

San Carlos-Belmont After School



San Carlos Sites:

Arundel School: (650) 593-0707

Brittan Acres School: (650) 591-4599

Heather School: (650) 591-1997

White Oaks School: (650) 591-3515

Belmont Sites:

Central School: (650) 593-4229

Fox School: (650) 226-5927

Mailing Address:

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Belmont, CA. 94002

www.afterschoolkids.net

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PHILOSOPHY

After School is dedicated to providing high quality after school programs for children in Transitional Kindergarten through elementary school that insure adequate structure for the children to improve their socialization skills while encouraging each child to develop to his/her potential.

Children involved in *After School* will have opportunities to interact with their own peer group in STEM, sports, arts and crafts, games and a variety of group activities. Children will also have an opportunity to develop their own unique personalities and spend time by themselves reading, doing homework, talking to an adult or creating their own entertainment with the toys and games available to them at *After School*.

As concerned community members, the owners of *After School* see the program as an opportunity for single and working parents to provide the kind of environment for their child before school each morning and from school dismissal time until 6:00 p.m. each day that once was provided by the parent. The owners realize it is not possible for many parents to be at home at the time school is dismissed and have designed *After School* as the type of program they would like to have their own children attend.

Visitors are welcome and encouraged to make an appointment to visit *After School* to see if it is the right place for their child. Parents of children in the program are welcome at any time to drop in and observe the program in progress.

PROGRAM COMPONENTS

After School has three major program components, the “Breakfast Club” program that runs from 7:30 a.m. until school opening each day; the Kindergarten Program (including Early Bird, Late Bird and Transitional Kindergarteners) that runs either before or after the kindergarten start/dismissal time up until the older children are dismissed and the Afternoon Program that runs from school dismissal until 6 p.m. each day. Registration in each segment is independent of the other. Priority will be given, however, to participants in the Afternoon and Kindergarten Programs for the Breakfast Club Slots.

AFTERNOON PROGRAM DESCRIPTION

After School in the afternoon is, by design, a low structure program. We believe very strongly that the children we serve have been in a highly structured school environment all day and need as much freedom as they can handle to learn to develop their own interests, settle their own disputes and work out just who it is that they want to be in the world. Therefore, we provide a variety of toys and games for the children and offer activities that they may choose to become involved in or not. We do provide a daily schedule of specific activities that children may choose to participate in including cooking, science, art and outdoor games. In addition, we work with the teachers to design specific STEM projects that relate to the subjects being studied in the classrooms. These “Workshop Wednesdays” help link the core subjects from school in the grounded world of After School.

Each year each site also designs, practices and performs a “Sing-A-Long” for parents, grandparents and other family members. Some sites may have their event in December, while others prefer to do it in the spring. Some sites have a both a winter and spring show.

While we do not adhere to a strict schedule of activities, we do have a specific time each day for children to do homework, should their parents’ desire. We will work with you to try and insure that your child completes his/her homework daily, if you request that we do so. Parents must understand; however, we cannot dedicate one staff person’s entire afternoon with one child doing homework. Since some parents prefer their children do their homework at home, we ask that you notify us if you wish your child enrolled in the “Homework Club.”

KINDERGARTEN & TK PROGRAM

Kindergarten and Transitional Kindergarten (“TK”) schedules in both Belmont and San Carlos vary dependent upon enrollment and may sometimes include two different start and dismissal times. For children with later start times After School is available in the morning hours and for the children with earlier start times, After School begins earlier in the afternoon. We call these two groups “Early birds” (approximately 8:30 school start) and “Late birds” (start of school an hour or more later, dependent on the school).

“Late bird” children report to the *After School* classroom each morning before school and are then involved in a play time, story time and art activity prior to attending school. This morning group of kindergarteners is then escorted to their individual classrooms. After their school day, After School staff escort them from their classroom to the *After School* room.

“Early bird” children who begin school at the regular school start time, report to their regular classrooms each morning and are picked up at school dismissal time by the *After School* staff and escorted to our classrooms.

