



# Kids' Care/SOAR Parent Handbook

Carlsbad Educational Foundation  
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# Welcome to the Carlsbad Educational Foundation's Kids' Care/SOAR Program!

Dear Parent(s):

Welcome to our program and "our Kids' Care/SOAR family." In order to provide quality child care, we have staffed our program with qualified directors, teachers and aides who will work closely with your children.

Our **Parent Handbook** is intended to provide you with program guidelines and regulations, as well as to familiarize you with the overall program. In all cases, whether required by the State of California for licensed centers or by the Carlsbad Educational Foundation, the rules and regulations are in place to ensure that children are supported in a safe and nurturing environment. The site director at your school will be able to answer any questions you have. We encourage you to call our office for any additional information you may need or to address concerns about our programs and services.

Our entire staff is committed to continuous improvement of our programs and services. Should you have questions, problems or concerns, we are available to assist you. We look forward to working with you for the benefit of your child(ren).

Sincerely,

The Carlsbad Educational Foundation Board of Directors

## KIDS' CARE/SOAR PARENT HANDBOOK

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## **CONTACT INFORMATION**

Please keep your contact and student information up-to-date!

We want to provide the best service possible to you and your child(ren) and communication is essential to that. For safety and your child's well-being, kindly let us know immediately of any changes to phone numbers, address, student release information or any other issues which may arise, as quickly as possible, so that we may better serve you and your child(ren).

In addition, there are conditions spelled out within the handbook that can lead to termination of child care services. These conditions relate to a number of issues, including health and safety as well as payment for services.

## **SCHOOL SITE DIRECTORY**

Our school site directory can be found on our website [carlsbaded.org](http://carlsbaded.org). For program availability and registration contact the CEF office at (760) 929-1555. Questions about each site may be directed to the individual Kids' Care/SOAR site director.

## **MISSION / PHILOSOPHY / CURRICULUM**

Kids' Care/SOAR is a service of the Carlsbad Educational Foundation under contract with the Carlsbad Unified School District.

*Our Mission:*

The Carlsbad Educational Foundation Kids' Care Program is committed to providing a safe, high quality, licensed childcare program through consistently applied quality standards in an enriching and nurturing before and after school environment.

We view the child as an independent, individual, active learner. Our goal is to provide quality childcare in a fun, stimulating and safe environment where they can engage in learning and development. Through planned and integrated STEAM (Science, Technology, Engineering, Arts, Math) lessons/activities, as well as engaging enrichment programs, children are challenged to explore their world, solve problems, develop physically, and expand language skills and concepts. The emphasis is on active, hands-on learning.

Our learning environments offer both free choice opportunities, planned lessons in STEAM, and activity clubs/centers to encourage both independence and teamwork. Organized group games are also offered during inside and outdoor times. Weekly lesson plans are posted in each classroom.

Homework Club is available Monday through Thursday for 30 to 45 minutes per day. Homework Club assists children with take-home school work and is *not meant to be a tutoring center*.

## **ADMISSIONS**

We operate on a nondiscriminatory basis, giving equal treatment and access to services without regard to race, sex, religion or national origin and provide child care for school age children in Transitional Kindergarten through Grade Eight.

Kids' Care/SOAR will make every effort to provide service to children with specialized needs. However, Kids' Care/SOAR may be unable to safely accommodate a child that requires unique or additional staff support that limits our staff's ability to supervise and service all other children within the Kids' Care/SOAR 1:14 teacher-to-child ratio. If your child has a disability or medical condition that impacts his/her daily life and that would require additional support or impact staff, we ask that you discuss the condition with the Site Director and/or the Director of After School Programs prior to considering registration in our program. Parents are encouraged to share strategies with staff for care that will make their child's placement in Kids' Care/SOAR successful.

## **STATE LICENSING RIGHTS/CONSIDERATIONS**

Kids' Care/SOAR is state licensed and operates under rules and regulations set forth by the Community Care Licensing Division, California Department of Social Services and California State Laws and regulations governing school-age childcare.

The California Department of Social Services Child Care Licensing Division reserves the right to inspect the child care center, interview staff, and review student files without parent authorization.

