

City of San Luis Obispo  
Parks and Recreation Department Youth Services

# Sun 'N Fun & Club STAR Family Handbook

2011 - 2012 School Year



**BLAST OFF  
INTO FUN!**

PROGRAM LOCATIONS  
AT LOCAL ELEMENTARY SCHOOLS

**Bishop's Peak/Teach**

**C.L. Smith**

**Hawthorne**

**Pacheco**

**Sinsheimer**

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

 city of  
san luis obispo  
parks and recreation department

## 2011-2012 School Year Calendar

The Sun 'N Fun & Club STAR programs follow the San Luis Coastal Unified School District Calendar.  
Sun 'N Fun & Club STAR are CLOSED on all Legal & School Holidays.

August 24	First Day of School (Sun 'N Fun & Club STAR programs begin)
September 5	Sun 'N Fun & Club STAR CLOSED: Labor Day Observance
September 16	All STAR Fun Zone at Ludwick Community Center (separate registration required)
October 14	Kids' Night Out at Ludwick Community Center (separate registration required)
October 24 - November 8	Teacher Work Day Camp registration (at P&R office)
November 10	Sun 'N Fun & Club STAR CLOSED: SLCUSD Teacher Work Day Teacher Work Day Camp at Hawthorne Elementary (separate registration required)
November 11	Sun 'N Fun & Club STAR CLOSED: Veteran's Day Observance
November 14-18	Minimum Days Care provided to all enrolled in Sun 'N Fun/Club STAR (early school dismissal)
November 23-25	Sun 'N Fun & Club STAR CLOSED: Thanksgiving Observance
December 19 - January 3	Sun 'N Fun & Club STAR CLOSED: Winter Recess
January 4 - 18	Teacher Work Day Camp registration (at P&R office)
January 16	Sun 'N Fun & Club STAR CLOSED: Martin Luther King, Jr. Memorial Observance
January 23	Sun 'N Fun & Club STAR CLOSED: SLCUSD Teacher Work Day Teacher Work Day Camp at Hawthorne Elementary (separate registration required)
February 3	All STAR Fun Zone at Ludwick Community Center (separate registration required)
February 13	Sun 'N Fun & Club STAR CLOSED: Lincoln Memorial Observance
February 20	Sun 'N Fun & Club STAR CLOSED: President's Day Observed
March 8 - 16	Minimum Days Care provided to all enrolled in Sun 'N Fun/Club STAR (early school dismissal)
March 12 - 29	Spring Camp registration (at P&R office)
April 2 - 13	Sun 'N Fun & Club STAR CLOSED: Spring Recess Spring Camp at Sinsheimer Elementary (separate registration required)
April 27	Kids' Night Out at Ludwick Community Center (separate registration required)
May 4	All STAR Fun Zone at Ludwick Community Center (separate registration required)
May 19	Summer Camps Registration Fair
May 28	Sun 'N Fun & Club STAR CLOSED: Memorial Day Observance
June 14	Last day of school (last day of Sun 'N Fun and Club STAR)
June 25	Summer Camp programs begin
August 6	2012-13 Sun 'N Fun and Club STAR Childcare Registration Fair (at P&R Office, packets available August 1)

# Youth Services Child Care Programs

# **Program Handbook**

# **2011-2012**

## Handbook Contents

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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 and personal growth are emphasized. The City's before and after school programs focus on the developmental needs, characteristics and individual experiences of each child through progressive 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 25 to 45 children daily.

## PROGRAM GOALS

1. Respect the needs of the community's children and families;
2. Foster the physical, emotional, and social development of school-age children in San Luis Obispo through recreational and enriching activities;
3. Provide a safe and nurturing environment;

## 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 during the before and after school hours. Staffed at a low ratio of 1 staff for every 14 children, Site Specialists, Teachers and Teacher's Aides 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, optional homework time and group time. Staff plan and organize age-appropriate curriculum which includes creative expression projects, science, discovery, music, movement, cooperative games and sports. Curriculum also includes special enrichment programs

## 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 4th, 5th and 6th graders. 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.

