

City of San Luis Obispo
Parks and Recreation Department

**SUN
N
FUN**



2017-2018 School Year

Family Handbook

Before & After-School Programs at Local Elementary Schools:

**NEW & UPDATED
INFORMATION**

Bishop's Peak

C.L. Smith

Hawthorne

Pacheco

Sinsheimer



(805) 781-7300 | 1341 Nipomo Street, SLO 93401

www.slocity.org/parksandrecreation

Youth Services Child Care Programs Program Handbook

2017-18

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Welcome to the City of San Luis Obispo Parks and Recreation Department's Youth Services Programs

The City of San Luis Obispo Parks and Recreation Department's Youth Services Division provides inclusive and quality care for school-age children where lifelong learning, cultural unity, discovery, personal growth, and play are emphasized. The City's before and after school programs focus on the developmental needs, characteristics and individual experiences of each child through engaging curriculum planning, developing a sense of community and place, and supporting healthy lifestyles. Educated and well-trained staff who have a passion for providing quality care promote learning, communication and are committed to fun, play and celebration through organized activities. Each site is staffed at a low child to staff ratio, serving approximately 50 to 70 children daily.

PROGRAM GOALS...

1. Respect the needs of the community's children and families;
2. Foster the physical, emotional, and social development of youth in San Luis Obispo through recreational and enriching activities;
3. Provide a safe, fun and nurturing environment;
4. Provide flexible, reliable, and responsible childcare services using trained, qualified and experienced staff.

Sun N Fun Program...

Licensed by the State of California Community Care Licensing, Sun 'N Fun provides an enjoyable and intrinsically motivating experience for school-age children (Transitional Kinder - 6th Grade) during the before and after school hours. In the afternoon, children in grades 3 - 6 will typically move to Club STAR, although families may opt to keep them in Sun 'N Fun.

Staffed at a low ratio of 1 staff for every 14 children, program staff offer a variety of activities, social experiences and opportunities that promote learning, awareness and fun. Sun 'N Fun assures that each child receives nurturing care and participates in recreational and enriching experiences within an environment that encourages their success.

The flexible daily schedule includes indoor and outdoor free choice activities, nutritious snack, planned curriculum choices (science, art, discovery, music, cooperative games and more), optional homework time and group time. Curriculum also includes special enrichment programs that promote learning and a sense of community, including environmental education, art awareness and community action projects.

Transitional Kinder and Kinder Program...

The Transitional Kinder (TK)/Kinder program provides care from release of school until 2:45 (or 2:35 at Hawthorne). Program time encourages play, as well as intentional learning and discovery through intentional centers and activities. At 2:50 the TK/Kinder program combines with afternoon Sun 'N Fun program (grades TK-3). TK and Kinders will be walked to and from class.

Club STAR (Students Taking Active Responsibility) Program...

The Students Taking Active Responsibility (Club STAR) program is a licensed-exempt after school program designed specifically for 3rd - 6th graders. While it is licensed-exempt (open under 20 hours per week), Youth Services staff ensure that all our programs have the same quality and safety standards.

As research indicates, being intentional about enhancing a child's assets is the essential ingredient for a child's healthy and positive development; therefore, the program's schedule and curriculum includes activities that focus on empowerment, positive values, social competencies, healthy self-identity and a sense of purpose. Each Club STAR program is built upon four main components: Support, Taking Responsibility, Academics and Recreation. The flexible daily schedule includes activities that reinforce healthy lifestyles and choices, responsibility, productivity and community involvement; including: indoor and outdoor free choice activities, nutritious snack, planned curriculum choices (science, art, discovery, music, cooperative games and more), optional homework time and group time. Curriculum also includes special enrichment programs that promote learning and a sense of community, including environmental education, art awareness and community action projects.

Enrollment

Registration 2017-18...

All families must complete the registration packet, pay the **non-refundable** registration fee and pay program fees before children may attend the program.

Returning Families: Priority Registration: April 25-28 at program site, 11 a.m. - 1 p.m. and 4 p.m. - 6 p.m.

Incoming Kinders and New Families: Information will be provided at each school's Kinder Roundup;

Registration takes place at the Parks and Recreation Office

May 19: Sinsheimer, CL Smith, and Hawthorne TK and Kinders ONLY, 7:30 a.m. - 1 p.m.

June 2: Bishop's Peak, Pacheco and other New Family Registration (all ages), 7:30 a.m. - 1 p.m.

For families who do not enroll during this period, open enrollment begins Tuesday, August 1, 2017 at the Parks and Recreation office. Returning families who do not reserve their spot during Priority Registration, will be able to register after August 1, 2017 given space is available.