## **PARENT RIGHTS AND PRIVACY/CONFIDENTIALITY**

An open-door policy is in place that allows parents the opportunity to visit the center at any time during normal hours of operation but must be respectful of the children and their routines and activities.

**Health and-Safety Code Section 1596.857** provides:

*“(a) Upon presentation of identification, the responsible parent or guardian of a child receiving services in a child day care facility has the right to enter and inspect the facility without advance notice during the normal operating hours of the facility. Parents or guardians when inspecting shall be respectful of the children's routines and programmed activities.” Further: “(e) Notwithstanding any other provisions of this section, the person present who is in charge of a child day care facility may deny access to an adult whose behavior presents a risk to children present in the facility and may deny access to non-custodial parents or guardians if so requested by the responsible parent or legal guardian.”*

Any records required to be released relative to the child(ren) and/or his/her parent(s) by any agency will only be released upon receipt of a written authorization by the parent/guardian or as required by law.

Photographs of children may be taken at Kids' Care/SOAR for site bulletin boards, family gifts, informational presentations, media/news releases and documentation of program activities. Parents acknowledge and give permission as stated in the Kids' Care/SOAR Enrollment Agreement. Parents that do NOT wish their child(ren) to be photographed must submit a signed and dated letter to Kids' Care/SOAR withdrawing consent.

## **ENROLLMENT PROCESS**

Enrollment will be open to any qualifying child, provided the Kids' Care/SOAR Program can meet the needs of the child. Each child will be admitted to Kids' Care/SOAR Program with a one month trial period so that we can evaluate the appropriateness of our program for your child. Kids' Care/SOAR reserves the right to dis-enroll a child for reasons of non-cooperation, aggressive/violent behavior, delinquency in payment of fees, or inability of the child or parent to adjust to the Kids' Care/SOAR Program as determined by the Site Director.

Enrollment in the Kids' Care/SOAR Program is offered on a space available basis. Only students enrolled in Carlsbad Unified School District elementary schools are eligible. This is not a drop-in program. Before a child can be enrolled and attend our program, each child must complete the online registration and the licensing forms.

We require a 15 day notice to make tuition and/or schedule changes, including leaving the program.

*Please note: During our Holiday Care and Summer Programs, we offer childcare and daily rates to all school-aged children grades TK-6<sup>th</sup> from any school district. The same online enrollment process and paperwork must be completed and prepayments must be received for these programs.*

## **LEGACY ENROLLMENT**

Families who are currently enrolled with in the Kids' Care/SOAR Program are given the opportunity for early/priority registration during the month of April. Open registration begins annually on May 1.

## COPY OF CEF KIDS' CARE/SOAR ENROLLMENT AGREEMENT

### **Waiver:**

I agree to indemnify and hold harmless the Carlsbad Educational Foundation (CEF) and the Carlsbad Unified School District and their officers, agents or employees from any liability claim or action resulting from or in any way arising out of the participation in this activity by the registered person.

### **Cancellation Policy:**

I understand that I am committing myself to participate in the Carlsbad Educational Foundation (CEF) Kids' Care Before and After School Child Care Program for the duration of the school year. If withdrawal is necessary, I will provide **15 days written notice** to CEF addressed to [Cheryl@Carlsbaded.org](mailto:Cheryl@Carlsbaded.org).

### **Payments:**

- I understand that agreement to the time(s) childcare services will be provided requires the Carlsbad Educational Foundation to commit staff and resources for my child, and that I am committed to payment for the time contracted whether my child attends or not.
- I understand that I am responsible for fee payment prior to childcare services being provided. Monthly payments are due the 1st of each month. Invoices are not required for payment.
- Fees are based on a ten-month payment schedule. Eight full payments and two half month (Dec. and June) payments are due September through June.
- We give a 10% discount for each additional child enrolled in these programs: regular school year and weekly summer. The discount does not apply to holiday or hourly care programs.
- Debit/credit/eCheck (ACH) payments can be made via the Click-to-Pay links in our email invoices or through our CEF website at [www.CarlsbadEd.org](http://www.CarlsbadEd.org). Tuition can also be paid via check, money order, or bill pay through your bank. Payments should be made payable to Carlsbad Educational Foundation (or CEF). We do not accept cash.
- I understand that any tuition payment received after the 10th will be subject to a \$20 late fee. If the tuition payment is not received by the 15th of the month, I understand that childcare may be withheld until my account is in good standing.
- I understand that there will be a \$25 charge for returned checks. If there is a third NSF check against my account, I understand further payments can only be made by money order or cashier's check. Cash will not be accepted.
-

