

Grass Valley School District 2016 Parent Handbook

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MISSION

The mission of the Grass Valley School District (GVSD) Before and After School Program is to provide before and after school activities, educational enrichment, recreation, and care for school-age children. GVSD Before and Afterschool Child Care Program (BASP) administers State Department of Education and Federal Block Grant Funds to assist eligible families in paying for child care services for their school-age children. This program has been established so parents pay a reduced amount per day based on total income of their household. Guidelines are set by the State.

HOURS & LOCATIONS

Bell Hill Academy 362-0136

342 S. School Street
Grass Valley, CA 95945

Vacation and Inservice Days - 7:00 a.m. – 6:00 p.m.

Before school care - 7:00-9:00 a.m.

After school care - 3:10-6:10 p.m.

Scotten School 362-0177

10821 Squirrel Creek Road
Grass Valley, CA 95945

Vacation and Inservice Days - 7:00 a.m. – 6:00 p.m.

Before school care - 7:00-9:00 a.m.

After school care - 3:25-6:30 p.m.

The Before and After School Program (BASP) is **closed** on weekends and the following major holidays:

New Years Day

Martin Luther King Day

Washington's Birthday

Lincoln's Birthday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day and the day after Thanksgiving

Christmas Day plus two and a half days during Christmas break.

You will receive advance notice of any additional days we will be closed.

Snow Days - When the Grass Valley School District closes school due to a snow day, BASP will also be closed. Please listen to radio station KNCO (830 AM) after 6:00 a.m. on snowy days for school cancellations. If the weather turns to snow after the start of the school day, BASP will remain open. After receiving instruction from the Program Director, the Site Supervisors and staff will call parents to suggest they pick up their children as soon as possible.

GOALS

- Provide a safe, secure, positive and enriching environment for school-age children, supervised by trained, caring adults;
- Provide recreational activities to increase the physical activity level of students in the program;
- Promote self-esteem and improve life skills and;
- Involve parents and guardians in the educational and social development of their children.

OBJECTIVES

BASP participates in a program called Desired Results, developed by the California Department of Education (CDE), Child Development Division (CDD). CDD has revised its approach to evaluating the childcare and development services it provides and has moved towards a focus on the results desired from the system. At the State level, the intent is to identify successes and areas for improvement so that CDD can provide support and technical assistance to increase program quality.

Developmental Assessments

The State and Federal programs, which fund our center, require an evaluation process for each child and group. This center will be administering developmental assessments on each child enrolled in the program. The assessment is

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called Desired Results. Teachers take observations of children's developmental progress within 60 days of enrollment. The assessments are done twice per year by the teaching staff. The assessments are based on two domains: Self and Social Development and Health and Safety. Results from each assessment will be discussed with the parents.

Desired Results Parent Survey

This is completed once a year by parents at each site. As part of this mandated process by the State of California, an Annual Report is completed each year and may be presented to the State.

Environmental Rating Scale

BASP completes the School Age Care Environmental Rating Scale (SACERS) which assesses the program quality by rating the education program, the staff development program, and parent involvement and education.

Education Program

The BASP program approach is developmentally, linguistically and culturally appropriate. The program is inclusive of children with special needs and respects the feelings and rights of others. The program supports children's social and emotional development by building trust, planning routines and transitions to occur in a timely, predictable, and unhurried manner. The program helps children develop emotional security and social relationships and provides for the development of each child's cognitive/language skills by using varied strategies, including experimentation, inquiry, observation, play and exploration. The program ensures opportunities for creative self-expression through music, movement, and dialogue. Staff promote interaction and language use among children, between children and adults, and support emerging literacy and numeracy development. The program also promotes each child's physical development by providing sufficient time, indoor and outdoor space, equipment, materials, and guidelines for active play and movement.

Staff Development

GVSD is committed to quality childhood education and our qualified staff holds the appropriate credential or permit required by the State of California.

- ☒ New employees are provided an orientation to guide them to understand how agency policies relate to their respective job description
- ☒ We support continuous staff growth by assessing the needs of staff and providing professional development activities to enhance their growth
- ☒ Our staff members are evaluated annually
- ☒ We have regular internal communication mechanisms that include email, phone, and newsletter to provide staff with information necessary to carry out their perspective duties

Parent/Guardian Involvement

Although parents/guardians are not required to participate in BASP, their involvement is certainly encouraged. It is the responsibility of the Site Supervisor and staff to establish good relationships with parents. Parents are to be provided a Parent Handbook at enrollment and are to receive monthly newsletters and other written communications. Parents and siblings are always invited to any special activities such as parties, carnivals, talent shows and presentations. Parents are welcome to drop in at any time to observe or participate in the program. Any other persons visiting the program must have full clearance and approval from Administration. If you have a special talent that you would like to share with the children, please contact your child's Site Supervisor to schedule your participation.

A Parent Bulletin Board exists in each classroom. Please look for it when you come into the classroom. You'll find important information regarding the curriculum, daily and monthly schedules for the classroom, and much, much more.

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Smoking/Alcohol and Other Drugs - Secondhand smoke is harmful to children and GVSD prohibits smoking in and around areas where children are present. The consumption of alcoholic beverages or use of illegal drugs, on school grounds or at any sponsored function or activity is prohibited.

