

# **SAN MARCOS UNIFIED SCHOOL DISTRICT KIDS ON CAMPUS**

## **PARENT HANDBOOK 2022-2023**

### **VISION**

Kids On Campus, a part of the San Marcos Unified School District team, encourages social and emotional growth in a nurturing, safe, fun environment to satisfy the child care needs of families and our community.

### **MISSION STATEMENT**

Kids on Campus strives to provide opportunities for learning outside of school hours that engage students socially, emotionally, intellectually, and physically. We seek to offer a balance of structured and unstructured activities in a safe and supervised environment for the students in our care. Staff apply their unique interests, expertise, and backgrounds to create engaging, age-appropriate programming that resonates with students.

### **CURRICULUM**

The program is planned to encourage children to be actively involved with a variety of developmentally appropriate experiences and materials in a context that reflects responsiveness to the needs and interests of the individual child. Children are involved in a variety of hands-on activities to achieve the following goals:

- \*develop social skills
- \*encourage children to think, reason, question and experiment
- \*encourage language development
- \*enhance physical development
- \*encourage and demonstrate sound health, safety and nutritional practice
- \*encourage creative expression and appreciation for the arts
- \*respect cultural diversity
- \*develop problem-solving and leadership skills

Children can participate in activities that include expressive arts, dramatic play, scientific exploration, cooking, language development, games, projects, and large/small motor development. Extended activities are planned as part of special themes and events which include sports, community resources and the arts. Children, with staff support, develop confidence and motivation to be problem-solvers through a balanced program of:

- \*group activities for social interaction and cooperation
- \*individual choice activities to promote responsibility and decision making
- \*opportunities for children to assume leadership roles in planning and implementing activities

We are not an academic program, but we do offer a designated time and place for children to complete homework assignments.

### **STAFF**

Each site has a Center Leader and/or an Assistant Center Leader and Group Leaders selected for their educational background, training, experience, and for their ability to respond to the needs of school-age children. The staff follows established guidelines to ensure the continuity of daily routines and the smooth operation and stability of the program. We have a ratio of one staff member for every 14 children.

### **PARENT RESPONSIBILITY**

It is the responsibility of each registering parent to thoroughly read the KOC Parent Handbook and all other registration documents before signing or initialing that they have read them in the online registration process which takes place through EZ ChildTrack. The parent/guardian who signs the contract documents and registers the child(ren) is responsible for giving direction to KOC staff regarding custody and child access issues. This information is given on the Emergency Information form. If parents have Court ordered joint custody, each will have access to KOC information regarding the registered child. Each parent may designate people for emergency notification and pickup. However, the parents must agree, prior to registration or during their child's participation in the program, on the information for a single Emergency Information form. The primary account holder, which is the person who registers the child, will have access to parent PINs for signing in and out. Failure to agree to a single Emergency Information form and

corresponding PINs will prevent the child from attending or be cause for revocation of attendance (please see the Contract for Split-Pay Accounts). Exceptions will be made with the appropriate legal documents. *Financial* information will be released only with permission from the registering parent/guardian.

## **ENROLLMENT**

Enrollment in the Kids On Campus program is offered on a space available basis only. Mid-day kindergarten or TK programs must meet the minimum enrollment per school to be staffed. Only children enrolled in San Marcos Unified School District elementary schools are eligible. This is not a drop-in program. You must register for a weekly schedule of all 5 days. Families registering for the program are obligated for at least four weeks tuition, based on the KOC rate sheet. If you need occasional additional time (and there is space available), you may drop in and you will be billed. This needs prior approval by the KOC Director and you will be charged for the time whether or not you use it. You may not “trade” days.

We require two weeks’ notice to make tuition and/or schedule changes, including leaving the program. This notice must be given to the KOC Director at the District Office. This does not apply to Camp. If using Camp, you must pay for the days you contract for, whether or not you use them. You may add on days (if there is room), but you may not trade days or take off days that you have already scheduled.