### **Late Pick Ups:**

- I understand that if I pick up my child after my agreed upon time, a late fee of **\$1.00 per minute** will be charged. A 5<sup>th</sup> occurrence may result in a dismissal from the program.
- If my child remains on the site after closing and the site has not heard from me, a staff member will call me. If I cannot be reached, then the staff member will contact the emergency contacts I have listed on the Emergency Medical Form as authorized to take my child from the site. Site staff will stay with my child if possible, but if after one hour the site staff has been unable to reach me or an emergency contact, the staff will call the local police.

### **Authorized Release:**

- I understand that my child will only be released to any person(s) listed on the Emergency Information form. All individuals must provide proper identification.
- I, or the person designated on the enrollment form and/or Emergency Contacts form, will sign (full signature) my child/children in and out daily. Failure to sign my child in and out of childcare may result in cancellation of childcare.

### **Illness/Injury:**

- If the childcare staff notifies me or my designee(s) that my child is ill, I must pick up my child immediately. If my child is absent due to a reportable disease, my child may return only with a physician's note indicating that he or she is no longer contagious (per state legal requirements).
- I understand that if my child is absent from regularly scheduled school due to an illness, my child will not be allowed to attend Kids' Care/SOAR that day to prevent any possible spreading of germs.
- In case of emergency, CEF Kids' Care/SOAR has my permission to administer first aid or to obtain emergency medical treatment in my child's best interest.
- I understand that my child is not to take any medications at the Kids' Care/SOAR site, except as allowed in accordance with the medication's policy. (See handbook.)

### **Kids' Care Right to Terminate Care:**

- If for any reason my child is having problems in the program, a conference can be arranged between the parent, teacher and Kids' Care/SOAR site director.
- I understand that the Carlsbad Educational Foundation reserves the right to terminate childcare services if it is determined that placement is unsatisfactory.



### **School Closures/Natural Disasters:**

- I understand that if for any reason the school district cancels school before the start of the regular school day, childcare services will also be closed. If conditions arise during the school day and schools are closed, my child/ children will be housed at his/her regular childcare site until I, or my authorized designee arrives to pick up my child.
- I understand that unforeseen natural disasters may occur (i.e. fires, earthquakes), therefore forcing school closures. I understand that payment for those days closed are required in my regularly paid tuition. CEF will enforce the above statement for a period of 5 days. After the 5th day and beginning on the 6th day of a school closure due to natural disasters, CEF will prorate and credit funds back to the parents on a per day basis. All credits will be reflected in invoices at the beginning of the next billing cycle.
- The before and after school program operates per the school system calendar. Before and after school programs during designated school holidays, vacations, and summer have separate fees in addition to regular tuition. Enrollment must be in advance and prepaid.

### **Field Trip Permission:**

I give permission for my child to participate in Kids' Care/SOAR field trips, whether by foot or vehicle. I understand that special field trips may require additional fees or expenses which I may be required to pay in order for my child to participate.

### **Tuition Assistance:**

If I receive subsidized tuition based on a sliding fee scale or any subsidy, misrepresentation of gross household income or subsidy status may result in dismissal from the program and/or retroactive charges for underpaid tuition may be charged.

### **Photographic Release:**

I permit CEF to use and publish photographs and/or video of my child for the purpose of promoting the Kids' Care/SOAR program and the work of the Carlsbad Educational Foundation unless written notification is provided from authorized parent/guardian.

**I HAVE READ AND AGREE TO ALL POLICIES AND FEE PROCEDURES OUTLINED ABOVE. I UNDERSTAND IT IS MY RESPONSIBILITY TO CONTACT KIDS' CARE WITH ANY QUESTIONS I HAVE ABOUT THE INFORMATION CONTAINED IN ANY DOCUMENT RELATED TO ENROLLMENT POLICIES, PROCEDURES, FEES OR FEE SCHEDULES.**

*(Electronic signature obtained via online registration form)*

## **COMPLAINT PROCESS**

Issues involving the child and the parent, including both licensing and non-licensing issues, need to be given careful attention. We recognize that problems and deficiencies must be resolved in a thoughtful and timely manner.

