



PARENT HANDBOOK

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Please carefully read the Parent Handbook. You are responsible for the information it contains.

Welcome

Welcome to our After School Programs! Serving the District since 1990, the vision of these programs was created to provide opportunities to enhance our excellent educational programs through extended education and quality care. Our goal is to create programs that reflect our commitment to providing high standards for quality within a nurturing, friendly, and safe environment.

Our After School programs offer an extraordinary opportunity to encourage students to build on their classroom experiences, expand their horizons and have fun! Our dedicated and caring team provide a critical link to curriculum; help children master new skills, model excitement for learning, and foster an environment to develop a sense of belonging.

The Del Mar Union School District After School Program extends a warm welcome to your family!

Hours of Operation

The After School Programs business office is open Monday-Friday from 8:00 a.m. to 6:00 p.m. The business office is closed on all holidays and non-school days, unless Camp is in session.

Program Descriptions

After School Program

The After School Program is provided for all K-6th grade students at their school site. Our amazing After School Program staff is committed to providing every child with interactive, highly engaging activities to meet the needs of the whole child and create positive creative learning environments. Our program is designed to provide enriching varied activities through high quality care. Expect stories from your child about indoor & outdoor games, art, crafts, music, play, math, science, cultural awareness, completing homework, snack time, friendship building and fun, fun, FUN!!!

Enrichment

During a typical year the DMUSD After School Programs partners with outside vendors to offer three enrichment sessions for our students. K-6th grade parents may enroll their children in a variety of enrichment classes that are hosted at every site, daily for either an 8 or 10-week session. These classes include a focus on sports, foreign language, music, fine arts, technology and academics. Each class is taught by outside vendors who are contracted by DMUSD.

At this time, we have no plans to offer in-person Fall Enrichment. Virtual enrichment classes may be offered if there is interest. Inquiries may be sent to enrichment@dmusd.org

Optional Holiday Camps

Offered during Thanksgiving and Spring Break, K- 6th grade students may be enrolled in these two additional camp experiences. Thanksgiving camp is offered on Monday and Tuesday of Thanksgiving week from 7:30 a.m. – 6:00 p.m. and Spring Break Camp is offered Monday – Thursday, 7:30 a.m. – 6:00 p.m. during DMUSD's Spring Break.

Summer Options:

- **Summer Camp** – Daily Camp (7:30 a.m. – 4:00 p.m.) for incoming 1st – 7th grade students. Camp includes hands-on engaging STEAM + activities, team challenges, field-trips and spirit days. There is an option to add care until 6:00 p.m. for an additional fee.

Table of Contents

<u>Absences</u>	5
<u>Admission Requirements</u>	5
<u>Confidentiality</u>	5
<u>Daily Program</u>	5
<u>Disaster Preparedness</u>	6
<u>Dress Code and Personal Belongings</u>	6
<u>Early Release Days</u>	6
<u>Enrollment Procedures</u>	6
<u>Family Involvement</u>	7
<u>Fees</u>	7
<u>Field Trips</u>	8
<u>Late Pick-ups</u>	9
<u>Mandatory Reporting</u>	9
<u>Medication Administration & Emergency Procedures</u>	9
<u>Payments and Tax ID</u>	9
<u>Optional Camps</u>	10
<u>Unscheduled Days</u>	11
<u>Sign In/Out Procedures</u>	11
<u>Student Conduct</u>	11
<u>Student/Staff Ratio</u>	12
<u>Staff Qualifications</u>	12
<u>Termination of Service</u>	12
<u>Withdrawal</u>	12
Appendix A: Preventive Health & Safety - Illness Guidelines	14

Absences

For Summer Camp and During School Care, no notice is required for an absence.

If your child will be absent or late to After School Care, please notify the After School Programs office in writing (asp@dmusd.org) at least 30 minutes before the end of the school day so missing child procedures will be avoided.

If we do not receive notification from you that your child will not be attending or will be late to after school, every effort will be made to verify the absence through the main school office and through the emergency contacts provided by parent. If we are unable to locate your child, CPS or the local police department will be called.

Students who do not attend the school day will not be accepted into the After School Program unless there are unique circumstances that have been approved by the After School Programs office one week in advance.