Before active participation, each child must have the following on file:

- \*Registration Form
- \*Emergency Information Form
- \*Statement of Consent
- \*Kids On Campus Fee Information Form
- \*Registration Fee

These forms can be found on the KOC website and are embedded within EZ ChildTrack.

Enrollment will be open to any qualifying child, provided the Kids On Campus program can meet the needs of the child. Each child will be admitted to the Kids On Campus program for a one month trial period so that we can evaluate the appropriateness of our childcare program for your child. Kids On Campus reserves the right to drop a child for reasons of non-cooperation, delinquency in payment of fees, or inability of the child or parent to adjust to the Kids On Campus program as determined by the Program Director. Dismissal from the program applies for the remainder of the school year. Eligibility for enrollment for the following school year must be determined by a conference with the Program Director prior to re-enrolling.

## **TUITION/FEES**

A \$25.00 registration fee (per child) must accompany your enrollment contract. This yearly registration fee is non-refundable.

Families enrolling more than one child will pay the standard tuition rate for one child, a 10% reduced rate for a second child and a 15% reduced fee for each additional child. In cases where tuition rates vary among siblings, the reductions will be taken from the least expensive tuition rates.

Fees for the Kids On Campus program are based on enrollment, not attendance. Tuition is based on the contracted weekly schedule times the number of school weeks in any given month. School is in session for 180 days (36 weeks). Monthly tuition will be charged based on how many weeks of school are in that particular month. In the case of illness that exceeds three consecutive days, credit may be given from the fourth day on (with a doctor’s note). Vacation credit will be given for up to two weeks during the school year. (This does not apply during Camp.) Days must be taken consecutively and must be pre-approved by the Director. Enrollments beginning after the first of the month will be prorated for that month only. Parents must re-enroll their child(ren) each school year.

All fees are paid in advance of service. The parent/guardian who signs the contract documents and registers the child(ren) is solely responsible for the payment of childcare fees. The District will not bill more than one parent/guardian, unless you contact our office to set up a split-pay account. Families with split-pay accounts must sign the Contract for Split-Pay Accounts.

Tuition is due on the first of each month, whether or not you receive a statement. A late fee of \$10.00 will be assessed for tuition received (or postmarked) after the 10<sup>th</sup>. If your account is not fully paid by the 15<sup>th</sup> of the month, your child will be dropped from the program and your account will be sent to a collection agency. You are responsible for all charges incurred and you will also be responsible for the cost of

collection and/or court costs and reasonable legal fees should such action be required. In order to be reinstated in the program, all monies owed must be in the KOC office before your child will be accepted at the center. This includes the \$25.00 re-registration fee. If the center your child(ren) attends has a waiting list, you may be placed at the bottom of the list and you may have to wait to return. Should you request re-enrollment after having been dropped from the program for nonpayment of fees (and/or been sent to collection), the Kids On Campus program reserves the right to require that all future tuition payments be made before the first of each month for that month (i.e. August tuition would be due before August 1<sup>st</sup>). The SMUSD. Kids On Campus program reserves the right to change fees, hours of operation and the locations of programs with a 30 day written notice to parents and school board approval.

### **CALENDAR**

All Kids On Campus sites will be closed on all legal and school holidays as well as two staff Professional Development days per year. Please consult the KOC Calendar for details.

### **CAMP**

Camp (vacation care) is available for all KOC students at designated sites. Eligibility for attendance at KOC Camp is subject to review of the child's disciplinary history at KOC. We offer full-day care for Camp during school breaks. This is not part of the regular monthly tuition. You must sign up for this separately. You are charged for the weeks you sign up for and any additional field trip costs. You must pay for the weeks you contract for, whether or not you use them. You may add on weeks (if there is room) but you may not trade weeks or take off weeks that you have already scheduled. Should you decide not to use Camp care, you will not be charged for that time period. Camp registration will be available online about one month prior to the vacation. Children who are signed up for field trips should be at the center at the stated activity time which is included in EZ ChildTrack registration. Children who arrive at the center after the stated activity time as given during field trip registration and as noted in the Camp Newsletter will not be accepted on the bus. Children who miss the bus will not be accepted at the field trip site. Children may not be picked up at the field trip site. They must ride the bus back to the center.