Registration received by mail, in the after hours drop box or at the school office is not permitted. All registrations must be processed at the Parks and Recreation Administrative Offices. Children must be registered by August 16, 2017 for attendance on the first day of school. **Enrollment for Minimum Day Care, Teacher Work Days and Spring Camp require separate registration.**

Attendance:

Due to high impact in programs and long wait lists, children who do not attend program for over a month, or communicate with Site Specialist, will be removed from the program and a refund for hours on account will be issued. Staff are not responsible for notifying families before removing the child from the program.

Waitlist Guidelines...

In the event a program reaches capacity, a waitlist is generated. Waitlists are valid for one school year only. Please adhere to the following procedures to secure a spot on the waitlist:

1. Fill out the wait list enrollment form.
2. Return form to the Parks and Recreation Administrative Offices. Instruct office staff to add child(ren) to waitlist for desired school site, program and care time(s).
3. Registration packet and program fees will be collected once space is available.

Due to the drop-in nature of the programs, staff uses average attendance numbers to predict how many children will attend on any given day; therefore, average attendance is reviewed weekly and capacity adjusted as deemed appropriate by program staff. If notified via phone or letter that a spot has become available, families have seven days to:

1. Pay the non-refundable registration fee of \$60.00 per child.*
2. Pay program fees.

*Fees must be paid at the Parks and Recreation Administrative Offices at least 24 hours prior to child(ren) attending the program.

Due to the number of children on the waitlist and the large number of interested participants, it is important that families notify the Parks and Recreation Department immediately if child(ren) will not be in need of care, thus removing child(ren)'s name from the waitlist. If registration has not occurred within seven days of notification, child(ren)'s names will be removed from the waitlist and the next child on the list will be contacted.

Note: Children enrolled AFTER February 1, 2018 will NOT be eligible for 2018-19 school year priority registration.

Transferring Program Sites...

After initial registration, transferring enrollment to a different program site is possible if:

1. Child(ren)'s school enrollment also changes, **given space** in Sun 'N Fun or Club STAR.
2. A parent/guardian contacts Parks and Recreation staff at least 24 hours in advance of the transfer. If less time is given for the transfer, the child(ren)'s participation may be interrupted until transfer is complete.

Fees...

All fees must be paid prior to attendance. At initial enrollment, families must indicate which program times care will be needed. For each care time, a deposit of 10 hours is required. **Minimum Day Care will REQUIRE separate registration and payment.** Registration for Minimum Days will open 6 weeks prior to the first day of Minimum Days (one in Fall and one in Spring).

Registration Fee

The non-refundable program registration fee of \$60.00 per child is a one time fee for the 2017-18 school year childcare programs. This fee includes the handling and processing of paperwork, daily nutritious snacks, craft and activity supplies and materials, quarterly incentive parties, family events, as well as other enrichment opportunities provided throughout the year.

Payments

Families must pay care time deposit(s) of 10 hours for each needed program time:

\$45.00* for morning care (7 a.m. until start of school - Kinders and TK will be walked to class)

\$45.00* for kindergarten/TK care (TK/Kinder release until 2:45 p.m.; until 2:35 p.m. at Hawthorne)

\$45.00* for after-school care (after school release (or end of TK/Kinder care) until 6 p.m.

\$4.50* per hour for every hour thereafter * **Fees subject to change**

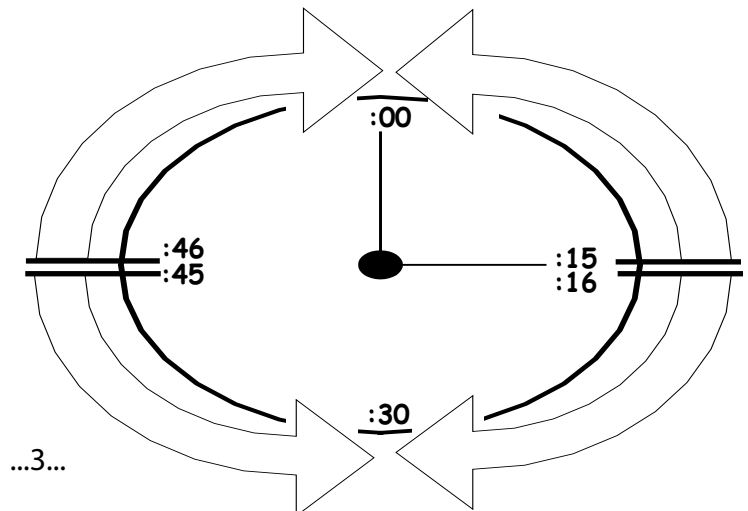
Hours that children attend will be recorded each day and subtracted from the hourly balance. It is the responsibility of the family to ensure a positive balance of hours at all times. Hours may be purchased 3 ways:

- 1) A drop box and deposit envelopes will be available on site to accept checks and money orders, **cash will not be accepted on site.**
- 2) Cash and credits cards, as well as checks and money orders, are accepted at the Parks and Recreation Administrative Offices.
- 3) Hours may also be purchased online at www.slocity.org/parksandrecreation (a convenience fee will be charged).

