

Community Center of Mendocino

AFTER SCHOOL PROGRAM

PARENT HANDBOOK

Revised 4/3/13

AFTER SCHOOL PROGRAM

The Community Center of Mendocino (CCM) offers an after-school program for school-age children from Kindergarten through High School. Our purpose is to enrich, instruct and train young people in a variety of subjects and skills that will improve their quality of life. These include, but are not limited to, art, theatre, physical sciences, dance, martial arts, cooking, gymnastics, language arts, and soccer. We provide small classes with a great deal of individual focus. Our philosophy is one that supports experiential learning and individual growth in an environment of caring and creativity. Children must be enrolled in classes to attend. All activities take place within the grounds of the Community Center and adjacent Friendship Park.

COMMUNITY CENTER OF MENDOCINO

Community Center of Mendocino is a non-profit organization whose mission is to support a vibrant, inclusive community center that provides dynamic facilities and programs for children, teens, and adults. CCM leases the Community Center, Friendship Park, and adjacent grounds from the Mendocino Unified School District. Community Center of Mendocino is supported by program fees and contributions.

ADMISSION POLICIES

CCM provides classes for school-age children, regardless of race, gender, or sexual orientation. CCM does not provide special needs services to children with cognitive disabilities, physical impairments, or other limitations that would prohibit them from safely participating in class activities. Some classes have prerequisites or are only available to children of a specific age group, as per instructor requirements. This criteria is attached to the program schedule.

All children must have a current Identification & Emergency Information form and signed Admission Agreement on file to attend classes. Admission Agreements must be signed by the student's parent or legal guardian.

REGISTRATION

There are five after school program sessions per school year. Sessions are 6-8 weeks long, and coincide with the Mendocino Unified School District calendar. Within each session there are a variety of classes to choose from. A program schedule, class descriptions, and registration form will be available prior to the start of each new session.

Parents may enroll their children in class activities based on the child's needs and interests, their age and abilities, and subject to space availability. Enrollment limits apply to each individual class (generally 8-10 students), and advance registration is recommended. Some classes have prerequisites or are only available to children of a specific age group, as per instructor requirements. Refer to the class descriptions attached to the program schedule for details.

DAYS AND HOURS OF OPERATION

The After-School Program (ASP) will operate between the hours of 12:00 PM and 6:00 PM, Monday through Friday. There are no classes during school holidays or breaks.

STUDY CLUB

MUSD provides an instructor and an aid for 2 class periods of supervised study time per day (1 class on Wednesdays). One session per day of Study Club is available free of charge to students enrolled in the Mendocino Unified School District. 25 students max per class.

SNACKS

Healthy pre-packaged snacks are available for sale during the 15 minute break periods between classes. Families may pre-pay for snacks when they register at the rate of \$1 per snack. Children may also bring their own snacks and/or lunch, and eat during break periods. No meals are provided. Unused snack fees will not carry over from one session to another.

FEES

Class fees are calculated at \$7.00 per hour times the number of meetings in the session (\$10.50 per 1.5 hour class), \$1 of which is attributed to a materials fund for art supplies, clay equipment, mats, and other necessities. Registration is on a first come, first serve basis, and classes must be paid in full to guarantee placement. There will be no refunds (credit only) once a class has started, and no changes to the child's class schedule after the second week of the session. An unpaid balance must be paid in full before classes can be added. Scholarship funds are available and will be distributed on the basis of financial need. Applications are available through CCM staff.

Incidental Childcare Fee: \$10/hour

Late Pick-up Fee: \$5/each 15 minutes if before 5 PM. \$10/each 15 minutes if after 5 PM.

TRANSPORTATION

MUSD provides transportation services to the Community Center from the K-8 campus. Parents are responsible for all necessary transportation arrangements for their children.

HEALTH AND SAFETY

Parents are required to provide emergency contact information at time of enrollment, including the names of at least 2 people (in addition to the immediate family) authorized to pick up children. In the case of a medical or dental emergency we will call 911. We will attempt to contact the parents and the family physician listed on the child's Identification & Emergency Information form.

Parents are required to keep ill children at home. Parents will notify CCM staff if a child is ill and will not be attending classes. If a child arrives at CCM ill or becomes ill during a class, CCM staff will contact the family and/or their authorized agent to take the child home. No medications will be administered to children during the ASP.

CCM has a no nits policy with respect to head lice. Children with head lice or nits will not be permitted to attend classes. Staff will conduct periodic checks and coordinate lice alert warnings with the Mendocino schools.

SIGNING IN AND OUT

Children who are bussed to CCM from local schools will be signed in by CCM staff. All other children must be signed in by a parent or authorized adult providing their full name, the child's full name, and the time of the child's arrival. All children must be signed out by their parent or an authorized adult again providing their full name, the child's full name, and the time of the child's departure. Children 7th grade and up will be permitted to sign themselves out if so authorized in writing, by a parent/legal guardian.

Parents who are unable to pick up their child at the agreed upon time will contact CCM as soon as possible to notify staff of their alternative arrangements. Children must be picked up promptly at the end of their last class of the day. Parents who arrive more than 15 minutes late will be charged a late fee. See fees above.

DISCIPLINE

Children are expected to follow directions from staff and instructors at all times. When a disruption occurs in a class or during a break period, the supervising staff will verbally address the student and request that the disruption stop. If the student continues to be disruptive, the supervising staff will ask the student to sit quietly and "take a time out" for 3-5 minutes. If the student continues to be disruptive, the supervising staff will request the assistance of the CCM Director, who will accompany the student to the office and engage in a discussion of appropriate behavior. If the student cannot control their behavior or does not indicate a willingness to return to class and follow directions, a parent or authorized adult will be contacted and asked to pick up the student as soon as possible. The student will remain in the office with the director and or supervising staff until they are picked up. No corporeal punishment is permitted under the auspices of CCM.

Every effort will be made to return children to classes following a disruption, however, multiple incidents of disruptive behavior will necessitate a parent conference, at which time the director, parents, and instructor will negotiate a management plan to help insure that each child has the maximum possibility of success. Repeated disruption of class, and any physical and/or verbal aggression to either staff or other children, may constitute grounds for immediate dismissal at the discretion of the CCM Director.

INTERVIEW AUTHORITY

As a state licensed program, the California Department of Social Services, Community Care Licensing requires that we notify families of the agency's interview authority. The Department of Social Services has the right to interview children or staff without prior consent. In addition they have the authority to inspect, audit, and copy child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements of Title 22, Sections 101217 (c) and 101221 (d).

The Department of Social Services has the authority to observe the physical condition of child(ren), including conditions that could indicate abuse, neglect or inappropriate placement. This is subject to Title 22, Section 101200. CCM Staff shall ensure that provisions are made for private interviews with any child(ren) or staff members. In addition, the licensee shall ensure that provisions are made for the examination of all records relating to the operation of the child care center.