If there is an area of concern, the parent should first consult with the Site Director. This will allow the director an opportunity to work to resolve the situation. If the parent remains dissatisfied with the situation or if the problem remains unresolved, the parent should contact Brett Wilson, Director of After School Programs, at 760-929-1555.

## **POLICIES AND PROCEDURES**

### **ATTENDANCE AND PAYMENT AGREEMENT**

Once online registration has been completed, it takes approximately three business days for CEF to process enrollment. The Enrollment Agreement commits Kids' Care/SOAR to providing staff, space, and service to the child whether the child is in attendance or not. This commits the parent to paying for the allocated time and service *whether or not the child attends*.

All families are required to renew their child care contract on a yearly basis and to give a 15-day written notice for any changes in contracted care times or to cancel services.

We follow the Carlsbad Unified School District's calendar and all nine Kids' Care sites are open from 7:00am to 6:25pm, SOAR is open until 6pm, when school is in session. The same hours apply for Kids' Care holiday and summer care, which are available at an additional cost. We are closed and there is no care provided on the following days: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Day, Presidents Day, and Memorial Day as well as the Friday after the last day of school (for summer care set-up).

### **CHILD CARE FEES AND PAYMENT POLICY**

Before- and after-school child care is provided every day that school is in session. No additional fee is charged for minimum days. A 10% discount for each additional child is provided for families with more than one child in the program.

- All payments and billing are handled by the Finance Manager. Please call 760-929-1555 with questions regarding billing.
- Payment is due by the first of each month.
- All fees must be paid prior to service on or before the beginning of each month.

- Dividing tuition among two or more parties/family members requires the completion of a Split Account Authorization Form. This form that can be found on our website. Both account holders for a split account will need to complete online registration for your child(ren) to create separate accounts. Both accounts will be charged the annual \$75.00 registration fee per child. Only Contracted school year monthly fees can be split. We are unable to split Holiday Care, Hourly Care and Summer Care charges as they are optional care and require pre-payment at time of booking.

### **LATE FEES**

Payments received after the 10th of the month are charged a \$20.00 late fee.

If a family fails to pay its monthly fee by the 15th day of the month, child care may be withheld.

### **HOLIDAY AND SUMMER CARE**

Additional care is provided on specified school holidays, summer, and other vacation days at an additional charge. The operation of programs at those times is based on need. *\*These days are open to students from any school district in grades Transitional Kindergarten through Sixth grade. (Completed paperwork and registration fees apply.)*

### **ATTENDANCE POLICY**

Children will be accepted according to the days and hours stated in the contract for child care services. If a child is absent or sent home from school, they are not allowed on that day to come into our program for afternoon care.

Our staffing is based on the number of children assigned by contract at any given time. We do not have drop-in service. If you need emergency care, contact the CEF office (760) 929.1555 and we will make every attempt to accommodate your need.

Prepaid, preapproved Hourly Care is available at most sites. This care is only available for a maximum of five days per month with no exceptions. It must first be preauthorized by the site director and is dependent on space availability and licensing ratios. There are no refunds, credits or changes on your days and times once they have been submitted. Please go to our website to download the Hourly Care Enrollment Form.

Attendance is taken upon release from school. Kids' Care/SOAR staff members are responsible for taking attendance. It is the student's responsibility to arrive promptly after school for check-in. Students must request permission from the Kids' Care/SOAR staff before being allowed to leave our care.

At no time, may we rely on student notification that he/she will not be attending our program after school. This must always be verified by parental notification.

## **ABSENCE, ARRIVAL AND PICK-UP PROCEDURES**

These procedures are established for your child's safety. If arrival and pick-up procedures are not followed, we have no choice but to terminate child care.