Whether your child attends *After School* in a “split” schedule of morning and afternoon hours or a continuous block of time each day, he/she will participate in similar activities throughout the day. The order may be different, but the content will be similar.

Kindergarteners & TKs generally eat their lunches at school in the current schedule. However, since we find they often do not finish their lunch while at school, we often have the children sit down when they first arrive in the afternoon and finish any leftover food so that they do not find themselves “starving” by 3:00 p.m.

The remainder of the afternoon time that the kindergarten & TK children are with us prior to the “big kid” dismissal (about 2:30) is spent in activities geared at their age group. Since the “Earlybird” children who come to us in the afternoon only, have **not** been with us in the morning portion of the program, this is their time to have an art activity, play a game and listen to a story/share.

All TKs & kindergarteners have important papers and information they need to transport between school and home. Over the years, we have found back packs to be an excellent way for children to transport these items and to help our staff keep track of “loose” jackets, lunch boxes, etc.

Registration for kindergarten & TK takes place beginning the October prior to the year the child will begin the program. Registration is ongoing and on a first-come, first-serve basis with priority given to siblings of children already enrolled in *After School*. *After School* accepts a limited number of kindergartners at each site, so parents are encouraged to visit our web site

(AfterSchoolKids.net) or call in September to receive registration information for the following school year.

THE BREAKFAST CLUB

The Breakfast Club is designed for children who require care before the regular school day begins. Children check in with the director in charge of the program and are given a breakfast that includes a daily item, fruit, milk and juice. The children are then allowed to play quietly or finish undone homework. We envision this time as a quiet activity time and not one involving outdoor sports and games.

It is the responsibility of the parent to make sure that their child arrives at the site for the Breakfast Club portion of the program. We do not assume responsibility for any child prior to him/her being signed in by the appropriate staff person. If parents allow their children to walk to school or arrive on the school grounds and come to our classroom without their direct supervision, they may wish to call the program to verify that their child arrived in our room.

The Breakfast Club segment of our program follows the same philosophical and discipline policies of our Afternoon Program.

AFTERNOON PROGRAM HOURS

Children report to the *After School* classroom immediately following the end of their school day and check in with the supervising staff person. Parents are asked to notify the staff in advance if their child is absent from school or for some other reason will not attend *After School* on a regularly scheduled day. Parents will be contacted if the child does not show up on a scheduled day within 15 minutes of school dismissal. Children who wish to remain in their classrooms after school dismissal time are allowed to do so provided they have teacher permission and notify *After School* staff prior to remaining in class. ***It is for the safety of the children that we insist parents notify us when their child will not attend. Failure to adhere to this policy will result in you being charged a \$5.00 "finding fee" for calling around to locate your child.***

After School ends at 6:00 p.m. each day. Parents are expected to pick up their children NO LATER than 6:00 p.m. There will be an overtime charge for children not picked up by 6:00 p.m. The charge is \$5 for the first 5 minutes and \$2 per minute after that. Parents will also receive a warning notice should late pickups become a problem. If the 6:00 p.m. pickup time will not work out for you, we suggest you find alternate childcare.

ATTENDANCE

Enrollment in the program is ongoing for the entire school year. We do not accept any children on a drop-in or short-term basis. No spots will be held for any child who is absent from the program for any extended period unless payment is made in full for the time involved.

FEES

Since many parents are on pre-payment plans or automated payments, we have pro-rated our fees over a nine-month school year in equal amounts and charge half of that rate for the month of June. Rather than charge by the week and vary each month, we have found this system to work better for parents and for us. The months of November (in San Carlos), December, February and March or April, when there are school holiday periods (Thanksgiving Week-San Carlos, Winter Break, Presidents' Week and Spring Break) are charged at the same rate as all other months of the year. An additional charge is required for children attending full-day programs during the school breaks.

Fees for *After School* are due and payable in advance monthly. Payments are due on the first of each month and overdue after the 5th. Parents wishing to make specific arrangements to pay bimonthly must do so with the Site Manager of their site. Consistent lateness in payment will forfeit your child's place in the program.

Each parent will receive a Fee Schedule for each academic year. Parents are expected to read and adhere to this schedule. Parents will receive a bill approximately one week before the due date.