# Enrollment

## Registration...

All families must complete the registration packet, pay the **non-refundable** registration fee and pay program fees before children may attend the program. The Early Bird Registration Day is August 6 and will be held at the San Luis Obispo Parks and Recreation Administrative Offices, 1341 Nipomo Street. Registration is held from 10 a.m. to 12:30 p.m. with the following schedule:

10 a.m. - Bishop's Peak/Teach

10:30 a.m. - Pacheco

11 a.m. - C.L. Smith

11:30 a.m. - Sinsheimer

12 p.m. - Hawthorne

**All those wishing to register on the August 6 Early Bird Registration day must have completed packets and be in the registration line by 12:30 p.m.**

Registration is on a first-come, first-served basis. **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 22, 2011 for attendance on the first day of school. Thereafter, children **MUST** be registered at least 24 hours prior to attending. **Enrollment for Teacher Work Days and Spring Camp require separate registration.**

## Waitlist Guidelines...

In the event a program reaches capacity, a waitlist will be 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 registration packet completely.
2. Return registration packet 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 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 business 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 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.

## Transferring Program Sites...

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

1. Child(ren)'s school enrollment also changes.
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 either a monthly or hourly preference. Families may NOT choose different payment options for different program periods. If families wish to change payment option (i.e. hourly to monthly), approval from the Recreation Supervisor or Recreation Coordinator is required. **Minimum Day Care will be provided for all children registered in the Sun 'N Fun or Club STAR programs - separate registration is NOT required.**

## Registration Fee

The non-refundable program registration fee of \$60.00 per child is a one time fee for the 2011-2012 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.

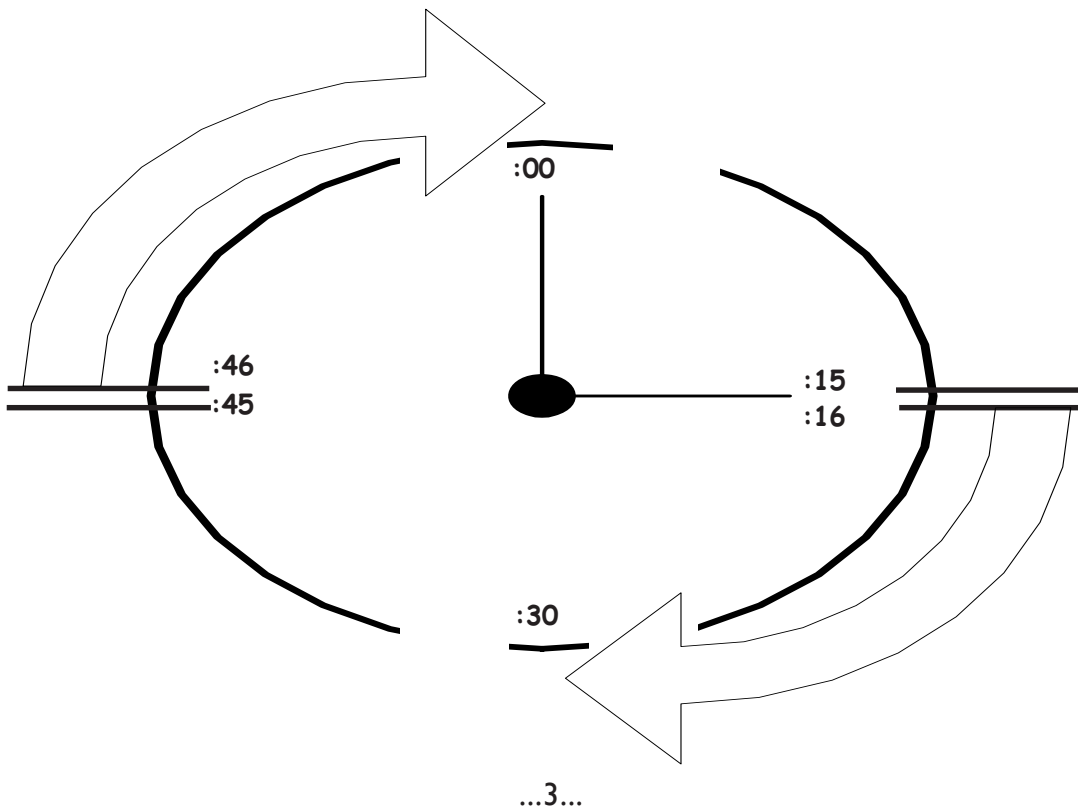
## Hourly Option

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

- \$40.00 for morning care
- \$40.00 for kindergarten care
- \$40.00 for after-school care
- (\$4.00 per hour for every hour thereafter)