Families are responsible for purchasing hours once balance has been reduced to ten hours. **Children may not attend if a negative balance exists.** It is the family's responsibility to ensure a negative balance does not exist. **If a negative balance exists, families will have 5 business days to bring to positive, or the child's spot in program will be forfeited and family will be billed for outstanding payment.**

A child may not have a balance of more than 100 hours at any time, without Site Specialist approval. If a child has a balance of 100 hours and more hours are purchased, the payment will be returned to the payer and they will be charged a processing fee and forfeit rights to buy hours online.

- Hourly balances can only be checked at the program site, balances are not available at the Parks and Recreation Administrative Offices.
- At the end of the fiscal year, amounts in excess of \$20.00 will be refunded automatically.
- Balances are calculated by the Site Specialists weekly.
- Hours are rounded to the nearest half hour with a minimum of 1/2 hour charged per care time.
- Failure to sign a child in or out of the program will result in the maximum number of hours charged.
- See diagram below for explanation of how program hours are calculated.



Late Start Monday Care

Families needing care for San Luis Coastal Unified District's (SLCUSD) Late Start Monday (LSM) program do not need to register for care with Parks and Recreation. The LSM Program, running Mondays 8:30 a.m. - 9:30 a.m. (or 8:15 a.m.- 9:15 a.m. at Hawthorne) is a service provided in partnership with SLCUSD. Please contact your school office to register for care. If you need care BEFORE 8:30 a.m. (or 8:15 a.m. at Hawthorne) you will need to register for Sun 'N Fun morning care.

Minimum Day Care

During SLCUSD minimum days (Conference Week), Youth Services will provide Minimum Day Care. Due to State Licensing regulations, a separate registration will be needed to ensure capacity compliance. Families needing care between 1 p.m.- 3:30 p.m. during minimum days will need to register, in advance, for the program. Each day care is needed is a package price. Refunds will not be given for children who do not attend; however, if 72 hour notice is provided, a credit may be granted.

Kinders who do not need care after 1 pm do NOT need to register for Minimum Days, but will need to be picked up by 12:55 p.m. All others will need to register. Priority is given to children enrolled in the afterschool Sun 'N Fun or Club STAR programs.

Receipts

The City of San Luis Obispo Parks and Recreation Department issues receipts when payment is received. It is each family's responsibility to save receipts for tax purposes. The Youth Services childcare program **Tax ID # is 95-6000-781**. The Parks and Recreation Department provides a yearly total of child care costs for a fee of \$5.00. Childcare expense reports take three to five business days and must be prepaid and requested at the Parks and Recreation Office. They may also be found online:

1. Go to website www.slocity.org/parksandrecreation. Click the blue "register now" button. Log in/create an account. Be sure family members are added to your account.
2. Once logged in, go to "my account."
3. Under "account activity," click "print tax receipts."
4. Select tax year using drop-down option.
5. Select family members to include by highlighting the appropriate family member names in the "available family members/friends" column. Click arrow to move over to "selected family members/friends."
6. Click "run report."

Fee Reduction and Subsidized Care Program

Fee Reductions of up to \$300 are available to qualified families based on financial need using a predetermined eligibility standard. An application, proof of San Luis Obispo residency and supporting financial documents must be submitted for each family requesting assistance. If approved, families will receive a credit up to \$300 to use for child care or swim lessons ONLY. Approval of a fee reduction does not indicate registration in the program. Applications are available at the Parks and Recreation Administrative Offices.

Families who are qualified for subsidy through CAPSLO-CCRC may use their subsidy at Sun 'N Fun/Club STAR. Contracts will need to be submitted to the Parks and Recreation Office prior to enrolling. For more information, contact (805)781-7063.

Late Pick Up Fees...

For pick-up after 6:05 p.m or 5 minutes after Kinder care is over (according to the on-site clock) the parent/guardian will be charged the following (per child):

1. \$1.00 per minute after 6:05 p.m. or 5 minutes after Kinder care is over;
2. \$20.00 administrative fee;
3. Accumulative program hours for all time after 6 p.m. or after Kinder care is over, with a minimum of half hour.

* More than two late pick-ups will result in child(ren)'s suspension from the program.

* Late fees must be paid in full before children may return to the program.

