



# Family Handbook

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**Please carefully read the Family 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 learning 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 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 4:30 p.m. The business office is closed on all holidays and non-school days unless a camp is in session.

## **Program Descriptions**

### **After School Program**

The After School Program is offered to K-6<sup>th</sup> grade students at their school site and Transitional Kindergarten Early Intervention (TKEI) students at Sycamore Ridge school. Our caring 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 and creative learning environments. Our program is designed to provide enriching and varied activities through high quality care.

### **Enrichment**

During a typical year the DMUSD After School Programs partners with outside vendors to offer three enrichment sessions for our students. K-6<sup>th</sup> grade parents may enroll their children in a variety of enrichment classes that are hosted at every site. Enrichment classes may vary in duration. 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. Any inquiries may be sent to [enrichment@dmusd.org](mailto:enrichment@dmusd.org)

### **Summer Camp**

**Summer Camp** includes hands-on and engaging activities, team challenges, field trips and spirit days for incoming 1<sup>st</sup> – 7<sup>th</sup> grade students. Typical camp hours are 9:00 a.m. – 4:30 p.m. (*hours may vary*). Extended care may be available for an additional fee.

## **Absences**

If your child will be absent or late to After School Care, please complete an [ASP Absence Report](#) at least 1 hour before the end of the school day to avoid missing child procedures.

If you do not report your child's absence and ASP staff are trying to locate your student, you may be charged a **\$10 Safe Student Fee**.

If we do not receive notification from you that your child will not be attending or will be late to ASP, every effort will be made to verify the absence through the main school office and through the emergency contacts provided by the 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.

## **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 Supervisor will request written consent from the parent/guardian(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](mailto: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. 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. Coupled with providing an engaging and nurturing experience for each child, quality care and safety of all children and staff is of the utmost priority.

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](mailto:asp@dmusd.org)

## **Snack**

Children will be offered one snack per day. All snacks served in the After School Program meet the "Smart Snack" standards set for schools. If your student has any food allergies and plans to have snack with us, please complete the [Medical Statement to Request Special Meals and/or Accommodations](#) and provide it to the Child Nutrition Services Office. This statement must be signed by a licensed healthcare professional as listed on the form. If our snack does not meet your child's preferences, you are welcome to provide your own snack from home.

## **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. 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 to help children understand procedures and how to evacuate or locate a secure location quickly, safely and calmly.

## **Dress Code & 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, backpacks, all clothing, books, notebooks). Please DO NOT send toys, electronic games, or devices, 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.**

## **Personal Electronic Device Guidelines**

Use of personal electronic devices during the After School Program is prohibited. If your child needs to communicate with you, they will be given access to a school phone. If you need to reach your child, please contact the After School Program site directly.

## **Toileting**

Children enrolled in our Programs must be confidently toilet trained and in underwear. Children should be able to use the facilities on a regular and consistent basis, without needing assistance from adults. ASP staff recognize that Transitional Kindergarten Early Intervention (TKEI) and Kindergarten children may still need reminders and toileting accidents may occur. We request an extra change of clothes be stored in backpacks for these instances. In these instances, children must independently change into their extra clothing. ASP Personnel is not permitted to assist with toileting or to assist children with changing their clothing. Parents/guardians will be contacted for immediate pick up in instances where children require assistance. Repeated bathroom accidents may result in a meeting with administrative personnel to discuss readiness to attend the ASP.

## **Early Release Days**

All early release and conference days are included in your monthly billing.

## **Kindergarten Students First 6 weeks of School**

The first 6 weeks of school for kindergarten students is early release. Families will be billed an additional \$200 for the month of August and an additional \$200 for the month of September.

## **Enrollment Procedures**

All families must complete the registration application online each year. The registration information can be found on our website <https://asp.dmusd.org/>

**Priority Registration will be offered during the initial registration period, with the following order:** first to Del Mar Union School District employees, followed by re-enrolling families, and then to new families.

All information needs to be filled in completely during the application process. There is a non-refundable \$75.00 registration fee for all children. Family accounts must be in good standing to complete the application process.

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 three local emergency contacts, **over the age of 18**. No one may pick up your child unless **listed as an authorized pick up in your student's account and photo ID** is provided. Please see Sign Out procedures for more information.

### **Tuition**

Tuition is divided into equal payments per month. Tuition fees must be paid in advance monthly and are due on the first of the month. All payments must be made using the online system. No cash or checks are accepted.

### **Late Tuition Payments**

Tuition is due on the first of the month. Accounts are considered delinquent after the fifth of the month.

A **late fee of \$25.00** will be assessed if payment has not been received by the 5th of the month and will be included on the following month's invoice. Late fees are not covered by the ELOP or Alternative Payment programs. If tuition is not paid within two weeks of the due date, this may result in immediate termination of enrollment. Upon payment, parents/guardians may re-enroll their child(ren) through Eleyo with applicable paid tuition and \$75.00 registration fee. Enrollment is subject to current availability. Past due accounts may be referred to collections for past due balances. Any returned transactions may be subject to a fee.