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. A drop box and deposit slips will be available on site to accept checks and money orders, **cash will not be accepted on site.** Cash and credits cards, as well as checks and money orders, are accepted at the Parks and Recreation Administrative Offices. Families are responsible for purchasing hours once balance has reached ten hours. **Children may not attend if a negative balance exists.** It is the family's responsibility to ensure program hours are current and a negative balance does not exist. Hourly balances can only be checked at the program site, current balances are not available at the Parks and Recreation Administrative Offices. Approximately six weeks after the end of the school year, amounts in excess of \$10.00 will be issued a letter of credit or refund request via mail.

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.



## **Fees... (continued)**

### **Monthly Option**

Payment must be received prior to the 15th of the month (or next business day) for the following month (e.g. payment for April must be received prior to March 15th). **If payment is not received by the 15th, a late fee of \$40 will be assessed.** Child's spot will be forfeited if monthly fee is not paid before the last business day of the month prior to the month that they wish to attend. If spot is forfeited, families may purchase hours through the Hourly Option, given available space (see hourly rates).

\$105 for morning care at all school sites

\$155 for kindergarten care at Bishop's Peak/Teach Elementary

\$100 for kindergarten care at C.L. Smith Elementary

\$110 for kindergarten care at Hawthorne Elementary

\$80 for kindergarten care at Pacheco Elementary

\$160 for kindergarten care at Sinsheimer Elementary

\$240 for after-school care at all school sites

### **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 Administrative Office.

### **Partial Scholarship Program**

Partial scholarships of up to 50% are available to qualified families based on financial need using a predetermined eligibility standard. A scholarship application and supporting financial documents must be submitted for each child needing care. If approved, families will be responsible for purchasing program hours at a reduced rate. Scholarships are not retroactive. Families must apply and receive an approval notification letter before reduced scholarship fees can be applied. Approval of a scholarship does not indicate registration in the program. Scholarship applications are available at the Parks and Recreation Administrative Offices. To qualify for the scholarship program, participants must reside within the San Luis Obispo city limits (proof of residency required). Registration fee is not included in the scholarship program.

### **Late Pick Up Fees...**

For pick-up after 6:05 p.m. (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.;

2. \$20.00 administrative fee;

3. Accumulative program hours for all time after 6 p.m. with a minimum of one half hour.

\* More than two late pick-ups per quarter may 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.

# Program Information

## Dates/Hours...

All sites are open August 24, 2011 through June 14, 2012, excluding all legal and school holidays. Please see the 2011-2012 Calendar, located at the front of this brochure, for closure dates.

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

Morning care time: 7 a.m. to 8:30 a.m.

Kinder care time: Accommodates all release times to 2:25 p.m.

After-school care time: 2:25 p.m. to 6 p.m.

Club STAR is open Monday through Friday from 2:25 p.m. to 5:30 p.m.

(Club STAR participants may receive care until 6 p.m. in the Sun 'N Fun room; separate registration not required.)

\*Each program must meet minimum enrollment.

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

Sun 'N Fun : Child Care Portable

(805) 540-8510

Club STAR: Room 28

(805) 540-8505

### PACHECO ELEMENTARY

LIC# 406209167

375 Ferrini

Sun 'N Fun: Room 1

(805) 540-8512

Club STAR: Room 1

(805) 540-8512

### HAWTHORNE ELEMENTARY

LIC# 401710581

2125 Story

Sun 'N Fun: Child Care Room

(805) 540-8511

Club STAR: Art/Science Room

(805) 540-8506

### SINSHEIMER ELEMENTARY

LIC# 401712125

2755 Augusta

Sun 'N Fun: Child Care Room

(805) 540-8513

Club STAR: Room 21

(805) 540-8507

### BISHOP PEAK/TEACH ELEMENTARY

LIC# 401710474

451 Jaycee Drive

Sun 'N Fun: Room 21

(805) 540-8509

Club STAR: TBD

(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 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 developmental disabilities, 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 or Recreation Coordinator at time of registration.