Community Involvement

Year Round Program Collaborative/Community Involvement

Partner	Roles and Commitments
GVSD	GVSD will serve as the Local Educational Agency and will provide full fiscal and personnel administration and support, use of facilities, insurance, plus monitoring implementation, collecting and reporting required data and conducting evaluation activities.
Community Support Network of Nevada County	The CSNNC contributes to the Year Round Program by providing monthly community partner meetings to integrate and support community networking to provide family services for residents of Nevada County. Examples of support include Child Abuse Mandated Reporter Training, Holiday Assistance Help, What's Happening in Court Activity Book (for children who are in court for any reason), and much more.
Grass Valley Family Resource Center	The FRC funds many evidence-based services, programs, and curriculum to support local children and families. The FRC will provide direct services to referred children, conduct community outreach and education, and offer expanded Triple P parenting education and literacy support to parents.
University of California Cooperative Extension (UCCE)	UCCE and the GVSD applied for a USDA California Youth and Families at Risk grant to provide the GVSD after school program nutrition and gardening education. UCCE provides for the training of teens in nutrition curriculum and have them teach kindergarten through fourth grade afterschool participants. It also provides for garden activities with students and a farm field trip twice a year.
Twin Cities Church	Twin Cities Church actively participates in our local community by providing food, family centered events, workdays for the GVSD school sites and tutors for the GVSD after school program.
Parent Teacher Club (PTC)	PTC will continue to provide District-wide Open House BBQ, Ice Cream Social, special Book Fair preview for after school participants, and the Light's on Afterschool BBQ.
Parents and community members	GVSD is privileged to have the willing involvement of parents and community members who volunteer to teach enrichment classes (ropes course, family traditions and parent careers) and provide in-kind donations to the program.

Health and Social Services

Our staff recommend community health and social service resources which include the GVSD Family Resource Center, Healthy Smiles and Healthy Kids and follow-up with parents to support the needs of our students and families.

Nutrition

The GVSD Child Nutrition Services (CNS) department serves snack and supper to the BASP program. All food and beverages served meet Child and Adult Care Food Program standards; are prepared and served by child nutrition professionals; conform to the nutrition standards in Article 2.5 of Chapter 9 of Part 27, commencing with Education Code 49431. GVSD is an area wide school district with at least 50% of the students enrolled that are eligible for free or reduced price meals which allows all snack and supper to be provided free to all participants.

HOW TO QUALIFY FOR THE PROGRAM

Enrollment is open to any child who is a Transitional Kindergarten through 13 years old student in the Grass Valley School District, provided the daily program can meet the needs of the child. Transitional Kindergarten and Kindergarten attendance can enroll and attend the first day of upcoming school year. Children attending school in neighboring districts will be enrolled if open spots are available. A parent/guardian must pick-up an enrollment packet from the Enrollment Technician or Site Supervisor. Once all required documentation has been gathered and turned in to the Enrollment Technician, an appointment to determine eligibility will be scheduled. Should both subsidy and space in the classroom be available and parents have turned in all forms, complete with documentation, a Confidential Applicant Child Development Services (form 9600) will be completed by staff and signed by the

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parents. Staff shall mail or deliver a completed Notice of Action, indicating if services were approved or denied, to the parents within thirty(30) calendar days from the date the 9600 form is signed by the parent. Families will be added according to income, family size and need for care. If all spots are filled families will be ranked and added to the subsidized waiting list.

Eligibility and Need Criteria

Families must be eligible and need services based on the documentation and verification of at least one of the following criteria:

Eligibility

- ☒ Income
- ☒ Current Aid Recipient
- ☒ Homelessness
- ☒ Child Protective Services
- ☒ At Risk of Abuse, Neglect, and/or Exploitation

Need

- ☒ Employment
- ☒ Training toward a Vocational Goal
- ☒ Actively Seeking Employment
- ☒ Seeking Permanent Housing
- ☒ Child Protective Services
- ☒ At Risk
- ☒ Parental Incapacity

Income Sources

Adjusted income is total countable gross income minus verified child support payments. Included is all income of the individuals counted in the family size, for example: (See Attachment A for complete list)

- Gross wages or salaries
- Overtime
- Tips or commissions
- Cash aid
- Child support payment received
- Survivor (eg, SSA) and retirement benefits
- Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies
- Gross income from self-employment less business expenses with the exception of wage draws
- Disability, unemployment insurance or workers compensation

Non-Discrimination Statement

It is the policy of the center neither to provide equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (E.C. 72011. Title 5.59301. BP 0410) Parents should provide the child's history along with individualized family, educational, physical or emotional services plan to BASP and its staff.

Family Size

Family is determined by the number of adults, biological parent, adoptive parent, stepparent, foster parent, caretaker relative, legal guardian, domestic partner of the parent as defined in Family Code Section 297 or any other adult living with the child who has responsibility for the care and welfare of the child. The parent must provide supporting documentation regarding the number of children and parents in the family. The number of children shall be documented by providing at least **one** of the following documents, as applicable:

- Birth certificates
- Court orders regarding child custody
- Adoption documents
- Records of Foster Care placements
- School or medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent.