**Absence:** If your child will not be attending Kids' Care/SOAR on a given day or any portion of a day that he/she is scheduled to attend Kids' Care/SOAR, it is essential that you notify your child's site in advance. *There are four ways to do this:* 1) by phone, 2) by email, 3) note it in the Parent Communication Log (located at the sign out counter), or 4) by directly informing a staff member. If you do not contact us, we will call you.

**Arrival:** State law requires that the receiving teacher must be present and ascertain that a child being delivered to Kids' Care is well and able to attend. All children coming directly to Kids' Care must be brought inside by the parent and signed in using the parent's full legal signature/pin #.

A child who has been in regular attendance at the school during the day may move from the school to the Kids' Care/SOAR without a parent signature. We will sign in children reporting from school. Likewise, in the morning before school, the staff will sign the children out to report directly to school. In cases where the child enters the facility without a parent, other than directly from school attendance, the parent will be immediately contacted to return to Kids' Care/SOAR to sign their child in properly.

**A child may be dropped off no earlier than the hours stated in the enrollment agreement contract for child care. Parent must sign the child in with a full signature/pin #.**

**Pick-Up:** Children must be picked up on or before stated contract hours. Parents must sign out with a preassigned PIN number and/or a full signature. We must have visual contact with parents/authorized persons picking a student up. Students will not be released to unauthorized persons. Parent/Guardian must provide written permission for any person picking up their child. Any person not recognized by staff must provide ID. At no time is a child to leave on his/her own or sign themselves out of the program. Parents/Guardians may not retrieve their children from the playground, restroom, etc. without first signing out.

**Pick-Up Prior to Scheduled Care:** School age children are expected at the program according to their contract. If the parent plans to pick up the child directly from school on one of the contracted child care days, the parent must notify the Kids' Care/SOAR site prior to the close of the regular school day by calling the Site Director. If your child participates in after school enrichment or other extracurricular/special activities, you must provide written notice to Kids' Care/SOAR in advance, indicating the calendar period, time, name and location of the activity and the time the child will be reporting to the program site.

## **LATE PICK- UP POLICY**

Kids' Care sites close at **6:25 p.m.**, SOAR sites close at **6pm**. The operation of the site past operating hours requires not only arranging coverage, but also overtime pay for employees as well as additional operational costs for the facility. *Children must be picked up no later 6:25pm from Kids' Care and 6pm from SOAR. Late pick-up violations will result in a charge of \$1.00 per minute.*

\*If you are enrolled in the ASES grant program at Jefferson or Buena Vista, this program ends at 6:00pm and unless you are enrolled for extended care, the \$1.00 per minute late fee applies after 6:00pm.

*Child care services may be terminated for chronic violation of pick-up requirements. Carlsbad Police Department will be contacted for children left later than one hour past closing time.*

## **SCHOOL SPONSORED ENRICHMENT PROGRAM PROCEDURES**

Kids' Care/SOAR is not affiliated or connected in any way with any of the afterschool enrichment programs or other extracurricular activities that are school or otherwise sponsored.

The following procedures are required by Kids' Care/SOAR:

- We need to receive the students' enrichment schedules.
- Kids' Care/SOAR students must report to Kids' Care/SOAR before going to their enrichment programs. This will alert us to their presence on campus and intention to return to Kids' Care/SOAR after their enrichment class. Students can drop off their belongings at Kids' Care/SOAR.
- First through fifth grade students will be responsible for going to and from the enrichment program on their own.
- TK/Kindergarten students will either be walked to their enrichment program or watched until they arrive, if they are within visual proximity.
- TK/Kindergarten students will be brought back to Kids' Care by the enrichment provider. We cannot pick up the students.
- Kids' Care/SOAR will not be responsible for students missing their classes due to changes in schedules or rooms.
- Communication regarding any enrichment class must take place between the provider and the parents.
- Parents are responsible to inform Kids' Care/SOAR of any changes.

In School Release: A school staff member requiring/requesting a student leave our care for specific reasons is responsible for that student and must come to pick up/return the student to our care and sign out/sign in the student.

