

Bonita Unified School District  
School Age Care Program

Parent & Student  
Handbook

2016-2017



**Bonita Unified School District**

115 W. Allen Avenue  
San Dimas, CA 91773

(909) 971-8330  
ext. 5361 or 5362

## Locations:

School Age Care District Office (909) 971-8330

Nancy Sifter – Coordinator, School Age Care Ext. 5360  
Patti Eide – Secretary Ext. 5361  
Account Technician Ext. 5362

## Elementary School Sites:

		Contact Number
Allen Avenue	Monica Van Duyne, Site Supervisor	(909) 971-8362
Ekstrand	Jannette Kalar, Site Supervisor	(909) 971-8363
Gladstone	Vivian Randall, Site Supervisor	(909) 971-8364
Grace Miller	Ashley Hernandez, Site Supervisor	(909) 971-8366
La Verne Hts.	Bonnie Perez, Site Supervisor	(909) 971-8365
Oak Mesa	Nicole Robison, Site Supervisor	(909) 971-8369
Roynon	Lilliana Garcia, Site Supervisor	(909) 971-8367
Shull	Terri Parque, Site Supervisor	(909) 971-8368

## Middle School – Teen Scene:

Lone Hill	Alice Murphy, Site Supervisor	(909) 971-8370
Ramona	Debbie Clough, Site Supervisor	(909) 971-8360

## About Our Program:

- We serve over 800 students
- The School Age Care Program is a **parent-funded childcare program** operated by the Bonita Unified School District's School Age Care Office.
- Currently there are approximately 60 staff members, 10 of whom are Site Supervisors.

## Hours:

Program centers are open from 6:30 a.m. to 6:00 p.m. when children are not in school. Additional hours of service are provided on school minimum days and pupil-free days. The School Age Care Program is closed on all legal holidays. Thanksgiving, Winter, Spring, and Summer break programs are available at additional cost.

## Purpose:

The Program provides before and after school supervision and guidance for children in grades kindergarten through eighth grade. The program offers an environment in which children can grow to the best of their abilities, one which taps their creativity and strengths and allows them to excel.

## Program:

The Program serves children in kindergarten through fifth grade at each of the eight elementary schools and grades six through eight at Lone Hill and Ramona Middle Schools.

School-Age Program Centers are well-equipped and arranged to accommodate children individually and in small and large groups. The program facilitates a wide variety of activities and experiences, both child-initiated and adult-directed. Children have the opportunity to choose from a variety of developmentally appropriate activities, including outdoor sports and games, arts/crafts, table and board games and science and math-related experiments. Students may also choose to relax or read a book.

## Teen Scene:

The before and after school programs at Lone Hill and Ramona Middle Schools provide a safe and stimulating environment for youth that promotes healthy social, cultural, and recreational experiences which complement the middle school educational program.

## Program Goals:

Children attending the School Age Care Program have the need to relax after their busy day at school, complete assigned school projects, and pursue other activities of interest to them.

Kindergarten children, who often participate in a longer day in the program, also need nurturing care and an environment and curriculum which is enriching, stimulating and provides for all of their developmental needs. In order to meet those needs, the School Age Care Program is designed to provide children time to play outdoors, interact with friends, explore creative arts, enrich reading and storytelling skills, play games, work puzzles and construct with various manipulative toys and blocks. The environment is designed to reflect the needs, interests, and capabilities of children ages five to twelve years of age.

## Staff:

Qualified personnel who are employees of BUSD will supervise all program activities.

## Registration:

To register your child, complete the SAC registration form and emergency card and submit these with registration fee and tuition for the first month of care. Registration is a **non-refundable/non-transferable** fee of \$35.00 for the first child; \$25 for the second child and \$20 for the third child, not to exceed \$80.00 per family in the district SAC program. Checks or money orders are to be made payable to BUSD SAC. Return all registration materials to the BUSD SAC office, 115 W. Allen Ave., San Dimas, CA 91773.

Enrollment is limited and accepted on a first-come, first-served basis. All previous balances incurred and due to the SAC program must be paid in full before a student will be allowed to register (i.e. past due tuition, late payment fees, drop-in, NSF and/or late pick-up fees). Thanksgiving, Winter, Spring, and Summer break programs are available at an additional cost with no registration fee.