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When only one parent has signed the application and the information provided indicates the child(ren) in the family has another parent whose name does not appear on the application, then the presence or absence of that parent shall be documented by providing any **one** of the following documents, as applicable:

- Records of marriage, divorce, domestic partnership or legal separation
- Court-ordered child custody arrangements
- Evidence that the parent signing the application is receiving child support payments from that person, has filed for child support with the appropriate local agency or has executed documents with that agency declining to file for child support
- Rental receipts or agreement, contracts, utility bills or other documents for the residence of the family indicating that the parent is the responsible party
- Any other documentation, **excluding a self-declaration**, to confirm the presence or absence of a parent of a child in the family

If due to the recent departure of a parent from the family, the remaining applicant parent may submit a self-declaration under penalty of perjury explaining the absence of that parent from the family. Within six months of applying or reporting the change in family size, the parent must provide one of the above supporting documentation.

An adult living in the household who is neither the parent nor the spouse of the parent and is not responsible for the care of the child(ren) may be excluded when it is to the advantage of the family. If excluded, children of the adult are also excluded. Regardless of marital status two parents residing together will be counted both in family size and income.

PARENT FEES

- It is GVSD's intent to provide the highest quality service at the lowest cost to parents. The program is supported by parent fees plus subsidized funding paid for by the California State Department of Education. All parents must sign an application and be approved for services (form 9600) before their child can begin subsidized service. The fees on the 9600 application will remain in effect until the parent or program initiates a new contract. Note: If the parent's income increases/decreases, written notification must be received by the Enrollment Technician within five days of the change. Fees will be adjusted and parents will be notified of any changes within 30 days of the notification via a Notice of Action form
- Fees are determined by gross family income and family size using the "Flat Monthly Fee Schedule" (See attachment B)
- The flat monthly fee covers all children and is based on the child who receives the most hours of care per month
- The monthly family fee will be determined based on hours of certified care, income, and family size. Families with a certified need of less than 130 hours per month will pay a part-time fee while families with a certified need of 130 hours or more will pay a full-time fee
- When the initial enrollment is not on the first day of the month, the fee will be determined based on certified hours for the partial month and another fee for each following month based on certified hours of need documented in the 9600 Application for Services
- No fees for CPS or At Risk if waived in a written referral by a legally qualified professional or the CPS worker
- No fee if family income is below 40% State Median Income
- No fee for families receiving CalWorks cash aid
- Subsidized families are NOT charged a registration fee
- Subsidized families are charged a monthly fee as determined by the "Flat Monthly Fee Schedule"

Billing Invoices/Tax ID#

Please remember to retain all billing invoices. Statement of year-end child care fees requested will be available within seven working days of your request, and a \$5 fee will be added to your next invoice. GVSD Tax ID: 02-0723471.

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ENROLLMENT PROCESS

Admission Priorities/Waiting List

- **First Priority:** Families with children who are receiving Child Protective Services
- **Second Priority:** Students identified as at risk of abuse, neglect or exploitation
- **Third Priority:** Lowest rank

When all childcare spots are filled, families will be ranked by income and placed on a waiting list.

Notification Process – Parents are notified by phone call and by mail of the outcome of the enrollment process.

Documents to bring for appointment – Parents need to bring the last 30 days of paystubs, child support documentation, signed employment verification form, college class schedule, statement of professional goals and child(ren) enrollment form(s).

Application for service – The Confidential Application for Child Development Services and Certification of Eligibility (9600) needs to be completed and signed by parent and staff before child care services can begin.

The Notice of Action (NOA) is mailed or given to parent within 30 days of the 9600 being approved. The NOA informs parents of specific actions regarding their childcare services: start date, change in service (reduction or increase), or termination of childcare services. If the parent disagrees with an action regarding the action, the parent(s) may file a request for a hearing with BASP within fourteen (14) day calendar days from the date the notice of action was received. This request can be made in writing, in person, by telephone, by fax and by email. Upon filing of a Request for Hearing, the intended action shall be suspended until the review process has been completed. Within ten (10) calendar days following the receipt of the request for a hearing, the contractor shall notify the parent(s) of the time and place of the hearing. The time and the place of the hearing shall, to the extent possible, be convenient for the parents(s). The review process is complete when the appeal process has been exhausted or when the parent(s) abandons the appeal process.

HOW TO CONTINUE IN THE PROGRAM

RECERTIFICATION

All families shall be recertified at intervals not to exceed twelve (12) months. After initial certification and enrollment, BASP shall verify need and eligibility and recertify each family/child as follows:

1. Families receiving services because of abuse, neglect or exploitation are limited to receiving childcare and development services for a period of up to three (3) months. The family can continue to receive child care and development services based on any of the following reasons: The family is receiving protective services and childcare and development services are a part of the case plan; The family meets other need and eligibility requirements; The county welfare agency certifies that child care services continue to be necessary.
2. Families receiving services because the child is receiving child protective services shall be recertified at least every twelve (12) months. Recertification must be completed prior to the date identified on the child protective services referral as the duration of care. Families may continue to receive child care and development program services for child protective services children as needed, if the county welfare department, child welfare services worker certifies that the family continues to receive child protective services and that child care and developmental services are part of the case plan, or if the family meets other need and eligibility criteria.
3. All the families shall be recertified at least once each contract period and at intervals not to exceed twelve months. Families will be notified in advance of recertification date.