No credit or refunds will be given for sick/unused days.

Admission Requirements

The Del Mar Union School District is nondiscriminatory and will provide equal care and attention for all children enrolled in the program without regard to color, creed, religion, or national origin. The Del Mar Union School District after school program is open to any child attending a public school that is part of the Del Mar Union School District. The After School Program complies with all applicable requirements of Section 504 and the ADA. Enrollment in the after school program is limited based on space availability and maintenance of student to staff ratio. Priority will be given to those children needing care Monday through Friday.

Confidentiality

All information collected from children and parents will not be disclosed for any reason except for purposes legally permissible or directly related to the administrative function of the after school program. If this information is requested for other purposes, the After School Programs Manager will request written consent from the parent(s).

On occasion student pictures will be taken and used for internal and external marketing (no names will be listed). If you do not wish to have your student's picture used for this purpose please send an opt-out e-mail to: asp@dmusd.org

Daily Program

After School Program: The DMUSD After School Program is pleased to offer an excellent after school program, at each of our DMUSD sites. Our high quality program is specifically designed to meet the needs of students in the Del Mar Union School District. Students are grouped by like grade level and will participate in a variety of enriching activities including: Steam+ projects, specialty interest clubs, indoor and outdoor play, cooperative learning, snack time, and a dedicated homework time are all part of the daily and weekly program. Quality care and safety of all children and staff at all times is of the utmost priority, coupled with providing an engaging and nurturing experience for each child. Due to the ongoing COVID-19 Pandemic we will adjust our program (cohorts, staff/student ratio, mask wearing, etc.) to align with the current guidelines from the CDC the California Department of Public Health and the San Diego Health and Human Services Agency. Multiple grade levels may be included in one setting (i.e. 1st – 3rd grade students or 4th-6th grade students) depending on school site and space available.

During the school year, on occasion (no more than once monthly) or due to inclement weather the ASP may show PG movies as an option for student choice. If you wish for your student to not view these movies, please send an opt-out e-mail to: asp@dmusd.org

During Summer 2021 and School year 2021-2022, approved movies may be shown as part of a modified care day. There will always be other options for your student in addition to the movie.

Efforts are made to avoid food allergies. Please ensure your child brings their own snack.

Disaster Preparedness

The Del Mar Union School District and After School Program have a comprehensive Incident Command Structure and emergency plan. There are emergency supplies including food, water, shelter and first aid supplies on campus. The after school staff are trained in CPR, AED and First Aid.

In the event of a major disaster, staff will remain on campus to care for your child. We participate in emergency drills for a variety of situations (earthquake, fire, lock down, reverse lock down) to help children understand procedures and how to evacuate or locate a secure location quickly, safely and calmly.

Dress Code and Personal Belongings

Please dress your child appropriately for active indoor and outdoor play. Layers are encouraged, especially during cooler weather and for students who stay into the evenings. Keep in mind that your child will have the opportunity to work with paints, clay, glue, etc. For your child's safety and enjoyment on the playground, closed-toe footwear is encouraged. Please mark all your children's belongings clearly with your child's first and last name (i.e. lunch bags, back packs, all clothing, books, notebooks). Please DO NOT send toys, electronic games or devices (other than those required for the School Day Care Program), dolls, special sports equipment, etc., to the program. If your child is bringing one of the aforementioned items to school, the item must remain in the child's backpack during their time in our after school program. The After School Program is not responsible for lost or stolen property.

Early Release Days

Conference Week

You will automatically be charged for Parent/Teacher Conference Week.

Last Week of School

The last Wednesday of the school year will be a full day of instruction. The last day of the school year will be an early release day. These two days will be exchanged from your child's scheduled contracted days, unless you opt out of care in writing for these days in advance.

Enrollment Procedures

Enrollment Contracts are agreements between you, the parent/guardian, and the Del Mar Union School District's After School Program, which state the hours during which your child will attend our program. Your child will be accepted for care only on the days for which he/she is enrolled.

You must complete your registration contract on-line. All information needs to be filled in completely during registration. All information supplied will be used to complete your child's After School Program registration form and Emergency Information form.

If you already have an **existing Daycare Works account**, please log in and click on the REGISTRATION tile to

submit your registration.

