

**Bonita Unified School District
School Age Care (SAC) Program
Guidelines, Protocols, and Processes**

Updated April 2021

2020-21



School Age Care Office Address and Phone Number:

**115 W. Allen Avenue
San Dimas, CA 91773
(909) 971-8330
Ext. 5361, 5362**

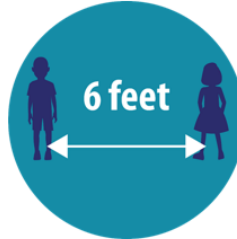


WELCOME

In order to ensure the safety and health of our students and staff, please:



Wear a Face Covering



Keep Your Distance



**Wash Your Hands Often
& Well, or Use Hand Sanitizer**



**Cough or Sneeze into Your
Elbow, or a Tissue, and
Dispose in a Bin**

PLEASE DO NOT ENTER IF YOU ARE SICK!
(Symptoms include coughing, fever, and shortness of breath)

For more information on BUSD's response to the pandemic, go to: DO.Bonita.k12.ca.us

The following operating processes are required to ensure compliance with COVID-19 protocols. Processes and protocols may change at any time according to District and Los Angeles County Public Health orders.

District Office Contact Information:

School Age Care (SAC) District Office		(909) 971-8330
Nancy Sifter, Coordinator:	sifter@bonita.k12.ca.us	Ext. 5360
Patti Eide, Secretary:	eide@bonita.k12.ca.us	Ext. 5361
Sue Gribbon, Account Technician:	sgribbon@bonita.k12.ca.us	Ext. 5362

Elementary School Site Contact Information:

Allen Avenue	Nicole Robison, 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 Heights	Yadira Lara, Site Supervisor	(909) 971-8365
Oak Mesa	Nicole Carone, Site Supervisor	(909) 971-8369
Roynon	Lilliana Garcia, Site Supervisor	(909) 971-8367
Shull	Susy Griffith, Site Supervisor	(909) 971-8368
Lone Hill	Bonnie Perez, Site Supervisor	(909) 971-8370
Ramona	Alex Hudson, Site Supervisor	(909) 971-8360

Communication:

Our primary form of communication is by email. Due to safety precautions, the School Age Care office will be closed to the public. However, we are available by phone and email.

- Email eide@bonita.k12.ca.us or sgribbon@bonita.k12.ca.us
- Phone 909-971-8330 ext. 5361 or ext. 5362

Please alert the SAC office to any changes in home and email addresses as well as phone numbers.

Registration:

Enrollment is limited due to COVID-19 restrictions set by Los Angeles County Department of Public Health.

Registering your child(ren):

- Complete the online SAC registration form through Community Pass.
- Registration will be cancelled if registration fees/tuition are not paid within 3 (three) calendar days of registering.
- Registration is a **non-refundable** fee:
 - \$20 for each child, not to exceed \$60.00 per family in the program.
 - Checks or money orders are to be made payable to BUSD for the exact amount due.
 - Cash is acceptable in the exact amount owed. No change will be provided.
 - **All previous balances incurred and due to the SAC program must be paid in full before a student will be allowed to register or enroll in any SAC program (past due tuition, late payment fees, NSF and/or late pick-up fees, etc.).**
 - Priority will be given to essential workers of Bonita Unified School District.

Hours:

School Age Care hours are 6:30am – 6:00pm, Monday - Friday

Tuition and Fees:

Weekly tuition: \$125.00 per week Distance learner & \$103.32 a week Hybrid, paid monthly in advance.

School Sites:

Students will attend daycare where they attend school as feasible and will be determined by availability.

All fees are paid monthly in advance on either the 1st or 15th of the month.

- All fees are based on a weekly rate and are paid monthly in advance based upon the payment option selected at registration. Prorated weekly tuition is not offered.
- Children must attend daycare every week unless ill.
- Unpaid balances will result in a suspension of daycare services until all charges are paid in full.
- Tuition must be paid by cash, check or money order made payable to BUSD. If paying by personal check, blue or black ink if required. If paying by cash, the exact amount must be submitted.
- All checks must indicate the child's name and school of attendance.
- All payments are made directly to the district office SAC location. Payments are not accepted at the schools.
- A drop box is available at the SAC office. Drop your payment in the drop box; a receipt will be emailed to you within 3 work days.
- All returned checks will be assessed a fee of \$20.00 plus the amount of the check.
- Only cash, money orders/cashier's checks will be accepted after two or more returned checks from the bank.

Late Fees/Non-Payment

Fees are considered delinquent and a late fee will be assessed if tuition is paid on the 6th or 20th of any given month, or as otherwise noted on the fee schedules.

For example:

- Tuition due on the 1st: Late fee will be assessed on the 6th.
- Tuition due on the 15th: Late fee will be assessed on the 20th.
- More than three (3) late payments, may result in suspension from the program.

