

CITY OF BALDWIN PARK
Department of Recreation and Community Services

**BEFORE AFTER SCHOOL CARE (BASiC)
 PARENT HANDBOOK
 2019 - 2020**



BEFORE & AFTER SCHOOL CARE (BASiC) PROGRAM

With many parents working due to the economic necessity and the rising number of single parent households, the need for quality, low cost childcare is tremendous. In the United States, the cost of private childcare is out of the economic reach of many parents. The City of Baldwin Park, Department of Recreation and Community Services offer the Before & After School Care (BASiC) Program, which provides quality, low cost childcare to parents of children at various school sites. Child Care subsidies are also available to parents who qualify for financial assistance.

PURPOSE OF THE PROGRAM

The purpose of the program is to guide and safeguard children whose parents work outside their homes. The program intends to meet the fundamental needs for growth and development common to all children, at a reasonable cost to the parent(s).

The purpose of this program is to have fun and exciting activities that bestow children opportunities to learn through exploration and play. The program will provide a healthy, happy, secure, creative and stimulating atmosphere. Each day a variety of activities will be planned in order that each child's special needs and interests can be met.

PROGRAM PHILOSOPHY

This program is designed to create an environment of care and trust where children can grow emotionally, intellectually, socially and physically. This program proposes to bring together diverse aspects of the community through support services, field trips, and information on safety, and recreation.

PROGRAM CONTENT

The program consists of both group and individual experiences in the following areas:

- ❖ ***Educational activities:*** Homework studies, home safety, accident prevention, daily living skills, games and activities to promote cognitive development.
- ❖ ***Recreational activities:*** Sports, games, crafts, tournaments, and dramatics will be offered, along with local excursions (see FIELD TRIPS).
- ❖ ***Social/emotional activities:*** Large and small group games, role-playing, peer relationship building, good self-esteem, and leadership qualities will be included.
- ❖ ***Enrichment activities:*** A variety of programs will be utilized to enrich your child. (i.e. field trips, arts and crafts, sports, games, music, dance and special events).
- ❖ ***Breakfast, snack, and lunch:*** Children may bring breakfast to eat at their BASiC site and/or an additional snack. We encourage good nutrition; parents are discouraged from sending sugared snacks with their children. The BASiC Program will provide children with an afternoon snack.

If you have any questions regarding the Parent Handbook please contact at 626-813-5245, Extension 332.

www.childservices@baldwinpark.com

PROGRAM SITES

Children enrolled at Foster, Geddes, Kenmore, Tracy, Vineland, and Walnut Elementary are eligible to attend the Before After School Care (BASiC) Program located at the respective school site. All sites are operated from 6:00am to start of school and school dismissal through 6:00pm.

Note: If a minimum of 5 participants is not met, participants may be moved to an alternative site or program may be cancelled at the discretion of management.

PROGRAM STAFFING

The BASiC program is administered by, Department of Recreation and Community Services. Staff is hired bases on their experience, related education, enthusiasm and expertise in working with school-age children. All prospective staff is fingerprinted through the Department of Justice, the City of Baldwin Park is notified of clearance and all records are kept on file. Staff includes a site supervisor and support staff (1 leader per every 8 children). The child adult ratio is based on State of California guidelines (Title XII) for school age children.

ENROLLMENT

The Before & After School Care Program is administered by, the City of Baldwin Park, Department of Recreation and Community Services. First week fees must be paid at the time of initial registration along with the Annual Registration fee. All registration will be on a "first come, first serve" basis, with limited enrollment at each site. Children will be accepted during the school year, as openings occur.

All forms must be completed and submitted at the Community Center before the child can attend. If forms are not completed or turned in, the child will not be allowed into the program. The City of Baldwin Park accepts all children regardless of national origin, gender, or religious beliefs.

BASiC HOURS OF OPERATION

Program hours are from 6:00 am to start of school and school dismissal to 6:00 pm Monday through Friday. BASiC is provided at the school site in the cafeteria or classroom. Special arrangements will be made for short/minimum days.

STUDENT FREE DAYS/SCHOOL STATE HOLIDAY

On student free days or days where no school is provided, care will be provided at the Esther Snyder Community Center at no extra charge to the family. However, if City Hall and/or the Community Center are closed, no care will be provided and a pro-rate will be implemented for that particular week. The following dates are considered as "City Holidays": New Years Day, Presidents Day, Memorial Day, Labor Day, Thanksgiving Day/Day after Thanksgiving Day, Christmas Eve, and Christmas Day.