### **SIGNING IN AND OUT**

Each child must be signed in/out daily by the parents or an authorized adult. You must come into the building with your child to sign in/out. We require that parents, guardians, and authorized adults have a PIN in our EZ ChildTrack software. This is important because this is our legal record of the time your child is in our custody. You do not need to sign your child in if he/she comes to KOC directly from their classroom (we take roll). No child may be left at the center unless a Kids On Campus staff member is present. Children left on school grounds while the center is closed or without being signed in will not be the responsibility of Kids On Campus. Please do not sign your child out without informing a staff member. If at any time a friend or relative is picking up your child, please notify the staff ahead of time. Children will be released only to persons listed on the Emergency Card, persons with prior written permission from the parent on file at the center or with verifiable telephone contact from the parent. Any person who is not known to the center staff will be asked for identification.

### **RELEASE TO SIBLING / RELEASE TO AFTER SCHOOL ACTIVITY**

Children may be released from the Kids On Campus program to an older sibling in third grade or above only when Kids On Campus has prior written authorization from the parent. These forms are available at each center.

Children may be released to participate in after school activities/classes on school grounds only with prior written authorization from the parent. These forms are available at each center. Each child's schedule must be on file at the center. It is the parent's responsibility to see that this schedule is kept up to date. Children must check in at the center before going to the activity/class.

### **TRANSITION TIMES**

KOC staff will take TK and Kindergarten children to and from their classrooms. 1<sup>st</sup> through 5<sup>th</sup> graders who come in the morning before school can be dismissed to the playground at 8:15 (with an authorization form) or stay in the KOC room until the bell rings. They are then dismissed to line up at the school designated spots for class. 1<sup>st</sup> through 5<sup>th</sup> graders who come to KOC after school are expected to come to the KOC room on their own. It helps if you let the teacher know they are going to KOC after school. If your child does not come to KOC on a scheduled day, we will call you to let you know. Please make sure we have up to date contact information.

**ABSENCE**

If your child is sick or will not attend Kids On Campus for any reason, please notify the center. You can call the center to inform them of your child's absence or leave a message if staff are unable to answer the phone. We take attendance during each shift and must account for each child scheduled to come.

**LATE PICK-UP**

Each Kids On Campus center closes at 6:00 p.m. If a child is picked up after 6:00 p.m., parents will be charged a late fee of \$1.00 per minute. Parents who are late picking up their child(ren) more than five times during the school year may be dropped from the program. If an emergency occurs and you anticipate that you will be late picking up your child, please make arrangements for one of the authorized individuals on your child's Emergency Information form to pick up your child before 6:00. In the event that your child has not been picked up within 10 minutes after closing time and we have not been contacted by you, we will attempt to make arrangements with one of the authorized individuals listed on the Emergency Card to pick up your child at the center. If we cannot reach anyone to pick up the child within one hour of closing, we must contact the Sheriff's Office or Child Protective Services to pick up your child.

**TOILETING**

The Kids On Campus centers do not have the facilities to handle diapers/pull-ups. While accidents are understandable, your child must be completely potty-trained to attend KOC.

**ILLNESS**

If your child shows signs of an oncoming illness, please be sure to keep him/her home - both for your child's well-being and for that of the other children. Children who are too sick to attend school may not attend Kids On Campus. If a child has a temperature of 101 or above or shows obvious signs of illness, you will be contacted to pick up the child immediately. Kids on Campus will also follow any health orders issued by State or local public health agencies.

**ALLERGIES AND OTHER HEALTH ISSUES**

It is the responsibility of the enrolling parent/guardian to make sure Kids On Campus has accurate and updated information about a child's allergies and/or other health issues. The District Allergy Notification Guide is available on the KOC website. Please note on the Emergency Information form any information staff would need to ensure the health and safety of your child. Parents must agree on any health information written on the Emergency Information form.