We will maintain one payment account per family. Arrangements to split payments between divorced parents are strictly the parents' concern. If the payment is not made in full for each month, the account will be considered delinquent. We will not get in the middle between parents who cannot work together to pay their childcare on a timely basis.

Payments received after the 5th will be charged a \$30 late fee. ***The responsibility for prompt payment is the parents.***

Any checks returned by the bank will be subject to a \$35 fee. A second check returned by the bank will result in the client being placed on a cash only basis.

After School reserves the right to raise fees at any time but will provide a minimum of 30-days written notice.

Our summer program, Kamparama, operates with the same payment schedule and policy as the year-round program.

REFUNDS, WITHDRAWALS & CREDITS

When a child is scheduled to attend *After School* and is unable to do so due to illness, doctor's appointments, etc., there are no refunds or credits for the time missed.

Please notify a Site Manager two weeks in advance, in writing, of a withdrawal or change in plans during the school year. No refunds will be made during the academic year without a minimum of two weeks written notice.

Policies related to absences and credits for the summer or holiday programs are specific to that program and may be found in the parent's agreement signed upon enrollment for the specific program.

FINANCIAL HARDSHIP

We realize that people face financial difficulties and may need individual payment plans to participate in our program. We will be happy to work with an individual on such a plan should he/she so desire. We also offer scholarships to children in need and would be more than willing

to discuss these with you. If you would like to fill out an application for financial assistance, please notify your site manager.

HOLIDAYS & MINIMUM DAYS

After School's program schedule follows the San Carlos and Belmont Public School Calendars. *After School* offers extended hours on the days the school districts have minimum days (where school is dismissed one or two hours earlier than usual).

After School is closed on all one-day school holidays including the following:

New Year's Eve & Day	Fourth of July
Martin Luther King Day	Labor Day
Presidents' Day	Veteran's Day
Juneteenth	Thanksgiving Thurs. & Fri.
Memorial Day	Christmas Eve & Day

Any additional closings will be posted at the sites well in advance.

After School does offer full day programs during the three Vacation Program periods in Belmont and the four in San Carlos. (Thanksgiving Week (SC), Winter, Presidents' and Spring Break) as well as summer. We encourage our regular enrollees to sign up early for these programs. They are offered on an optional basis and are offered at a pro-rated amount for those who are currently enrolled in *After School* in the afternoon. Attendance at these special weekly programs is by advance registration only.

Often the school vacation programs are housed at a site other than the child's home site, so it is important that parents make note of the instructions available in the sign-up information they receive. **We do open these programs to children who do not attend *After School* year-round, on a space available basis, and therefore encourage early sign-ups by anyone interested in this part of the program.**

TEACHER IN-SERVICE DAYS

After School offers full day programs at an increased fee on any In-service Days that fall within the regular school year.

These full day programs are open to all regular afternoon participants and will require signing up in advance and payment of an additional fee. Should there be insufficient interest on any In-service Day, we reserve the right to cancel the program and will notify parents appropriately.

SUMMER PROGRAM

After School also offers a summer program (Kamparama) that runs from 7:30 a.m. until 6 p.m. for the weeks that school is out during the summer months. **This program is open to people who are not in our year-round program and does fill up rapidly.**

Kamparama consists of a variety of field trips and swimming activities each week. Sign-ups for Kamparama begin in FEBRUARY and are generally completed in mid-May. Summer registrations are accepted for any number of weeks, from a single week to the entire summer. Deposits are required on all weeks reserved. For further information about Kamparama, please check out our Kamparama web site: www.kamparama.com

FIELD TRIP ACTIVITIES

After School includes field trips specifically geared for all age groups we serve as part of Kamparama and the Vacation Programs. Field trips are not a part of the ongoing school year program. Again, for more information, please refer to the Kamparama or Vacation Programs registration information.

AUTHORIZATION TO PICK UP A CHILD

No child will be released from *After School* to a person who is not authorized by the parent to pick up the child. We must have written, verbal or email authorization for changes in this respect. The registration form allows the parent to designate authorized persons for pickup. A photo I.D. will be required for anyone picking up a child at *After School*. For changes that will be ongoing, please send in a written request that we may include in the child's file.

