



Santa Barbara Unified
Every child, every chance, every day.



SBUSD YEAR ROUND

AFTER SCHOOL PROGRAM

Parent Handbook

SANTA BARABARA UNIFIED SCHOOL DISTRICT

After School Program

After School/Expanded Learning Services Program Office

431 Flora Vista Road, Room #22

Santa Barbara, CA 93109

Phone 805.965-4633 X 6502

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THE AFTER SCHOOL PROGRAM

The after school program operates on nine elementary school campuses for students in TK/K – 2nd grades. The program receives funds through the State of California Department of Education/Early Education and Support Division. The program allows a limited number of students to participate in an after school program consisting of academic and enrichment activities. The programs are educational, hands-on, interactive, and fun and include a daily healthy snack. Programs are offered Monday through Friday from school dismissal until 5:30P.M.

The After School Program is a Santa Barbara Unified School District (S.B.U.S.D.) run program. The program is designed to meet the particular academic and social needs of our school populations. The program provides a safe and supervised environment after the school day for students to receive academic support and enrichment. Registration forms and information can be obtained at the After School/Expanded Learning Services Office at Monroe School, 431 Flora Vista Road, Room 22, Santa Barbara, CA.

The Santa Barbara Unified School District's After School Program undergoes an annual evaluation to assess progress toward providing high quality opportunities for all students. Our annual evaluation results are available for the public to review at:

<http://www.sbunified.org/departments/educational/after-school-expanded-learning-program/>

CHILDREN-FAMILIES-COMMUNITIES

VISION IS:

- ✓ Children are enthusiastic learners
- ✓ Families have the tools to support and encourage learning
- ✓ Communities embrace learning opportunities for all

MISSION IS:

The After School/Expanded Learning Department provides an environment where students' and families' needs are met so that they can fully participate in all aspects of the educational experience.

SBUSD CORE BELIEFS AND COMMITMENTS

- We believe that the achievement of the district’s mission is a shared responsibility requiring the cooperation and commitment of students, parents, staff, board members, and the community.
- We will ensure academic excellence by providing quality educational programs with all staff members focused on continually improving student achievement.
- We will effectively and transparently manage our financial and human resources to support our educational goals.
- We will maintain safe and orderly school environments for all students and employees.
- We will promote a culture of mutual trust and respect among students, parents, staff, and community members.
- We value student and staff diversity in our schools and classrooms and will promote equal access across all educational programs and activities.

AFTER SCHOOL PROGRAM STAFF

Each elementary school site staff team is comprised of a credentialed teacher and a para-educator hired by Santa Barbara Unified School District. In addition, all staff are CPR and First Aid Certified, trained in Mandated Child Abuse Reporting, and have on-going professional development.

- ❖ Qualified staff members are hired to be part of our team. All staff holds appropriate credentials/permits required by the state of California.
- ❖ New employees are provided an orientation to guide them to understand how district policies relate to their respective job description.
- ❖ We support continuous growth by assessing the needs of the staff members and providing professional development activities to enhance their growth.
- ❖ Our staff is evaluated annually or bi-annually.

SAMPLE DAILY SCHEDULE: School is in Session

2:00-2:45	Pick-Up TK/Ks from classrooms, All others arrive at classroom, free choice time
2:45	Large group
3:00	Wash hands/healthy snack
3:15	Outside activities
3:50	Homework support
4:30	Enrichment activities/quiet choice time
5:30	Program closes

SAMPLE DAILY SCHEDULE: Holidays and Summer

A full day program may not be at the child’s regular site, but at another location

7:30	Arrival, morning greeting and health check
8:30	Healthy breakfast
9:00	Large group time
9:00 - 10:30	Enrichment activity
10:30 - 11:00	Small group activities
11:00 - 11:45	Outdoor curriculum activities/exploration time
11:45 - 12:00	Bathroom/wash hands
12:00 - 12:30	Healthy lunch
12:30 - 1:30	Quiet activities
1:30 - 2:30	Outside activities
2:30	Healthy snack
3:00	Group activity inside/outside (e.g. music and movement, storytelling, gardening)
4:00	Free choice
5:30	Program closes

OPEN DOOR POLICY

The After School Program maintains an open-door policy. The program falls under the California Department of Education/Early Education and Support Division Title 5 regulations and meets or exceeds all regulations. We welcome parents to visit our classrooms unannounced and to observe their child at any time during program hours. Our programs are based upon a partnership with the parents of the children enrolled. Therefore, parents are encouraged to participate in our programs.