**MEDICATION**

In order for Kids On Campus staff to administer medication to a child, we must have a completed Authorization For Medication Administration form and doctor's orders or a Physician's Statement form. No child is allowed to medicate him/herself. Children are not allowed to bring or carry with them any medication. All medications must be given by the parent to a staff member along with the authorization form. All medications must be in the original prescription container labeled with: name of medication, child's name, date, doctor's name, pharmacy, dosage, method of administration and/or specific situations in which it is to be taken. Long term medication must also be accompanied by a doctor's authorization.

**FOOD**

Kids On Campus will provide an afternoon snack each day. If your child attends the morning session and arrives early, you may send breakfast or KOC staff will take students to the cafeteria to buy breakfast. Kindergarten children enrolled in mid-day KOC care may provide their own lunch and drink or purchase lunch from the school cafeteria. Children who attend Camp (vacation days) must bring their own lunch. The school cafeterias will be closed during Camps. Please do not allow your child to bring candy, gum or soda to Kids On Campus. Because of the growing number of children with life-threatening peanut allergies, Kids on Campus will not knowingly serve peanut butter or nut products. If your KOC site has a child with a serious nut allergy, we ask that you refrain from sending nut products with your child.

**CLOTHING**

It is important for children to feel comfortable and safe while fully participating in the program. It is advisable for children to wear clothing and shoes suitable for active play. Shoes must be worn at all times. No flip flops are allowed. It is very important that all clothing, jackets, lunchboxes and backpacks be clearly and permanently labeled. A jacket, sweater or sweatshirt should be available for chilly mornings and afternoons.

## **PERSONAL ITEMS**

It is sometimes difficult for a child to keep track of personal items and often hard to share these items with others. Therefore we discourage children from bringing personal items (toys, games, etc.) to the center. Each child will be responsible for personal items brought to the center. If you wish your child to carry a cell phone, it must be turned off while at KOC.

## **HOMEWORK**

Designated areas and times are provided for children to complete homework assignments in the afternoon. Please inform the staff if you expect your child to use this time each day. If your child needs additional time to complete homework, they may continue working if staffing allows. Please note that Kids on Campus is not a tutoring or homework completion program.

Chromebook devices are also available at KOC for electronic/online homework if parents sign and return a KOC Chromebook Homework Permission Slip (available from our centers). Please note that students are expected to focus on homework or assigned tasks, not use the Chromebooks for games or activities that have not been approved. While KOC staff will do their best in monitoring student use of the computer, it is the responsibility of each child to use the computer appropriately. If a child is being disruptive or not using the Chromebook responsibly, they will lose the privilege to use the device for the day.

## **COMMUNICATION**

Information regarding the program and coming events will be posted on a Parent Information Board or by/on the door. Please check these areas daily. Daily interaction and communication with staff is important. Please keep us informed about any events or concerns that may affect your child's day. Detailed discussions regarding a child's behavior, special concerns or progress are best held during specific conference times. Staff members will be happy to set up a time when they can give you their undivided attention. Conferences requested by staff must be attended if the child is to continue in the program. If you need to speak to your child at Kids On Campus, please keep your phone calls to no more than two minutes. If you need to speak to a staff member, please keep in mind that they are supervising children and cannot spend long periods of time on the phone. Our phone lines need to remain open.

You will receive emails pertaining to enrollment, billing, announcements, and activities. Email is also our primary mode of communicating with parents in a serious emergency, such as a site evacuation or natural disaster. It is crucial that the email address you provide in online registration via EZ ChildTrack is an email address you use and check regularly.

KOC will also communicate information on your child's time at KOC using incident report forms. Incident reports are primarily for communication. They are used to document injuries, illness, and accidents. They also serve to communicate more broadly about how a child's day was at KOC. This can include a range of behaviors, including good and poor choices, interactions with peers and KOC Leaders, and things that KOC Leaders want to be sure that parents are aware of. Incident Reports are part of our behavior guidelines and discipline policy found below in the KOC Parent Handbook and will be used to communicate serious behaviors. A KOC Leader should also speak to the parent about an incident report to provide clarification or more details. If the Leader who witnessed the documented incident is not available to talk in person, parents can always request a follow-up phone call. Incident reports keep KOC accountable for communicating to parents and are for KOC records only; they are not part of the student's cumulative record at school. Every family should expect to receive incident reports from KOC at some point in the school year.