Children authorized by their parents to walk home, ride their bikes or take the bus, must have a written notice in their file signed by their parents in order for us to release them. Without written authorization to walk home on their own, we require parents to come into the classroom each night and sign their children out. It is not permissible to call from a cell phone to have the child "walk out" at the end of the day, unless there is a pre-signed release in the child's file. Please note that California State Licensing requires a parents' full signature for sign out each night. It is also important for our staff to make contact with you each evening and to know that your child was released into the custody of an appropriate adult.

SICK CHILDREN

Children who attend *After School* must be healthy at the time of their admission at the beginning of the day or parents will be notified to pick them up immediately. Children who do not attend school because of illness or spend the latter part of the day in the school office due to illness will not be accepted into *After School*. We cannot accept children who have been ill during the day and we adhere to the districts' policy of children being fever free for 24-hours before they are allowed back into the program. A fever below 100.3 is acceptable.

Children who become ill at *After School* will be isolated from the other children and their parents notified. It is the parents' responsibility to promptly pick up an ill child, once notified by staff. It is not acceptable to leave an ill child at the program.

In the event of an accidental injury to your child while attending *After School*, every attempt will be made to notify the parents and/or the emergency contact. If we cannot reach you or any of your emergency contacts, we will call the child's physician and adhere to his/her instructions. You will be expected to assume responsibility for any costs incurred. ***It is imperative that you keep us informed of any changes in your work or home phone numbers and those of your emergency contacts so that we may deal with your child in the best possible manner.***

If your child requires medication during the day at After School, you must first complete a Medication Request form and have it on file at the site. These forms are available from the Site Managers and are a requirement of Community Care Licensing prior to ***any*** dispensing of medication. All medication is kept in a locked cabinet where staff only has access to it. ***Do not send medication to After School in your child's backpack, it is your responsibility to deliver it personally to the staff for safekeeping. An inhaler is the only exception.***

After School also complies with County Health Department advisements and maintains a "No Nit" policy regarding head lice. Any child with head lice will not be admitted into the classroom until all nits have been removed from their head, to lessen the likelihood for cross contamination.

SNACK

After School serves a mid-afternoon snack each day that consists of fresh fruit, crackers and cheese, bagels, granola bars, veggies, milk or water, and other nutritious and fun items for the children. We try to vary these items and keep the menu both healthy and yet appealing to the children. On Wednesdays, when the children have a minimum day at school, we serve a more substantial snack (pasta and veggies, homemade soup and crackers, etc.) We ask that you keep us informed of any special dietary needs your child might have.

BIRTHDAYS

In keeping with the philosophy of the uniqueness of each child, we do try and celebrate each child's birthday as it falls during the school year or summer months. Rather than have individual cakes and treats several times each month, on your child's birthday, we will prepare a special award and sing a special After School rendition of "Happy Birthday". Once each month we do a sweet snack to celebrate the birthdays for the month.

TOYS & GAMES

Any visitor to *After School* would note that we have a large variety of toys and games for the children to play with each day. We re-stock our classrooms with toys for the children several times a year. We are also open to and appreciate donations of toys children may have outgrown that will perhaps meet the needs of a younger child at After School. Finally, we also have a Wii Fitness/Sports setup that we incorporate on rainy days or for special occasions.

STAFF

None of what *After School* has accomplished could have been done without the dedication of our staff, some of whom have been with us many years and were participants as children. Some have children who are or have been participants as well. We know it is through their hard work, compassion and understanding that the values we hold so dear will be translated to the children in our programs.

All our staff meet licensing criteria as well as possess current training in CPR, First Aid, Earthquake Preparedness, Mandated Reporter training, Infectious Disease Control, and academic certification in Early Childhood Development with an emphasis on school aged children. Many of our managers and teachers have BA or BS degrees as well. Continued professional development among our full-time staff is a requirement for employment.

