

CALAVERAS UNIFIED SCHOOL DISTRICT

Kids Place

After School Program

Parent Handbook

2023-2024



Jenny Lind Elementary
Kids Place
Valerie Latt, Manager
209-754-2274 Ext:3334

San Andreas Elementary
Kids Place
Sue McDaniel, Manager
209-754-2366

Valley Springs Elementary
Kids Place
Michelle Coggin, Manager
209-754-2287

West Point Elementary
Kids Place
Marilyn Dillon-Hultgren,
Manager
209-754-2255 Ext: 3608

Calaveras Unified School District

PO Box 788

San Andreas, CA 95249

(209) 754-2318

(209)754-2327

AFTER SCHOOL PROGRAM MISSION STATEMENT

The mission of After School Program is to provide a safe, fun, and enriching academic 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 (Kids Place). Our programs for after school and school breaks are available to all Elementary 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 a safe, nurturing, educational, and fun program in a child-centered environment.

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 TK-5, residing within the Calaveras Unified School District boundaries.

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 209-754-2274, Ext:3334

Full Day – **Fall & Spring break only** 7:00 a.m. - 6:00 p.m.

Minimum Day 12:00 p.m. - 6:00 p.m.
After School 1:30 p.m. - 6:00 p.m.

Valley Springs Elementary, 209-754-2287

Minimum Day 12:00 p.m. - 6:00 p.m.
After School 2:00 p.m. - 6:00 p.m.

School Breaks Closed

West Point Elementary 209-754-2255, Ext: 3608

Minimum Day 12:00 p.m. - 6:00 p.m.
After School 2:00 p.m. - 6:00 p.m.

School Breaks Closed

San Andreas Elementary 209-754-2366

Minimum Day 12:00 p.m. - 6:00 p.m.
After School 2:00 p.m. - 6:00 p.m.

School Breaks Closed

Kids Place, After School Program, will not accept students as “drop-ins”. Students who are present each day must be enrolled, with an enrollment form and emergency card. Our program must stay within ratio; 20:1, to remain open.

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. Schedule changes will be made only once each school year in December. Any/all schedule changes will begin in January, after winter break.
3. All children must be enrolled for a minimum of three days a week, each week, or the equivalent. The program is designed to be a five (5) day a week program. Priority will be given to families requiring the most number of days for After School Program services (i.e., 5 days a week, then 4 days a week, 3 days a week, and finally by date received). Please keep in mind that enrollment is limited to space available.
4. Time sheets will be prepared each month indicating your student(s) schedule. After School Program staff will check students in. Parent(s)/Guardian(s) MUST sign and time students out, upon pickup.

VALLEY SPRINGS & JENNY LIND ELEMENTARY
KIDS PLACE FEE SCHEDULE

Fee Description	Amount 1 st Child	Amount Family
Annual registration fee	\$25.00	\$35.00
School Days - daily after school program (less than 6 hours per day)	\$15.00	\$10.00 ea. additional child
Non School Days - daily school break & extended learning program (more than 6 hours per day)	\$30.00	\$20.00 ea. additional child

*Subsidy assistance **MAY** be available through the Resource Connection for income eligible families, please call 209-754-3048.*

SAN ANDREAS AND WEST
POINT ELEMENTARY
KIDS PLACE FEE SCHEDULE

Fee Description	Amount 1 st Child	Amount Family
Annual registration fee	\$25.00	\$35.00
School days-Daily after school program (less than 6 hours per day)	\$1.00 a day <i>per Child</i>	

REGISTRATION

1. Registration is done on an annual basis in spring. The first day of school will serve as the beginning date for each school year. A non-refundable registration fee is required with registration for the program; **\$25.00** for the first child and families are **\$35.00** for the school year.
2. After December 31, the registration fee will be **\$20.00** for the first child and **\$30.00 for families**. After Spring break the registration fee will not be charged for the remainder of the year.
3. Students enrolling in the spring and continuing through the school year, will pay the regular registration fee (see chart above).

PAYMENTS AND SCHEDULES

1. Parents are allowed to choose their child's schedule upon enrollment. Schedule changes will only be made in December, to begin in January, after Winter Break.
2. The program is designed to be a five (5) days of the week program, Monday-Friday.
3. A tuition fee schedule is included in the After School Program handbook.
4. Invoices will be generated 10 days before the end of the month. All fees are due and payable in advance monthly on or before the 7th of the month.
5. A 10% late fee will be added if payment is not received by the 7th 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 in program.
6. If your account becomes 30 days past due, not only will your student(s) not be allowed to continue in the program, the district will be forced to take legal action.
7. A \$25.00 NSF fee will be charged, should the bank not honor any personal check.
8. Payments can may be made in the following ways:
 - Mailed, hand delivery or Online:
 - CUSD, ATTN: Business Department; P .0. Box 788, San Andreas, CA 95249
 - Hand delivered to the district office, (White Building) 3304 Highway 12, San Andreas, CA 95249 (SECURE PAYMENT BOX AVAILABLE)
 - Online Payment made through the Infinite Campus Parent Portal
9. For all payment or billing questions, please contact our Business Department at 209-754-2109.

