

City of Bishop Community Services

AFTER SCHOOL PARENT HANDBOOK

2016-2017

City of Bishop



THE CITY OF BISHOP AFTER SCHOOL PROGRAM

www.cityofbishop.com

760-873-5863

City of Bishop Community Services Department
After School Parent Handbook

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Welcome Letter

Dear Parents,

It's school time again! We are very happy to have your children enrolled in our After School program.

Our staff is committed to providing a fun and enriching environment for your children for After School. Let me take a moment to familiarize you with our After School program. We offer students a time to get a good start on homework, reading time, arts and crafts, variety of indoor and outdoor recreation including a diversity of traditional and non-traditional games for all ages. In addition, we will be offering "Fun Fridays", which will consist of themed events, field trips and/or special guests.

Providing a safe atmosphere for your children to have fun, recreate, learn and make new friends is our number one goal. We do provide a time for homework, though, depending on the homework load, it may not all be completed. We provide healthy snacks each day for the children as well. We have hired an exceptional group of counselors to work with your children this school year. All staff is CPR/First Aid certified and has completed a background check. We take pride in our staff and ensure that they are properly trained in order to best serve your children.

Please do not hesitate to contact us at the office if we can be of any assistance to you. We are looking forward to this After School year and the new friends and memories that will be made in the After School programs!

Sincerely,

Waylon Cleland
Recreation Supervisor
760-873-5863

Our site is located in the BAC building to the north of the main entrance to the cafeteria at the Elm/Pine Street Schools campus in the BAC Classroom.

Please do not call the main school office for questions or assistance with this program. They provide learning support and the space for program use; otherwise they are not affiliated for staffing or program direction.

After School Facility - a phone list will be provided to all participating parents to include premise phone and contact cell phones during program hours.

During the hours that the After School Program is not in session, you can direct all calls to Community Services Staff at City Hall, (760)873-5863.

Mission Statement

The City of Bishop Community Services Department, through a coordinated effort, seeks to enrich the quality of life of the citizens we serve, by providing safe and accessible recreational facilities and a diversified program of recreational activities for all citizens.

After School Goals

The After School Program is designed to provide positive after school activities for elementary school participants within a safe, secure and enriching environment. A trained and caring staff supervises the program. Educational and recreational activities geared to the interest of the participants are provided and will include: homework time, arts and crafts, sports, games, special events, music days, and group activities. **Our participant list will be shared with Bishop Elementary School in order to ensure the best learning experience for your child.**

Program Objectives

- Provide an enriching experience for all participants.
- Provide a wide variety of quality recreational and educational activities in a safe, healthy, and fun atmosphere.
- Create positive staff/participant interaction, communication and guidance. Promote self-confidence and accomplishment through completion of program activities.
- Provide encouragement and help expand social skills.
- Provide an outlet for physical exertion.

Non-Discrimination Clause

- No otherwise qualified individual with a disability in the US shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination.
- No person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

Registration Process

- Children must be registered before they can attend the program.
- Enrollments are accepted on a first come, first serve basis.
- A child is considered registered once a registration form and all other necessary paperwork have been completed and the first month's fees are paid in full. Forms that must be completed include a registration form, medical emergency information and authorized pick-up form for each child enrolled.
- The After School Program is required to maintain up-to-date records of attendance and emergency information on each child in the program. Please notify us immediately of any changes in residence, telephone numbers, medication, health, etc.

Fees

- Fee is based off of daily enrollment. Full time is considered to be \$14 per day, per child for full time (4-5 days), or \$16.60 for part time (3 days), or \$17.50 for 1-2 days per week
- An a monthly special supply and activity fee of \$10 per participant is due at the time of registration.

Payment Policy

- The month's payment is due at the time of registration for each participant along with the monthly special activity and field trip fee of \$10. **This fee covers more in depth projects and special field trips that will have a fee such as bowling or the pumpkin purchase portion of attending the pumpkin patch.**
- Invoices will be provided between the 15th and 20th of each month dependent on weekends and holidays.
- Payment must be received in order for a child to attend the program.
- Payments are due by the tenth day of the month invoiced or first business day after. Payments not received by the close of the day as specified will incur a late fee of \$25 which will be added to each participant's total for the following month.
- Accounts that are frequently delinquent will be required to go on Auto Draft payments. Checks are processed immediately; therefore, **post-dated checks will not be accepted.**
- A \$25 fee will be accessed on all non-sufficient fund (NSF) checks. If more than two NSF checks are returned during the course of a year, the parent must make any future payments by money order, credit card or by using the online payment method.