RELIGIOUS INSTRUCTION

The SBUSD refrains from religious instruction or worship, and complies with the regulations, which stipulate that religious instruction or worship is prohibited.

EQUAL ACCESS

The SBUSD does not discriminate based on sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability in determining which children and families are served. The SBUSD understands and implements the requirements of the Americans with Disabilities Act (ADA) to make reasonable accommodations for children with disabilities.

PROGRAM GOALS AND OBJECTIVES

The individualized instruction, ongoing observations and child assessments are based on two domains of development: self and social development and health. During the five (5) day school week, instruction is designed to develop children’s abilities to follow routines, work in a cooperative environment, follow health and

safety rules, and successfully function in individual, small group and large group settings. This is all done in an environment that is rewarding, inclusive, and collaborative for all children, including those with special needs. Our program encourages respect for the feelings and the rights of others, building trust and planning routines, and transitions so they can occur in a timely predictable manner.

HOMEWORK SUPPORT

The After School Program staff communicates regularly with your child's teacher in an effort to communicate any concerns/needs with parents and to learn what we can do for the child's success in school. The curriculum developed in the After School Program is directly linked with the school day. It is also easily linked to the assessment tools used in our program, and is inclusive of all children – those developing typically, children with disabilities, and English language learners. Our program's practices help children to develop emotional security in social relationships; we also maintain practices that are healthy and safe.

ASSESSMENTS/PROGRAM AND STUDENT

The After School Program utilizes the California Department of Education's DRDP (Desired Results Developmental Profile) to ensure that all children are making progress in the two domains: self and social development and health.

- We use the DRDP (2010), a tool developed by the CDE, to assess the development of children.
- Children are assessed within 60 days of enrollment and six months thereafter.
- Parent/guardian's input is a necessary component of this assessment.
- The assessment is also used to plan and conduct developmental activities that are age appropriate for children.
- Assessment results will also be shared with parent/guardians at the two required parent-teacher conferences.

PROGRAM SELF-EVALUATION

After School Program complies with the California Department of Education regulation which requires the subsidized program to conduct an annual Self-Evaluation. During this process, areas of compliance and non-compliance are identified. A team develops a written plan that allows correction of the items found as out of compliance. A team of parents will review the self-assessment and make recommendations prior to the self-evaluation being mailed to the Department of Education/Early Education and Support Division.

DRESS CODE

- Shoes should be closed-toe, have backs, no heels, and non-skid soles.
- Children's play is their work; please dress your child in comfortable older clothing.
- Children will be encouraged to paint, cook, garden, build in the sandbox, and have mud parties. This is all part of learning!
- Please do not have children wear any jewelry or items that drag or have long strings.

NUTRITION

The After School Program provides a healthy snack during the school day program. For the full day program, breakfast/lunch/snack is provided daily based on contract hours. All meals served meet or exceed requirements set by the U.S. Department of Agriculture and California Department of Education, Food Program. Menus are available upon request and posted in each classroom. Due to federal and state regulations, food served:

- Cannot be taken outside of the school;
- Cannot be offered to children who are not enrolled in our program;
- Sugary and/or high sodium snacks are not allowed (cakes, donuts, candy, chips, etc.);
- Only acceptable pre-packaged food items to celebrate birthdays will be allowed (fresh fruit, yogurt, muffins, and juice);
- Children engage in preventive wellness practices.

Special Nutrition Needs:

Food Allergy – If your child has a food allergy, it is very important to let staff know. The child's doctor must complete a special form. This form can be obtained from the After School/Expanded Learning Business Office, and must be completed prior to adjustments being made in your child's diet. For families who do not wish to participate in the food program for religious or personal reasons, please contact your child's teacher.