FEE PAYMENT/DELINQUENT PAYMENT PLAN/COMPLIANCE

The following policies relate to monthly fees and Full Pay care:

- Fees are due monthly in advance

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- Payments must be made by cash, check, cashiers check, or money order. A \$10 fee will be charged on all returned checks. If two checks are returned, payment must be made by cash, cashiers check or money order
- Fees are based on **contracted** days of service and are **due whether the child attends or is absent**
- Monthly fees are due and based on contracted hours. No adjustment of fees shall be made
- The monthly fee is due on the first of the month. Payments received after the 7th of the month will be assessed a \$10 late charge. If childcare fees are not paid by the 14th of the month, the family will receive a Notice of Action for Delinquent Fees. Fees must be paid before the termination date or childcare services will be terminated. A reasonable repayment plan will be accepted and the parent must comply with the repayment plan for continued services. Families are eligible to re-apply for enrollment if space is available.
- Families who pay their childcare fees late in excess of 14 days more than THREE (3) times during a calendar year will be terminated for the period of one (1) year.
- If childcare is terminated and payment is not made, then GVSD reserves the right to pursue the matter in small claims court, or turn any bad checks into a collections agency or the Nevada County District Attorney for prosecution
- When a family is terminated from the program while owing family fees, the family must pay their delinquent family fees in full, before they can be eligible for re-enrollment into any Child Care and Development Program funded by the State of California and the Grass Valley School District
- *If payment is not made for childcare services because of a returned check, a "courtesy notice" will be sent to person who wrote the bad check requesting full payment within 10 days. If payment is not received within 10 days, the GVSD will turn over the dishonored check to the Nevada County District Attorney for prosecution*
- No refunds will be made for illness or absence of any kind
- Parents must pay the contracted fee until a new contract is executed
- Contract changes must be of one month or longer in duration
- The program closes at 6:00/6:15/6:30 pm. Fees pay for service until that time only. Parents whose children remain past 6:00/6:15/6:30 pm will be charged an overtime late fee of **\$1.00 per minute per child** according to our clock. **Overtime late fees will be collected on the day the child is picked up late. Late pickup three (3) times may be cause for removal from the Program.**
- State law considers children left at the school site after closing time, without notification, to be abandoned. If we have used every contact available and cannot find anyone to pick up your child, the Grass Valley Police Department or Nevada County Sheriff's office will be contacted to take custody of the child.
- When BASP is unable to meet all the families need for child care for which the eligibility and need have been established, BASP shall grant a fee credit equal to the amount paid to other service providers of these child care and development services. The fee credit will be applied to the family's subsequent fee billing period. The family shall not be allowed to carry over the fee credit beyond the family's subsequent fee billing period. The families will provide copies of receipts or canceled checks for the other childcare and development services received.

NOTIFICATION OF CHANGES

The State of California requires that families report any changes in eligibility and/or need in writing to the BASP office within five (5) calendar days of the change. Such changes may include but not be limited to, change in family size, change in income, basis for need or termination of service. If parent needs to change regular scheduled days of attendance, they should call or stop by the BASP office to make the requested change. The reason and any documentation for the change must also be submitted. All requests for change must be verified through the proper documentation. BASP will update the family's application to document continued need and eligibility and determine any change to fee assessment, if applicable, within thirty days whenever there is a change in family size, income, public assistance status or need. (i.e. employment, training or school hours). The requirement for updating the files does not apply to families receiving services because the child is at risk of abuse, neglect or exploitation.

FULL PAY PROGRAM

- Parents need to fill out a full pay contract before the child can attend

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- Payment for full pay children who attend on a drop-in basis must be paid when the child is dropped off before school or picked up after school.
- Drop-in rates are in effect for unscheduled drop-in use, for days in excess of those contracted, and varied days of attendance (See Attachment C for current rates)
- On days when school is closed for an In-service, conferences, or other reasons, the program may be available on a full day basis although all sites may not be open on these days. If there is an adequate need for program on those days, your site may be open or an alternate site may be available.
- You will be required to sign-up in advance for full day care. **If you sign-up, you will be billed whether or not your child(ren) attends.** If you have not signed-up and your child(ren) attends, you will be billed a drop-in rate. If you sign up to attend and you attend only during your contracted time (2-6, 1:15-5:00, etc.) you will not be billed any additional amount. If you exceed your contracted time, you will be billed an additional amount
- On a regularly scheduled date of attendance when BASP is closed for any reason, parents will not be charged
- Parents will be notified in writing at least 30 days in advance of any rate increases

ATTENDANCE

The State requires that we monitor attendance closely. Parents will be required to adjust their contract if their use is not consistent with their contracted need.