# 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 can be beneficial for the disabled, non disabled, general recreators, families and administrators. A few of those benefits are listed below:

## WHO

Individuals without Disabilities

## BENEFITS

- Develop realistic attitudes about individuals with disabilities;
- Become sensitive to individual needs;
- Learn to appreciate individual differences;
- Have opportunities to form friendships with individuals with disabilities.

Individuals with Disabilities

- Develop age-appropriate social and recreational skills by imitating those individuals without disabilities in their own environments;
- Learn to be more independent and acquire developmentally advanced skills;
- Develop friendships and a more positive self-image by having the opportunity to do what the group is doing.

Recreation Professionals

- General recreators have the opportunity to learn about disabilities;
- Both groups are able to exchange information about activities and instructional strategies, thus expanding skills.

Families

- Families of individuals with disabilities have the opportunity to participate in activities together;
- There are a greater number of services and program options for individuals without disabilities.

Administration

- Inclusion may be more cost-effective than dual systems of recreation;
- Staff skills improve through inservice and modeling opportunities.

-Adapted from Hanline, M.F., & Blair, M. (1989). Supported transition to integrated preschools. Project STIP, San Francisco Unified School District and Voorhees, M., Aveno (ed) Inclusive preschool programming: A guide for making them work. Department of Curriculum, Instruction, and Special Education, University of Virginia.

# 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).

## Customer Satisfaction...

The San Luis Obispo Parks and Recreation Department values customer feedback. Please take a few moments to respond to a customer satisfaction survey at [www.slorecsurveys.com](http://www.slorecsurveys.com). Those who submit their email address when completing the survey will be eligible for a drawing for a coupon book loaded with discounts for Department programs and services.

In addition to the on-line survey, staff value comments and hope families will take the time to share ideas. Please feel free to come in and talk with staff at anytime, write a letter to Youth Services at San Luis Obispo Parks & Recreation Department, 1341 Nipomo Street, San Luis Obispo, 93401 or email at [mburger@slocity.org](mailto:mburger@slocity.org) or [jmacon@slocity.org](mailto:jmacon@slocity.org).

## 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:

- \*Sinsheimer: Laurel Lane Center
- \*Hawthorne: Meadow Park
- \*C.L. Smith: Laguna Lake Golf Course
- \*Bishops Peak/Teach: Foothill Plaza (Albertsons)
- \*Pacheco: Foothill Plaza (Albertsons)
- \*Programs on field trips: Mission Plaza or closest collection point listed above.

## Dismissal/Suspension...

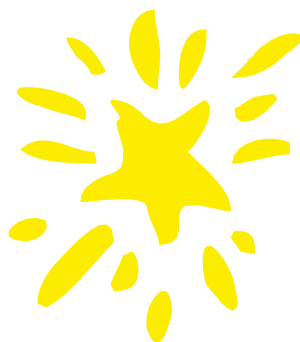
The Youth Services childcare programs reserve the right to request that any child be withdrawn from the program due to, but not limited to, the following:

- a. Failure to maintain a positive hourly balance;
- b. Continued late pick up of child;
- c. A behavior problem on the part of the child that jeopardizes the safety of him/herself or others;
- d. Lack of cooperation regarding policies and procedures by child and/or family.

## 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. **Wheelies (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.



## Field Trips...

On occasion, Youth Services staff arrange for children to participate on a field trip. Separate sign-up and fees are required for any field trip offered. **Limited spaces are available. Early sign-up is encouraged.** 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 will 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 are encouraged to alert program staff of any food allergies so alternate snacks can be arranged.

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 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.

The Youth Services childcare programs take a proactive, preventative approach to guidance by keeping children busy and active, anticipating problems and redirecting children before a situation becomes a problem, and by working with families to meet the needs of each child.

