BRIDGES CHARTER SCHOOL

1335 Calle Bouganvilla Thousand Oaks, CA 91360
Telephone: 805-492-3569
www.bridgescharter.org

Extensions Child Care Program Handbook

Expanded Learning

Grades Tk-6

BRIDGES School Office Hours 7:45 a.m. – 3:00 p.m. (M-F)

EXTENSIONS Child Care Hours: 12:20 – 5:00 p.m. (M-F)

EXTENSIONS Phone Number: **805-796-1988**

PROGRAM PURPOSE AND DESCRIPTION

We support and facilitate the social, emotional, intellectual, and physical development of all the children who participate. Our caring and qualified staff provides a safe, nurturing, on-site environment that is designed to help all children feel successful. We create a variety of stimulating developmental activities for children so they can explore their interests at their own pace. The students have choices for free play, structured activities and opportunities for individual expression. Students may choose to participate in arts and craft projects, physical development activities, music and movement, and games of all types. Homework support is also provided. Multi-age interactions enrich the learning environment and promote positive relationships across age ranges.

Our program emphasizes student development with a sense of personal competence and interpersonal skills, including conflict resolution and group cooperation. We support children in developing skills to make good choices, play safely, build self-esteem, and to become independent learners.

Per AB 130, first priority will be given to students who are identified as homeless youth by McKinney-Vento Act, foster youth, and youth eligible for free or reduced priced meals and is based on available staffing. Applications will be reviewed by administrative staff to determine greatest need, and should we have more students than spots available, then a wait list will be formed.

A confirmation letter will be issued for those selected for enrollment in the first round. If more space becomes available families will be notified. If there are additional spaces open after enrollment per AB 130 then spots will be offered at a fee based rate.

The Expanded Learning Program begins at dismissal from the regular instructional day and remains open until 5pm M-F. A student who leaves early may be signed out by a parent or a designee who is at least 18 years or older and listed by the parent/guardian as an emergency contact on the enrollment forms. A student may not attend the Expanded Learning Program if the student was absent from school on the day of attendance. 30 Additional non-school days will be offered throughout the school year.

ENROLLMENT: Enrollment is limited. Our hope is to have enough space for all children wishing to participate in the expanded learning program. First round applications will be considered each year in April for the following year. You will be alerted no later than August if your child receives a spot. You will have one week from the date of notification to accept the spot and complete the enrollment paperwork.

PARENTAL SUPPORT: Our staff is qualified and committed to providing a safe an enriching program for your students. You are a partner in the success of this program. Please support your child in meeting program expectations. Also, it is crucial that you keep emergency contact information up to date, and alert staff of any special needs including allergies, medications, restraining orders or court orders.

STUDENT PICKUP: Students must be signed out every day they attend. Your child must be picked up promptly at 5pm when the program ends. Late pick-up may result in your child being dropped from the program. In addition, there may be a late fee assessed of $2 per minute for any child picked up past 5:00. If you accumulate a late fee your child will not be allowed to return to the program until the balance has been paid in full.

DISCIPLINE: Participation in the Child Care (Extended Learning Program) is optional. Participating children must follow all rules. Disruptive, disrespectful, or other prohibited behavior is a reason for disciplinary action and may result in removal from the program.

ATTENDANCE: Attendance is expected on the days that you register your child. If your child attends the regular school day and you fail to communicate their absence with program staff, your child risks being dropped from the program. Please be sure to notify staff if your child will not be attending child care so that staff can plan accordingly.

NONDISCSRIMINATION POLICIES

Bridges Charter School's academic and other educational support programs, services, and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics. The Bridges Extension Program refrains from religious instruction and worship in our Child Care program is in accordance with State Law.

STAFFING

BRIDGES hires child care staff based on their ability to relate to the perspective of young children. Staff are selected for their personal qualities of warmth, empathy and ability to relate positively to others. In addition, our teachers are required to have relevant experience and education. We provide guidance for our staff through daily direction, staff meetings and relevant trainings.

In addition, all of Extension Child Care staff have the following:

- Criminal History Background check
- Negative TB test or TB Waiver
- Blood-born pathogens training
- Orientation to policies and procedures
- Mandated Reporter Training
- Childhood Sexual Assault Prevention Training
- Epi-Pen and Basic First Aid Training

Our enrollment ratio meets the State guidelines of adult to student for TK with a target ratio of at least one adult per 14 students in grades 1-6.

PARENT COMMUNICATION

It is important to us to establish a partnership with parents and to maintain strong communication!

If your child has any special needs we should be aware of, please let the staff know when your child is enrolled. It is beneficial for the staff if they have information or prior knowledge about a situation. It is our desire to work with you so we are able to help your child be successful. We welcome your input about what works for you; we may be able to implement similar strategies. Changes in your child's behavior or environment (including medication, illness, sleeping patterns, family transitions) which affect his/her behavior, should also be discussed with the staff. We are here to help provide support to your child through such changes.

