



SPARK

**Supporting Participation in Academics and
Recreation for Kids**

Parent Handbook

2014/2015

**Glenn County Office of Education
After School Program**

Tracey Quarne, Superintendent

Program Goals

State of California requires:

- 1) one hour of homework time
- 2) one hour of enrichment/club time
- 3) one hour of recreation time
- 4) nutritious snack

Enrichment/club time expands students learning with clubs in: art, music, science, sports, reading, theater and more. Students are directed by the State of California to stay until 6 p.m. every day unless there is a need for early release.

Administration

The SPARK After School Programs are run under the auspices of the Glenn County Office of Education. Programs are funded by the State of California After School Education & Safety Grant.

Staffing

The program hires trained certificated and classified staff who meet program requirements. Activity Assistants are NCLB (No Child Left Behind) compliant. After School Staff follow strict guidelines to ensure children's health and safety, as well as provide a high quality program.

Hours and Days of Operation

SPARK operates each school day on the following basis:

*School release until 6:00 p.m.

*Minimum school days from school release time until 6:00 p.m.

SPARK is closed on any day the school is not in session.

Registration and Enrollment

Enrollment in the program shall be granted without regard to race, sex, religion, color, medical condition, disability, or national origin. Enrollment is open to any child in grades Kindergarten through 8th, provided the program can meet the needs of the child. All children must be enrolled before they attend the program. **A completed enrollment form must be received before the first day of attendance.** When a program reaches its enrollment goal a waiting list will be started at that site.

Program Fees

Due to budget cuts from the state and federal government the SPARK program will be charging the following **non-refundable** enrollment fees at: ***Murdock Elementary, WIS, CK Price, Fairview Elementary, Mill Street Elementary, Hamilton Elementary, Princeton Elementary, Capay Elementary***: \$50.00 per student, enrollment fee due when enrollment form is given to SPARK. **Elk Creek Elementary**: No fees

Lake Elementary, Plaza Elementary: \$90.00 per semester per child (\$100.00 maximum per family no matter how many children are enrolled) which is about \$1.00 per day. If parents are not able to afford the fee then they can obtain a fee adjustment/waiver request form from the school site. **The \$50.00 non-refundable enrollment fee, due when a child is enrolled, will be deducted from the first semester fee (so the additional \$40.00 will be collected in November for the first semester).** These fees are charged to cover the cost of snack at these sites which is not covered in the SPARK budget and is an extra expense.

Early Release Policy

We are pleased to have your child enrolled in the SPARK After School Program. **Our program is most beneficial to students when they participate for the full three hours (3-6 p.m.) each day.** Our expectation is that parents will pick students up from the school site at 6:00 p.m. Our policy is to release students from one safe environment to another safe environment, specifically, from the SPARK Program into the custody of a parent or guardian.

At largely rural sites (Capay, Plaza, Lake, Princeton, & Elk Creek Elementary) there are unique transportation challenges. Due to this rural makeup of our districts a child may be released early from the after school program prior to the end of the program time at 6:00 p.m. for transportation accommodations.

A child may be released early from the program for other reasons as well. These reasons include: **Medical appointments, Parent or Guardian pick up, walkers and bike riders during Standard Time, Special Campus Events under the direction of the Principal, School Site Closure due to Weather, Family Emergencies, And Last Available Bus.**

Sign-In/Sign-Out

A "Monthly Attendance Sheet" must be kept on all children who attend the program. Each child is required to be signed in and out each day. **Children must be signed out by a parent or authorized person with FULL SIGNATURE.** Only those individuals whose names are listed on the enrollment form will be allowed to check the child out from the program. Children leaving and/or returning to the program for extra curricular activities must be signed in and out each time.

Parents will be informed when students miss an unacceptable number of after school days. If unexcused absences continue then the student will be removed from the program to make room for students who will take full advantage of the program.

Reporting Absences

If your child will not be attending on a scheduled day, please call the site to inform them. If your child is scheduled to attend and is not present at close of school, staff must locate the child for his or her own safety. That may mean telephone calls to you at work and to other emergency numbers.

Late Pickup Fee Policies

The Program Closes at 6:00 p.m. Parents whose children remain past 6:00 p.m. will be subject to the following:

1st Occurrence - Verbal discussion with parent

2nd Occurrence - \$15 late fee, used to supplement staffing costs and utility expenses

3rd Occurrence - Possible suspension or dismissal from program.

"Abandoned Child" at Close of Program

If your child has not been picked up by 6:00 p.m., the following steps will be taken:

- 1) Parent's home and work telephone numbers including cell and pagers will be called.
- 2) All other telephone numbers listed on the child's enrollment form will be called.
- 3) Staff will try all numbers again. REMEMBER, staff may not release a child to ANYONE except those listed on the child's emergency card.
- 4) At 6:30 p.m., the child is considered an "abandoned" child and the local Police Department, Sheriff's Office, or Child Protective Services will be called.
- 5) The child will be released to the responding agency and staff will share with them what steps they have taken to locate the parents.
- 6) Staff will post a note on the door advising the parent who the child(ren) were released to.

