

Afterschool Program Parent Handbook

Hello!

WE would like to take this opportunity to welcome you and your children to the Olive Children Afterschool Program.

This handbook is full of details and information. Please keep it in an accessible place for the reference through the year. Creating program experience for your child that is nurturing, enjoyable and enriching is a priority for all of us. We welcome your input, and look forward to working with you and your family.

Olive Children Foundation Afterschool Program

Program Contact Information

Please contact us with any questions or concerns!

Olive Children Afterschool at Warm Springs

510-770-4002, 510-770-4003;

info.ws@olivechildren.com

Olive Children Foundation

510-557-3337; info@olivechildren.com

Program Overview

About

The goal of Olive Children Afterschool Program is to provide a quality program that is safe, fun and affordable. Our programs offer age appropriate activities under the supervision of a competent, trustworthy, caring and qualified staffs that understand and meet the needs of the children in our care.

Activities

To meet the physical, intellectual, social, emotional and recreational needs of children, our program will

- Provide children a safe and secure environment
- Provide time for homework and assistance if needed
- Offer fun, enriching, academically oriented and recreational activities that help promote confidence, self-esteem and responsibility
- Provide a relaxed, but structured atmosphere where children can socialize and make new friends

Program Hours

Olive Children Afterschool operates Monday-Friday from 8:30AM-6:30PM with optional extended care until 6:30 PM - 7:00 PM at an additional cost. The program begins the first day of school through the last day of school. We will follow the Fremont school's calendar and adjust to the holidays and early release days.

School Holidays, Summer Camp, and Special Events

For certain school scheduled holidays and summer breaks, all day programming will be provided for an extra fee. Occasionally, the Olive Children Afterschool will host special events that take place during the week outside of afterschool hours.

Parents will be given advanced notice and any relevant information pertaining to these camps/events.

School Closures

If an unscheduled emergency forced us to closed early, after programming has already begun, parent will be contacted via phone, email, WeChat, or text message notify them of the closure. Please make sure to include in your Emergency Contact a person who can pick up your child early if you are unable to do so.

Registration

Each student who attends the afterschool program must be registered. During registration, a student may be signed up for specific days of the week or "as needed". Children may attend as many or as few hours/days as the parent needs, but full tuition will be charged for days the student is registered for.

Changes to your students' registration can be made by notifying Olive Children Afterschool Director. All changes require 48 hours' notice

Excused Absences

If your child will miss a day of after school, he/she is registered to attend, please make sure to notify Afterschool Director by email or text.

“As Needed” Attendance

If you register your child to attend the afterschool program on an “as needed” basis, you must notify the Afterschool Director by submitting an Attendance Request. Please note, if you do not give at least 24 hours’ advance notice, we may not be able to accommodate your child.

Tuition and Policies

- The program must pay for itself through the collection of tuition. Monthly tuition rates are calculated based on the student is registered for.
- The full monthly tuition schedule is from September to May, and half monthly tuition is in June.
- If a child enters the afterschool program for any period of time, they are considered present for that day and the responsible parent/guardian will be billed accordingly.
- Discount or adjustments are not made for missed.
- Fees are due on the fifth of the month or in advance of the time services are rendered to the child.

Payment and Refund Policy

- Monthly tuition is due on the first school day of the month. Olive will provide a 5-day grace period. Late payments made after the 6th day result in a \$25 late fee
- Security Deposit \$150 will be required in advance to reserve a space for your child.
- Make all checks payable to Olive Children Foundation
- We reserve the right to cancel your reservation if payment is not received in full by first day of session.
- 30-day notice is required to receive Security Deposit back on student’s last day
- It is not possible for Olive Afterschool Program to issue refunds except Security Deposit. It is the parent/guardian’s responsibility to plan their student’s attendance accordingly.
- Material Fee will be prorated after the student is no long in our afterschool program.
- Registration fee is not refundable. For the continuing students, the registration fee is waived.

Late Pick-Up Fee and Policy

Unforeseen emergencies are a reality; however, to accommodate the costs our policy for late monthly payment/pick up is necessary. No exceptions, we need to be fair to everyone.

- Please expect a call or give a call if you are late for pick-up.
- \$1.00 per minute past 6:30PM. **No first-time warnings and No grace period.** Olive Children Afterschool will send the late fee invoice via email.
- Past 30 Minutes, a meeting will be required between the parents and administrator to come up with a plan to avoid future re-occurrences.

Extended Care

Extended care 6:30 PM – 7:00 PM needs to be pre-arranged in advance with your administrator. Cost is \$10 for each extended care time. No refunds on time not used. Any care that has not been pre-arranged is considered a late pick up. Please contact the office for any schedule changes.