CELEBRATIONS

Special celebrations are planned throughout the school year and at the conclusion of the year to make the after school experience memorable. Birthdays are very important days for all children. Each child will receive special recognition on his/her birthday, with the parent's approval. Although we do not have birthday parties at school, we will help children celebrate their own special day with songs and other activities. If bringing a special treat to help celebrate the event, please check with your child's teacher and be sure to adhere to the following district nutrition policy:

- Foods must be purchased from a store. Homemade items are not allowed;
- Foods must be brought in their original packaging otherwise; items will not be served to the children;
- Nutritionally acceptable foods include fresh fruit, yogurt, muffins, and juice.

FAMILY RESOURCES/SUPPORT

Some of our Elementary Schools have an Elementary Family Advocate that will provide if necessary, referrals and support for intervention for special needs: speech, developmental/ language delays, gross motor, in addition to seeking housing, food, and clothing.

PARENT INFORMATION AND RESPONSIBILITIES

NOTICE OF ACTION

After School services may not begin until the Notice of Action (NOA) has been issued by the After School/Expanded Learning Office and received by the family. The Notice of Action (NOA) to the participant will indicate the hours of services approved. In addition, all parents must complete an initial orientation prior to the student's start date. No family fees are assessed for families who are eligible under the state income guidelines. It is imperative that work, contact, and authorized adult information be current at all times. **Emergency cards are critical, and they must remain current at all times.**

FEE COLLECTION

Payment shall be made by personal check, certified check, money order, or cash for the exact fee amount. All checks and/or money orders are payable to SBUSD. Returned or bounced checks will be charged a \$30 service fee. The amount of the original check plus the service fee must be paid within 10 days of notification. In the event a personal check is returned, SBUSD will no longer accept a personal check as payment, and fees will need to be paid by money order, certified check, or in cash for the exact amount. **Fees are due on the 5th day of the current month for services.**

Field trip fee of \$25 will apply for full day summer program.

The State of California Education Code #18114 (a) states: "Fees shall be considered delinquent after seven (7) calendar days from the date the fees were due." On the seventh day after fees are due, the center will notify the parents/guardians in writing in the form of a Notice of Action stating that child care fees are delinquent and must be paid or a payment plan be established within 14 calendar days. Services will be terminated if delinquent fees are not paid or a payment plan is not established prior to the 14th calendar day from the date of the notice. Upon termination of services for nonpayment of delinquent fees, the family will be ineligible for services until all delinquent fees are paid. Readmission will occur only if space is available and when all fees are current.

ATTENDANCE

Regular attendance is required for all programs. Parents must notify the teacher if their child will be absent for any reason.

SIGNING-IN AND OUT:

Program regulations require children to be signed in/out daily utilizing FULL SIGNATURE from an adult (18 years or older). Only custodial parents and authorized adults (those listed on the emergency card) are allowed to sign out or remove a child from a classroom. Staff will request a picture identification if they are unfamiliar with the adult picking up the child. Individuals under eighteen (18) years will not be allowed to sign a child in or out, unless the individual is the child's custodial parent. Use EXACT time when signing in and out.

DROPPING-OFF:

No child shall be accepted without contact between the classroom staff and the authorized adult bringing the child to the center. Parents or adults bringing the child to class must ensure that the child has received a daily wellness check, prior to departure. Children must be dropped off according to their contract time.

PICKING-UP:

Children must be picked up from the After School Program at their contracted time, which under no circumstance parents/guardians should leave their children at school after closing hours. Failing to pick-up your child at the contracted hours may result in termination of services. Parents/guardians must authorize staff in writing to release the child to adults not identified on the emergency card. Please note that a fax is acceptable; however, arrangements cannot be made by telephone. Adults will be required to show photo identification if they are unfamiliar to staff. Adults are individuals eighteen (18) years or older.

CONSEQUENCES FOR LATE PICK-UP BEYOND CLOSING AND/OR CONTRACTED HOURS:

<i>First Incident</i>	<i>Second Incident</i>	<i>Third Incident</i>
<i>Sign late pick-up form Verbal warning</i>	<i>Sign late pick-up form Receive written warning letter</i>	<i>Sign late pick-up form Receive written warning letter Meeting with Supervisor Termination of services may be issued upon the fourth incident</i>

JOINT CUSTODY: In the event that custody of children is shared jointly, children will be released to either parent and to any adult listed on the emergency card provided by either parent. Should disagreements arise between the parents related to issues of who may pick-up the child; staff will follow all procedures outlined in court orders. After this; if further disagreements arise, parents may be asked to return to court for clarification.