Forms of Payment

- We accept checks, credit card, debits, or money order payments.
- Please make checks payable to The City of Bishop.

Waiting List Process

- If the program is full, you may place your child's name on our wait list by notifying our staff
- Staff will notify you if and when a spot becomes available.
- Openings are filled on a first come, first served basis based on the wait list.

Withdrawal Procedures

In order to withdraw your child from the program, all of the following must be complete:

- Complete withdrawal notice form, can be obtain at The City of Bishop office, Submit withdrawal notice form to the office **two weeks prior to the last day of enrollment**, Pay your final two week balance.

Failure to properly withdrawal your child will result in you still being financially responsible. No participant will be permitted to temporarily withdraw from a program.

Sign-in/Sign-out Procedures

- A daily attendance sheet is kept on all participants who attend the After School program. After School staff will take roll to ensure all participants are checked in.
- Children will be walking from their class to the BAC classroom adjacent to the Cafeteria. (The first month Staff will pick up at the Kindergarten fence until children settled into the routine) Roll will be taken 15 minutes after the school release bell has rung. If a child is not there staff will contact the school office to ensure your child was not absent. If you have not contacted staff to advise of absence of your child, you will be contacted by program staff in effort to track your child down to ensure your child's safety. **** Please let staff know if your child will be absent or late. It takes time away from the other children when staff has to track down your child to find a call in wasn't made for absence.**
- If you have picked your child up from school for a doctor's appointment, etc. and are bringing them to the After School program, you then will need to check in with program staff upon arrival. **If your child will not be attending because of a doctor's appointment, etc., please notify our offices prior to 1:45pm in order for our staff to be informed before school pick-up. If signing out your child in the office, please wait in the lobby for your child.**

The Sign-Out Procedures – 100% ID REQUIRED

- All Sign Outs will need to take place with staff inside the facility. Present your photo ID until Staff gets to know who you are.
- Sign the sign out form beside your child's name and the time of pick-up. Staff will call for your child.

Late Pick-up Policy

- The After School program ends at 5:30 pm.
- **Parents whose children remain past the end time will be charged a \$1.00 per minute late fee beginning at 5:31 pm.**
- Late fees will be added to your next month's invoice. After three times of being in violation of this policy, parents may be asked to find alternative after school care.

Alternate Pick-up

- Only persons that you have previously approved will be permitted to sign for your child.
- In the event that someone else may be picking up your child, the alternate person must be listed on the Authorized Pick-up Form that you completed at registration. In addition, staff must be properly notified prior to check out that an alternate person is picking up your child. You may call the office, email, or sending a note with your child to notify us.
- Alternate person must provide a photo ID a pick-up, preferably a driver's license. If we are not notified prior to checkout, your child will not be allowed to leave until we have communicated with you. This procedure is imperative for the safety and security of your child.

Snack

Snack and drink will be provided in the afternoon for all children. If your child has specific dietary needs for certain snacks, which are not provided by this program, then you will need to provide that snack for your child. ****Please, no sodas or other sugary drinks or candy unless okayed by the Program Site Coordinator for special circumstances.**

Visitation

- We welcome parents/guardians to visit our programs at any time. It is recommended that parents schedule visitation with staff in advance when possible in order to inform parents of the child's location if they are on a field trip.

Health Requirements

The parent/guardian has a responsibility to monitor the daily health and physical condition of their child to determine the child's ability to actively participate in the program.

- If the child has a fever, is experiencing nausea, headaches, intestinal/stomach problems or is ill, it is imperative that he or she stay home for the day, where they can be more comfortable and return when they are feeling better.
- If a child shows signs of illness while participating in the program, the parent or emergency contact will be notified and they must pick-up the child immediately.
- All minor incidents, such as scrapes and scratches, will be treated by the After School staff and will be reported to you at the end of the day.

Medication Policy

If a child is to receive any medication (including over-the-counter), the Program Coordinator must have the following information:

- Medication must be in its original container as delivered by the pharmacy. A complete written and signed request from the parent/guardian on the Authorization to Administer Prescribed and Non-Prescribed Medication Form available in the administrative office. The Parent/Guardian is required to hand deliver the medication(s) to the Program Coordinator- please do not have it delivered by your child.
- No child is allowed possession of any medication while participating in the program. All medications, prescribed and/or over-the-counter, will be kept locked in the office by the Program Coordinator.

Inclement Weather Policies

- If Bishop Unified School District Schools do not open due to inclement weather there will be no After School program conducted that day.
- If Bishop Unified School District Schools close early due to inclement weather, parents are responsible for picking up their child at the school.
- If City of Bishop closes early due to inclement weather, parents are responsible for picking up their children upon notice of the closure.
- No refunds will be issued due to inclement weather closures.
- Please call our inclement weather hotline at 760-873-5863 for current updates.