Scholarships

There are a limited number of scholarships for those families in need of financial assistance and are eligible to receive free/reduced lunch. Scholarships are granted on a first come, first served basis. If a scholarship is not available upon enrollment, you may choose to have your child's name placed on a waiting list, and you will be contacted if space becomes available. Any student receiving a scholarship must be enrolled in the Olive Children Afterschool program a minimum of 4 days a week.

A parent requesting a scholarship must complete a Scholarship Application Form which is available from the Afterschool Director. All information shared regarding need will be kept confidential. Applications are verified and reviewed by administration staff for approval. You will be notified once staff has reviewed your application.

Tax Information

- Olive Children Afterschool is an education program under Olive Children Foundation. The EIN number is 27-1798340.
- Year-End Statement summaries are available February each year. If you need the statement early that that, please request, and allow up to 1 week for processing.

Arrival Procedures

- Each day after dismissal from the school, students who sign up for the pickup services will be picked up by the designated drivers.
- For those did not sign up for the pickup services will be responsible to make their way to the afterschool facility.
- At the time, afterschool staff will take attendance for the day, and the parent/guardian will be notified by email.
- Please make sure to let the afterschool know in advance if you child will not be attending a day they are registered.

Checkout Procedures

- Children will not be released to anyone other than a parent, guardian, or person listed on the child's registration form unless the child's parent notifies the Afterschool program prior to pick up time. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see picture identification before the child is released.
- Parents/guardians will be assigned a code number for picking up child every time. No Exception!!
- Please keep the code for yourselves not for the child or others.
- The Olive Children Afterschool respectfully request that parents refrain from talking on their cell phones while picking up their child, except in the case of an emergency. Not only do the children want to tell you about their day, but often our staff would like to be able to speak with you.

Pickup/Emergency Contact

It is strongly recommended that you provide at least three local emergency contacts. You may update your contact at any time by email or by speaking to the Afterschool Director.

Custody Arrangements

We recognize many families have unique custody arrangements. Specific court orders will be necessary for the Olive Children Afterschool program deny access to any legal parent/adult. You must notify the Olive Children Afterschool Director immediately if there are changes to your pickup list including any documentation related to the changes.

Walking and Biking from Program

Students may walk or bike home from the site only with written parental permission by email.

Daily Activities

The Olive Children Afterschool program offers a variety of experiences and opportunities for children during their time in the program. The Afterschool Director/staffs plan a regular daily routine of activities to provide the security of a predictable day.

Homework Time Assistance (Monday through Thursday)

- The Olive Children Afterschool program stresses the importance of homework and sets time aside every day for the students to complete their assignments.
- Staff members are available to supervise the homework area and to assist the children with their work.
- The staff members will do the best to check each child's homework for accuracy, a child who needs individual help with his or her homework must ask.
- Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child.
- Please let us know via email if you prefer a child complete his/her homework at home.
- Children who do not wish to use homework time to complete their homework may use the time to either read books, extra printed worksheet, or assigned online programs.

Elective Classes and Fees

Throughout the school year the Olive Children Afterschool program will offer special classes. Students and parents will be provided a calendar of all available elective classes and information, including applicable fees, before the start date.

Field Trips

Children will have the opportunity to participate in field trip periodically throughout the program year. Parents will be informed of any field trips in advance and permission forms will be distributed. Without written permission, the student will remain at the afterschool facility under supervision. Children can be transported in Olive Children Afterschool owned vehicles and/or leased vans, buses or public transportation.

Health and Safety

Medication

- The Olive Children Afterschool program will dispense prescription and non-prescription medication only when written permission of the child's doctor and parent of guardian is on file.
- All medication administered by the staff of the Olive Children Afterschool program must be current and in a pharmacy labeled container.
- An adult must bring the medication into the program.
- Children are not permitted to have medication in their possession to take on their own.
- Expired medications will be returned to the families.

Illness

- Staff will notify the registering parent/guardian immediately if their child becomes ill.
- An adult must pick up the child within 30 minutes.
- Staff will call the emergency contact person if they cannot reach the registering parent/guardian.
- Staff will isolate the child and provide supervision until an adult arrives.

Injuries

- A written record will be kept of all injuries and accidents requiring first aid.
- A copy of the incident report will be sent home to the parent/guardian with the child, and a copy will be kept on file.
- In the event of an accident or acute illness, every effort will be made to notify the child's parents and physician prior to treatment.
- In a life-threatening emergency or urgent situation, staff will call 911 before making any attempt to contact parents.