We appreciate your support by talking with your child about cooperation and respect during our program hours. If difficulties with the behavior of your child arise, it will be discussed with you, and your support will be requested. Knowing that the staff and parent's expectations are the same helps children make constructive choices. When children have difficulties adjusting to program expectations, parents' cooperation makes all the difference in the world!

GUIDANCE TECHNIQUES USED WITH PRE-KINDERGARTENERS and KINDERGARTENERS

1. Logical Consequences: Most preschoolers and pre-kindergarteners (TK) have a growing understanding that their actions have consequences, both positive and not so positive. Letting children at this age experience what happens naturally when they make a poor choice is usually the most effective way for them to learn the boundaries of their environment. Our first option is to always explore the logical consequences as a guidance technique, so that the child associates their behavior with the consequence that follows. Of course, this cannot always happen, mostly for safety reasons. We cannot allow a child to fall if they're climbing on furniture, for example. Child care staff will often give a consequence that is directly related to the behavior. For example, if a child is not following directions in a certain play area, the child may lose privileges to play there for a short period of time.

2. Redirection: Sometimes children get overwhelmed and/or distracted by their surroundings and need help making a different choice. Redirecting a child to a different location or activity can separate them from the inappropriate behaviors and give them a fresh start in another area.

3. Verbal Reasoning: When a child care staff member is trying to direct a child to stay within the classroom boundaries, they tell the child what they would like them to do rather that what they want them to stop doing. Using positive language helps to keep the emphasis off the negative behavior(s).

4. Problem Solving: Our ultimate goal for the children is to problem solve independently through conflicts (especially with peers). Child care staff members guide the children, as facilitators, through disagreements, conflicts and classroom issues using words and problem solving skills rather than more physical behaviors.

5. Choices: When a child is having difficulty following directions, we give the child the ability to make an appropriate choice independently by providing them with a couple of different options for them to choose from. Giving them two or three appropriate activities, actions, or items to choose from allows the child to feel more in control and assert their independence.

6. Removal from Situation or Group: If other methods aren't working or the staff deems that the situation is un-safe, we will move the child away from the situation to a safe, quiet place in the classroom. This allows a child to "cool off" for 3-5 minutes until they are able to stay calm and make good choices. After that time we will follow up on the situation with a discussion and reminders about good choices.

BEHAVIOR EXPECTATIONS IN EXTENSIONS – SCHOOL AGE STUDENTS

"Respect Myself, Respect My Neighbor, Respect My School"

The students, staff and parents at BRIDGES Charter School strive to create an environment of mutual respect, consideration and admiration where all students learn, progress and thrive. An important part of our school culture is that students take responsibility for their behavior and accept the consequences of their choices. The following community norms are in place so that all can enjoy a safe and effective learning environment:

Respect Myself.

- I will be cooperative in Extensions and contribute in a positive way to the community.
- I will choose activities during my free time in Extensions that help me to be healthy, happy and involved.

Respect My Neighbor

- I will treat others with respect
- I will not exclude others.
- I will speak and act courteously to teachers, staff, parents, visitors and other students.
- I will not tease, name-call, swear, curse, or harass another individual.
- I will not fight, pretend fight or play with pretend weapons.
- I will try to resolve a disagreement peacefully, using conflict resolution strategies and will ask an adult for help as needed.

Respect My School

- I will respect school property and not damage trees, landscaping, objects, buildings or materials belonging to the school.
- I will respect other student's property and not damage it or take things that do not belong to me.

- I will use the appropriate waste receptacles (trash, recycle, compost) for my trash.

The staff will support our students in meeting these expectations by:

- Making expectations known and clear
- Providing explicit instruction regarding how to effectively navigate and negotiate conflict
- Providing guided opportunities for learning about peaceful conflict resolution when conflicts arise
- Providing feedback and support as necessary
- Holding students accountable for their behavior and for keeping agreements.

We assist all children in meeting these expectations and request your help from home.

Positive Pays Off! We are proud of the warm, caring environment created in our program and feel that it supports children's interpersonal development. All programs emphasize positive reinforcement to help students adapt to realistic behavior expectations. Students also participate in establishing rules and the consequences for breaking the rules.

Behavior Encouragement: If your child is having difficulty adjusting to the expected behavior standards, then we will let you know. We will use Parent Square or quick notes in their back pack as a means to communicate with you and your child about specific behavior improvement that is needed. These notes are meant to be used as a positive, constructive approach to help children learn through a mistake. Your reinforcement and encouragement of expected behaviors is appreciated.

Incident Report: We use an Incident Report when a more challenging behavior occurs multiple times or when a child has difficulty with several behaviors that interrupt the school day for him/herself or others. This is a way to communicate with parents and to outline next steps.

Written Warnings and Termination: Acts of harmful physical aggression, extreme defiance, a pattern of disruptive behavior (which interrupts the operations of the program and/or infringes on the safety of another), and inappropriate use of any technology or equipment will result in a written warning.

1. When the first written warning is given, there will be a conference with the student, parent and Child Care Leader to establish a plan to resolve the problem.

2. The second written warning will result in a conference with the student, parent, Child Care Leader and the Bridges Administrator. This conference will be used to discuss different strategies and options for alternative care. A temporary removal from the program may be considered as an option.