Site Emergencies

If a major or life-threatening injury or accident occurs during scheduled program hours it will be handled in the following manner:

- 911 will be called immediately,
The parent/guardian will be notified,
- Based upon the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care or the EMT may advise the parent/guardian or program staff as to how to treat or care for the child.

In the event of an emergency or natural disaster, the following procedures will be in effect:

Children will remain on site until they are picked up by the parent/authorized pick-up person.

- If a site evacuation is required, children will be taken to a local emergency shelter or other designated safe location. The location will be posted on the site door. Whenever possible, efforts will be made to contact parents should evacuation be necessary.
- Program staff will remain with the children until they are picked up.

How Parents Can Be Helpful

The After School program is not daycare or a baby-sitting service. It is a recreational program to enhance your child's experiences. Please impress upon your child that this is a special program designed to meet his/her needs and interests. Cooperation and teamwork are vital for safety and fun. Our staff appreciates parents who keep us informed of their child's special needs or any transitions in the home life. This helps the staff remain sensitive to your child's needs. Feedback is essential to our program; please share your thoughts with us. Parent volunteers are always welcome; please contact the Program Site Coordinator to schedule volunteer time.

Clothing and Personal Belongings

- Please label all of your child's belongings.
- Please do not send personal items to the program such as toys, money, stuffed animals, games, etc. We are not responsible for any misplaced, damaged, or stolen items. Pocket knives, toy knives or other toy weapons are not allowed.
- Cell phones and electronic devices are NOT allowed in the After School program unless there is a special event in which we notify parents in advance.
- Participants should be dressed in appropriate clothing for the program to include tennis shoes and socks. Your child will not be allowed to participate in activities without appropriate footwear.

Participant Behavior Management Policy

In order to maintain a friendly, fun and safe environment in our after school program we have adopted the following policies regarding behavior management of participants. These policies ensure that each child will achieve the fullest positive experience possible from their time here.

Both Participants and their parents will be required to read and sign a statement in regards to the following behavioral points.

Participants will:

- Exhibit proper manners
- Be respectful and courteous to other participants and staff
- Respect equipment, supplies and facilities
- Communicate with other participants and with staff
- Respect the belongings of others
- Listen and follow instructions from staff
- Participate in activities

Participants will not:

- Use violence, force, intimidation, or other inappropriate behavior
- Use inappropriate language or name-calling
- Damage supplies or property
- Bring inappropriate items to the program (knives, etc.)

Misbehavior of a child that may put staff or other children at a safety risk will be dealt with in a quick and professional manner. The consequence of misbehavior depends on its severity and will be handled according to the The City of Bishop Code of Conduct. Once warning is issued and parent/child meetings are held with staff and the problem has not been resolved the child may be asked to leave the program.

After School Minimum Days and Closure Dates for 2016/2017

2016

August 18 **Back-to-School Night**
August 22 **First Day of School**
September 5 **Labor Day-No School**
September 7 Grades K-2 Picture Day
September 8 Grades 3-5 Picture Day
September 23 **CA Indian Day-No School**
October 19 Picture Make-Up Day
October 28 **Teacher In-Service-No School**
November 11 **Veteran’s Day-No School**
November 15-18 . . **Fall Conferences-Minimum Days**
November 17 End of 1st Trimester
November 18 **Pre- Break-Minimum Day**
November 21-25 . . **Thanksgiving Holiday-No School**
December 23 **Pre-Winter Break-No School**
Dec. 26-Jan. 6 . . . **Christmas/Winter Break-No School**

2017

January 16 **Martin Luther King Day-No School**
February 17 & 20 . . . **Presidents’ Holiday-No School**
March 6 **Teacher In-Service-No School**
March 8-10 Spring Conferences-**Minimum Days**
March 9 End of 2nd Trimester
April 14 Pre-Spring Break-**Minimum Day**
April 17-21 Spring Break-**No School**
May – Date TBD/TBA. . Open House-**Minimum Day**
May 26 Pre-Memorial Day-**Minimum Day**
May 29 Memorial Day-**No School**
June 9 End of 3rd Trimester
June 9 **Last Day of School-Minimum Day**

These dates reflect the school system calendar. This list of dates is subject to changes and modifications based on decisions by the Bishop Unified School District.

We look forward to having your child in our After School program!
Please contact the Community Services Department for more information,
Email recreation@cityofbishop.com, or call 760-873-5863.

