

BEFORE AND AFTER SCHOOL PROGRAM

ASAP

K-6th Grades

PARENT HANDBOOK



Forestville Union School District

6321 Hwy 116

Forestville, CA 95436

www.forestvilleusd.org

Introduction

The Forestville Union School District is pleased to offer school-aged childcare and before and after school recreational programs for Kindergarten through sixth graders. The program will run between the hours of school dismissal and 6:00 pm on all school days. The programs will also offer morning care from 7:30 a.m. to 8:00 a.m. The facilities are located on the campus of Forestville Elementary School. The program is a school district operated recreational program.

This handbook will act as a guide to explain the policies and procedures under which the school district's program operate. If you have questions regarding your child's participation in the program, details regarding hours, scheduling, tuition, discipline, etc. please do not hesitate to call Diane at the District at 887-2279 x7705. At certain times during the workday when no one is available to answer the phone, the answering machine will be in operation. You may leave a message and we will return your call.

In operating the program, the district's goal is to provide a safe, enriching environment for children that is also convenient for parents. We believe after a long day at school, a warm and inviting place for our children is a necessity. Our childcare staff strive to provide a harmonious and positive environment offering a wide range of supervised and self-directed activities. Nutritious snacks are served each afternoon. Each child is treated with respect and dignity. Cooperation among the children is always stressed and encouraged.

We encourage and appreciate your involvement with your child and their after school time at ASAP. In order for the district to provide the program, they must be self-sufficient. Due to tight financial conditions under which the school districts are operating today, no school district general funds are available to supplement fees paid by the parents using the program. To pay for salaries, purchase food and supplies, and maintain classroom equipment, your tuition must be paid on a timely basis. To run the program efficiently and be considerate of our staff, your children must be picked up on time. When emergencies come up, or changes need to be made, communication with the lead childhood educators is important.

We appreciate the support you give your children, our program and our school community.

Hours of Operation and Legal Holidays

We are open all days that the school district is in session, The morning program is open from 7:30 a.m. to 8:00 a.m. and after school program is open from dismissal until 6:00 p.m. Note that we are open at 12:30pm on minimum days.

We are closed Saturdays, Sundays, and all legal holidays and school district holidays. Each school year a school calendar will be available when you register.

Holidays are not deducted from your monthly contracted fees. Fees for months affected by winter, spring or summer vacations may be prorated if there are less than 4 weeks in the month. Check the parent bulletin board or your parent file for specific information. When you register, you will receive a School Year Tuition Schedule showing the tuition to be charged each month of the school year. Tuition is based on a 9 month (180 days) school year.

Check In and Sign Out

For your child's safety, we ask that a parent or other previously identified adult, physically accompany their K-2 children to the door in the morning if you are using the a.m. program and come to the door to pick up your child in the evening. Other prior arrangements may be made, for example, an older sibling, 6th grade or older, may pick up a child with parental permission. Older children may sign out with parent permission.

All children in childcare must be signed in and out in the sign-in/sign out book each day. Please pick up your child before our 6pm closing time. There is a late fee of \$1.00 per minute for picking your child up after 6:00pm. If you cannot be reached within ten minutes after closing, a person on your emergency list will be called to pick your child up. **You are responsible for paying the late fee at the time of late pick up.**

If your child is late being picked up more than three times, alternative arrangements need to be made for the release of the child. If a satisfactory solution cannot be reached, notice of termination will be given. You are responsible for seeing that your child is signed in and out.

Children are not allowed to be on campus unsupervised. Children may not leave campus and return to the program unless accompanied by a parent or parent designee.

Release of Your Child

Program staff are not allowed to sign your child out for you and/or bring your child home to you. We will always assume, unless informed otherwise, that you, the parent/guardian, will pick up your child and sign them out each evening or that by prior arrangement, an older sibling. Any other persons picking up your child from the program must:

- 1) Be previously listed by you on your child's permanent registration record, or:
- 2) Have written authorization from you to pick up your child, or:
- 3) Be authorized by a previous phone call to the program.

Be aware that any authorized person on your enrollment card can pick your child up without notification to our staff. Depending on the circumstances, we may call you to verify that it is actually you, the parent/guardian, who has placed the phone call authorizing someone else to pick up your child. **All persons other than a parent/guardian who pick up a child from our center MUST have current identification with photo and prior authorization from the parent/guardian.**

Snacks

Nutritious snacks are provided each afternoon as part of the childcare program. Snacks generally consist of the following types of foods: peanut butter or cheese and crackers and a fruit or vegetable, pasta, cereal or sandwiches. If your child has allergies to any food or food groups or has special dietary needs, please make us aware of these.

Absences and Illnesses

If your child will not be attending childcare on a scheduled day, please notify us. You may call us at 887-2279, and leave a message. We will receive a copy of the school absence list, which tells us your child did not attend school. If your child attended school, but does not come to childcare and we are not notified by a phone call, we will look for your child. We may contact you or persons listed on your emergency form. Failure to notify the staff of your child's absence causes not only loss of staff time, but also a great deal of worry concerning the welfare of your child. We appreciate your consideration in making sure that you make every possible effort to contact us when your child does not attend after school.