- **Best Interest Days** (BID's) are defined as days used for the social and emotional benefit of the child. These may include visits with parents or grandparents, birthday parties or other activities deemed to be in the "best interest" of the child. BID's are limited to ten (10) days per year.
- **Excused Absences** are defined by the State Department of Education as absences due to illness, quarantine of the parent or child, court ordered visitation, family emergency or doctors appointment for the child. A family emergency is defined as a situation or catastrophe that creates a hardship or impossibility for the child to attend on a contracted day. These include a death in the family, an accident that requires immediate attention or weather conditions.
- **Unexcused absences** are defined as absences not covered under BID's or Excused. Excessive amounts of unexcused absences, ten (10) or more, is grounds for termination from the subsidized program. If a child is dropped from the program due to excessive unexcused absences, the child may be re-enrolled the next year as long as eligibility and need requirements are still met.

When a child is suspended from BASP, the child **SHOULD ATTEND** the regular school day. If your child did not attend the regular school day due to illness, your child may not attend BASP that day. In support of our school partners, if a child is suspended from school, s/he may not attend BASP while the suspension is in effect. Children who are no longer attending the program due to suspension or termination of a contract (i.e. billing or attendance issues with parent) cannot return to the program without approval from Program Director **and** until the enrolling parent completes a new contract.

LIMITED TERM SERVICE LEAVE REQUIREMENTS

If the family will temporarily not have a need for subsidized childcare and development services, the program may grant the family a limited term service leave. Reasons for a limited term service leave may include, but not limited to break in employment, school break, the child's visit with the non-custodial parent that is not ordered by the court, or family vacation in excess of best interest days. A limited term service leave shall not exceed twelve (12) consecutive weeks in duration except when the parent is on a maternity or medically related leave of absence from their employment or training. Maternity or medical limited term service leaves shall not exceed sixteen (16) consecutive weeks.

SIGN-IN/SIGN-OUT SHEETS

The State Department of Education requires that the Sign-In/Sign-Out sheet be kept on all children who attend the Program. Each child **SHALL** be signed in and out by a responsible adult. Children attending the program in the afternoon will be signed in by staff and signed out by the parent (or authorized person). In full day or morning

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programs, the parent (or authorized person) must sign the child in and out. Please sign with your complete name – no initials. The sign-in record shall contain the name of the child, the date(s) of absence, the specific reason for the absence (i.e. flu, cold, ear ache, fatigue) and the signature of the parent or staff if verification is made by telephone. If an excused absence is based on time spent with a parent or other relative as required by a court of law, the basic data file shall contain a copy of the court order.

VERIFICATION OF ABSENCES

Because the safety of your child is our highest concern, **it is imperative that you notify your site when your child is absent from the program.** Site Supervisors are required to track down all children who are scheduled to attend every day. They are required to call every number on the emergency list until they are able to verify the whereabouts and safety of your child. If they are unable to reach anyone within 10 minutes, the appropriate law enforcement agency may then be contacted to assist in locating your child. **It is also your responsibility to inform the site your child attends that s/he will not be attending that day.** A message on the phone machine at the site or a written note is acceptable. Your cooperation is essential to the safety of all the children in our program

DROP-IN PROCEDURES

Although full-time care is our priority, drop-in care will be provided on a **space available basis.** Parents must call the site as soon as possible before the service is needed to determine space availability. Although we do our best to accommodate drop-in children, please note that space may not be available at all times, and your child may not be able to attend. **You must speak with the Site Supervisor in order to determine if drop-in space is available on that day.**

CHANGE OF CONTRACT OR WITHDRAWAL

All parents must sign a contract before their child enters the program. The fees on the contract will remain in effect until the parent or program initiates a new contract or change of contract form. Parents wishing to withdraw from the program must complete a drop form two weeks prior to the child's last day of attendance.

If a parent needs to change regular scheduled days of attendance, they must submit a Change of Contract Form to the Enrollment Coordinator by the 15th of the month. The change will become effective on the first day of the following month. Contract fees will remain in effect to the end of the current month. Drop-in fees will be assessed for extra attendance before the contract change becomes effective. Change of contracts will be accepted only for changes of one month or longer duration. Both Change of Contract and Drop Forms must be completed, given, mailed or faxed to the Enrollment Coordinator.

HEALTH AND SAFETY

BASP is sensitive to the health and physical needs of children. Therefore, in accordance with school policies, BASP has adopted the following:

- The program must have current emergency information on file for each child
- It is the parent's responsibility to keep the program informed of any change in their child's emergency numbers as well as medical or physical conditions
- Mild scrapes will be reported to a parent or guardian by way of a phone call or written notification. An Incident Report will be completed for more serious injuries and will be placed on file. Staff will use standard first aid and universal precautions when treating scrapes or falls
- In case of serious illness or injury, the staff will follow parental instructions on the Medical Treatment Form whenever possible. However, in all cases, staff will deal with serious emergencies in the most expedient way possible
- The program cannot transport children in medical emergencies. If staff is unable to locate the parents or an emergency contact, staff will secure appropriate treatment at the nearest medical facility. The child will be transported by trained medical professionals

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- In all cases of injury or illness, attempts will be made to contact parents immediately and involve them in decisions regarding treatment
- Parents are responsible for all costs incurred when a medical emergency arises

MEDICATION DISTRIBUTION

GVSD asks that whenever possible, medication be given to children at home. If it is necessary to have Prescription/Non-Prescription medication administered at BASP, please use the following procedure:

- The health care provider must state that it is critical for the child's health for medications to be given during BASP hours, or that medications may be required in an emergency due to the student's diagnosed condition
- Completed "Administration of Medication at School" form signed by both physician and parent/guardian, must be given to BASP personnel or faxed to 273-0248 attn: Carol Viola
- Parents must deliver any medication to be administered. Medications brought in by a student will NOT be administered. Please do not send medication in your child's backpack or put it in his/her cubby
- Medication must be in the original container and clearly labeled with the following information:
 1. Student's full name
 2. Prescribing health care
 3. Name of medication
 4. Dosage, schedule, dose form, provider's name and number
- Over the Counter (OTC) Medications: The above procedure pertains to OTC medications including, cough drops and lozenges. If you know that your child uses OTC medication regularly and will need it at BASP, it is a good idea to have your doctor fill out the "Administration of Medication" form with a complete list allowing it to be given for the entire school year
- Please provide us with a measuring device to dispense the medicine
- Ask the pharmacy to dispense the medication in two separate containers so that you will have one for childcare and one for home use
- Please notify staff when medication is to be stopped

If a child with diabetes requires a blood glucose test and is unable to do this without adult assistance, the parent must make arrangements to assist the child or have a nurse assist the child. Site staff are unable to perform this duty. When no longer needed by the child, or when the child withdraws from the center, all medications shall be returned to the child's authorized representative or disposed of after an attempt to reach the authorized representative.

HEALTH SCREENING

The following health requirements policies have been set by the State Department of Social Services and GVSD: Each child is given a daily health screen as they enter the program. Staff is responsible for ensuring that children with obvious symptoms of illness including, but not limited to, fever or vomiting, are not accepted. However, it is also the parents' responsibility to monitor the daily health and physical condition of their child and to determine their child's ability to actively participate in the program.

For the purposes of communicable disease control, a child shall be unable to attend BASP when s/he exhibits one or more of the following signs of communicable disease:

- Oral temperature at or above 100 degrees
- Auxiliary temperature at or above 99.6 degrees
- Questionable skin lesion: oozing, pussy discharge, crusty, itching, blistering, inflamed, bleeding or rashes
- Variations in a child's normal behavior (i.e. pain, vomiting, diarrhea, distention, excessive gas)
- Upper respiratory symptoms (i.e., coughing, difficulty breathing, nasal discharge or sore throat)
- There is evidence of lice infestation
- There is evidence of pink eye

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When a child shows sign of illness, the parent will be contacted and must pick up the child immediately. The child will be isolated and made comfortable until the parent or designee can pick up the child. The child may be readmitted to the program either with a doctor's note, after 24 hours have passed, or when s/he is well.

Occasional outbreaks of head lice are common in schools and childcare centers. Children who are detected to have lice by either the school or the BASP will be sent home. Children are not allowed to return until their hair has been treated with an anti-lice shampoo, and all live lice are gone from their hair and scalp.

DISCIPLINE POLICY

Students participating in BASP are expected to follow the rules of their specific school and any other site-specific established rules. If a child exhibits improper behavior during the school day, the parent will be called and the child may not attend the BASP program in the afternoon.

In order to maintain a safe and fun environment the BASP staff will work closely with you and your child to ensure proper behavior. If the inappropriate behavior persists, a disciplinary write-up will be issued. The BASP staff, the Program Director, and parent will receive a copy of the write-up. Three disciplinary write-ups can result in suspension and possible dismissal of your child from the program.

CHILD ABUSE REPORTING

All staff are mandated reporters of child abuse because they work directly with children. The primary purpose of the Reporting Law is to protect the child. A report may lead to intervention ultimately assisting the family. All staff are required to read and sign a Child Abuse Reporting Requirement, and are required to report any of the following situations:

- A physical injury
- Sexual abuse including sexual assault and sexual exploitation, or witness thereof
- Willful cruelty or unjustifiable punishment
- Corporal punishment or injury
- Neglect
- Any of the above types of abuse or neglect occurring in out-of-home care.

When a staff member believes abuse or neglect may have occurred, a report will be filed with Child Protective Services.

SITE EMERGENCY

In the event of an emergency or natural disaster, the following procedures will be in effect:

- Children will remain at the site until they can be picked up by the parent or other authorized person. When you are notified by site or office staff of an emergency, you must pick up your child immediately or make other arrangements
- In the event of a lock-down or shelter-in-place, the children will remain at their school site classroom until the proper authorities remove the lock-down orders. Do not attempt to enter the classroom. Staff has been trained not to open the door for anyone. Knocking loudly on the door or yelling to someone inside will only upset the children
- In the event of a site evacuation, children will be taken to the temporary relocation site. The location will be posted on the site door. Efforts will be made to contact parents should evacuation be necessary

The BASP staff will remain with the children until they are picked up by the parent or authorized person. Please remember to bring identification.

SAFETY

Any person who is authorized to pick up a child should be prepared to show proper identification to a staff member. Any time an adult arrives to pick up a child, staff should ask for identification if they do not know the adult. If the adult

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has not picked up the child before and cannot provide identification, the child cannot be released to that adult. We will try to reach the parent or someone on the emergency form who might be able to confirm the identity of the adult. Please notify all persons designated or authorized to pick up your child of this policy.