***Out of concern for the safety of our children and legal requirements, child care services will be terminated due to failure of parents to follow the conditions of sign-in, sign-out, and adherence to hours of operation.***

## **ADDITIONAL PROGRAM INFORMATION**

### **STUDENT SUPERVISION**

*“Supervision is basic to the prevention of harm. Parents have a contract with caregivers to supervise their children. To be available for supervision or rescue in an emergency, an adult must be able to hear and see children at all times.”*

- California Community Care Licensing – Best Practices: How to Prevent Children From Leaving a Child Care Facility Due to a Lack of Supervision – May 2008

To ensure student safety, Kids’ Care/SOAR sites have the following strategies in place to provide constant visual observation of all children:

- \* Structured Sign-In/Sign Out Procedures
- \* Staff Placement
- \* Intra-staff Communication
- \* Restroom Procedures
- \* Regular, Scheduled Counting
- \* Student Boundaries
- \* Walking with Student Groups
- \* Student Awareness

Kids’ Care/SOAR also has an incident response plan that guides staff actions in the event a child is unaccounted for. Please feel free to request more information about the strategies in our supervision plan from the CEF office.

### **DAILY SCHEDULES**

Daily schedules are posted on the site’s **Parent Board** located inside each room. Please refer to these schedules for the daily activities, lesson plans, routines, and snack times.

### **APPROPRIATE CLOTHING**

Children should wear clothing appropriate to the changes in the weather during the day and year. Clothing needs to provide protection from the sun, as well as from rubbing and bumping on play equipment and playground tumbles. Closed-toe shoes are highly recommended. Flip-flops are not allowed. Children need to have sweaters/light jackets in cool weather. Some sites may not have additional clothing available so young children may want to have a second set of clothes in their backpacks.

## **FOOD SERVICE**

Children are provided a snack during the 2:30-6:25pm after school program. All snacks are comprised of either prepackaged or fresh snacks representing two foods groups. Parents of Transitional Kindergarteners and Kindergarteners who spend a lot of time with us are encouraged to pack extra snacks. Transitional Kindergarteners and Kindergarteners have the option to purchase cafeteria lunches from the school or may bring their own.

## **DISCIPLINE POLICY**

It is vital that parents, teachers, and children enrolled in Kids' Care/SOAR have a clear understanding of our discipline guidelines. Every child has the right to learn and no child should interfere or prevent another child from his/her right to learn.

We have three rules:

1. Be respectful
2. Keep your body to yourself
3. Listen to and follow directions

Please review these rules and what they mean with your children and use them as references when discipline is necessary, or rewards are given.

## **DISCIPLINE PLAN**

Kids' Care/SOAR uses a variety of methods to encourage good behavior and discourage unacceptable or inappropriate behavior. Positive reinforcement, rewards, privileges and verbal praise are used to acknowledge and encourage acceptable, positive behavior.

When it is necessary to discipline a child, whose behavior is inappropriate, a variety of discipline strategies will be used to correct the child's unacceptable behavior. The following are techniques we use for teaching and empowering students to help them solve behavior issues. The same behavior standards for students that apply during the school day also apply during Kids' Care/SOAR time.

Discipline Techniques (*not in any particular order*):

- Speak to the student
- Positive redirection
- Verbal warning
- "Time out"
- Loss of privileges
- Speak with parent
- Behavioral contract
- Suspension

- Release from program

We appreciate direct communication between parents and our staff. We encourage parents to feel free to discuss discipline issues or areas of concern with their Site Director and staff.

If a child continues a pattern of inappropriate behavior, initially it will be discussed with the parent. It is important that parents be supportive by encouraging the child to behave appropriately and/or follow the discipline guidelines.

If unacceptable behavior persists (after several attempts to guide the child toward the acceptable behavior) the child may be suspended from the program and the parent will be contacted to immediately pick-up the child. A meeting will be arranged with the Site Director and the parent to develop a plan of action to correct the situation. If this plan of action is not successful, the child will be dismissed from the Kids' Care/SOAR program.

**Aggressive, violent or disrespectful behavior will not be tolerated, and may be grounds for immediate suspension.**

## **HEALTH REQUIREMENTS/MEDICATION/EMERGENCY CARE**

Children will be screened daily by the Site Director/staff before for early signs of illness. No child may remain at the site if he/she is sick. If a child becomes ill during the day or has an accident requiring more than first aid treatment, parents are immediately contacted and instructed to pick the child up. Our sites can only provide an isolation area for a sick child to rest in until pick up has been arranged.