PROGRAM WEEKLY FEES (Non-refundable)

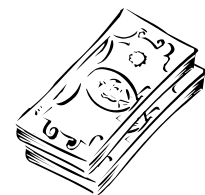
***All fees are non-refundable unless program is cancelled.**

\$15.00 Registration fee per child.

Resident Fees

\$60.00 per child per week (1st child).

\$55.00 for each additional sibling



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Non-Resident Fees

\$75.00 per child per week (1st child).

\$70.00 for each additional sibling

SHORT DAYS/MINIMUM DAYS/PARENT CONFRENCES (Baldwin Park Unified School District)

On the days that students are released early due to short days, minimum days or parent conferences, BASiC services will be provided from school dismissal through 6:00pm.

PAYMENT POLICIES

A. **All fees must be paid in advance.** Fees are due each week no later than the Friday before the upcoming week of service. Payments will be accepted:

1. At the Community Center main counter area (cash, check, money order or credit card).

Esther Snyder Community Center

4100 Baldwin Park Blvd.

Baldwin Park, CA 91706

Make Checks payable to: City of Baldwin Park

2. At the School Site sign-in or sign-out area (check or money order only).
3. Online at www.baldwinpark.com (check account with routing number)

B. **Late Payments, Returned Checks, Late Pick-Up**

1. Late payment fee will be enforced on Monday at \$5 per day, per child, excluding Saturday and Sunday. Charges will be assessed per week per child. Late payment fee will not exceed \$25 per week per child.
2. Weekly fees are due in advance on Friday before each week of service. The parent will be notified of past due payments. The child will not be allowed to attend until all payment(s) status is current.
3. All non-sufficient funds checks must be paid at the Baldwin Park City Hall located at 14403 East Pacific Avenue, Finance Department (2nd floor) in cash, cashiers check or money order. There is an additional fee of \$25 charge for each returned check. **Note: All non-sufficient fund (NSF) notices sent by the Finance Department, must be cleared within thirty days of notice. Families that fail to comply with NSF notice will not be eligible to continue with BASiC and/or any other program offered by the Department. In addition:**
 - a) If the NSF is not cleared within the thirty-day notice, a "block mode" for program will be implemented and will not be eligible to register for any other programs offered by the Department.
 - b) Any family with delinquent NSF will not be allowed to pay with personal checks.
 - c) A family with three NSF in a twelve-month period will be required to pay program fees with cash, money order or cashier checks. Any family requesting to reinstate check payment will require a meeting with the BASiC Program Supervisor.

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4. Children must be picked up at the site no later than 6:00 pm. A \$1.00 late fee per child is charged for every minute after 6:00 pm. All late pick-up fees must be paid at the school site at the time the child is picked up. A child may be dropped from the program if repeatedly picked up late by parent (see Emergencies).

If you are anticipating a late pick-up, please contact **(626) 813-5245, ext. 332 or the BASiC cell phone (626) 261-1805**, of your late arrival. The following will take place:

1. If we have not received a call by 6:15 p.m., then the emergency contacts will be called.
2. If you or the emergency contacts have not called the BASiC Program by 6:30 p.m.; then, the local police authorities will be contacted.

C. Withdrawals, Drops, and Absences:

1. **There are no refunds for absences. However, if a child is ill for *two or more days*, a doctor's note will be necessary to get credit for the days absent. The approved credit will be applied to the following week *only*. The proper documentation must be presented as soon as the child returns to the program in order to receive credit.**
2. **No credit will be given for unused childcare service. However, unused week(s) or credit may be carried over to the following week(s) of the current school year. However, proper documentation must be provided for reason of absence in order to receive credit. The 2019/20 school year will end on Thursday, June 4, 2020.**
3. **If a child is absent more than two weeks without fees being paid, that child will be dropped from the program and placed on the waiting list for the next available space.**
4. **A holding fee of \$15.00 must be paid in order to secure the spot for your child if you anticipate being absent from the program during any given time.**

VACATION PERIOD PROGRAM

During Fall, Winter, and Summer recess the City of Baldwin Park, Department of Recreation & Community Services, conducts Day Camp Programs at the Esther Snyder Community Center. Please inquire with staff for additional information.