Security Cameras

The Grass Valley School District is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. Security cameras may be used to monitor buildings, interior areas, exterior areas, including, but not limited to: parking lots, perimeters, and entrances and exit doors and on school buses operated by the district or contracted carriers. Signs will be posted informing persons that the building and grounds may be under video monitoring.

PERSONAL BELONGINGS

BASP is not responsible for theft, misuse, damage, and/or repair of any personal items brought to the site. Children are discouraged from bringing items from home in order to prevent loss of special items.

TRANSPORTATION

Program staff are not permitted to provide transportation to children or parents to or from the program. When transportation is needed for field trips, only California Highway Patrol approved vehicles will be used. Parents must have signed permission slips on file before their child will be allowed to participate.

BATHROOM SUPERVISION

Children who attend the Before and After School Program must be potty trained. For the safety of the children, only one child will be allowed to use the restroom at a time. Staff will supervise the restroom while a child is using it and will be within reasonable proximity of the restroom. If another child needs to use the restroom, they will be asked to wait until the other child is done or will be directed to use another restroom if available.

ALTERNATE AFTERSCHOOL ACTIVITIES

If your child will be attending any activities and/or enhancement or enrichment programs during scheduled contract hours, you must complete the Alternate Arrival and Dismissal Form. You must specify the program name, the location, start and end dates, days of the week and times. **Any changes to this schedule must be made in writing. BASP is not responsible for a child until s/he arrives at the BASP classroom.** Site staff is not responsible for locating your child when s/he is not in our care. **It is the parent's responsibility to make arrangements for their child to arrive promptly and safely to our program.**

Under most circumstances, children are not allowed to sign themselves out, walk to an activity or walk home. Alternative arrangements for a responsible adult to pick up your child must be made.

PROGRAM ETIQUETTE

Our staff must say hello. Be certain that your child has been acknowledged before you leave. Don't let him/her slip in/out without a greeting from our staff.

When a child does not attend on a scheduled day, a specific reason **must** be listed on the day the child was absent (i.e. had the flu, fever, throwing up, strep throat, fatigue, went to a party, etc). Children leaving and/or returning to the program for extra curricular activities must be signed in and out each time.

Please follow these steps when signing in your child:

1. Allow your child to say hello and goodbye to the teacher in your presence, or be a role model by doing so yourself if the child is not ready. Make sure your child washes their hands upon entry to the program.
2. Be certain that a teacher or an assistant, who knows you, has seen you arrive and depart. Take no chances.
3. Go out of your way to get to know the staff. Don't be shy! Know their names and talk with them so they will know you well. This really helps.

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4. Bring a written note to the Site Supervisor if someone “different” is going to pick up your child. (They will need to bring identification so we know who they are).
5. If you have a court restraining order or other official documentation limiting someone from picking up your child, bring a copy to the Site Supervisor.

DAILY SCHEDULE

SNACK/LUNCH/SUPPER

A healthy approved snack and supper is provided in the morning and afternoon program. During breaks, a morning and afternoon snack and a lunch are provided free of charge. Please let the staff know if you will be packing your child a lunch on these days. It is the parent's responsibility to inform the staff if their child has any food allergies. If the child has other food preferences that cannot regularly be accommodated by the program, the parent is asked to provide the child's snacks/lunch.

Homework

Staff members work with students to help them complete assignments and strengthen academic skills. Parents and students are responsible for bringing homework to the program and double-checking to make sure homework is complete.

RECREATION

Students have the opportunity to participate in organized sports activities and to learn fair play and good sportsmanship. Activities may be developed by the instructor to develop large motor skills and provide social interaction through group activities.

GROUP TIME - This time may include story time, listening and dancing to music or structured group interaction.

ENRICHMENT

Students are involved in a variety of enrichment activities. Examples include computer lab, art, science projects, music, and dance.

UNSTRUCTURED PLAY TIME

Children will have the opportunity for unstructured play utilizing the school facilities and resources.

CREATIVE TIME

Children may be involved in either structured activities developed by the instructor or individual activities, which enhance creative, artistic or thinking skills.

FIELD TRIPS

BASP offers some field trips and/or special activities for our students. Some of these fieldtrips may include “walking” field trips to a local library, park, store, or fire station. Some of these activities may require transportation. Information regarding upcoming field trips or activities will be available at least one week prior to the trip. Signed permission slips are needed for each child that attends a field trip.

MOVIE RELEASE

As a special activity, students occasionally view movies during BASP. All movies at the elementary level will be rated either G or PG. If you do not wish for your child to watch G or PG movies, please check “no” on the student registration form.

MEDIA RELEASE

BASP staff may photograph, videotape, and/or audiotape members and others participating in the program. Any or all of these forms of media may be used at the discretion of the GVSD BASP for working with and promoting the program. If you do not want your child photographed or published, please check “no” on the student enrollment form.