### **MEDICATION**

Medications cannot and will not be given without written approval by the doctor on the proper Medical Consent Form. The Parent Consent for Administration of Medications and Medication Chart (LIC9221) form is available from the Site Director or online at <http://www.carlsbaded.org/docs/kids-care-parent-consent-admin-of-meds.pdf> All medication must be in its original packaging.

We encourage parents and physicians to schedule medication consumption **OUTSIDE OF PROGRAM HOURS**. In order to meet the needs of children for whom it is necessary to administer medication during the day, the program strictly adheres to its Medication Policy and to all laws regulating this activity. Medication will be stored, handled and administered only according to this policy. A copy of the policy and an authorization form, which are available from the Site Director, must be reviewed by you and be completed by your child's physician to properly authorize the program to handle his/her medications. Personnel may consult with the physician before deciding if they will administer the medication. Only under extreme conditions are medications given by personnel. Kids' Care/SOAR reserves the right to decide not to administer medications during the child's attendance at the program. In this case, personnel will notify the



parent prior to accepting the medication or at such time as it deems it can no longer do so.

### **EMERGENCY CARE**

Registration requires completion of forms for Identification and Emergency Information (LIC700) and Consent for Emergency Medical Treatment (LIC627). The forms identify dentist, doctor and authorize the course of action to be taken should a medical emergency arise. These forms must be kept up-to-date. The parent is required to immediately inform the site director of any change in the information provided.

In an emergency, we will attempt when possible to contact you or your designated representative. If we are unable to do so, or if time requires, we will contact your physician or dentist for direction. If we are unable to reach you, or if time requires, we will contact the Carlsbad Fire Department Paramedics and/or seek emergency medical treatment.

### **DISASTER PREPAREDNESS**

Each site conducts practice drills. In the event of a natural or impending emergency, Kids' Care/SOAR sites are equipped with a disaster preparedness plan. Should evacuation occur, check with your individual site for further information or instructions. A staff member will remain with children until parents can be reached.

### **PARENT PARTICIPATION**

Parents are invited and encouraged to participate in activities whenever possible. The following are suggestions on how you might participate:

- Participate in program events when possible.
- Provide the program with children's books, toys, games and puzzles, etc. that are in good condition but no longer needed at home.
- Provide age-appropriate videos and computer software for use at the site.
- Bring things from home such as scrap materials, paper and art supplies, arts and crafts ideas, and special snacks (prepackaged).
- Volunteer to support the children's community service activities.

### **ASES GRANT PROGRAM FOR JEFFERSON AND BUENA VISTA SCHOOLS**

ASES is a state-funded, tuition-free afterschool program for eligible families at two designated Kids' Care sites.

The After-School Education and Safety (ASES) Program is offered at Jefferson and Buena Vista Elementary Schools. There are certain stipulations to participating in this grant-funded program. Students should attend Kids' Care every day from 2:30-6:00pm Monday through Friday (except Thursday and other early release days from 1:30-

6:00pm). Any modifications to this arrangement must still meet the grant requirements for eligibility. Contact your site director with specific concerns.

*Noncompliance may result in loss of free care. **No more than four absences/early releases are allowed per month.** Please remember to sign your student out and swipe their card to verify attendance.*

- If you need to sign your child out before 5:45pm you must fill out the Early Release Agreement available in your enrollment packet. Extra forms are available on site. There are time restrictions associated with early release. Please check with your site director prior to completing this form so as to not invalidate your child's attendance.
- If your student must arrive late to our program, a tardy slip is required. Students arriving 50 minutes or later after they are released from school will not count as having attended for the day.
- Absences count against ASES attendance requirements. Too many absences could result in loss of free care. However, you may opt to stay in Kids' Care with the fee based program.

*Please note: Parents of transitional kindergarteners/kindergarteners are subject to additional fees for care prior to the 2:30pm ASES start time.*

**Thank you for choosing the Carlsbad Educational Foundation's Kids' Care Program. Should you have any questions about this handbook, please contact your site director or Director of Kids' Care, at the CEF office at 760-929-1555.**