LATE PICK-UP

1. Calaveras Unified School District, After School Program charges a late pick-up 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 pick-up will be reported to the District Office and billed separately by the Business Department. After 30 minutes, if no one has contacted the center and no emergency contacts have been made, the Sheriff's Department will be notified.
2. Anyone picking up a student must be prepared to show picture identification, which will be strictly enforced.
3. A total of three late pick-ups may result in termination from the program.
4. A notice regarding termination from program will be given to all late parents/guardians and will indicate which notice it is (1st, 2nd or 3rd notice). The third notice requires the parent/guardian to make an appointment with the program coordinator and/or school site principal to discuss the needed action to continue program. The appointment must be made within two weeks of receipt of the notice.
5. In cases of separation or divorce, court documents must be provided to inform the site of custodial rights and days and if the custodial parent may pick-up the child.
6. No changes to the pick-up authorization form will be accepted by phone.
7. Restraining orders must be on file with our school office and district office.

NON SCHOOL DAYS AND VACATIONS

1. Calaveras Unified School District, After School Program is only open on school days.
2. There is a charge for family vacation days. Your fee pays for direct operating costs: i.e. staff, snacks, materials, etc. All of these must be available to your child.
3. When you enroll, you are reserving the enrollment space, staffing, and provisions for your child whether or not he/she attends.
4. If a child on vacation does not return as scheduled and the staff is not notified within two (2) weeks, he/she will be dropped from the program.

EARLY RELEASE POLICY

The After-School Education & Safety (ASES) grant supports the After-School Programs. These grants require that programs stay open until 6:00 pm and 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 or parent transportation schedule requirements
6. Weather (and/or daylight) conditions that may impact child's safety ("walking" students).
7. 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.*

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 whether in attendance or not. When you enroll, you are reserving the enrollment space, staffing, and provisions for your child whether or not he/she attends.
2. You will be charged for all absences due to illness or vacation.
3. For the safety and welfare of your child, you are required to call the center when your child will not be attending. We expect notification if your child will *not* attend even if it will be for only one afternoon.

Please do not leave a message with the school for after school program, your message may not be forwarded. Leave your message on the after school program voice-mail.

4. If your child is ill for *five (5)* or more consecutive days; due to a major illness or injury and you provide a doctor's note, you will not be charged for those days. Absence of five (5) 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.
5. According to your child's schedule he/she should be in program, unless ill or a doctor's appointment. After 10 absences your child may be dropped from the program and the opening will be given to a family on the waiting list.

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.
- *Fever* – Any student with a fever, must be fever free for no less than 24 hours. If your student returns to the after school program with a fever, you will be notified to pick-up your child immediately.
- *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 Secretary.
- *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.

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.

WAITING LIST

Families interested in enrollment, when there are no openings, will be placed on a waiting list. Openings will be filled on a first come first served basis. Any questions regarding this process, please see the Site Manager.

WITHDRAWAL

Parents may withdraw their child/children at any time. A two-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.

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 Site Coordinator. He/she may not attend after school program that day.

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 site principal and behavior contract written
5. Parent/Guardian notified to remove child from the facility
6. Possible suspension
7. Removal from the Program

If a child is removed from program, it will be at the discretion of the site supervisor/site principal if they are to return to program one (1) year later or not at all. 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.

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

CONCERNS

Open communication is important for the best interest of your child/children. If you have any questions or concerns with your child, please feel free to discuss them with the site manager, an instructor and/or the child development coordinator.

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 a continuation of the school day.

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 academically based, 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 is a sample of a *possible site schedule*:

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, free choice activities, or outdoor play.
5:30 -6:00	Clean up. Prepare to go home. Quiet activities, games.

Please find the After School Program Parent Board in your Child's classroom for their exact daily schedule.

KIDS PLACE – DAYS CLOSED

The first day of school is July 26, 2023 and the last day of school is June 7, 2024.

ALL of our After-school programs will be CLOSED on the following holidays:

- | | |
|---------------------------------------|--------------------------------------|
| ▪ June 10-July 25, 2023 | Summer Break |
| ▪ September 4, 2023 | Labor Day |
| ▪ October 2-13, 2023 | Fall Break |
| ▪ November 10, 2023 | Veteran’s Day |
| ▪ November 22-24, 2023 | Thanksgiving |
| ▪ December 18, 2023 – January 5, 2024 | Winter Break |
| ▪ January 15, 2024 | Martin Luther King, Jr. Day |
| ▪ February 12, 2024 | Lincoln’s Birthday |
| ▪ February 19, 2024 | Washington’s Birthday/Presidents Day |
| ▪ March 18-29, 2024 | Spring Break |
| ▪ May 16 & 17, 2024 | Calaveras Frog Jump |
| ▪ May 27, 2024 | Memorial Day |

We will be CLOSED for staff development on the following days:

November 1, 2023

March 4, 2024

Valley Springs, San Andreas and West Point Elementary Schools are closed during all breaks.

Jenny Lind will be open during fall (October 2-13, 2023) and spring (March 18-29, 2024) breaks only.

We look forward to a year of amazing growth for your child. If you have any questions, please do not hesitate to contact your student’s Site Supervisor or the District Office.

Respectfully,
Kid’s Place After-School Management Staff

Jenny Lind –Valerie Latt, 209-754-2274
San Andreas – Sue McDaniel, 209-754-2336
Valley Springs –Michelle Coggin, 209-754-2287
West Point- Marilyn Dillon-Hultgren, 209-754-2255

District Office – Alissa Bain, Child Development Coordinator, 209-754-2318
District Office – Kristyl Galli, Child Development Secretary II, 209-754-2327