For **new family accounts**, once registration is completed, you will need to create your user ID and password, which will be used for all future on-line transactions.

A non-refundable \$75.00 registration fee for all children. Families must be in good standing to re-enroll.

When a child is withdrawn from the Program, he/she will be eligible for re-admission based upon space availability and all other enrollment criteria. If eligible for re-enrollment, a new enrollment agreement and payment of a new non-refundable registration fee of \$75.00 is required. The registration fee is non-refundable and non-applicable towards the monthly tuition. If there is an outstanding balance from previous attendance in all After School Programs, the account must be cleared in order to return to the program.

The After School Programs department is currently reserving the right to give registration priority to those families whose parents/legal guardians fall into the category of Essential Employees as outlined by the state of California.

Priority registration will also be given to those students needing 5-day/week care.

It is the parent's responsibility to make sure all personal and emergency information is complete at the time of registration and is kept current thereafter. It is extremely important that all home, business, mobile and emergency contact numbers are correct. You will need to list at least two local emergency contacts (these contacts must be at different addresses from each other and different from the parent). No one may pick up your child unless listed on this form and photo ID is provided. Please see Pick-up procedures for more information.

Requests to withdraw from the contracted schedule may only be made by **written** request to the After School Programs office (asp@dmusd.org). Thirty (30) days' notice is required to disenroll. Changes in the contract must be for a minimum of a four-week period. There is a \$15.00 processing fee for changing your contract.

Family Involvement

The program truly believes the key to its success is the collaboration between staff and parents. The staff appreciates feedback, ideas, and concerns regarding the program. Parents do not have access to campus. Parents may request a conference with the Site Team Leader and Assistant Manager, or the After School Programs Manager at any time to discuss any concerns.

Fees

Late Tuition Payments: Tuition is due on the first of the month. Accounts are considered delinquent after the fifth of the month. A \$25.00 late fee will be assessed to the account.

Late Pick up: Since your child will be enrolled for a specific time period, it is essential that he/she is picked up at the specified time each day as staffing needs and child/teacher ratios are based on these agreements. A \$1.00 per minute late fee will be automatically assessed after scheduled pick up time (i.e. 14 minutes late = \$14.00). The time determined is according to the digital clock-out.

Late Registration: – *Optional Camps & Enrichment* A \$20.00 processing fee will be assessed to any registrations for optional camps or enrichment classes turned in after the due date. Payments for camp may be made online or by check.

Schedule Change:	\$15.00 processing fee. Withdrawals must be made by written request to the After School Programs office with 30 days notice. (asp@dmusd.org). Schedule Changes must be for a minimum four-week period.
Refund Processing	During the school year, following a withdrawal from the program, refunds will only be processed for accounts with a credit balance of \$30. A \$10 service fee or 3% (whichever is greater) will be charged per student for each refund to cover district incurred expenses. Any credit balance of \$30 or less will not be refunded and will remain in the account for future care through June 30 of the current year. On July 1 of the current year, the unused credit will be forfeited.
Returned Checks & Online Payment Declined:	All returned checks and declined online payments are subject to a \$25.00 late payment charge. After two returned personal checks, all future payments must be made by e-check, credit card, money order, or cashier's check. Returned check activity may result in immediate termination of enrollment.
Unscheduled Days	Unscheduled days cannot be accommodated until further notice.

All program fees are based on the enrollment contract, not attendance. Tuition fees must be paid in advance on a monthly basis and are due on the first of the month.

There is a maximum daily enrollment at every site. If site/group capacity is reached at the site children may be placed on a waiting list.

Field Trips

Field trips are not scheduled on a regular basis during the school year. However, if the opportunity for a field trip does occur, authorization by a parent or guardian will be required prior to a child's participation. Field trips are usually within walking distance from the school site and students may be allowed the option to bring a small amount of money to purchase a special item at the destination.

Illness, Accidents & Emergencies

Illness

Parents must inform the After School Programs Office when an absence is due to illness. A child will not be permitted to attend the program with any of the following symptoms: a temperature above 100°F, cough, sore throat, shortness of breath, vomiting, diarrhea, undiagnosed rash, inflamed or matter-filled eyes, severe cold or sore throat, swollen glands, head or stomach aches, or head lice within the last 72 hours. A child who did not attend school will not be accepted into the program on that day.