## All Day Kindergarten Program:

The Board approved time schedule for the all day kindergarten programs for the 2015-2016 school year is as follows:

- |                            |  |
|----------------------------|--|
| • August 22 – September 16 | Approximate release time of 11:30 a.m. |
| • September 19 – March 24  | Approximate release time of 1:00 p.m.  |
| • March 27 – June 8        | Approximate release time of 2:00 p.m.  |

The release times vary per school site. Please check with your child's school of attendance for actual release times.

## Dates to Remember for the 2016-2017 School Year:

- First day of school Monday, August 22, 2016
- Labor Day - SAC Closed Monday, September 5, 2016
- Non-Pupil Day - Conferences - SAC Open Friday, October 7, 2016
- Non-Pupil Day - SAC Open Friday, November 4, 2016
- Veteran's Day - SAC Closed Friday, November 11, 2016
- Thanksgiving Break (11/21-11/25) SAC Open November 21-22, 2016
- Winter Break (12/26-1/6) SAC Open January 4-6, 2017
- Martin Luther King Day - SAC Closed Monday, January 16, 2017
- Lincoln's Birthday - SAC Closed Monday, February 13, 2017
- President's Day - SAC Closed Monday, February 20, 2017
- Non-Pupil Day - SAC Open Friday, March 10, 2017
- Spring Break (4/3-4/7) SAC Open April 4-7, 2017
- Memorial Day - SAC Closed Monday, May 29, 2017
- Last Day of School - SAC Open Thursday, June 8, 2017
- No School/SAC Closed Friday, June 9, 2017

Thanksgiving Break - SAC will be open on Monday, November 21 and Tuesday, November 22 from 6:30 a.m. to 6:00 p.m. The School Age Care program and school will resume Monday, November 28, 2016.

Winter Break - SAC will be open on Wednesday, January 4 through Friday, January 6 from 6:30 a.m. to 6:00 p.m. The School Age Care program and school will resume Monday, January 9, 2017.

Spring Break - SAC will be open on Tuesday, April 4 through Friday, April 7 from 6:30 a.m. to 6:00 p.m. The School Age Care program and school will resume on Monday, April 10, 2017.

The Bonita Unified School District School Age Care Program reserves the right to combine child care facilities on dates of non-pupil days, Thanksgiving, Winter, and Spring breaks. On these days parents and/or legal guardians will be required to drop-off and pick-up their child(ren) from the child care facilities that are open.

### Sign In and Sign Out:

**Children must be signed in and signed out of the program each day by a parent or guardian.** When bringing a child to the SAC program, a parent/guardian or adult designated by the parent, must accompany the child into the facility and sign the child in. At the end of the day the adult must come into the facility and sign the child out. A full signature, date, and time must be provided on the daily sign in/out sheet. **Picture identification of parents or other adults will be required. For your child's safety we reserve the right to not release a child without proper picture identification.**

Only those people listed on a child's emergency card or who have written permission signed by a parent or guardian on file with the site supervisor will be allowed to sign the child in or out of the program center.

The sign-in and sign-out log is a legal document. Parents must **always** use ink and cannot use whiteout. They must remember to date each time that they sign in their child.

## **Custody Alert:**

**Educational Rights:** Biological parents hold educational rights for a student unless those rights have been specifically limited or removed by the court; this is true even when a custody order is in place. Unless the order states one parent has sole educational rights, both parents still hold rights.

In the event a child's parents are divorced and have joint custody, children may be released to either parent. Only when a signed court order that states one parent has the right to see and/or pick up the child, may a parent be denied access to that child.

If we do not see both parents' names on the emergency forms, we will ask the parent if there are custody papers or court orders. If there is a custody situation, we will ask that you provide the SAC Office a copy of your custody papers or court orders for our file to ensure we review and comply with any custody arrangements reached by the parents.

Per Ed Code 51101(d):

"A parent may not exercise "bill of rights" when those rights conflict with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction."

## **Medication:**

The Education Code, Section 49423 allows school personnel or program staff to administer medication if the following steps are taken:

1. Authorization for Medication form is completed and signed by the child's physician and parent(s) and the form is on file with the SAC supervisor.
2. Medication is brought to the SAC Supervisor by the parent.
3. Medication is in the original container labeled with the child's name, name of medication, name of prescribing physician and the physician's instructions. The instructions on the container must match the physician's written instructions.

If a child is on a continuous, regular medication, new medication orders must be filled out yearly.

## **School Related Injuries:**

The district does not carry insurance that pays for the cost of treatment for students injured on school grounds while under school supervision or while participating in school sponsored activities, including the SAC program. Parents may have private insurance that provides such coverage or you may wish to purchase student accident medical insurance. An insurance application will be sent home with your child/ren the first week of school (or you may contact the school office for a brochure), which explains the insurance program.