PERSONAL CELL USAGE:

Cell phones may not to be used in any of the classrooms. When dropping off and picking up your child please be available to communicate to say “good-bye,” “see you soon,” “how was your day?” or “tell me about your day.” Your child is excited to see you and wants to share their experience during their school day.

TERMINATION OF SERVICES:

The following are common reasons for termination from the program:

- ✓ Continuous unsafe behavior of child on center grounds, after several

incidents. Interventions, which pose high-risk of injury to self, others, or property damage.

- ✓ Failure of parent support or response to notification of continuous unsafe behavior of a child.
- ✓ Failure to pick up a child due to illness or behavior within 45 minutes of a phone call.
- ✓ Parent engaging in malicious or threatening behavior towards staff, other parents, and/or other children.
- ✓ Violations of any Education Code regarding firearms, alcohol, drugs, physical violence, theft, willful destruction of property, any conduct by parent, child, or relatives resulting in harm to person or property while on the center grounds.
- ✓ Failure to provide necessary and/or requested information, authorized adults, contact information and school verification for continued enrollment.
- ✓ Failure to pay fees for services on time.
- ✓ Failure to pick up child by closing time.

FOR SUBSIDIZED FAMILIES ONLY:

A notice of action will be issued by the After School/Expanded Learning Office when any of the following occurs:

- Acknowledging services
- Certification/Recertification is completed
- Termination of services: Upon receipt of a Notice of Action, all participants have the right to appeal. Please refer to the back of the NOA for information about the appeal process (*please note that the appeal process is time sensitive*).

CONTINUANCE IN THE PROGRAM:

- According to the regulations, families must recertify every year to continue subsidized services.
- Families who fail to recertify for the second year of service will not be enrolled for the new upcoming school year.
- Families are eligible to receive services for no less than 12 months.

ABSENCE POLICY INCLUDES:

Excused Absences

- Illness or quarantine of child
- Doctor, dentist or medical therapy appointment
- Court Appearance of child
- Court-ordered time spent with a parent/guardian or other relative

Family Emergencies

- Death in the family / bereavement / funeral (day of service only)
- Illness or quarantine of parent or sibling
- Act of nature (earthquake, flood or fire) with damage to home
- Civil unrest / police action in neighborhood
- Transportation issues

Best Interest Days: Subsidized students are allowed ten (10) “best interest” days per program year for vacation, etc. These may include:

- Vacation
- Cultural/religious celebration
- Other family occasion (for example, parent graduation)
- School Suspension

Unexcused Absences: Subsidized students are allowed five (5) unexcused absences per program year. These are absences not listed above and may include:

- Personal family business
- Court Appearance not requiring the presence of the child
- Is too tired or didn’t sleep well
- School Activities (non-mandatory)

The State of California allows families to take 10 Best Interest and 5 Unexcused days in a fiscal year. If you exceed the allowable 15 days, services will be terminated.

RECORDING AND VERIFYING ABSENCES FOR SUBSIDIZED STUDENTS:

Parents/guardians of subsidized students must be specific when recording reasons for absences. Reason for the absence must be written on the last column of the sign-in sheet under the “reason for absence” box.

Parent/guardian and all authorized adults must provide full signature, and provide supporting documentation about the absence to ensure proper categorization. Please be reminded that general explanations such as sick, not feeling well, personal, etc. are not acceptable. If a parent/guardian is not sure about recording the absence, please consult with your child’s teacher.

HEALTH AND SAFETY

It is important for all children to be healthy, since healthy children are best able to reach their full potential. The SBUSD After School Program establishes procedures and routines throughout the program to ensure that participating children are healthy and safe while in school. Because of this, all health requirements must be met before attendance is permitted. If for any reason your child is excused from school due to illness or suspended from school, then your child will not be allowed to attend the After School Program for the same period of time.