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, staff may 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. 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.

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 or nits, communicable diseases or diarrhea. 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.**

## **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.

## **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. A written permission form must be submitted, signed and dated by the parent/guardian;
2. The child must be able to take their own medication;
3. 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.

\*Please note: It is the parent/guardian's or child's responsibility to inform program staff of the time medication is to be issued.

## **Photographs & Videos...**

Staff occasionally visit the program sites with camera (video and photograph) in hand. These photographs are used for City brochures, educational purposes 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. 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 2:45 p.m.). If a child arrives to the program after 2:45 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 2:45 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. The San Luis Obispo Parks & Recreation Department and the 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.
3. 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)

4. 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 WITH OUT 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.
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 specific individuals are NOT allowed to pickup 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.
7. 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.

## Items From Home...

Youth Services Childcare programs do not allow children to bring toys, electronic equipment or cell phones from home. Any items brought from home must remain in the child’s backpack or with a staff member until a family member arrives. The Childcare programs provide a variety of interesting toys, games and materials for children to enjoy.

## 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 children.

### “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.



## CHILDCARE PROGRAMS AGREEMENT: 2011-2012

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:

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 \$4.00 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. **All refunds for amounts in excess of \$10.00 from unused hours will be processed in 5-6 weeks following the last day of school.**
3. Monthly: I understand that my child's spot will be forfeited if the monthly fee is not paid prior to the last business day of the month PRIOR to the month I wish my child to attend. I understand that monthly fees are not refundable or prorated due to changes in my child's attendance.
4. 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. **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 cost of \$5.00 and 3-5 business days to process my request.
5. I understand that Sun 'N Fun hours of operation are 7-8:30 a.m., open for all Kindergarten release times (given a minimum number of enrollees) and 2:25-6 p.m. at all sites, except where hours are posted. I understand that Club STAR hours of operation are 2:25pm to 5:30pm at all sites, except where hours are posted. I understand hours of operation are based upon the on-site clock.
6. I understand that for every pick-up after 6:05 p.m. (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. with a minimum of one half hour.
7. I understand that more than two late pick-ups per quarter will be reviewed and may result in child(ren)'s suspension from the program.
8. I understand that late fees must be paid in full before children may return to the program.
9. I will share with the Site Specialist any changes in my child's environment which may affect my child at the program.
10. 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 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
  - e. Lack of cooperation regarding policies and procedures
11. 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.
12. 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.
13. 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.
14. I understand that if I need childcare during Spring Break or Teacher Work Days I need to register separately in advance for these programs at the San Luis Obispo Parks and Recreation Department Office, located at 1341 Nipomo Street.
15. I have read and understand all the items in the Program Handbook.
16. I understand that I have the right to drop in to the site at any time.
17. 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.
18. I understand that I am required to sign my child in and out of the program using **MY FULL SIGNATURE**.
19. 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.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Child's Name: \_\_\_\_\_

**YOUR COPY**  
...||...

## ACUERDA DE PROGRAMA DE CHILDCARE: 2011-2012

Las personas cualificadas en San Luis Obispo Parks and Recreation Department creen sinceramente que los servicios del childcare son un esfuerzo del equipo - la familia y el personal - que trabaja para proporcionar un ambiente de la consolidación, seguro y de la diversión. Esto hace necesario que las familias registradas entienden y apoyan las expectativas y las políticas siguientes:

1. Entiendo que debo completar un paquete del registro, para pagar un honorario de registro anual de \$60.00 por cada niño y de la paga antes de que mi niño pueda atender a los programas de Childcare.
2. Cada hora: Entiendo que me cargarán \$4.00 por la hora a que mi niño atiende con un mínimo de media hora que es mandada la cuenta y que un equilibrio negativo de la hora del programa no debe existir en cualquier momento. Todos los reembolsos para las cantidades superior a \$10.00 a partir de horas inusitadas serán procesados en 5-6 semanas que siguen el día pasado de la escuela.
3. Mensual: Entiendo que el punto de mi niño será perdido si el honorario mensual no es pagado antes del día laboral pasado del mes antes del mes que usted desea a su niño para atender. Los honorarios mensuales no son reintegrables o prorrateados debido a cambios de la asistencia de mi niño.
4. Entiendo que el efectivo no está aceptado en los sitios; los pagos deben estar en la forma de control o giro postal. Las tarjetas del efectivo y de crédito se aceptan en Parks and Recreation. El recibo que recibo sobre el pago está para mis expedientes de impuesto. Entiendo que Parks and Recreation proporcionarán un total anual de mis costes del cuidado de niño para un coste de \$5.00.
5. Entiendo que las horas de la operación de Sun 'N Fun son 7 a.m. a 8:30 a.m., abierto durante todas las veces de Kinder (si hay un número mínimo de inscriptos), y 2:25 a 6 p.m. en todos los sitios, excepto donde se fijan las horas. Entiendo que las horas de la Club STAR de la operación son 2:25 a 5:30 p.m. en todos los sitios, excepto donde se fijan las horas. Entiendo que las horas de la operación están basadas sobre el reloj en sitio.
6. Entiendo que eso para cada toma después de 6:05 p.m. (según el reloj en sitio), de que me cargarán el siguiente (por niño):
  - \*\$1.00 por minuto
  - \*\$20.00 honorario administrativo
  - \*Cobrado durante horas del programa por toda la hora después de 6 p.m. con un mínimo de una media hora.
7. Entiendo que más de dos recogidas tardes por cuarto serán repasadas y pueden dar lugar suspensión del niño del programa.
8. Entiendo que los últimos honorarios deben ser pagados por completo antes de que los niños puedan volver al programa.
9. Compartiré con el Especialista del Sitio cualquier cambio en el ambiente de mi niño que puede afectar a mi niño en el programa.
10. Entiendo que mi niño puede ser suspendido a los programas de Childcare si los incidentes siguientes ocurren:
  - a. Falta de registrar o de pagar por adelantado para los servicios
  - b. Falta de pagar para los horas usadas
  - c. Muchas recogidas tardías de mi niño
  - d. Problemas del comportamiento de parte del niño
  - e. Carencia de la cooperación con respecto políticas y a procedimientos
11. Entiendo que mi niño no puede ser recogido por ninguna persona sin el permiso escrito del padre o de un guarda. La nota debe incluir fechas, tiempos y personas.
12. Entiendo que el personal de los programas de Childcare tiene la derecha de pedir la identificación de la foto de cualquier persona recogiendo a un niño del programa.
13. Entiendo eso si el personal de los programas de Childcare necesidades de firmar a mi niño en o del programa durante el día, yo debe proporcionar una nota debe especificar fechas, épocas y actividades.
14. Entiendo que si necesito el childcare durante "Spring Break" o "Teacher Work Days" que necesito registrar por separado por adelantado para estos programas en la oficina de "San Luis Obispo Parks and Recreation," 1341 Nipomo Street.
15. He leído y entiendo todos los artículos en el manual del programa.
16. Entiendo que tengo la derecha de caer adentro en el sitio en cualquier momento.
17. Entiendo que la Sun 'N Fun es licenciada por el estado de California y tienen la autoridad para examinar el sitio, para entrevistarse con niños o a personal, y examinar y los expedientes del niño o de la facilidad de la intervención sin consentimiento previo. Entiendo que el programa de la Club STAR es licencia-exento.
18. Entiendo que debo firmar a mi niño en y del programa cada día usando MI FIRMA LLENA.
19. Entiendo que si recibo cuidado subvencionado de CAP-SLO/CCRC, el personal de Parks and Recreation debe recibir el aviso de la elegibilidad de CAP-SLO/CCRC. Si un expediente de la atención de CAP-SLO/CCRC no se recibe, entiendo que seré responsable de todos los honorarios del programa.