Please call our office if your payment will be late. Communication with us in these matters is crucial.

Tuition not received within eight (8) days of the due date will result in the suspension of program services until fees are paid in full.

Attendance:

- Due to the high need for daycare, students admitted to the program must attend on a weekly basis. If a student cannot attend daycare for reasons outside of illness or family emergency, enrollment will be suspended to allow another family the opportunity to enroll.
- It is required that parents notify School Age Care 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. This notification is crucial to ensuring the safety of each and every child.
- If a child is signed out of School Age Care, the child may not be signed back in that same day.

Each site has voicemail to report an absence. If there is an emergency and you are unable to reach the school site, call the School Age Care office at (909) 971-8330 ext. 5361 or 5362.

Parent/Guardian Sign-in Sign-out Procedures:

Staff, Students, Parents/Guardians, Visitors must wear a face covering that covers the nose and mouth at all times when on campus.

Children must be signed in and signed out of the program each day by an authorized parent or guardian. Students may not sign themselves into the program without an adult.

Sign-in/Sign-out will occur at separate tables OUTSIDE of the School Age Care room to promote physical distancing. Parents/guardians will line up at the sign-in/out table while adhering to the required 6 (six) distance rule.

Upon arrival, parents/guardians will have access to a touchless method (i.e.: QR Code provided by SAC) for the sign-in sign-out process. They will also have access to a touchless method (method to be determined) to complete the check-in screening questionnaire. If completing these processes digitally is not possible, another method will be provided (i.e.: Chromebook).

Parents are asked to allow ample time for the sign-in and sign-out process to accommodate COVID-19 requirements. Onsite SAC staff can answer brief questions; however, to preserve onsite staff time, all other questions and concerns must be referred to the School Age Care office at (909) 971-8330 ext. 5361 or 5362.

Sign-in Sign-out Process:

- Parents/guardians and children 2 (two) years of age or older must wear face coverings and practice 6 (six) feet physical distancing at all times when on school grounds. Parents/guardians and siblings not enrolled in the program will be restricted from entering any daycare buildings or areas to reduce contact with other students.
- Staff and student screenings are conducted before staff and students may enter program rooms and areas. Staff screenings may be done remotely. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee or student has had contact with a person known to be infected COVID-19 in the last 14 days.
 - When parents/guardians sign-out student(s), they will wait at the designated sign/out table while maintaining physical distancing. Parents/guardians will show staff original photo identification. Release authorization will be verified by staff. Parents/guardians will then scan a QR code located at the sign-out table.
 - 6 (six) feet of physical distancing must be maintained at all times when in school. Flooring marked with tape/paint/adhesives will assist students in maintaining their distance while waiting to sign-in/out students.

PLEASE NOTE:

- Original picture identification of parents or other adults is required in order to sign-out a student from School Age Care. There are NO exceptions. For your child's safety we reserve the right not to release a child without proper picture identification.
- Only those listed on a child's emergency contact list or who have written permission signed by a parent or guardian on file will be allowed to sign a student in or out of the program. Please keep your child's emergency contact list current. Call the SAC office with any changes.

Delayed Pick-Up Time:

Parents must pick up their child(ren) before the 6:00pm closing time. Should a parent be delayed and unable to reach the school by 6:00pm 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 school by 6:00pm and have not contacted the school 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 at 7:00pm.**

Parents will be billed \$1.00 per minute for each child remaining after the 6:00pm closing time. Three (3) or more late pick-ups may result in dismissal from the program.

Students Leaving the Program

- Notify the SAC office and your school SAC supervisor immediately if your child will no longer attend the program. Fees and tuition continue to accrue if no notification is received.

Termination of Service

SAC reserves the right to terminate service at any time.

- Reasons for termination can include but are not limited to the following:
 - Required partial or full closure of school or program due to possible cluster of COVID-19 cases
 - Behavior that inhibits the ability for staff and/or other students to adhere to preventive measures related to COVID-19
 - Late payment (more than 3) and/or non-payment of tuition or fees
 - Repeated late pick-up of child(ren)
 - Non-attendance for more than two consecutive weeks
 - Repeated suspensions from the program based on behaviors

Bonita Unified School District reserves the right to remove a participant from the program, with a pro-rated refund, if applicable, if the participant becomes ill during school.

Curriculum Grade Level Scheduling

Academic scheduling will be posted in each room.

School Supplies: School supplies lists will be distributed to all students. These supplies must be maintained in a plastic bag/tub/box supplied by the family and kept separate from other students' belongings.

- Students will transport their district distributed Chromebook (or own laptop device) to and from daycare on a daily basis in order to participate in distance learning.
- District supplied or personal headphones will not be shared with any other person.
- Students will not share any supplies/devices with any other person.