Allergies

It is the parent/guardian's responsibility to make sure the Olive Children Afterschool staffs are aware of any known allergies of their student. Please make sure you have communicated with staffs any steps to be taken in case of an allergic reaction.

Behavior Management Policy

Children who are having difficulty for any reason will be given appropriate discipline. Corporal punishment or discipline that frightens, threatens, or demeans a child is prohibited.

- **Community Agreement:** Children will discuss and agree on a set of guidelines for the classroom. This includes guidelines for peer conflict, safety, and respect for each other.
- **Positive Behavior Management:** We focus on positive behaviors that we want to be reinforced rather than negative behavior.
- **Peer Conflict:** We encourage children to solve conflicts themselves with an instructor guidance.
- **Renewal Time:** Occasionally, a student will be removed from the group for a time-out to reflect, have space, and decide on an alternate behavior.

Rules and Expectations

Our child guidance plan strives to accomplish the following:

- Maximize the growth and development of each child.
- Protect the group and the individuals around the child
- Set reasonable and positive expectations
- Provide opportunities to verbalize feelings
- Encourage self-control through self-understanding
- Help each child grow in responsibility and self-esteem

The following rules are in effect, although additional rules may be made from time to time, especially for specific parts of the building and grounds or specific activities:

- Follow the directions given by the afterschool staffs
- Be respectful of others, yourself and the property
- Always remain with an afterschool staff
- Be responsible for your own belongings and respect the property that belongs to others, including the school
- Walk inside the building
- Talking voices should be used inside at all times
- Use appropriate language
- Keep your hands and feet to yourself

We will try to consistently affirm the children when their behavior has been positive and when they have done what the staff person has asked them to do. The staff will conscientiously thank the boys and girls when they have displayed an attitude that needs to be affirmed.

When undesirable behavior occurs, the follow consequences are in effect:

- The adult will remind the child of the behavior expected. If further action is necessary
- The child(ren) will be spoken to apart from others, the problem will be documented, and the staff will speak with parents. If further action is necessary
- The staff will write up a formal incident report. If further action is necessary
- After three incident reports, the child will be suspended for one day. If further action is necessary
- After five one-day suspensions in one year or three suspensions with two months, the parents will be given one week to find alternate afterschool care, and the child will be removed from the program
- The Olive Children Afterschool Director has the authority to immediately suspend/terminate any child from the after school program who exhibit dangerous or repeatedly disruptive behavior.

We hope that all children that come to our program do well. If we are not able to meet the needs of a child or the behavioral issues are more complex than our staff can handle, we will meet with the family to give notice of termination for their child from the program.

Photographs

Occasionally, the Olive Children Afterschool program takes pictures or videos of program activities for use on our website, brochures, reports, etc. Pictures or photos are not used without parental permission as indicated

on the registration form. If you need to modify this release, please notify the Olive Children Afterschool Director by email or in writing.

Snacks

Students will be provided their own snacks each day afterschool. Please make sure to send them with a healthy snack. Soft drinks and gum are not allowed.

Olive Children Afterschool runs a “Student Store” which carries snack for purchase. All the profit will be toward to their year-end parties.

Birthday Celebrations

Our policy is that parents must consult ahead of time with the Olive Children Afterschool Director before bringing any food items. We must accommodate food allergies and be aligned with our healthy food policies. Thank you for your understanding!

We also encourage when planning private parties to use private mail or email communications to avoid hurt feelings for children who are not invited. However, if you are inviting all your child’s classmates feel free to distribute birthday invitations using the classroom cubbies or parent folders.

Personal Belongs

- All personal belongings, including jackets, backpacks, electronics, water bottles, etc, should be clearly labeled to help avoid loss.
- Please check the Lost and Found in case your child does lose something.
- Children may bring electronic games and toys from home only on preapproved days if they are used during scheduled times and with the permission of the Olive Children Afterschool staffs.
- Responsibility for the safekeeping of electronic games and toys brought from home remains with the child. Olive Children Afterschool is not responsible for any lost, damaged or stolen belongings.

Cell Phones

Cell phones are a great way to stay in touch with your student, but can be very distracting. For this reason we do not allow the use of cell phones in the after school program.

- Students with cell phones should store their device in a location that is not visible to the teacher or other students
- In certain situations, students may use office phone to contact parent with Olive Children Afterschool Director’s approval.
- If you need to reach your student during afterschool hours, please call the afterschool Director.

Olive Children Afterschool Parent's Handbook Consent

Date: ____ / ____ / ____

Student Name: _____

Parent Name: _____

I have received, read, and understand the content of the Parent's Handbook.

(parent's signature)

**** Please print it out and return to the Olive Children WS office.**