* Note: Families using subsidized care must pay all late pick up fees as they will not be reimbursed.

If parent/guardian is more than 15 minutes late, staff will call the people from the emergency pick-up list. If more than 30 minutes pass without contact from the parent or emergency contacts, San Luis Obispo Police Department will be called to pick up the child. Staff realize that emergencies do happen and ask families to communicate with us if needed.

Program Information

Dates/Hours...

All sites are open August 21, 2017 through June 7, 2018, excluding all legal and school holidays. Please see the 2017-18 Calendar, located at the front of this brochure, for closure dates. Please note, if SLCUSD dates change, the calendar may change. Children may not attend Sun 'N Fun or Club STAR if they miss school due to illness or suspension.

Sun 'N Fun is open Monday through Friday for four care times*:

Morning care time: 7 a.m. to 8:30 a.m. (except Hawthorne, which ends at 8:15 a.m.)

Transitional Kinder care time (BP and CL ONLY): Accommodates release time to 2:45 p.m.

Kinder care time: Accommodates all release times to 2:45 p.m. (2:30 at Hawthorne)

After-school care time: 2:50 p.m. to 6 p.m. (Hawthorne starts at 2:40 p.m.)

Club STAR is open Monday through Friday from 2:50 p.m. to 6 p.m. and combines with Sun 'N Fun at 5 p.m..

Late Start Monday Care (Monday 8:30 - 9:30 a.m.) is provided by school - sign ups must take place through the school office.

*Each program must meet minimum enrollment or programs may be closed or combined.

Program hours based on the on-site clock.

Program Locations and Phone Numbers...

*Please check with the school office or call the Parks and Recreation Department on the first day of school to confirm room location:

C.L. SMITH ELEMENTARY

LIC # 401710471

1375 Balboa Street

Sun 'N Fun : Child Care Portable Sun 'N Fun: MPR

(805) 540-8510

Club STAR: Child Care Portable

(805) 540-8505

PACHECO ELEMENTARY

LIC# 406209167

261 Cuesta Drive

Sun 'N Fun: MPR

(805) 540-8512

Club STAR: Room 1

(805) 540-8532

HAWTHORNE ELEMENTARY

LIC# 401710581

2125 Story Street

Sun 'N Fun: Child Care Room

(805) 540-8511

Club STAR: Art/Science Room

(805) 540-8506

SINSHEIMER ELEMENTARY

LIC# 401712125

2755 Augusta Street

Sun 'N Fun: Child Care Room

(805) 540-8513

Club STAR: Room 21

(805) 540-8507

BISHOP'S PEAK ELEMENTARY

LIC# 401710474

451 Jaycee Drive

Sun 'N Fun: Room 21

(805) 540-8509

Club STAR: Art/Science Room

(805) 540-8504

Staff Qualifications...

Site Specialist: At least two years of experience in licensed childcare; 12 college units in Early Childhood Education, Child Development, Family Studies, Recreation or Psychology; 3 college units of Childcare Administration; CPR and First Aid Certification.

Head Teacher: At least one year of experience in licensed childcare; 12 college units in Early Childhood Education, Child Development, Family Studies, Recreation or Psychology.

Teacher: At least six months of experience in licensed childcare; 6 college units in Early Childhood Education, Child Development, Family Studies, Recreation or Psychology.

Aide: Preferred experience in licensed childcare; preferred college units in Early Childhood Education, Child Development, Family Studies, Recreation or Psychology (not required).

All Youth Services staff must also pass the nationwide Livescan fingerprint clearance, Tuberculosis test, proof of Pertussis, Measles and a Flu vaccinations and a physical exam.

Inclusive Care...

The San Luis Obispo Parks and Recreation Department's child care programs strive to meet the needs of all children. Children with special developmental needs, as well as non-ambulatory children, are accommodated through inclusive childcare opportunities. If a child needs individualized assistance or specialized care, it is the responsibility of the family to notify the Recreation Supervisor at time of registration.

Oftentimes, children with special needs will attend Sun 'N Fun or Club STAR with an outside support provider from a partnering agency. These providers will wear proper identification and will provide all State Licensing requirements (fingerprints, immunizations and health clearance).

Benefits of Inclusion...

There are many reasons to provide opportunities for individuals with disabilities to play, learn and interact with their peers without disabilities. Inclusion care is proven to be beneficial for everyone involved.

Non-Discrimination Policy...

All children, family members, and staff deserve the right to be treated with respect and dignity regardless of gender, cultural, or religious background. Youth Services is available to all qualified persons without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability.

Policies and Procedures

Cell Phone Free Zone...

