always available to help.

## **Health**

Children who show signs of illness or infection will not be admitted into the program for the day. Parents must come immediately, or make arrangements for the child to be picked up if he/she becomes ill during the day. If a child is home sick and does not attend school on a particular day, they may not attend River Rec or Tular Rex on that day either.

When a child is required to take medication during the school day certain conditions must be met in order for school staff to administer the medications. Please contact the School Nurse regarding this.

## **Clothing**

Children participate in a wide variety of activities in the School Age Program, so it is important for them to be dressed comfortably and appropriately. Closed-toe shoes are safest, as opposed to flip flops or sandals. Children should wear clothes that can be easily laundered. Clothes that are particularly valuable should be well labeled. Shoes need to be worn unless otherwise specified.

## **Daily Schedule of Activities**

The wide range of ages and developmental levels of the children enrolled in our program requires an extensive array of activities planned to meet the needs and skill levels of all the children.

In addition to special events from time to time, a core group of activity center will always be available. We believe that children should be free to make their own choices about how they would like to spend their time in the program. They are allowed to develop their own games under supervision, and in particular to create dramatic play activities in which they make sense of their world in their unique way.

## **Discipline**

The School Age Childcare Program staff use a positive discipline approach, including constructive redirection of children's activities and logical consequences for behavior. The staff is responsible for providing consistent, firm, and positive limits for each child while simultaneously recognizing and reinforcing their positive behavior.

Each program also follows the specific discipline plan and playground rules of its respective school site. Program behavior rules are clearly explained to all children in various group meetings. The goal of our discipline plan is to teach children to behave responsibly. Our discipline procedures are actually a curriculum of responsibility.

The following is the basic procedure followed when handling a serious discipline situation:

1. With the first incident a teacher speaks to the child and discusses the situation and the child's responsibility therein. The teacher may redirect the child to a different activity.
2. With the second incident a teacher intervenes and the child will take a time-out (i.e., a specific amount of time). The teacher stays with the child during the designated time.

They discuss the broken rule and appropriate options for how to handle this situation in the future. When the time is over the child goes back to the group.

3. With the third incident the Lead Teacher will call the child's parent(s) to pick him/her up immediately. There will be a conference with the child's parents, the Lead Teacher and the Child Development Director.
4. With the fourth incident the child will be on a 2 day suspension period. Parents, child, and Lead Teacher will discuss the child's behavior in a conference. This provides the child with an opportunity to change his behavior and to fulfill the responsibility agreement.
5. With the fifth incident the child will be placed on a 1 week suspension from the program with a trial attendance period of one week after that.
6. With the sixth incident the child will not be allowed to return to the program for the remainder of the programs year.

NOTE: We reserve the right to ask any child to leave our program at any time without following the above steps if a serious discipline situation occurs. The parents will be notified immediately if this type of situation occurs.

The following irresponsible behavior will be grounds for immediate conferencing with parents:

1. Hitting, fighting and/or dangerous play
2. Stealing
3. Possession of weapons or dangerous items
4. Defacing school and/or program property
5. Direct defiance of authority
6. Profanity, including slang words used in a negative way
7. Threatening language and/or behavior toward other children or adults
8. Bullying of any sort

As a Carmel Unified School District program we follow all district policies including the policy on harassing and bullying that can be referred to at the back of this handbook.

### **Exceptional Needs Provisions**

The school district psychologist and nurse are available for consultation and direct service as necessary for students attending the School Age Childcare Program. Program staff members may make referrals or parents may request them.

### **Staff**

The Site Director for River Rec and T Rex is Laura Dunn. The head Teacher for River Rec is Sylvia Ortiz, the Head Teacher for T Rex is Sunny Wicks.

The staff members attend staff development workshops in CPR, First Aid, Child Abuse, health and Safety, and Staff Meetings that address ongoing child development issues and foster opportunity for professional growth. Staff members attend the workshops offered to child development teacher. As school district employees they maintain ongoing communication with

the elementary school staff in an effort to be responsive to the “whole” child’s needs. The staff is always available to parents for conferences of any kind, formal or informal.

### **Cancellation Policy**

**If you must cancel or change your contract a 30 day notice is required. You will be financially responsible for any tuition due during the 30 days.**

### **Parent Involvement**

Parents are welcome to visit the program at any time. The Child Development Program of the school district encourages parent involvement in all of its programs. There are many ways and times for parents to get involved.

### **Grievance Procedures**

If a parent has a concern or problem of any type with the program, environment, philosophy, or related issues, it is vital that it be confronted and resolved to the satisfaction of all parties.

### **NONDISCRIMINATION NOTICE**

District programs, activities, and practices shall be free from discrimination based on race; color; ancestry; nationality; national origin; ethnic group identification; age; religion; marital, pregnancy, or parental status; physical or mental disability; sex; sexual orientation; gender; gender identity or expression; genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The district provides equal access to designated youth groups, such as the Boy Scouts, Girl Scouts and others.

The district’s coordinator for nondiscrimination manages the district’s efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district’s nondiscrimination policies, as well as policies related to sexual harassment, Special Education, 504 Plans, and the National School Lunch Program. The coordinator may be contacted at:

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