If a child becomes ill while attending the program with a temperature of 100° or higher, vomiting, frequent diarrhea, or onset of a rash, the child will be moved to the nearest area of isolation and a parent/guardian or emergency contact will be contacted to pick up the child immediately.

See Appendix A for additional guidelines on illness.

There is no credit or refund for sick/unused sick days.

Accidents & Emergencies

If a child is injured at the site, first aid will be administered. If a physician must treat a child, every effort will be made to contact the child's parent/guardian and the doctor indicated on the "Emergency Information." In the event of an emergency, a

child will be given the necessary emergency treatment until a parent/guardian can be contacted. Staff will call 9-1-1 if necessary. All sites are equipped with access to an AED unit.

It is the parent's responsibility to keep the information on the child's emergency information form current. As well as advising the After School Program office and staff of any changes in medication your child will need to take during program hours. Changes may be made directly through your online account. Please let staff know if changes for your child require alternative care or special needs right away.

Late Pick-ups

A late pick up fee of \$1.00 for every minute will be automatically assessed for any pickup that occurs after your child's scheduled end of care (time according to the digital clock-out). More than three late pick-ups per semester may result in dismissal of your child from the program.

If the parent or other authorized person(s) fails to pick up your child(ren) and or contact the After School Programs office, and if no one can be reached within sixty minutes after closing time, District personnel may release your child(ren) to the custody of Child Protective Services or other legal authorities.

Mandatory Reporting

Del Mar Union School District staff are required by law to report known or suspected instances of child abuse to the Child Protective Services Agency.

Medication Administration & Emergency Procedures

Medication is **not** given to participants without prior arrangements with the After School Programs Office. Only physician-prescribed medication in the original prescription container will be given. The container must be labeled by the pharmacist and must include the name of the student, date, dosage, medication name, and method of administration. A "Medication Consent Form" for the administration of medication must be completed by the parent or guardian and be kept on file at the site.

Any unused or expired prescription medication will be returned to the parent or guardian. Medications will be disposed of two weeks after the expiration date or a child's withdrawal from the program if not picked up.

In case of an emergency, as determined by program staff, paramedics will be called and a parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.

Payments and Tax ID

The After School Programs tax ID for claiming After School Programs care expenses is **95-6000995**.

Payments may be made in a number of ways:

Online: Using electronic checks, debit and credit cards (Visa and Mastercard) using this link:
<https://family.daycareworks.com/login.jsp>

Please make checks payable to: DMUSD ASP

Recurring debit/credit card:

Payments can be set to recur at the same time each month. There is no charge for this service.

By Mail - Checks or Money Order:

Del Mar Union School District
After School Programs Office
11232 El Camino Real, Suite 100
San Diego, CA 92130

By Person:

After School Programs Office
10830 Calle Mar de mariposa, Room P2
San Diego, CA 92130
Office Hours: M-F (8:00 a.m. – 6:00 p.m.)
The office is closed on all holidays and non-school days, when no Camp is running.

Payments **will not** be accepted at the school site.

In order to have your child's attendance continue uninterrupted it is very important that your payment is received on time. If payment has not been received, your child may not be able to attend and a late fee of \$25.00 will be assessed. On-time payments are essential for the safety of your child. Payments made after the due date may result in your child not being listed on the roster. When this happens, site staff will not know to expect your child and missing child procedures may not be initiated. If your payment is late, be sure to notify the After School Programs office to still expect your child. Your child's safety is our highest priority.

If you require financial assistance, you are encouraged to look into the Alternative Payment/Certificate Program through www.childcaresandiego.com. This program incorporates Child Development Associates, Inc. (www.cdasandiego.com), County of San Diego-Health and Human Services Agency (www.sdcountry.ca.gov/hhsa) and YMCA Childcare Resource Service (www.ymcacrs.org).

Accounts two weeks in arrears may result in immediate termination of enrollment. Upon payment, enrollment may be reinstated with applicable paid tuition and \$75.00 registration fee. *Past due accounts may be referred to collections for past due balances.* Del Mar Union School District contracts with a Collections Agency. If the account is sent to collections, parents will be responsible for the balance due plus fees associated with the collection of the account.