### **Late Pick Up**

A standard \$15.00 late fee will be automatically assessed for late pick-ups between 1 and 15 minutes after the scheduled pick up time (i.e. pick up from 6:01 to 6:15pm will result in a \$15.00 charge) and an additional \$1.00 per minute fee will be charged for each additional minute. Late fees are not covered by the ELOP or Alternative Payment programs. More than three late pick-ups per semester may result in immediate termination of enrollment. After 30 days, parents/guardians may re-enroll their child(ren) through Eleyo with applicable paid tuition and \$75.00 registration fee. Enrollment is subject to current availability.

Failure 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 will release your child(ren) to the custody of Child Protective Services or other legal authorities.

### **Refunds or Credits**

There are no refunds or credits for the After School Program.

### **Changes**

Any changes in enrollment must be made in writing to the After School Programs office by email communication to Registrar Leslie Palac at [lpalac@dmusd.org](mailto:lpalac@dmusd.org) prior to the 10th of the month. Each change will incur a \$15.00 change fee.

### **Withdrawal Request**

Requests to withdraw must be made to the After School Programs office by email communication to Registrar Leslie Palac at [lpalac@dmusd.org](mailto:lpalac@dmusd.org). Request must be received by the 10<sup>th</sup> of the month to be effective for the following month. No withdraw request can be made after April 1<sup>st</sup>.

### **Illness**

Health and welfare of all children is important to ASP, a child with signs of illness will be sent home. If your child becomes ill with a confirmed case of a contagious illness, please notify us so we can alert other parents to watch for symptoms with their child. ASP also requires a physician's note that states the release to return to school. The ASP follows guidelines from the California Department of Public Health. Please keep your child home if:

- Fever of 100.4° or higher
- Persistent cough
- Nasal congestion / runny nose

- Sore throat
- Nausea, vomiting, diarrhea
- Stomachache that prevents your child from participating meaningfully at ASP
- Muscle or body aches
- Poor appetite
- Headache in which the pain prevents your child from participating meaningfully at ASP
- Body rash (with/without fever)
- Signs of conjunctivitis (pink eye)
- Unusually tired, pale, lack of appetite, confused or cranky
- Child is not able to comfortably participate in the regular ASP activities

If your child displays signs of illness while at ASP, we will do our best to make him/her comfortable and you will be contacted to pick up your child. Child must be picked up **within one hour** after notification by the ASP. If the parent is unable to come, an authorized individual must come within the hour. If the child has not been picked up within the hour, our program late fees will apply.

*A child cannot return to the program until he or she is symptom free for 24 hours without medication.*

### **Accidents & Emergencies**

If a child is injured on 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/or the doctor indicated on the emergency information. 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.

### **Medication Administration & Emergency Procedures Medication**

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. Please find health forms [here](#).

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. **The ASP does not have access to the school health office.** All medication must be provided separately to the site team lead.

### **Emergency Contact & Authorized Pick Up Information**

It is the parent's responsibility to keep *Emergency Contact Information* up to date. Ensure the emergency contacts are local, able to answer phone calls, and pick up your student if necessary. Parent/guardian **must provide at least 3 emergency contacts who are at least 18 years of age. Emergency contacts are persons listed on file to contact in case of an emergency. Authorized pickups in Eleyo are persons that are able to pick a child up from the ASP.** Authorized Pickups must be at least 18 years of age and provide a form of photo ID at time of pickup. Please note, by default, emergency contacts are NOT listed as authorized pickups in the Eleyo Child Care Attendance app and cannot sign children out. An emergency contact must be added as an authorized pickup before sites can release the child to them.

### **Sign In/Out Procedures**

#### **Sign In**

After School Care: ASP staff will pick-up your TKEI / Kindergartener from their school day classroom and escort them to the After School Program. All other students 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.

### **Sign Out**

Parents and other authorized pick up persons may access campus and proceed to their student's physical location for pick-up. If students are not in the ASP rooms, signs will be posted with their location to pick up.

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 at least 18 years of age** to pick up a child, will be required to **show photo identification** and must complete the sign out process on the kiosk by entering the child's **security code** and signing out with a full signature. Parents/guardians are responsible for all individuals on a child's authorized pick up list, including their conduct during pick up, ensuring all individuals are 18 years of age and are prepared to show photo identification and enter the child's security code.

### **Conduct**

Safety of students and staff are our top priority. ASP staff will intervene when a child's behavior threatens his/her safety or the safety of others. Behavior requiring significant redirection will result in a phone call to parents/guardians for immediate pick up. Student must be picked up **within one hour of the initial phone call**. If the parent is unable to come, an authorized individual must come within the hour. If your student has not been picked up within the hour, our program standard late fees will apply. ASP staff will make every effort to communicate and work with parents/guardians as concerns arise. However, the After School Program reserves the right to disenroll students at any time at the discretion of the ASP Supervisor. If a child is disenrolled from ASP, no refunds will be given.

These behaviors will result in immediate pick up and/or disenrollment.

- Behavior that disrupts the smooth flow of the program requiring an extraordinary amount of attention (one on one care is not available)
- Situations in which the student is unable to follow the rules and expectations of the program
- Leaving the group or refusing to remain with the group
- Student or parent/guardian behaviors that endangers or inflicts physical or emotional harm on others
- Student or parent/guardian physical or verbal abuse of staff
- Student or parent/guardian disrespect of ASP policies

### **Mandated Reporting**

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

### **Tax ID**

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