

City of Bishop Community Services

AFTER SCHOOL PARENT HANDBOOK 2019-2020

City of Bishop



THE CITY OF BISHOP AFTER SCHOOL PROGRAM

www.cityofbishop.com/community_services

760-873-5863

City of Bishop Community Services Department
After School Parent Handbook

Table of Contents

Welcome Letter 3
Contacts and Sites4
Hours of Operation 4
Mission Statement 5
After School Goals5
Non-Discrimination Clause5
Registration Process5
Fees6
Payment Policy6
Forms of Payment.....6
Waiting List Process.....7
Withdrawal Procedures.....7
Sign-in/Sign-out Procedures7
Late Pick-up Policy.....7
Alternate Pick-up.....8
Transportation.....8
Snack.....8
Visitation8
Health Requirements8
Medication Policy9
Inclement Weather Policies9
Site Emergencies9
How Parents Can Be Helpful 10
Participant Behavior Management Policy10
After School Closure Dates 11
All Day Camps 11

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 has committed to themselves to providing a fun and enriching environment for your children for After School. For the past 5 years we have offered students time to get a good start on homework, a quiet reading room, arts and crafts, physical outdoor activity and a diversity of traditional and non-traditional games for all ages. In addition, we will be continuing to offer "Fun Fridays", which will consist of themed events 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 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 remember, a time is set aside for staff to work with your children on homework, though, depending on the work load, it may not be completed. Please make sure you communicate with staff and your child to ensure their workload is complete for the next school day. We are grateful to the Bishop Unified School District for their continuing support. We will continue to work with the school to ensure all your children get the best guidance possible to ensure educational and social success. A roster of all children enrolled in our program will be provided to the school principal. If there is a special needs case, the school will contact the parent prior to making any special requests to the After School Program staff.

Please do not hesitate to contact me if I 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,

Brittany Rossi
Recreation Coordinator
760-920-1089

This site is located on the Bishop Elementary School Campus in the BAC classroom next to the cafeteria and the Home Street Middle School classrooms.

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 with staffing or for 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 (760)920-1089.

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 students from K-6th grade 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 help, arts and crafts, sports, games, special events, music days, and group activities.

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

- K-3rd Grade: 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 2 days per week.
- 4th-6th Grade: Fee is based off of daily enrollment. Full time is considered to be \$12.00 per day (4-5 days), or \$13.50 for part time (3 days), or \$15.00 for (2 days).
- A one-time annual supply fee of \$20 is due at registration.
- A monthly special supply and activity fee of \$10 per participant is due each month and is invoiced with each month's tuition.

Payment Policy

- The first month's payment will be due on August 5, 2019 with final paperwork to ensure confirmation of your slot. Failure to provide payment and paperwork by August 5th will forfeit participation in the program without refund and slot will be filled from the waiting list. Each month's invoice includes the \$10 special activity and project fee. **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 the 5th 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 15th of the prior month of the month invoiced. Payments not received by the close of the day on the 15th of the month will incur a late fee of \$25. If payment including late fee is not received by the 20th of the prior month invoiced, child will be dropped from the program.**
- 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.
- Payments can be delivered to the City of Bishop at 377 W. Line St to the Community Services Department or dropped in the payment box after hours to the left of the entry doors, or you may give your payment to the After School Program Leader or Coordinator.

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 according to days requested and available.

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.** Please let them know if your child will be absent or late
- Children will be walking from their class to a meeting area to walk as a group to the program facility. A crossing guard is available to safely cross the children and a staff member will be available to walk with them.
- 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 at 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 preapproved 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 and avoid the possibility of spreading illness on to staff or other children.
- 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. 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 Closure Dates-

We follow the schedule of the Bishop Unified School District. To avoid confusion the most current School schedule will be provided to you closer to the start of the school year. The 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 brossi@cityofbishop.com, or call 760-920-1089.