Optional Camps

All Optional Camps will be listed in the Day Care Works system calendar (Thanksgiving Camp, Spring Break Camp, and Summer Adventure Camp). In order for your child to participate in an Optional Camp, you must register your child every day for the entire session. The spot cannot be transferred to another child. You will be charged for the entire session whether or not your child attends each day. There are no refunds or credits for missed days. Registration for camps must be paid for in advance. Camps do fill up and are on a first-come basis; early registration is suggested to ensure a camp placement. Lunch and snack **are not provided** during Optional Camps and campers must bring their own snack and lunch in a disposable bag daily. A designated mid-morning and afternoon snack time is scheduled daily.

Refund/Credit Policy

The registration fee is non-refundable.

Any withdrawal from the program requires notification in writing at least 30 days in advance. Failure to do so when withdrawing your child will result in forfeiture of two weeks prepaid fees. No credit or refunds will be given for sick days.

Following a withdrawal from the program, refunds will only be processed for accounts with a credit balance of \$30. A \$10 service fee or 3% (whichever is greater) will be charged per student for each refund to cover district incurred

expenses. Any credit balance of \$30 or less will not be refunded and will remain in the account for future care through June 30 of the current year. On July 1 of the current year, the unused credit will be forfeited. Refunds will be sent by district check and may take up to 30 days to process.

Please refer to the DMUSD calendar for a list of days during which the after school program will not be in operation.

After School Program sites will be closed on legal holidays. Fees will not be charged on holidays or on days in which the After School Program is not in operation. Credit will be given for religious holidays if the After School Programs office receives two weeks advance written notice. Credits for vacations or illness is not permitted.

Unscheduled Days

Discontinued until further notice

Sign In/Out Procedures

During School Care Program: DMUSD STAFF may proceed to their student's assigned room for drop-off/pick-up. Health screening questions and student temperature will be taken prior to acceptance for the day. PLEASE DO NOT ENTER THE CLASSROOM and maintain required physical distancing while awaiting check-in/out.

After School Care: ASP staff will pick-up and sign-in your Kindergartener. All others will walk to their assigned ASP room for check-in directly at dismissal from their school day classroom to be checked-in by ASP staff.

Parents may access campus and proceed to their student's assigned ASP room for pick-up, remaining outside the room and practicing physical distancing as required.

When your child is enrolled in the After School Program, parents and guardians must provide the After School Programs Office a pre-authorized list of individuals approved to pick up their child. All individuals on the pre-authorized list must be 18 or over to pick up a child and will be required to show photo identification and sign the attendance sheet with full signature. In an emergency, the After School Programs Manager, or designee, may authorize someone under 18 to sign out a student upon receiving written authorization from the child's custodial parent(s) or legal guardian.

If a parent calls, requesting release to someone not on the pre-authorized release list, and staff can confirm the parent's identity by voice or other means, the child may be released to that person (with photo identification).

Optional Camps: Drop-off and pick-up will be contactless and take place through the car line. Parents must remain in their vehicles. There will be no walk-up drop-off allowed and parents are not permitted to access camp.

Student Conduct

Each student's behavior is expected to meet the behavior standards set at their school site. After School Program staff will intervene when a child's behavior threatens his/her safety or the safety of others, is causing destruction of property, or is disrupting the activities of others. We offer an environment in which children are encouraged to develop respect for one another, and respect for equipment and the property of others. Each child will be treated as an individual and the specific consequences for unacceptable behavior will depend on the circumstances surrounding the incident. In general, the following behavior intervention methods may be used:

A staff person may approach the child on an individual basis and discuss the child's inappropriate behavior, remind him/her of the rules, and discuss positive alternative forms of behavior. If the inappropriate behavior persists or the child poses a safety risk to himself or others, the child may be removed from the activity or the activity area and once again be reminded of the rules and encouraged to find positive alternative forms of behavior. If your child

demonstrates a persistent need for staff intervention because of inappropriate behavior, the After School Programs Manager will request a parent conference to discuss the child's needs and behavior.

Behavior requiring redirection will be documented. Parents provided this documentation may be asked to sign to acknowledge notice receipt. Behavior requiring significant redirection will result in a phone call to parents/guardians and the child may have to be picked up early from care.