DAILY WELLNESS CHECKS: Teaching personnel completes a “visual” daily wellness check of each child upon arrival. This procedure is necessary to ensure children are healthy, and able to participate in daily activities. Children brought to the classroom ill, are required to be picked up and taken home immediately. *Note: Illness refers to communicable illnesses, not chronic medical conditions that are not contagious and can be contained by Universal Health Precautions.*

IF YOUR CHILD BECOMES ILL AT SCHOOL:

A teacher may notify you that your child is sick and will need to be picked up from school. It is the parent/guardian's responsibility to have your child picked up within 45 minutes from the time the teacher made the call.

RETURNING TO CLASS AFTER ILLNESS:

Any child or adult who has been absent as a result of communicable disease/illness may not be re-admitted to the classroom until there is written assurance by a physician (or medical professional) that the child or adult no longer has any evidence of the communicable disease/illness.

ADMINISTERING MEDICATION:

Children taking prescription medication at school require the following:

1. Medical form with a written detailed description of the condition including the name and dosage of each medication signed by the doctor (forms are available from the staff).
2. Written permission to administer the prescription or medication signed by the parent and the physician. The dosage and times that the medication is to be administered must be included.

ALLERGIES AND MEDICAL CONDITIONS:

All diagnosed allergies and medical conditions must be documented in the child's file, and each staff person responsible for supervising the child must be notified. It is the parent/guardian's responsibility to inform the staff at the time of enrollment and the child's teacher of any known (potentially harmful) allergies or medical conditions, i.e. asthma, diabetes, seizures, etc.

INSURANCE:

Families are expected to provide their own insurance coverage. Many families are covered by the parent or legal guardian's insurance policy through employment and/or their private insurance policies, both of which must be accessed first if a child needs medical treatment. If you have any questions, please speak with your classroom teacher. If there is a Family Advocate on your elementary school campus, the Family Advocate may assist you with enrollment in health insurance or you can purchase supplemental insurance from the district.

ILLNESS EXCLUSION GUIDELINES: The observation of illness at home can help prevent inconveniences, prolonged child illness, and infectious outbreaks. If you observe any of the following symptoms of illness please keep your child at home.

All potential health-related exclusions are subject to review by the teacher and/or school nurse.

Respiratory illness and colds – Children with runny noses will not necessarily be excluded. However, if the mucous is profuse and a yellow/green color, the child can be excluded at the teacher's/coordinator's discretion. A child will also be excluded if the runny nose is associated with an abnormal temperature, infected throat, congestion, persistent cough, or general irritability.

Diarrhea – A child with one loose or “watery” stool will not be excluded; unless the child communicates, s/he has an upset stomach, generally does not feel well, or is accompanied by fever. If the watery/loose stool is repeated, the child must be excluded. Children who have diarrhea may not return to school unless they have had at least one normal bowel movement.

Fevers – This is considered an oral temperature 101° or greater; rectal temperature of 102° or greater; axillaries (armpit) temperature of 100° or greater. Children must be free of fever for 24 hours (without fever reducing medication) before returning to school.

Conjunctivitis (pink-eye) – Children with conjunctivitis (pink-eye) must receive medical attention. Children can return to school 24 hours after medication has been administered and/or prescribed treatment is initiated.

Head Lice – If a child is found with active, live head lice, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to class, once he/she has been treated and determined by school personnel to be free of active lice, the student shall be rechecked in 7-10 days.

Vomiting – When a child vomits two or more times in the previous 24 hours, children should be kept at home. Parents will be called to pick up their child, should she/he vomit at school.

Mouth Sores – Children exhibiting excessive drooling in conjunction with sores in or near mouth shall be excluded, unless the child’s physician or local health department authority states the child is not infectious.

Rash – Children who have rashes (in full view or underneath clothing) shall be excluded, when the rash is accompanied by a fever, behavior change, or is associated with a communicable illness. Children can return when the child’s physician has determined that the rash is not contagious.

All Other Communicable Diseases/Illnesses - As determined by the American Academy of Pediatrics, & American Public Health Association – Caring for our children – National Health and Safety Performance Standards (1992).