PARENT CONFERENCES

Our Site Managers are always available to discuss our program goals or your specific child's needs with you. At sign-out time, it is often possible to have a short discussion about a particular child. As that time of the day is often busy, however, if you need an extended discussion with one of our staff, please feel free to make an appointment or call the staff with the matter you wish to discuss. We do ask, however, that the privacy of our staff is respected, and any phone calls are made to the program and not to personal residences.

As Owners, we are not always able to meet each parent and encourage you to get in touch with one of us if there is a specific problem you feel more comfortable discussing with us. We are the people who, along with the Site Managers, determine the policies of *After School* and would be happy to discuss these with you. We believe the after school hours are very important to children and want to do our best to work with you to make them enjoyable and worthwhile for your child.

DISCIPLINE POLICY

After School is open to all children and strives to serve children from a wide variety of backgrounds. We do, however, reserve the right to refuse service to any child who consistently displays behavior that is unacceptable within the program limits.

It is the policy of *After School* to work with the child and the parents to eliminate behavior problems before they become an ongoing issue. Daily, children who behave in an unacceptable manner (physical fighting, teasing, inappropriate language, bullying, leaving supervised areas, tantrums, etc.) are spoken to by the staff person observing the behavior and reminded of the behavior that is expected of them. If the behavior is serious enough to warrant it, the child may be required to spend some "time out" away from the group considering his/her actions. Immediately following any "time outs" the staff involved in the discipline discusses the behavior with the child and instructs him/her on the appropriate response for future reference. *After School* does not use corporal punishment in any form. If the behavior warrants further follow-up from the parent, a written note will be sent home describing the incident and the consequences involved.

If a child displays a consistent lack of control and/or appropriate behavior, the Site Manager will discuss the behavior with the child's parents and the child. If the child continues to

display inappropriate behavior and the situation cannot be rectified by working with the parent, the child will be asked to leave the program. On any given day if a child's behavior becomes unmanageable, the parent will be contacted and asked to pickup the child immediately from the site. Failure to pick up a child promptly when requested by the Site Manager may forfeit your spot in the program. Any child sent home from *After School* as a disciplinary measure will be automatically suspended for a minimum of one additional day.

Any child experiencing serious behavior problems will be issued a note home requiring the parent to sign and return it. A more serious or continuous behavior issue will result in a Child Behavior Report form completed by the supervising staff. These forms indicate the nature of the problem, the staff's response and outline consequences for further behavior of this nature. Parents must sign and return these forms to *After School*. Three occurrences of Child Behavior Reports being necessitated will result in expulsion from the program. Any child who displays extremely antisocial behavior or endangers another child's health, safety or psychological well-being will be removed immediately from the program.

It has been our experience that working with the parents and the child can eliminate most behavior problems without reverting to expulsion from *After School*. In the thirty-five plus years we have been involved in this field; we have removed children due to discipline problems on very few occasions. By providing a wide variety of activities for children and allowing their free choice, we find most children are happy to be at *After School* and are willing to behave within the required guidelines to continue attending.

TRANSITIONS

In a childcare center, such as ours, many of our children at times experience an emotional change in their lives at home. Because our home lives are carried with all of us wherever we go, we ask that you keep us informed as to major changes in the home situation for your child. While we do not wish to pry into your personal life, it is important that we know if and when a serious death, illness, separation, divorce, remarriage or other event occurs so that we can understand any changes in the child's behavior. Because many of our children are going through these types of changes, we try very hard at *After School* to remain a constant force in their lives. We hope that you will work with us to make *After School* a consistent and positive part of your child's life.

STATE LICENSING

After School is proud to provide care in five locations, all licensed by the State of California, Department of Social Services. Within that framework, we must adhere to specific requirements set by the state. Among the rights that the State of California maintains over all children in licensed day care centers is the right for the State to come into the center and interview children and review records without specific prior parental notification. Enrollment in the *After School* program by a parent includes acceptance of the State's right to review his/her child's records and to interview his/her child, if deemed necessary, by the State Department of Social Services.

REGISTRATION

One of the most difficult problems we face, as Owners of *After School*, is that we simply do not have enough space in our program for the number of people who would like to attend. Therefore, all our registration is done in advance of the beginning of the period served.