Serious and/or on-going concerns with your child's behavior could result in suspension and/or termination of services for your child.

Safety of students and staff are our top priority. Students are expected to abide by all guideline and protocols around: behavior expectations, hygiene, health practices, social distancing as these are safety issues. If students are shown to have a disregard for policies or exhibit intentional disruptive behavior, they may be asked to leave the program, and you will not be entitled to a refund. We ask that parents help us by talking with their child about the importance of following these guidelines for their safety and the safety of others.

Student/Staff Ratio

We expect the 2021-2022 After School Program student-to-staff ratio to be 17* to 1.

* We reserve the right to increase or decrease ratios based on the needs of the program and the guidelines set forth by the CDC and the San Diego HHSA.

Staff Qualifications

As employees of the Del Mar Union School District, staff members meet or exceed established educational and experience requirements for the positions held, participate in formal training each year, and undergo background checks through local, state, and federal authorities. On-going professional development opportunities in the areas of classroom management, recreation, inclusion, and instructional strategies are provided for all staff throughout the year. All staff members are trained in CPR, AED and basic first aid.

Termination of Service

Services are subject to termination if parents demonstrate a disregard for the policies outlined in this handbook. Such as:

- Delinquent fees
- Frequent late pickups of child (ren)
- Failure to comply with contract agreements for dates of service, etc.
- Continual Behavior Issues/ Aggression towards others

The After School Programs Manager will provide parents with written notification of the breach of policy. If the parents willfully continue to disregard the policies set forth, they will be given notice of intent to terminate services.

Withdrawal

If you wish to withdraw your child from the program, you must provide the After School Programs office with a 30 day written notice when you intend to withdraw.

No withdrawals will be accepted or take effect after May 1 of the current year.

Appendix A: Preventive Health & Safety - Illness Guidelines

Keeping children healthy is a partnership between parents, child care providers, the children themselves and the medical provider. Only a few illnesses require exclusion of sick children to ensure protection of other children and staff.

Reasons to Exclude a Child

1. The illness prevents the child from participating comfortably in routine activities.
2. The illness requires more care than the After School Programs staff are able to provide without compromising the health and safety of the other children.
3. The illness is any of the specifically diagnosed conditions listed below.

Symptoms that Require Exclusion of a Child

1. *Fever along with behavior change or other signs of illness* such as sore throat, rash vomiting, diarrhea, earache, etc. Fever is defined as having a temperature over 100° F or higher taken under the arm, oral temperature of 101° F or greater, and rectal temperature of 102° F or greater within the past 24 hours. Oral temperatures should not be taken in children younger than four years of age. The After School Program staff will use the under arm method.
2. *Symptoms and signs of possible severe illness* until medical evaluation allows inclusion. May include unusual tiredness, uncontrolled coughing or wheezing, continuous crying or anger, or difficulty breathing.
3. *Diarrhea* – runny, watery or bloody stools.
4. *Vomiting* more than once in a 24 hour period.
5. *Body rash with fever or behavior change.*
6. *Sore throat with fever and swollen glands or mouth sores with drooling.*
7. *Eye discharge* – thick mucus or pus draining from eye, or pink eye (viral conjunctivitis usually has a clear, watery discharge and may not require medication or exclusion).
8. *Head lice.*
9. *Severe coughing* in which the child gets red or blue in the face or makes high-pitched whooping sound after coughing.
10. *Impetigo*, until 24 hours after treatment has been initiated.
11. *Tuberculosis*, until health care provider states that the child can attend child care.
12. *Hepatitis A, chicken pox, mumps, measles, rubella or shingles.*
13. *Child is irritable, continuously crying,* or requires more attention than can be provided without compromising the health and safety of the other children in child care.

If a child becomes sick at school, you will be called and asked to immediately pick up your child and take him/her home. The health office is not designed to keep sick children in for long periods of time because we provide services to many healthy children as well. If a physician diagnoses your child with a communicable illness please contact the school to let them know about the condition. Parents of the children in the same group may be notified of exposure as necessary.

[Please use this link to view all District Safe Reopening Plan related to the COVID-19 pandemic.](#)

We appreciate your cooperation in implementing these practices and making our school a healthy and safe learning environment.