Medical and Health Information

SPARK is sensitive to the health and physical needs of children, therefore, the following policies have been established:

1. The program must have current emergency information and a "Medical Treatment Form" on file for each child.
2. It is the parent's responsibility to keep the program informed of any change in their child's emergency, medical, or physical information.
3. In case of serious illness or injury, the staff will follow parental instructions on the "Medical Treatment Form" whenever possible. However, in all cases, staff will deal with serious emergencies in the most expeditious way possible.
4. The program will not transport children to a medical treatment facility or physician. If staff is unable to locate the parents or an "emergency" contact, staff may secure transportation by local emergency services for appropriate treatment at the nearest medical facility, if warranted. If major injury or illness is involved, the child will be transported by ambulance to hospital.
5. In all cases of injury or illness, attempts will be made to contact parents immediately and to involve them in the decision regarding treatment.
6. Parents are responsible for all costs incurred when a medical emergency arises.

Health Requirements

It is the parent's responsibility to monitor the daily health and physical condition of their child and determine their child's ability to actively participate in the program.

When a child shows signs of illness or infectious, contagious condition, the parent will be contacted and must pick up the child immediately. The child will be isolated and made comfortable until the parent or designee can pick up the child.

Site Emergency

In the event of an emergency or natural disaster the following procedures will be in effect: Children will be directly supervised and remain at the site until they can be picked up by the parent or other authorized person. OR in the event of a site evacuation, children will be taken to a local emergency center. The location will be posted on the site door when appropriate. Efforts will be made to contact parents AND the program staff will remain with the children until they are picked up by the parent or authorized person.

Discipline

Discipline will be administered and maintained in a positive manner, which is child-centered and contributes to the child's development. SPARK After School students will be required to follow established school rules. Behavior that is disruptive, harmful, or disrespectful or causes injury to others may result in the following disciplinary actions:

FIRST OCCURRENCE -Verbal Warning/Incident Report

SECOND OCCURRENCE -Incident Report

THIRD OCCURRENCE - Incident Report/A conference will be scheduled with the child, parent(s), and staff/Possible three day suspension

FOURTH OCCURRENCE - **Continued offenses may result in the child's suspension and/or dismissal from the program**

A child may be suspended from the program for one to five days, and/or dismissed from the program, when deemed appropriate by the Academic Alignment Teacher or Program Director.

Snacks

SPARK will provide an afternoon snack. These snacks will conform to government nutrition guidelines. It is the responsibility of the parent to inform the staff if their child(ren) have any food allergies and complete a "Medical Statement". If the child(ren) has other food preferences that cannot regularly be accommodated by the program, the parent is asked to provide the child's snack.

Transportation

Transportation to and from the SPARK program sites is the responsibility of the parent unless an alternative is noted. When transportation is needed for field trips, public and contracted transportation, or School District transportation will be used. Parents must sign SPARK field trip permission slips before their child will be allowed to participate in field trips.

Dress Code

The appropriate dress for attendance at SPARK will be the same as the school of attendance. Children must wear shoes at all times unless during a special activity as instructed by staff.

Use of Personal Property or Equipment

Children may not bring personal property and equipment to the SPARK Program. SPARK will follow school rules regarding possession and use of cell phones. **Cell phones must be turned off and left in the backpack during after school hours.** SPARK does not accept responsibility for the loss, theft, repair or misuse of articles brought to the program.

Use of Computers & Internet

At selected sites, there may be computers with Internet access. The Internet provides vast, diverse, and unique resources to students. Our goal in providing this service to students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Before access is granted, students must receive written parental permission. Parents have the option of denying their child individual access to the Internet.

Parent and Family Involvement

Parents are important people! Although parents are not required to participate in the SPARK program sites, parental involvement is *strongly encouraged*.

During the year, special meetings are held for parents. These are conducted on a site by site basis. If you have a special talent that you would like to share with the students, please contact your child's school site to discuss the opportunity to share that talent or assist the program.

SPARK is located at the following schools:

Capay Elementary (530)624-9600
C.K. Price (530)680-1904
Elk Creek Elementary (530) 968-5288
Fairview Elementary (530)680-1758
Hamilton Elementary (530)680-1676
Lake Elementary (530)330-0152
Mill Street Elementary (530)680-1817
Murdock Elementary (530)680-1670
Plaza Elementary (530)330-0027
Princeton Elementary (530)680-1680
Willows Intermediate (530)624-9613

To reach someone about the After School Programs in Glenn County contact:

Philip James, Director of After School Programs
530-865-1267 ext. 2214
pjames@glenncoe.org

Glenn County Office of Education
676 E. Walker Street
Orland, CA 95963

Phone: (530) 865-1267 Fax: (530) 865-0333