## **Fee Schedule:**

**All fees are paid monthly in advance on either the 1<sup>st</sup> or 15<sup>th</sup>.** A payment schedule is provided to parents upon registration. For questions regarding fees please refer to the payment schedule or call (909) 971-8330 ext. 5361 or 5362.

All fees are at a weekly rate, paid monthly in advance based upon the payment option parent selected at time of registration. There is no additional charge for children enrolled in full-day care or extra hours of care for pupil-free days or minimum/compact days.

Tuition must be paid by cash, check or money order made payable to BUSD SAC. All checks should indicate the child's name and school of attendance. All payments are made directly to the district office SAC program. Payments may be mailed or hand delivered. An after-hours drop vault is available to the right of the glass front doors of the District Office located at 115 W. Allen Ave., San Dimas. **Payment will not be accepted at the SAC school sites.**

All returned checks will be assessed a fee of \$20.00 plus the amount of the check. Only money orders or cashiers check will be accepted from anyone who has had three returned checks from the bank.

Fees are considered delinquent after five days and will be assessed a \$20.00 late payment fee. Tuition not paid by the last day of the second full week of the month in which it is due may result in an immediate suspension of program services until fees are paid in full. If necessary, parents may arrange a special weekly/bi-weekly payment schedule. An additional \$5.00 per week will be assessed for payments made weekly or bi-weekly. Payments are due the first day of the week that the child is scheduled to attend. **There is no grace period for weekly payments.** *Please note: Fees continue to accrue until the SAC office (not the SAC site) is notified that the student is leaving the program.*

### **Family Discount:**

There is a 10% discount for 2 or more children enrolled in the full day or after school program only. Discount will be applied to the lower of the two fees.

### **BUSD Employee Discount:**

All permanent and regular hourly BUSD employees with students enrolled in the District have the option to enroll their students in our program at a reduced rate.

### **Attendance:**

The parent must notify the SAC staff any day the child is absent from the program but not absent from school. Each site has a phone message machine to report an absence. If there is an emergency and you are unable to reach the school site, call the BUSD office at (909) 971-8330 ext. 5361 or 5362. **Children may not attend the SAC program on any day they do not attend school.**

**We are committed to the safety, health and well-being of every child; your child's safety is our highest priority. Please be aware that our staff stop whatever they are doing to locate your child if they attend school but do not attend SAC as scheduled. It is vital parents notify us in all instances when we should not expect to receive their child in our care at the time that he/she is scheduled to attend. Your phone call is crucial to ensuring the safety of each and every child.**

Children may leave the site on special occasions (i.e. to participate in organized sports, after school activities, Scouts and other adult organized functions) if arrangements are made in advance, they have written permission from parent, they are under the supervision of a responsible adult, and sign-out procedures are followed.

### **Illness:**

Sick children must be excluded from the program until they are no longer contagious, so as not to expose other children. Parents are asked to exercise good judgment and keep children at home while ill and seek medical attention as appropriate. Symptoms which are signs of possible impending infection or disease include:

- Fever over 101 degrees F
- Signs of a new cold, cough, sore throat, watery eyes, etc., green mucus
- Headache or head pain
- Loss of appetite
- Excessive irritability or unusual passivity
- Vomiting
- Diarrhea
- Inflammation of the eye (conjunctivitis)
- Abscess or draining sores
- Rash, unless the cause is determined to be non-contagious
- Behavior not normal for the child
- Head Lice

To protect the health of your child and others, if a child arrives at the program with a contagious condition or symptoms of possible illness we will contact you immediately. If we are unable to contact you or you cannot pick up your child, we will phone the person(s) you list as alternates for us to call in an emergency. In the event of a serious or life threatening emergency, we will seek emergency services by calling 911 first, then attempt to contact you.

### **Prolonged Illness:**

In the case of prolonged illness, please contact the School Age Care Office. A credit and/or refund may be issued after five (5) consecutive days of absence due to illness. A request for credit/refund must be submitted within five (5) working days of the child's return to the School Age Care program. A doctor's note may also be required.

### **Personal Articles:**

The program is not responsible for any personal articles brought from home—including portable games, electronic devices, other toys, etc. which might be damaged or lost.

### **Photograph Permission:**

We love to memorialize the fun the children are having through still pictures and video. We may have the opportunity to use child's likeness in newspaper articles or presentations to the BUSD Board of Education. Please complete the photo authorization form and return it to the School Age Care site with your registration materials.