To help maintain quality programming, all Youth Services childcare programs are cell phone free zones. Parents/guardians are asked to finish all calls before entering the program. Additionally, Youth Services staff will provide families with program phone numbers, in the case of a family member needing to contact their child(ren) - see page 5 for numbers.

Confidentiality...

All child and family information is confidential. Youth Services staff will not discuss or release private information to other families or outside agencies without parent/guardian consent. As Youth Services shares a school facility, staff will discuss child behaviors with school teachers and personnel. Youth Services will comply with all requests required by Child Welfare Services or police - information will be provided without parental permission. Suspected child abuse will be reported to appropriate authority without parental consent or notification.

Customer Satisfaction...

The San Luis Obispo Parks and Recreation Department staff values customer feedback and hope families will take the time to share ideas. Please feel free to come in and talk with staff at appropriate times or write a letter to Youth Services at San Luis Obispo Parks & Recreation Department, 1341 Nipomo Street, San Luis Obispo, 93401 or e-mail at mburger@slocity.org.

Policies and Procedures

Disaster Plan...

Each site is equipped with a Disaster Kit which includes an emergency evacuation manual. Please see the Site Specialist to review this information. Emergency Evacuation sites are as follows for each site (please note, children will be evacuated to school turf first and to Secondary Evacuation Site (below) if needed.

*Sinsheimer: Sinsheimer Park, near baseball stadium

*Hawthorne: Meadow Park

*C.L. Smith: Laguna Lake Golf Course

*Bishops Peak: Nativity School on Daly Street

*Pacheco: Throop Park

*Programs on field trips: Mission Plaza or closest collection point listed above.

Dismissal/Suspension...

The Youth Services childcare programs reserve the right to request that any child be withdrawn from the program due to, but not limited to, the following:

1. Failure to register or prepay for services;
2. Failure to maintain a positive hourly balance;
3. Continued late pick up of child;
4. Behavior problem on the part of the child, including unsafe behavior and bullying;
5. Lack of cooperation regarding policies and procedures, including offensive or attacking behaviors towards staff, from child or family members;
6. At any time if a serious discipline situation occurs creating an unsafe environment.

Dress...

Children should wear comfortable play clothing that is appropriate for potentially messy projects. As a safety precaution, it is suggested that children wear closed-toe shoes. Children who do not wear closed-toe shoes may be limited on activities to ensure safety. Shoes with wheels are not permitted at Sun 'N Fun or Club STAR. If worn to the program, staff will remove the wheels and return to parent/guardian at the end of the day.

During winter months, please send children with a jacket or sweater so he/she can participate in outdoor activities. **Please put child's name on all jackets, sweaters, sweatshirts and any other loose clothing.** All lost and found items not claimed will be donated at the end of each quarter.

We understand that accidents occur - and are ready to accommodate them; however, families of children who have more than one bathroom accident will be asked to provide an extra set of clothes to ensure their child is comfortable and to ensure a sanitary environment for everyone. If a change of clothes is not provided, family will need to pick up child immediately (within 30 minutes) or emergency contacts will be contacted.

Families are encouraged to send children with hats and appropriate gear for sunny days. If children need to apply sunscreen during program time, please refer to the section on Medication.

Field Trips...

On occasion, Youth Services staff arrange for children to participate on a field trip. These field trips can include nearby parks, neighborhood walks and open space, as well as further destinations. Separate sign-up and fees are required for any field trip offered. **Limited spaces are available.** Sign-ups are taken on a **first come, first served basis.** A field trip spot is reserved once full payment is received and sign-up is completed. Field trip sign-ups will be taken at the program site **ONLY.** A child's spot may be forfeited without a refund if: the child is not at the program site at least 30 minutes prior to the field trip departure or a behavior problem warrants a safety concern. All children going on the field trip must travel to and from the destination with program participants. **Families are not allowed to drop off or pick up from a field trip destination without prior authorization from the Site Specialist.**

Food...

Snacks are provided every afternoon. Childcare program staff is committed to providing children the nourishment they need to learn, grow and be healthy. Program staff provide a variety of healthy snacks that consist of trans-fat free foods, whole grains and 100% juice. Alternative healthy and nutritious snack(s) provided by the family may be consumed at snack time only if parent/guardian authorization is received. Special snacks are served only on occasion. Families may notify program staff if their child has a food allergy requiring an alternate option, or if they will be providing an alternate. Please note these options will be a similar food type. All snack ingredients may be reviewed at program site.

Kindergarten parents need to provide a sack lunch or make arrangements with the school for hot lunch. **Gum, candy, and soda are not permitted.** If these items are sent in a child's lunch, they will be returned home at the end of each day. Please do not send items that need to be refrigerated or microwaved as space is limited.