## **CHILD ABUSE REPORTING**

The San Marcos Unified School District Kids On Campus staff are Mandated Reporters and are required by law to report known or suspected instances of child abuse to the Child Protective Services Agency.

## **CONFIDENTIALITY**

Information shared with Kids On Campus staff by a child or parent remains confidential, shared only for purposes legally permissible or directly related to the administration of the program. Information for any other reason is released only with written permission from the parent.

## **BEHAVIOR EXPECTATIONS**

It is our goal at Kids on Campus to provide a positive, safe, and orderly group childcare environment where children and adults demonstrate respect and support for each other at all times. KOC uses a positive behavior model emphasizing positive reinforcement and private implementation of individual

consequences. Students must take responsibility for their own actions, as well as the consequences of those actions. KOC implements a positive behavior system and restorative practices in alignment with the behavior practices used by the elementary schools. Therefore, students are expected to adhere to all San Marcos Unified School District and school policies, including the following expectations:

1. Follow directions given by adults the first time.
2. Respect the rights and property of others in actions and words.
3. Keep hands, feet and objects to yourself.
4. Use all areas and equipment safely.
5. Be kind, courteous, and thoughtful to all.
6. Always use appropriate language.

Students and parents are expected to comply with all program policies and expectations. Based on our goal of partnering with parents to meet their childcare needs and of providing a safe, nurturing childcare experience for children, the Kids on Campus program expects the full cooperation of parents/guardians to support students to be successful in the program.

The progressive consequences for unexpected behavior used by our staff are designed to be fair, consistent and effective. While each situation is handled individually, children who choose to use unexpected behavior will receive the following consequences:

- Step 1 Redirection, warning, timeout, and/or restorative conference
- Step 2 Incident Report and/or Restorative Conference
- Step 3 Sent home for serious behavior as defined below\*
- Step 4 Behavior Contract with specific behavior goals and positive reinforcement. Contracts are coordinated by the Program Director or Supervisor. Children on a Behavior Contract are not eligible for Camp.
- Step 5 Continued unexpected behavior will result in termination from the program.

\*Serious behavior may result in a child being sent home for the day. Serious behaviors include, but are not limited to: behavior that endangers or inflicts physical or emotional harm on others (including throwing objects); behavior that disrupts the smooth flow of the program requiring an extraordinary amount of attention; situations in which the student is unable to conform to the rules and expectations of the program; violation of other students' space or privacy in the restroom. **In the event that a student is being sent home, parents/guardians have a maximum of one (1) hour to pick up the student from the program. After that time, emergency contacts will be contacted. Failure to pick up within one (1) hour will result in suspension the next scheduled day. Should the behavior occur shortly before it is time to go to class, the child will be suspended the next scheduled day so as not to interfere with the academic needs of the child.**

Kids on Campus reserves the right to dismiss a child from the program, should the Director deem it necessary, based on continued unexpected behavior.

### **DISMISSAL**

The Kids on Campus seeks to meet the needs of each family enrolled. We will make every effort to communicate and work with parents/guardians as concerns arise. However, Kids on Campus reserves the right to dismiss a student from KOC care at any time at the discretion of the KOC Director for reasons including, but not limited to, the following:

A: The program does not meet the needs of/ is not a fit for the child. Factors include, but are not limited to:

- \*Frequent disruptive or serious behaviors
- \*Excessive demands on staff time (one-on-one care is not available)
- \*Student's behavior is harmful emotionally or physically to others
- \*Student's failure to adjust to KOC program environment

B: The parent/guardian fails to conform to and cooperate with the expectations of the KOC program. Factors may include, but are not limited to:

- Non-payment or continuous late payments
- Failure to comply with procedures for student pick up and drop off, including when the student is being sent home for serious behavior
- Physical or verbal abuse of staff by the parent/guardian
- Disrespect for program policies and procedures