- ❖ Thanksgiving Day Camp: November 25-29, 2019 (**Closed Thursday and Friday**)
- ❖ Winter Day Camp:
 - Week #1: December 23-27, 2019 (**Closed Tuesday and Wednesday**)
 - Week #2: December 30-January 3, 2020 (**Closed New Years Day**)
- ❖ Spring Day Camp: April 13 through 17, 2020
- ❖ Summer Day Camp: June 8 through August 7, 2020 (Nine weeks of camp)

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DAILY SIGN-IN AND SIGN-OUT

Parent(s) must sign child in at the BASiC Program site when arriving and sign-out when child is picked up. A full signature (first and last name) is required. People authorized on the registration forms can only pick up your child. **Only** in case of an emergency, may a parent give permission for a child to be picked up by a non-listed adult. Parent must contact the Community Center to make appropriate arrangements.

No person under the age of eighteen (18) may drop-off or pick-up a child unless the person has a written consent by the parents(s), releasing the City of Baldwin Park, BASiC Program of all liability, **emergency cases only** (see EMERGENCIES).

AUTHORIZATION TO PICK-UP CHILD

Only authorized individuals in writing by the parent or legal guardian may pick-up your child. The staff will question anyone who is unfamiliar to them and check the child's registrations forms. No one without proper authorization will be allowed to sign-out the child. If someone new is to pick-up your child, please notify the Community Center in writing prior to pick-up time. Staff will also ask for proper identification before releasing a child.

HOLDING FEE AND ABSENTEEISM

A holding fee of \$15 per child will be assessed for every week not attending, with a four (4) week maximum per child. If the child exceeds the four-week allowance, the child will be dropped. If you have any questions, please contact BASiC staff.

If your child is not attending the BASiC Program on any given day, you must call the site or the Department of Recreation and Community Services office (626) 813-5245, ext. 332, as soon as possible. If your child is absent with a communicable disease (lice, chicken pox, measles, mumps, scarlet fever, etc.), please contact the Community Center so all participating families may be notified.

We request that parents monitor their child's daily health. If a child is overly tired or shows signs of illness, he or she should be kept at home. The BASiC Staff has the authority to refuse service to any child who shows signs of illness.

If your child is involved in extracurricular activities provided by the Department, please have a note stating of such activity, date, and times of involvement. This will allow staff to make appropriate arrangements for your child to attend such activity.

MEDICATION AND ILLNESSES

Staff will give medication only under the following conditions:

1. All prescribed medication must be clearly labeled on original container with the child's name, name of medication, current date, dosage, doctor's name and phone number.
2. Medication dispensing form must be completed and signed by the parent (one form for each child).
3. All medication must be given directly to BASiC staff. BASiC participants are not allowed to carry medication at any time.
4. Staff will safely store medication at site and document when medication has been given.

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5. No "over" the counter or non-prescribed medication will be administered by staff on school grounds.
6. Any illnesses or allergies that a child may have **must be noted on emergencies forms and staff must be made aware of by parents.**

EMERGENCIES

If your child becomes ill at BASiC, he or she will be isolated from the other children. You will be contacted to come and pick your child up, as our facilities are not equipped to take care of ill child(ren). If you are unable to leave work, you must arrange for another person to pick-up your child. If you cannot be reached, we will contact someone on your authorization list. Please keep the day camp site informed of current home and work telephone numbers of all persons listed on the emergency form.

If your child is injured, the site supervisor will take whatever steps necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to, the following:

1. Attempt to contact a parent or guardian.
2. Attempt to contact you or any of the persons listed on your emergency information form.
3. If we cannot contact you and/or the authorized people on the emergency form, we will do one or all of the following:
 - ❖ Call paramedics
 - ❖ Call an ambulance
 - ❖ Have the child taken to the nearest hospital accompanied by a staff member.

In case of a major emergency, staff will stay with the children as needed and will take whatever steps necessary to insure their safety. If the building is non-habitable, children will be moved to a city designated location. Children will be released to anyone on your authorization list during this time.

If, a child needs immediate medical attention, the City of Baldwin Park will not assume any financial responsibility.