FIRST AID PROCEDURES:

At the schools, we make every effort to assure your child is safe. However, minor accidents beyond our control may occur. Simple injuries will be treated at school by applying ice, soap and water, and/or Band-Aids. In the event that a more serious injury occurs, a staff member will stay with the children in emergency situations until the crisis subsides, and we will make effort to comfort children during these high-stress situations. Please be reminded children will only be released to persons on the emergency card who present photo identification. Parents/guardians who retrieve children during an emergency/crisis will need to sign a release form indicating the time the child was picked-up. All staff members are CPR and First-Aid trained.

EMERGENCY PREPAREDNESS/RESPONSE:

Staff will hold monthly disaster drills to prepare children in the event a natural disaster or emergency should occur. In the event of a disaster/emergency, our goal is to keep your child safe and calm. The After School Program staff will determine the safest plan of action

according to our Standard Response Protocol training. Our staff will always keep your child's emergency information with them at all times.

1. Depending on the emergency, the children will either be on lockdown, lockout, will have to evacuate or shelter in place. They will always remain with staff until they are picked up by one of the persons named on the Emergency Card. The teacher will release a child only to the person or persons listed on the Emergency Card who can show identification as an authorized designee. Parents/guardians who retrieve children during an emergency/crisis will need to sign a release form indicating the time the child was picked up. *If you have any questions or concerns about our disaster preparedness procedures, please speak with the teacher in the classroom.
2. If it becomes necessary for us to evacuate, we will post a notice of where we will be located.
3. We know it may take you a long time to come pick up your child due to the emergencies that will occur. We urge you to be careful yourself, so you can arrive safely.
4. Please provide your child with a warm set of clothing, wrapped in a plastic bag, marked with his/her name on it to use during an emergency, along with a bottle of water and two granola bars. It is also comforting to a child to have a picture of the family or a small treasure from home to help him/her cope with an emergency.

CHILD ABUSE REPORTING:

Child abuse and neglect are serious issues for personnel for our program and who work with children on a daily basis. We hope never to encounter incidents of child abuse or neglect.

However, we recognize that there could be a possibility that a child in our program may be suffering from abuse or neglect at home. All of our staff are Mandated Reporters and have been directed to report suspicions of abuse. This information is given not to frighten you, but to rather familiarize you with our responsibilities as teachers, child-care professionals, and service providers.

Possible child abuse indicators are
(According to Penal Code Section 11165):

- Physical abuse – Unexplained bruises, burns, welts, fractures, lacerations etc.
- Sexual abuse – Difficulty walking or sitting, pain when urinating/defecating, injury or pain to genital area, unusual foul odor emanating from the genital area.
- Mental/Emotional abuse – Failure to thrive, depression (child appears sad often, empty facial expression), severe aggression towards self and others.
- Neglect – Underweight, poor growth pattern, consistent hunger, unattended physical problems or medical needs, general unattended appearance (soiled clothing, inappropriate clothing, and unusual body odor).

DISCIPLINE POLICY:

The purpose of discipline is to help children develop self-control and to become responsible for their own behavior. We help children develop self-discipline by:

- Providing opportunities for children to give input on the classroom rules and select activities;
- Modeling desired behavior/s such as fairness and cooperation;
- Redirecting inappropriate behavior quickly, for instance moving the child to another activity;
- Teaching children how to resolve conflicts positively;
- Using verbal reminders;
- Involving parents;
- Physical punishment is never allowed;
- If a child is unresponsive to any of the above-mentioned techniques, and remains uncooperative, and jeopardizes the safety of themselves or others, the following steps will be taken:
 - Notification will be provided to the parent/guardian via a parent/ teacher conference;
 - A team, including the teacher, parent, Coordinator, and possibly a Mental Health Consultant will develop a plan to be implemented. The team will meet to review the plan periodically or as needed;
 - When a student demonstrates continuous unsafe behavior on center grounds; this might cause limited hours or termination of services due to jeopardizing the safety of themselves or others. In emergency situations (i.e. a perceived threat to persons or property or extreme disruption to the program) parents may be called to pick-up their child or to assist the child in the classroom; and
 - Every effort will be made to work with the child and parent to help each child adjust to the program.