Gifts...

Working with your child is gift enough. Youth Services staff are not able to accept personal gifts; however, if a family wants to show their appreciation, we ask that it be a gift to the program site (i.e.: books, craft supplies, games, etc.). Site Specialists will provide a wish list and/or needed items.

Guidance Policy...

The Youth Services staff work to provide the best experience for each and every child attending our program. Program philosophy is to encourage, guide and promote a positive and enriching environment for all. Staff believe that with a well rounded, nurturing environment, children will be more happy and more apt to follow the examples set for them. Behavior limits and boundaries have been set by the staff to ensure the safety of all children. If a child exhibits behaviors that are out of bounds, natural and logical consequences may be enforced, as well as redirecting a child into a more positive situation or activity. Each child and each behavior warrants individual action; however, the goal is to set examples of positive communication and conflict resolution skills. Families will be notified of any occurrences and parent feedback and support is essential to any behavior issue.

- If a situation occurs that is serious, but does not warrant calling the family, a Behavior Notice will be sent home explaining the child's inappropriate behavior and the subsequent action taken by Youth Services staff.
- If a child demonstrates behavior that is unsafe to him/herself or others, including emotional well being, staff will call the parent/guardian to have the child picked up immediately. If the parent/guardian is unable to be reached within 30 minutes, those listed on the "Emergency Pickup List" will be contacted to pick up the child. A Behavior Notice will also be given.
- If necessary, the child will be put on a behavior contract, mutually agreed upon by Youth Services staff, the child's family and the child. Failure to comply with the behavior contract will result in immediate dismissal from the program.
- Youth Services is a bully-free environment, and children (or families) who demonstrate bullying to other participants or staff will be asked to leave the program.

NOTE: The Youth Services childcare programs reserve the right to ask any child to leave the program at any time, without following the above steps, if a serious discipline situation occurs or if the child is a danger to him/herself or others. The family will be notified immediately and alternative childcare will be required. Children who have been suspended from school may NOT attend Sun 'N Fun or Club STAR until they are allowed to return to school.

Health/Illness...

If a child becomes ill or injured at the program, the child will stay in a quiet area while the family is called to pickup the child. The child must be picked up as soon as possible. A child cannot attend the program with a fever, vomiting, pinkeye, head lice, communicable diseases or diarrhea. Children with NITS are not allowed to attend Sun 'N Fun or Club STAR, even if they have been allowed to attend school. A child must be free of symptoms for at least 24 hours before returning to the program.

In the event of illness or medical emergency, staff will contact the parent/guardian. If a parent/guardian cannot be reached, staff will contact those listed on the Emergency Contact list.

Children must be completely potty trained before attending the Sun 'N Fun program. (Please see notes under "Dress" regarding toileting accidents.) Sun 'N Fun programs are not equipped to allow children napping. If a child falls asleep in the program, families will be contacted and the child will need to be picked up.

Injuries...

Children commonly experience bumps, bruises and scrapes during active play. When this occurs, a staff member will complete a brief "Ouch Slip" and give to family at pick up. If an Ouch Slip is not provided, families are encouraged to inquire about it to program staff as often times the child may not have reported a small injury.

If a more serious injury occurs, including any bump to the head, back or spine, or excessive bleeding (or any other immediate concern), families will be called immediately to report the injury. If immediate medical attention is required, staff will call 9-1-1 for transport and professional help. Staff will also call the family, or Emergency Contacts, if family is unavailable.

Mandated Reporting...

By law, each person working for the Youth Services childcare programs is a Mandated Child Abuse Reporter. Duties include immediate reporting of any suspected child maltreatment to the appropriate authorities. Staff will never discuss reports made with other staff, children or families.

Medication...

If a child needs to take prescription medication while at a Youth Services childcare program, please adhere to the following procedures mandated by the State of California Community Care Licensing:

1. Complete a Medication Distribution Form (provided at child care site). This form must be kept on file.
2. For Prescription Medication: Medication must be in its original bottle. Label on container must include: child's name, dosage, administration instructions, doctor's name, and current issuance date.
3. For Over the Counter Medication: Must be in original bottle with label clearly stating dosage; if dosage is confusing, staff will request a Doctor's note (this includes sunscreen).
4. Families must schedule a time to meet with program staff and train on specific administration needs, including inhalers and Epi-Pens before child attends with medication.

*Please note: It is the family's or child's responsibility to inform program staff of the time medication is to be issued. Child must be able to administer medication independently.

Photographs & Videos...

Staff occasionally visit the program sites with camera (video and photograph) in hand. These photographs are used for City brochures, educational purposes, City websites and City Commission meetings. Families have the option to sign a waiver, located in the registration packet, allowing the program to publish photographs of the children.