Crafts: Students will be given pre-bagged craft supplies for each craft activity. Students will remain 6 (six) feet apart while engaging in crafts. Supplies will not be shared by students.

Equipment – toys and games:

All toys/games whether indoor or outdoor will be played while maintaining 6 (six) feet apart. Toys and equipment will not be shared by students except for those students who share a household.

- Equipment and games should be disinfected frequently at the beginning of the day, end of the day and when used by different students. It is advised not to plan program and activities that require shared use of equipment.
- If games, equipment, or personal devices are brought from home, they must be brought in a re-sealable bag and disinfected prior to entering any daycare room or designated area. It must be clearly labeled with student's information.
 - Name
 - Room number
 - Parent phone number

Lunch, Snack and Consumption Requirements:

Students may bring their own sack lunch and snacks; however, breakfast and lunch will be provided to all students by the district's central kitchen.

If students bring their own snack and/or lunch, heating and refrigeration will not be provided.

If your student has food allergies; please inform the School Age Care office at 909-971-8330.

Physical distancing will be ensured when lining up for food or snack. Handwashing will be built into the schedule for before and after mealtimes.

Minor Release Form: The Bonita Unified School District recommends against allowing a child to be released from the School-Age Care Program to the care of an individual under the age of 18 years; however, should you find it necessary to do so, you must complete the minor release form before your child will be released to a minor of at least 14 years of age. No exceptions will be made to this requirement. Please email sgribbon@bonita.k12.ca.us to obtain a Minor Release Form.

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. A parent will be denied access to that child only when a signed court order that states one parent has the right to see and/or pick up the child.

Parents are to provide the SAC Office a copy of any custody papers or court orders for our files to ensure those papers/orders are followed.

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:

Parents/guardians are to hand any medications directly to school health clerk in a re-sealable clear bag. Medication will be stored in a designated locked cabinet in the health office.

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 kept on file in the health office and School Age Care room if necessary. (see the last page of this handbook)
2. 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 annually or as necessary.

Personal Articles:

The program is not responsible for any personal articles brought from home—including portable games, electronic devices, toys, etc. which may be damaged or lost. All left items will be disposed of after 5 days of the conclusion of the program.

Photograph Permission:

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 SAC site with your registration materials.

Movie Permission Slips:

Occasionally, movies may be shown at School Age Care. Please see the site Supervisor for a permission slip.

Student Supports/Conduct Expectations:

All students are expected to conduct themselves appropriately and follow school/district rules while in the School Age Care program. Disruption of the program may result in suspension or dismissal from the SAC program. During any suspension, tuition is will not be refunded.

- Students are expected to follow all behavior rules of the District and School Age Care, including safety protocols set by County of Los Angeles Public Health by:
 - Maintaining 6 (six) feet of physical distance with other individuals;
 - Wearing a face covering at all times unless otherwise allowed as prescribed by County Health;
 - Wash hands often for at least 20 seconds and once every 60 minutes;
 - Maintaining a hands-off policy at all times;
 - Use of appropriate language at all times;
 - Appropriate dress according to school dress codes;
 - Respect for all people by maintaining appropriate behavior at all times;
 - Respect for all property. If equipment or property is destroyed or damaged as a result of inappropriate behavior, parent may be held responsible for all costs incurred;
 - Gum is prohibited.

The following are the progressive discipline guidelines in the event a student does not demonstrate appropriate behavior or is disruptive to the program:

- Verbal notification to parent/guardian
- Written warning
- One to five-day suspension from the program
- Suspension for the remainder of the semester and/or school year from the program

Bonita Unified School District reserves the right to remove students from the program if the participant's behavior becomes disruptive or inhibits the ability for staff and/or other students to adhere to preventive

measures related to COVID-19 as outlined in the registration materials. Parents/guardian's must agree to help with all behavior management protocols so students and others can safely participate in recreation programs. Guidelines for removing a participant are outlined in the program participant guidelines.

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

Illness and Prolonged Illness non-COVID-19 related:

Bonita Unified School District reserves the right to remove a participant from the program, with a pro-rated refund, if applicable, if the participant becomes ill during school.

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 100 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 (please contact your child's school health office)

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.

In the case of prolonged illness, please contact the SAC Office immediately. 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 SAC program. A doctor's note may also be required.

School Related Injuries:

Bonita Unified School District carries 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. This insurance is a secondary insurance that will cover any out of pocket expenses parents or guardians may incur as a result of such injuries. Parents may have private insurance that provides such coverage or parents may wish to purchase student accident medical insurance. An insurance brochure/application is available in your child's school office.