FIRMA DEL PADRE/GUARDA: \_\_\_\_\_ FECHA: \_\_\_\_\_

Nombre del niño/a: \_\_\_\_\_

SU COPIA

# IMPORTANT INFORMATION FOR PARENTS

## CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

### How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

### How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/contact.htm>

# INFORMACIÓN IMPORTANTE PARA PADRES

## PROCESO PARA LA REVISIÓN DE LOS ANTECEDENTES DE LOS PROVEEDORES DE CUIDADO DEPARTAMENTO DE SERVICIOS SOCIALES DE CALIFORNIA

El Departamento de Servicios Sociales de California trabaja para proteger la seguridad de los niños bajo cuidado, proporcionando licencias a guarderías infantiles y hogares que proporcionan cuidado de niños. Nuestra mayor prioridad es asegurar que los niños estén en un ambiente de cuidado de niños que sea seguro y saludable. Las leyes de California requieren que se lleve a cabo una revisión de antecedentes para cualquier adulto que sea dueño de o que viva o trabaje en un hogar con licencia que proporciona cuidado de niños o en una guardería infantil con licencia. Cada uno de estos adultos tiene que presentar sus huellas dactilares para que se lleve a cabo una revisión de antecedentes para ver si tiene algún historial penal. Si determinamos que una persona ha sido condenada por un delito, que no sea una infracción menor de las reglas de tráfico o una ofensa relacionada con la marihuana la cual se trata bajo las nuevas leyes de reforma sobre marihuana de acuerdo a las Secciones 11361.5 y 11361.7 del Código de Salud y Seguridad, esa persona no podrá trabajar ni vivir en un hogar con licencia que proporciona cuidado de niños ni en una guardería infantil con licencia, a menos que lo apruebe el Departamento. A esta aprobación se le llama una exención.

Una persona que ha sido condenada por un delito como asesinato, violación, tortura, secuestro, delitos de violencia sexual o abuso sexual en contra de un niño, **por ley, no podrá recibir una exención que le permita ser dueño de o vivir o trabajar en** un hogar con licencia que proporciona cuidado de niños o en una guardería infantil con licencia. Si el delito fue un delito mayor (*felony*) o un delito menor grave, la persona tendrá que salir del establecimiento mientras que se revise la petición para una exención. Si el delito es menos grave, es posible que se le permita quedarse en el hogar con licencia que proporciona cuidado de niños o la guardería infantil con licencia mientras que se revise la petición.

### Cómo se revisa la petición para una exención

Nosotros solicitamos información sobre los antecedentes de la persona a los departamentos de policía, la Oficina Federal de Investigaciones (FBI), y las cortes. Tomamos en consideración la clase de delito, cuántos delitos se han cometido, cuánto tiempo ha pasado desde que sucedió el delito, y si la persona ha sido honesta en lo que nos ha dicho.

La persona que necesita la exención tiene que proporcionar información sobre lo siguiente:

- el delito;
- lo que ha hecho para cambiar su vida y obedecer la ley;
- si está trabajando, asistiendo a la escuela, o recibiendo entrenamiento; y
- si ha completado de una manera satisfactoria algún programa de orientación o rehabilitación.

La persona también nos da cartas de referencia de otras personas que no tienen parentesco con él/ella y que tienen conocimiento del historial de él/ella y cómo es su vida ahora.

Nosotros revisamos todas estas cosas muy cuidadosamente al tomar una decisión sobre las exenciones. Por ley, no se puede compartir esta información con el público.

### Cómo obtener más información

Como padre o representante autorizado de un niño bajo cuidado con licencia, usted tiene el derecho de preguntarle al hogar con licencia que proporciona cuidado de niños o a la guardería infantil con licencia si alguien que esté trabajando o viviendo allí tiene una exención. Si usted pide esta información y hay una persona con una exención, dicho hogar o guardería infantil tiene que decirle el nombre de la persona y la manera en que tal persona está involucrada en el hogar o guardería infantil. Además, tiene que darle el nombre, dirección, y número de teléfono de la oficina local de licenciamiento. Usted también puede obtener el nombre de la persona comunicándose con la oficina local de licenciamiento. Puede encontrar la dirección y el número de teléfono en nuestro sitio web. La dirección del sitio web es <http://ccld.ca.gov/contact.htm>







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



Opinions Matter.  
[SLORECSURVEYS.org](http://SLORECSURVEYS.org)



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