Sign in / Sign out...

1. Families need to physically sign child(ren) in during morning care hours and out during after school hours. State licensing mandates parent/guardian's full signature (first and last name) when signing children in/out. With written authorization on file at the program site, a family may request a Parks and Recreation staff person to sign children in or out of the program. Kindergartners will be walked to and from classrooms by Sun 'N Fun Staff.
2. Because of Licensing Mandates, if a signature is not completed at sign-in or out, staff will note it on the Billing Sheet and family will be given a warning (and billed entire program period). Families will be allowed 5 warnings in a school year before child is suspended from the program.
3. It is the responsibility of each child to check in to the program upon arrival to school and/or immediately after dismissal from school (by 3 p.m.). If a child arrives to the program after 3 p.m. they must be accompanied by an adult or have a note from an adult. Parents/guardians will be notified immediately if a child arrives to the program after 3 p.m. without an adult or note. **A permission slip allowing program staff members to sign children in after school is in the registration packet. Parks & Recreation Department Youth Services program staff are not responsible for children until they have signed into the program.** Please instruct children to check in with program staff immediately upon dismissal from class.
4. If a child has not been picked up by 6 p.m., staff will contact the persons listed on the child's registration packet as parent/guardian. If someone cannot be reached, staff will call persons listed on the child's Emergency Contact list. If no one has picked up the child by 6:30 p.m., staff will call the San Luis Obispo Police Department and request an officer to pick up the child. The child will stay in the custody of the police or Child Welfare Services until a parent/guardian arrives.

Sign in / Sign out...(Continued)

5. If a child rides the bus, walks home, or participates in an after school activity, written permission allowing program staff to sign the child out as well as specific dates, times and activities must be provided. **CHILDREN WILL NOT BE RELEASED TO ANY OTHER ORGANIZATION OR ACTIVITY WITHOUT WRITTEN PERMISSION FROM A PARENT OR GUARDIAN.**
6. If a child is to be picked up by a person other than the person who registered the child in the program, written permission must be provided specifying dates, times and persons. Parks and Recreation reserves the right to ask for proper identification at any time a child is being picked up. **CHILDREN WILL NOT BE RELEASED WITHOUT WRITTEN PERMISSION FROM A PARENT OR GUARDIAN.** Even if a person is on the "Emergency Pickup" list, written permission from the parent/guardian is required. Staff at the program sites do **NOT** take phone or fax authorization.
7. If specific individuals are NOT allowed to pick up a child from the program due to a custody situation, restraining order, or other circumstance, families are required to:
 - a. Provide the Parks and Recreation Department with a copy of the court issued order(s), or other legal documentation that specifies that a certain individual is NOT permitted to pickup the child from the program.
 - b. Contact the individual who is NOT permitted to pickup the child from the program, making him/her aware that program staff will not release the child to them.
 - c. Be aware that the Parks and Recreation Childcare Programs provide a safe and supervised environment for all children. Please work with the staff to make sure that all participants are not put in compromising positions with individuals not permitted to pickup children.
8. Children will not be released to an adult who appears under the influence or intoxicated under any circumstance. If program staff have a suspicion that the adult who is picking up the child is under the influence or intoxicated, the adult will be delayed until another person listed on the emergency contact list can be contacted to pick up the child. If the person refuses to cooperate, is belligerent or acts in a threatening manner, the police will be notified.

Frequently Asked Questions

"Why are there limited spaces at each program?"

Due to California State Community Care Licensing regulations there can only be so many children per square footage of room space. Each room is inspected annually and a capacity is determined. Currently all Sun 'N Fun rooms are licensed for 50-66 children, depending on program site.

"The program is said to be 'full' but I never see that many children in the program?"

Due to the drop-in nature of the programs, staff use average attendance numbers to predict how many children will attend on any given day; therefore, on some days the program may not be at capacity because of undetermined factors. Parks and Recreation conservatively enrolls children over the room capacity limits to ensure daily capacity.

"Why are Minimum Days not included?"

Due to the high demand for care during minimum days, families need to register separately during these weeks to ensure compliance with State Licensing capacity regulations.

"Why do I have to register in person?"

Because State Licensing requires original signatures, registration must take place in person.

"What do we do when school is closed for breaks?"

Throughout the year, Youth Services provides other non-licensed care and enrichment options. These include: Teacher Work Day Camps, Spring Break Camp, and Summer Camps. Call 805-781-7447 for more information.