Emergencies non-COVID-19 related:

If, in the opinion of the staff, a child needs immediate medical attention, the following steps will be taken:

1. If deemed necessary by staff:

- a. Call 911
2. 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.
3. Attempt to contact parent or guardian
4. Attempt to contact parent through persons listed on child's emergency information form.

Dates to Remember 2020-21:

- First day of school – SAC Open Wednesday, August 26, 2020
- Labor Day - SAC Closed Monday, September 7, 2020
- Veteran's Day - SAC Closed Wednesday, November 11, 2020
- Thanksgiving Break – SAC Closed November 23 – 27, 2020
- Winter Break – SAC Closed December 21, 2020 – January 1, 2021
- Martin Luther King Day - SAC Closed Monday, January 18, 2021
- Lincoln's Birthday - SAC Closed Monday, February 8, 2021
- President's Day - SAC Closed Monday, February 15, 2021
- Spring Break – SAC Closed March 29 – April 2, 2021
- Memorial Day - SAC Closed Monday, May 31, 2021
- Last Day of School – SAC Open Thursday, June 10, 2021
- No School/SAC Closed Friday, June 11, 2021

BUSD Uniform Complaint Procedures:

If parent wishes to appeal a decision made by the SAC site 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 Assistant Superintendent of Educational Services or designee. 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.

****Please refer to the example below when paying tuition and fees by check.

CHECK EXAMPLE: Please follow the format below for ANY check submitted for tuition.

Postdated checks are not accepted.

The amount paid must match the amount due.

In the memo section of your check, please include your child(ren)'s name(s) and school name(s).

Please make your check out to: BUSD - SAC

Participant/Program Requirements:

Student and Staff Screenings:

Staff and student screenings are conducted before staff and students report to any school or district facility.

Bonita Unified School District
Office of Health Services
Authorization for Medication to be Given During School Hours

Parent Section:

STUDENT'S LAST NAME: _____ FIRST NAME: _____

SCHOOL NAME: _____ GRADE: _____

DATE OF BIRTH: _____ AGE: _____

I hereby give my permission for school personnel to give the medication listed below as directed. I also give the school nurse permission to contact the physician regarding the child's reaction to the medication or if there is a change in the child's health status.

Parent/Guardian Signature: _____ Date: _____

Home Phone: () _____ Work Phone: () _____ Cell: () _____

Physician Section:

Medical Diagnosis: _____

Medication Name / Generic Name: _____

Dose: _____ Time: _____

How soon can it be repeated? _____

Discontinue date: _____

List significant side effects: _____

Due to the student's health condition of asthma, migraines, and or anaphylaxis, student must carry medication on his/her person: Yes No (not recommended for elementary aged students)

Physician's Signature: _____ Address: _____

Physician's Name Printed: _____ Date: _____

Telephone: () _____ Fax: () _____

All medication authorizations are good for the current school year only

Medication Administration in School

A. GENERAL POLICY

1. Education Code Section 49423 and 49423.5 (Board Policy 5220) states that any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel.
2. No student shall be given medication during school hours except upon written request from a California licensed physician/healthcare provider who has the responsibility for the medical management of the student. All such requests must be signed by the parent or guardian.
3. A new form is required for each prescription change and at the beginning of each school year.

B. RESPONSIBILITY OF THE PARENT OR GUARDIAN

1. Parents/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medications at school will be minimized or eliminated.
2. Parents/guardians will assume full responsibility for the supply and transportation of all medications. Controlled medications, when delivered to school, will be jointly counted by parent and health office designee.
3. Students are not permitted to carry prescribed or over-the-counter medication on a school campus. Exception noted on medication form.
4. Parents/guardians may pick up unused medications from the school office during and at the close of the school year. Medication remaining after the last day will be discarded.

C. RESPONSIBILITY OF THE PHYSICIAN AND PARENT OR GUARDIAN

1. A request form for prescribed medication must be completed by the pupil's physician, signed by the parent or guardian, and filed with the school administrator or his designated representative.
2. The container must be clearly labeled by the physician or pharmacy with the following information:
 - a. Student's name
 - b. Physician's name
 - c. Name of medication
 - d. Dosage and schedule
 - e. Date of expiration of prescription
3. Each medication is to be in a separate pharmacy container prescribed for the student by a California licensed healthcare provider.

D. RESPONSIBILITY OF SCHOOL PERSONNEL

1. The school administrator/designee will assume responsibility for placing medication in a locked cabinet.
2. Students will be assisted with taking medications according to the physician's instructions and the procedure observed by a school staff member.

E. RESPONSIBILITY OF STUDENT

1. Students will come to the Health Office for medication at prescribed times.
2. Students will not share an over-the-counter or prescription medication with anyone else.

If you have any questions or concerns, please do not hesitate to call your school health office.