### **Field Trip Information:**

A credit may be processed for children who attend an overnight school field trip. This credit will only be given if notice is received from the parent/legal guardian five (5) working days prior to the field trip. This notice should include the child's name and the date(s) of the overnight school trip. No refunds and/or credits will be issued for missed field trips arranged by the School Age Care program.

### **Delayed Pick Up Time:**

Parents must pick up their child/ren before the 6:00 p.m. closing time. Should a parent be unavoidably delayed and unable to reach the center by 6:00 p.m., he/she must arrange for one of the adults listed on the emergency section of the enrollment card to pick up their child.

If parents do not reach the center by 6:00 p.m. and have not contacted the center by telephone, staff will contact the person(s) listed on the emergency section of the enrollment card. If staff is unable to locate anyone to pick up the child, the Sheriff's Department/La Verne Police Department will be notified after one hour (7:00 p.m.).

Parents will be billed \$1.00 per minute for each child remaining after the 6:00 p.m. closing time. If a parent is considerably late (3 or more times) in picking up a student, that student may be dismissed from the program at the discretion of the Director of SAC Program at the District Office.

### **Emergency:**

If a child becomes ill or is injured, school district policy will be followed. Parents will be required to come to the SAC site and take the child home. If, in the opinion of the staff, a child needs immediate medical attention, the following steps will be taken

1. Attempt to contact parent or guardian
2. Attempt to contact parent through persons listed on child's emergency information form.
3. If parent cannot be contacted the following may be done:
  - a. Call 911
  - b. Child will be taken by emergency vehicle to a hospital upon recommendation of paramedics. If a child needs to be transported to the hospital by an emergency vehicle, it will be at the parent's expense.

Your child **should not attend** the School Age Care Program if...

1. there are signs of a communicable illness
2. he/she has a high fever, vomiting, diarrhea, or a bad cold
3. the child is too sick or uncomfortable to participate in regular activities
4. the child has not attended school.

### **Snack:**

The School Age Care Program has made a conscious choice to serve healthy snacks and intentionally refrains from serving foods that are high in sugar, additives, coloring, caffeine or excessive salt. Your child's nutritional needs are extremely important during this developmental phase of their life, and we believe setting a positive example by preparing wholesome and nutritious foods is important. On occasion, we will select to serve foods that are exceptions to those generally on the menu.

Each site posts a monthly snack menu. Examples of typical snack menu items include: fresh fruits and vegetables, whole grain and low fat breads and crackers, yogurt, pasta, cheese, etc. Staff exercise great creativity to prepare and present these foods in ways that are both attractive and inviting. Children often help staff by passing out snacks. Snacks are served in the mid-afternoon. Children with food allergies will be provided alternative snack food items.

### **Discipline:**

All students are expected to conduct themselves appropriately and follow school rules while in the SAC program. Disruption of the program may result in subsequent dismissal from the SAC program.

Following are the progressive discipline actions followed in the event a student does not demonstrate appropriate behavior or is disruptive in the program:

1. Verbal notification to parent/guardian
2. Written warning
3. One day suspension from the program



4. Three day suspension from the program
5. Five day suspension from the program
6. Suspension for the remainder of the semester and/or school year from the program

During a 1 to 5 day suspension, payments are not refundable. The SAC site supervisor, school site Principal and/or district office administrator, may make suspension from the program for up to 5 days.

Appropriate behavior includes responsible behavior in following all school and SAC program rules, proper language, appropriate dress and respect for all people and property. If equipment or property is destroyed or damaged as a result of inappropriate behavior, parent may be held responsible for all costs incurred. Children are not permitted to chew gum.

**One or more steps in the progressive discipline guidelines may be skipped at the discretion of the program site supervisor and/or administrator in situations that are considered an emergency or are extreme disruptions to the program.**

### **BUSD Uniform Complaint Procedures:**

If parent wishes to appeal a decision made by the SAC supervisor or principal, appeals shall be made to the Coordinator of the SAC program at the District Office. If the parent wishes to appeal a decision made by the Coordinator, the appeal shall be made to the Sr. Director of Elementary Education or designee. The decision of the Sr. Director of Elementary Education or designee may be appealed with the Assistant Superintendent of Educational Services. Appeals will be heard and a decision rendered within ten working days.

Bonita Unified shall not discriminate against students/parents, or community on the basis of gender, race, color, religious creed, ancestry, age, marital/parental status, mental/physical disability, or sexual orientation.