Registration

The current enrollment fee is \$100 per child, per year (\$50 registration, \$50 materials fee). Children enrolling late in the school year, after March 1st, will have the registration fee reduced to \$75. **Each family will be asked to complete a registration packet each school year.** Families currently attending receive priority registration privileges in May & June but must complete a pre-registration form to reserve a space for the next school year.

Registration fee payment reserves a space. Watch for notices on the bulletin board by email, concerning registration dates and forms. If the program fills and is not accepting new registrations, a waiting list will be kept and you will be notified immediately when there is an opening.

At the beginning of each school year, complete registration packets will be available at the Back to School BBQ, a few days before the first day of school. During the school year, please contact the main office for registration packets. Complete registration packets need to be received prior to the first day of attendance. Please note that for proper billing and scheduling, a revised registration contract must be submitted any time a child's schedule changes during the year.

Tuition

The tuition fee schedule is included with the registration packet. Tuition fees are due and payable in advance of attendance on the first school day of each month, and are based on your registration contract. Checks or money orders should be made payable to: Forestville Union School District or F.U.S.D.; Cash payments are only accepted at the main office.

For some months containing less than 4 weeks, your tuition may be prorated. You will receive a notice when you register telling you which monthly tuitions are less than the full monthly tuition rate. You will receive an invoice at the beginning of each month, either in your parent file or by email. Invoices are not mailed.

A \$25.00 late fee will be charged for payments received after the 10th of the month. **Failure to pay tuition will result in termination of services.** Resumption of services cannot be guaranteed if there is a waiting list. Tuition adjustments or late fees will be billed at the beginning of the following month and are due by the 10th of that month.

Drop-In Attendance

Attendance on days not contracted for may be available if the program is not full on the day you are requesting. You must receive approval from the after school program staff before sending your child on a day he/she is not scheduled to attend. The drop-in daily fee of \$20.00 is due when you pick up your child that day. Morning only drop-in fee is \$5.00 and is due when you drop off your child.

Refunds and Credits

We do not give refunds or credits for any reason. Once completed and paid, your schedule is a contract with the School District and informs the Program Coordinator that a certain number of children will be using the program during the upcoming period. Personnel are employed based on the number of children scheduled to use the childcare program. There are no refunds given for any time that is scheduled and not used. We do not prorate schedules for illness, family vacations or any other unused time.

Discounts

For children attending 5 afternoon days per week, a 10% discount is offered for the additional siblings. The discount is taken off the tuition of the sibling using the program the least number of hours. A discount will not be given on past due accounts.

Returned Checks

If a check is returned from the bank, a returned check fee of (\$25.00) will be assessed. You will receive written notification stating the total amount owed. Failure to respond with payment due within 5 days of notification may result in termination of childcare services. If a second check is returned at any time, we may request that future payments be made by cashier's check or money order.

Communication

Periodically there will be special notices and announcements from on the bulletin board next to the sign out sheet or by email. Since we do not mail information, it is your responsibility to check these places for notices.

Homework Help

We try to provide assistance daily for completion of homework assignments, except on Friday. Some days it is not possible, so please be sure to check with your child about his/her homework.

Discipline

Our programs operate under the discipline policy of the Forestville Union School District. Our goal is for children to successfully manage their own behavior. We use positive interaction and supportive intervention to help students reach that goal. We will treat children with respect, consideration and sensitivity and expect them to treat others likewise. We ask that parents be involved by encouraging their children to observe program rules, which include all regular Forestville School classroom, and playground rules.

Rules:

- Be Safe
- Be Kind
- Be Responsible

When rules are broken, the following steps are taken:

- 1) Warning (Verbal)
- 2) Re-direction and/or loss of activity.
- 3) Staff/student conference.
- 4) Notification to parent: teacher report/referral, and/or parent called or conference requested.
- 5) Suspension from program
 - 1st = 1 day suspension
 - 2nd = 3 days suspension
 - 3rd = expulsion for 3 months

If the incident involves violence, we skip to step 4. The parent will be called immediately and asked to pick their child up.

In the event that, despite the sincere efforts of staff and parents, a child is unable to function as a member of the group and requires constant attention from staff to prevent him/her from hurting other children, endangering himself/herself, from destroying materials or disrupting the activities of other children, it may be concluded that ASAP is not able to provide the conditions necessary for the child's success. When this situation occurs, a family will be given a one-week notice that ASAP can no longer provide childcare.

Health

Illness - Our childcare facilities do not have provisions for caring for sick children. Please do not send your children if they are sick or feverish. If your child becomes sick while attending our programs, we will contact you with a request and expectation that you will pick up your child.

Contagious condition - Please notify the staff if your child has a contagious disease/condition (this includes head lice). Your child will not be allowed to attend during his/her contagious period. As appropriate, parents will be informed of contact to contagious diseases. Children who have had head lice must be completely free of lice and nits before they will be readmitted.

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

Emergencies - Should your child need medical attention, an attempt to notify parent/guardian will be made. If you cannot be reached, medical attention will be sought as per your emergency information on file.

Medications – Medications cannot be administered by the staff. Medications can be administered by the school health tech in the school office during school hours.



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