CLOTHING

Activities planned are sometimes messy so please dress your child in play clothes. Please mark all clothing, jackets and bags. Lost and found items will be kept one month and then discarded.

SNACKS AND FOOD FROM HOME

An after school snack will be provided for each child. Each respective school site cafeteria prepares the snacks (supper). Children that require a special snack diet must provide the meal from home. On occasions, the BASiC staff will plan Birthday and Holiday gatherings. Parents who are interested in providing special treats for the children **must** be store bought. No homemade bake goods are allowed.

HOMEWORK

Each BASiC site will designate a homework period. During this period, the children will have the

opportunity to complete their homework. However, staff will not be responsible for unfinished homework. If you have any questions or concerns regarding homework, please contact your site supervisor or call (626) 813-5245, ext. 332.

ELECTRONIC AND BELONGINGS FROM HOME

Since our program provides a wide variety of toys and games, we discourage children from bringing personal belongings. If items from home are brought to the site, staff cannot be responsible for their safe return. No electronics will be allowed at each site. We especially ask that **NO** cell phones, IPODS or other electronic devices be brought from home. If brought to BASiC, staff may confiscate these items from the children and they will be returned to parents at the end of the day. The use of these items during the hours of participation takes away from planned activities of BASiC program.

FIELD TRIPS

Field trips are optional at the discretion of the parent and may require an additional fee. All families will be notified prior to taking any field trips. Activities will be provided for children not participating in field trip.

BEHAVIOR MANAGEMENT

Children are expected to respect the adults in the program and to follow their directions. All rules are directed towards avoiding injury to participants, staff, administrators and property. Staff works to establish an environment of positive discipline. The rules are:

- ❖ Keep hands and feet to yourself.
- ❖ Follow directions of adults respectfully.
- ❖ Treat other students with courtesy.
- ❖ Use appropriate language (no profanity).
- ❖ Settle disagreements by discussing them.
- ❖ Use equipment properly.



Corporal punishment is not used at any time with the children. Staff may use some or all of the following methods to help the children follow these rules:

- ❖ Positive statements.
- ❖ Redirect to another activity.
- ❖ Problem solving by child verbalizing concerns and finding acceptable solutions.
- ❖ Give acceptable choices.
- ❖ Give privileges and duties for good behavior.
- ❖ Have children make the rules within program policy

Staff will inform the parents of their child's behavior and what has been done to remedy the situation. If the above methods do not accomplish the self-control necessary for the child to fit at the BASiC site, the staff will request a conference with the parents to discuss the incident(s) and/or problem(s). In addition, if the child's behavior becomes a deterrent to the staff and/or the other children; staff will be required to transport the child to the Community Center in a city vehicle. The parent will be notified to pick up your child at the Community Center.

If it is decided that the program does not meet the needs of the child or that the child is unable to fit within the structure of the program, the child will have to withdrawn from the program.

Please keep us informed of any concerns or problems so that staff can be sensitive to each child's needs. The staff would like to work as a team with parents to provide the best environment for your child's growth and development.

IMMEDIATE SUSPENSION MAY RESULT FROM:

1. Child physically confronting, a staff member, an adult or another child.
2. Child running away from group, leaving BASiC facility without authorization.
3. Damage to property. Parents will be held financially responsible for the damage to any property (including another child).
4. Repeated unwillingness to cooperate or comply with program rules and expectations on the part of either the child or parent/guardian may also result in dismissal.

GROUND FOR IMMEDIATE DISMISSAL:

1. Any act of physical and/or verbal violence or threat thereof from either parent/guardian or child towards staff, other children constitutes grounds for immediate dismissal. This includes profanity, name calling, harassment, or other disrespectful behavior that is deemed violent or threatening.
2. Weapons of any type are prohibited at the Community Center. Failure to comply with this expectation will result in immediate dismissal.
3. Families that are delinquent for non-sufficient funds, "bounced checks", returned checks, etc.

MISCELLANEOUS FORMS OR REIMBURSEMENT:

Please provide 48 hours for reimbursement request and verification forms to be filled out by BASiC staff administration. Notification or forms can be given to the site supervisor at each respective school site. After submitting reimbursement request, please allow at least ten working days to administrate or proceed with the reimbursement. In most cases, the reimbursement check will be mailed out to the current address on record or when available the reimbursement can be pick up at the Ether Snyder Community Center.

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