GENERAL POLICIES FOR ALL PARENTS/GUARDIANS TO FOLLOW:

- Staff will not be responsible for lost, stolen, or damaged belongings. Valuables such as jewelry, money, toys, should remain at home. Please label coats, sweaters, and blankets.
- Please help and remind your child to use their cubby and care for personal items.
- “Special Items”** from home are not allowed at school.
- Please bring concerns or questions to the teacher first. If the teacher is unable to assist you, feel free to contact the After School/Expanded Learning Program Coordinator.
- Please park in designated areas only, handicap parking requires a state permit. **Never leave children unattended in your vehicle. Cars with unattended children will be reported to the Santa Barbara Police Department.**

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- Parents must give two weeks' notice prior to terminating services and ensure the attendance sheet for your child is fully completed (including absences) up to the last day of services.

CAR SEAT LAW: Children under the age of 8 years (regardless of weight) or who weighs less than 80 lbs (regardless of age) must be in an appropriate car seat while in an automobile.

FIELD TRIPS:

The SBUSD After School Program provides opportunities for children to go on educational field trips throughout the year. To ensure your child's health and safety, the following guidelines apply:

- Siblings are not permitted to attend field trips.
- Volunteers must ride on the bus with children.
- Snacks and lunch are provided.
- Children must remain under supervision of the teacher during field trips.
- All necessary permission slips must be signed prior to the field trip date.
- Remember to arrive on time to school on the day of the field trip. Your child might not be able to attend the trip if you arrive late.

CONFIDENTIALITY OF RECORDS:

The Santa Barbara Unified School District complies with the regulations that mandate confidentiality of records. This represents that all information obtained from families to determine eligibility, complete, and maintain enrollment is strictly confidential. All information is maintained by authorized district personnel, and viewed only by funding source personnel. Confidential records will not be released unless stipulated by written parent/guardian permission and approved by Student Services.

COMPLAINT INFORMATION AND PROCEDURE:

The Santa Barbara Unified School District Board of Trustees adopted a Uniform Complaint Procedure policy (BP 1312.3) and administrative regulations (AR 1312.3) on August 26, 1992, for complaints alleging unlawful discrimination or failure to comply with state and federal laws. The Child Development Program is covered by this policy.

The designated Compliance Officer for the district is:

Superintendent or Designee
Santa Barbara Unified School District
720 Santa Barbara Street
Santa Barbara, California 93101
(805) 963-4331

Any individual, public agency or organization may file a written complaint within six months from the time the alleged discrimination occurred.

The essential elements of the policy are listed below:

S B U S D Y E A R R O U N D A F T E R S C H O O L P R O G R A M

1. The complaint officer shall investigate the complaint and respond to the complaint in writing within 60 days.
2. If a complainant is dissatisfied with the District's decision, s/he may appeal in writing to the California State Department of Education for state programs or to the U.S. Secretary of Education for federal programs.

Acknowledgment of Receipt and Review of Parent Handbook

Date Reviewed	Orientation Item-Parent Handbook Review
	Teacher and Instructional Aide Introduction and Bio Letter
	Parent Interview form
	Emergency Card/ Contact Phone Numbers
	Student History form
	Special Needs (if applicable)
	Child Health Check requirements
	When to keep your child home?
	Signing IN & OUT
	Program Calendar
	Class time for your child for drop off and pick up (contract hours)
	Late Notice procedure
	Medication Procedure
	When your child is absent?
	Field Trips
	Dress code
	No Cell Phone Policy
	Program Philosophy
	Classroom Daily Routine
	Child Observations & Assessments
	Parent Teacher Conferences (twice per year)
	Nutrition/Meals-outside food not allowed
	Open door policy & confidentiality
	Tour of classroom
	Acknowledgment of receipt for center Parent Handbook
	Tuition (if applicable)

_____ I have received a copy of the SBUSD After School Parent Handbook and agree to abide by the policies of the After School/Expanded Learning Program for Santa Barbara Unified School District.

_____ I understand that the State Department of Education/Early Education and Support Division may interview children, parents, and staff.

Child's Name

Site

Parents Name

Date

Teachers Name

Date