We reserve a limited number of slots for kindergartners and begin registration in October of the year *prior* to the child's kindergarten (i.e., Oct. 16 for Oct. 17 enrollment) for these spots. The actual registration for our kindergarten & TK session coincides and must be accompanied by registration in the elementary school. Belmont and San Carlos school districts have differing registration dates, with San Carlos on an ongoing basis and Belmont's is held in early spring.

In mid-May new registrants in elementary grades (1st thru 3rd San Carlos or 5th Belmont) will be accepted, if there are any spaces available. Our summer program registration begins in mid-February each year.

To be placed on our list or request registration information, parents are asked to visit our web site at www.afterschoolkids.net and fill out a short informational form. You will then be contacted by one of our Site Managers with information and, if desired, registration information.

Once accepted into the program, there is an initial non-refundable registration fee of \$75 per child or \$100 per family. (Kindergarten & TK children who register prior to completing the school district registration will be eligible for a refund of the registration fee if they are not accepted into the school district for the following year.) Each year there is a non-refundable renewal fee of \$100 per family along with an updated registration form on each child that is required to hold spots for the following school year.

ENROLLMENT FORMS

We have a variety of forms that must be completed prior to a child beginning our program. Included in that group are forms related to the child's personal history and family residence, information about parent's rights, a photo release form, Parent's Rights, Personal Rights and the rights of *After School* and general information required by the State of California, Department of Social Services. We are required by state law to keep these forms on file for all children and therefore must require that you, as parents read the packets you are provided and return the appropriate forms to us. ***Your child's registration into the program is not complete until all forms and fees have been returned to the Site Manager.***

MEDICATION/SUNSCREEN RELEASE/POTTY TRAINING

State licensing requires parents to complete a Medication Request Form and return it to us along with any medication prior to us administering such medication to a child. The state also requires completion of a Sunscreen Release form prior to any member of our staff putting sunscreen on a child. These forms will both be available to you upon registration. State licensing also does not allow us to accept/involve any children who are not potty trained and/or

who repeatedly have “accidents” while at *After School*, due to health and sanitation issues. Failure to comply with this policy will result in the child being sent home each day he/she has accidents.

ADMISSION POLICIES

After School is open to all children regardless of race, nationality, creed or color who may benefit from this type of program. The child must be at least of transitional kindergarten age and must not be over fifth grade (except for the vacation programs when we accept older children up to age 11).

We do reserve the right to refuse service to any child who has repeated behavior problems and/or whose parents are unwilling or unable to meet the policies and procedures outlined in this manual.

By enrolling your child in *After School*, you have agreed to all of the above-mentioned policies and procedures of *After School*. For further information, please contact the Site Managers listed below.

SAN CARLOS-BELMONT AFTER SCHOOL

OWNER: DIANE MEADE

EXECUTIVE DIRECTORS: ANTHONY PERINO, LIZ BENEDICT, & KENNY MEADE

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SAN CARLOS, CA 94070

PHONE: (650) 591-8039

www.AfterSchoolKids.net

ARUNDEL SITE

SITE MANAGERS: LIZ BENEDICT & JOSE IBARRA

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SAN CARLOS, CA 94070

(650) 593-0707

BRITTAN ACRES SITE

SITE MANAGER: JENNIE FITZGERALD

2000 BELLE AVE.

SAN CARLOS, CA 94070

(650) 591-4599

FOX SITE

SITE MANAGER: ANTHONY PERINO

3100 ST. JAMES RD.

BELMONT, CA 94002

(650) 226-5031

CENTRAL SITE

SITE MANAGERS: KAT SAN FELIPE & MARIA RIVAS

525 MIDDLE ROAD

BELMONT, CA 94002

(650) 593-4229

HEATHER SITE

SITE MANAGERS: KENNY MEADE & NANCY VIDUCIC

2757 MELENDY DRIVE

SAN CARLOS, CA 94070

(650) 591-1997

WHITE OAKS SITE

SITE MANAGERS: ANGELA THOMPSON YULI CHAVEZ

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SAN CARLOS, CA 94070

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