CHILDCARE PROGRAMS AGREEMENT: 2017-2018

The professional staff at San Luis Obispo Parks and Recreation sincerely believe that childcare services are a team effort, comprised of the family and the staff working to provide a nurturing, safe and fun environment. This necessitates that registered families understand and support the following expectations and policies:

REGISTRATION AND PAYMENT:

1. I understand that I must fill out a registration packet, pay an annual registration fee of \$60.00 per child and pay program fees before my child can attend Youth Services Childcare programs.
2. Hourly: I understand that I will be charged \$4.50 per hour that my child attends with a minimum of 1/2 hour being billed and that a **negative program hour balance must not exist at any time.** A negative balance for more than 5 business days will result in forfeiture of my child's spot in the program. I may not have more than 100 hours on account at any time. **All refunds for amounts in excess of \$20.00 from unused hours will be processed in 5-6 weeks following the last day of school.**
3. I understand that cash is not accepted at the sites; payments must be in the form of a check or money order. Cash and credit cards are accepted at the Parks and Recreation Department. **Hours may also be purchased online at www.slocity.org/parksandrecreation.** **The receipt I receive upon payment is for my tax records.** I understand that the Parks and Recreation Department will provide a yearly total of my child care costs for a fee of \$5.00 (Please allow 3-5 business days for processing my request.)
4. I understand that if I receive subsidized care from CAPSLO-CCRC, Parks and Recreation staff must receive notice of eligibility from CAPSLO-CCRC. If an attendance record from CAPSLO-CCRC is not received, I understand that I will be responsible for all program fees.

HOURS OF OPERATION:

1. I understand that Sun 'N Fun hours of operation are:
Morning Program: 7a.m.-start of school,
TK/Kinder program: Release time until 2:45 p.m. (or 2:35 p.m. at Hawthorne)
Sun 'N Fun/Club STAR after school program: 2:50 - 6 p.m. (2:40 p.m. at Hawthorne)
2. I understand hours of operation are based upon the on-site clock and are subject to change should SLCUSD change.
3. I understand that for every pick-up after 6:05 p.m. or 5 minutes after Kinder care time is over (according to the on-site clock), that I will be charged the following (per child): *\$1.00 per minute *\$20.00 administrative fee
*Accumulative program hours for all time after 6 p.m. or 5 minutes after Kinder care time with a minimum of one half hour.
4. I understand that more than two late pick-ups will be reviewed and may result in child(ren)'s suspension from the program.
5. I understand that late fees must be paid in full before children may return to the program.
6. I understand that if I need childcare during Spring Break, Minimum Days or Teacher Work Days I need to register separately in advance for these programs at the San Luis Obispo Parks and Recreation Department Office or online. Information for these programs can be found online at slocity.org/parksandrecreation.

GUIDANCE AND COMMUNICATION:

1. I will share with the Site Specialist any changes in my child's environment which may affect my child at the program.
2. I understand that my child may be asked to leave Youth Services childcare programs if any of the following incidents occur:
 - a. Failure to register, complete all required paperwork or prepay for services
 - b. Failure to pay any negative balances
 - c. Continued late pick-up of child
 - d. Behavior problems on the part of the child, including unsafe behavior and bullying
 - e. Lack of cooperation regarding policies and procedures, including offensive or attacking behaviors towards staff, from child or family members;
 - f. At any time if a serious discipline situation occurs creating an unsafe environment.

SIGNING IN AND OUT:

1. I understand that my child will **NOT** be released from the program to any person or activity without written permission from a parent or guardian. The note must specify dates, times and persons and be signed by parent/legal guardian.
2. I understand that if a Parks and Recreation staff member needs to sign my child in or out during the day (i.e. ride the bus home, attend after school activities, etc.), I must provide a note that specifies dates, times and activities.
3. I understand that Youth Services childcare programs staff reserves the right to ask for photo identification from anyone attempting to take a child from the program.
4. I understand that I am required to sign my child in and out of the program using **MY FULL SIGNATURE.**

LICENSING AND OTHER

1. I understand that I have the right to drop in to the site at any time.
2. I understand that Sun 'N Fun is licensed by the State of California and they have the authority to inspect the site, to interview children or staff, and to inspect and audit child or facility records without prior consent. I understand that the Club STAR program is license-exempt.

I have read and understand all the items in the Program Handbook.

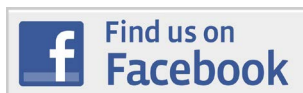
PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

YOUR COPY



**The City of San Luis Obispo
Parks and Recreation Department**

City of San Luis Obispo Parks and Recreation Department
(805) 781-7300 | 1341 Nipomo Street, SLO 93401
www.slocity.org/parksandrecreation



The City of San Luis Obispo is committed to include the disabled in all of its services, programs and activities. TDD (805) 781-7410.