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RELIGIOUS INSTRUCTION

The staff at our centers does not provide religious instruction, nor allow worship in any of our programs or classrooms. The teachers in our program plan curriculum to meet the identified learning needs of the enrolled children, on an emergent basis, which reflects the children's interests. The amount of time we spend on holidays and celebrations varies. Ideas from the children and families are "guides" helping to incorporate holidays into the curriculum. We acquire input from families through questionnaires, surveys, center meetings, and daily communication. The guidelines for implementing appropriate activities related to holidays follow:

- Classroom parties or celebration activities will be appropriately planned to avoid over-stimulating while retaining the significance of the particular holiday
- Holiday materials may be used throughout the year
- Staff regularly reflect on specific holiday practices and adapt as necessary
- Teachers, families and the Director will annually review and evaluate the holiday activities

In addition, staff will follow the guidelines below:

- Staff is as inclusive as possible as we plan curriculum. Staff strives to validate everyone and exclude no one. No single holiday will be portrayed as more important
- Staff collaborates with families, from the point of view or belief of the person or group that celebrates those holidays. If teachers are not of the cultural group celebrating certain holidays, they will gather information from families, (including the families served,) community members, books, and many other resources
- Staff involves families in the implementation of holiday activities and celebrations so they may choose to participate or not to participate
- Staff is careful to avoid stereotypes when presenting holiday information to children
- Staff provides activities developmentally appropriate for the ages and stages of the children in our classroom. Young children need concrete, hands-on activities with simple explanations. Staff is careful not to abandon good practices when it comes to holiday activities
- While teachers don't teach the religious aspect of any holiday, staff will explain, in a developmentally appropriate way, what the meaning of the holiday is if the children ask directly. Children will be referred back to their families for more explanation and in-depth information about religious aspects of holidays

PROBLEM RESOLUTION PROCESS

BASP is committed to maintaining positive relationships with parents. Communication is an essential part of this process. The agency appreciates feedback and will provide a timely response from the Program Director. If a parent disagrees with established policies or procedures, s/he may express his/her concern through the problem resolution procedure. No parent will be penalized, formally or informally for filing a complaint with the program in a reasonable, business-like manner, or for using the following problem resolution procedure. A parent may also file a complaint anonymously. However, no written response will be given by the Program Director in this instance.

Step One: If you have a concern about an issue at the site that your child attends, please speak with the Site Supervisor in an attempt to resolve the situation. The Site Supervisor will attempt to work with you and your child (if appropriate) in order to positively resolve the issue or concern. The Site Supervisor will also notify the Program Director of the situation/issue. If the issue is with the Site Supervisor, you may proceed to the next step.

Step Two: If the response from the Site Supervisor is not satisfactory to the parent, then the parent may contact the Program Director and request a meeting. The Program Director should already have some knowledge of the situation and will speak with the Site Supervisor prior to the meeting in order to obtain updated information from the site about the situation. The Site Supervisor may or may not be present at the meeting with the Program Director dependent upon Program Administration discretion. Although not every problem can be resolved to all parties' satisfaction, the program will make every reasonable attempt to respond to parents' concerns and to address legitimate and serious issues.

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CHILDREN'S RIGHTS

Each student in a GVSD school program is entitled to the following rights and/or privileges:

- To be treated with respect and dignity in his/her personal relationship with staff and/or other persons
- To be provided with an environment free from the following: ridicule, corporal punishment, humiliation, intimidation, physical restraint, threats, or mental abuse
- To be provided with an environment that includes all of the necessities of care

STAFF MEMBERS RIGHTS

Each staff member employed by the GVSD is entitled to the following rights/and or privileges:

- To be treated as a professional care giver by parents, students, school staff and visitors
- To be provided with a safe and healthy environment
- To be provided with an environment free from the following: harassment, ridicule, humiliation, intimidation, threats, or mental/physical abuse

In order to protect the rights of staff members employed by GVSD, infringement upon these rights may result in the suspension or dismissal of a child or family.

UNIFORM COMPLAINT PROCEDURES

It is the intent of GVSD to fully comply with all applicable state and federal laws and regulations. Individuals, agencies, organizations, students, and interested parties have the right to file a complaint regarding the Grass Valley School District's alleged violation of federal and/or state laws. This includes allegations of unlawful discrimination (Ed. Code sections 200 and 220 and Government Code section 11135) in any program or activity funded directly by the State or receiving federal or state financial assistance. Complaints must be signed and filed in writing with the State Department of Education (CDE), Child Development Division, Complaint Coordinator, 1430 N. Street, Suite 3410, Sacramento, CA 95814. If the complainant filing is not satisfied with the final written decision of the CDE, remedies may be available in federal or state court. The complainant should seek the advice of an attorney of his/her choosing in this event. A complainant filing a written complaint alleging violations of prohibited discrimination may also pursue civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders.

CONTACT NUMBERS

BASP Program Director
Carol Viola
273-9528 or 362-0138

273-2227

Durham Transportation Company
(bus agency) 273-7282

Grass Valley School District Office
273-4483

Grass Valley Child Nutrition
272-2236

Bell Hill Academy After School Program
362-0136
School Office 273-2281

Health Department
265-1450

Lyman Gilmore Middle School
After School Program (GO)
362-0009
School Office 273-8479

Little Learners Preschool
at Hennessy Campus
477-8438

Our Kids' Place
274-9106

Scotten School
After School Program (SASP)
362-0177
School Office 273-6472

Sierra Nevada Children's Services
272-8866

OTHER NUMBERS

Big Brothers Big Sisters