3. The third or subsequent written warning will result in a review of placement in the program and potentially lead to the removal from the program for the remainder for the school year.

Immediate Termination: If at anytime it is deemed by the Extensions staff and/or Administration that your child is a threat to the safety of his self or others, the three-warning system will not be utilized and immediate termination of services may result.

School Suspension: If your child is suspended from any part of the school day; they are also suspended from Child Care for the duration of the suspension, unless authorized by the Bridges Administrator.

Child Care Suspension: Suspension from the Child Care program may also occur if the child commits a suspendable offense under California Education Code 48900. Under these circumstances, we require you to pick up your child immediately.

NUTRITION

Bridges Charter School promotes healthy food choices. You are encouraged to send healthy, nutritious snacks for your child such as fruits and vegetables. The Extensions Program will provide simple pre-packaged snacks such as packaged granola bars, pretzels, crackers, trail mix and drinking water.

HEALTH CONCERNS

Your child's health is a matter of great importance to us. As part of your enrollment packet, you will be asked to complete a health care needs form. This form will allow you to share specific medical needs your child may have, including allergies, diabetes, asthma, etc.

The Extensions program is committed to providing equal access for services and activities to students who are classified as disabled under Section 504 of the federal Rehabilitation Act of 1973 and strives to meet the individual needs of students with disabilities.

Illness:

We will send a child home with indications of illness including:

- Diarrhea (2 or more times within 24 hours and/or during child care hours and a change of clothes is not readily available).
- Severe coughing (whooping and/or red-blue face), difficulty breathing or trouble catching their breath, or wheezing when not controlled by medication (like albuterol).
- Conjunctivitis (Pink Eye) or ear or eye irritation - difficulty seeing or hearing, an eye injury, or pain they cannot tolerate.
- Temperature/Feverish 100.4 or higher
- Undiagnosed rashes - (also a rash that is worsening, causing pain, has blisters, or is not healing) MAY RETURN WHEN IMPROVING or as guided by health care provider. In general, for conditions such as lice, impetigo, ringworm, scabies, and pinworms, your child may return as soon as they start appropriate treatment.
- Vomiting – 2 or more times within the past 24 hours

- Green-yellow nasal discharge
- Lethargy – Listless and cannot physically participate in activities

Children who possess any of these symptoms cannot remain in Extensions. Parents (or designee) are requested to pick up their child in a timely manner from Extensions when these symptoms do occur. In order to return to Extensions, your child needs to be symptom free for a minimum of 24 hours or have a Doctor's note stating approval to return.

In any given day, a child who has not attended school, or has been sent home for any reason, may NOT attend Extensions.

Communicable Diseases: Parents are required to inform the school and Extensions of exposure to communicable diseases.

Allergies: Parents must notify staff, in writing, of any allergies, the remedy and/or action needed to be taken in case of an allergic reaction.

Medication: No medications (prescription or over-the-counter) may be given without signed authorization from you and your physician. Medication Authorization forms are available in the Bridges Office. Medication must be brought to the Bridges Office by parents in the original container with directions for dispensing. Children are not allowed to administer their own medication.

Lice: lice are easily spread and must be reported to our staff immediately. We take this issue seriously and respond promptly by taking all necessary steps to avoid widespread infestation. If your child has lice, it is imperative that you be diligent about the needed treatment and not return to school or Extensions until all nits and lice are removed.

Broken Limbs: A child with a cast or sling is a common sight at an elementary school. If your child must have a cast or wear a sling, a Doctor's note is required which states the child's physical limitations on the playground and allowed activities. (For your child's safety, if we do not receive a Doctor's note, your child will not be allowed to play on the play yard until the cast or sling is no longer needed.) The Extensions administration has the final decision as to the activities the child may be engaged in.

DISASTER PLAN

Emergency Communication: In the event of an emergency, we will do our best to send a communication blast about the situation by phone/email or Parent Square. Please keep in mind that student safety will be our first priority. As we are able, we will provide updates to keep all parents informed. Please be sure all contact information is up to date.

Coordinated Disaster Plan: In the event of a natural disaster, such as an earthquake, our staff will remain on site with the children to ensure their safety. Extensions practices drills in coordination with the Bridges Disaster Plan.

Emergency Release/Sign-Out Authorization: This required form is part of the enrollment packet. Please include a complete list of additional authorized people when you fill out the form. Don't forget to include non-local friends and/or relatives to contact. It is important that children are picked up as soon as possible after an emergency.

CALENDAR

The Bridges Charter School Extensions Program follows the regular school calendar. However, throughout the year the program will offer an additional 30 days that are not school days and will send out information and a calendar to the families notifying them of the availability. You will be expected to confirm your child's attendance in advance in order for the school to plan for the appropriate staffing and meals.

Fee Based Attendance Monthly Tuition: If your child attends regularly on a fee based attendance plan, the child care leader will need to know if he/she is going to be attending and if or when they will be absent. Please call the Extensions phone number to report.

If your child is attending on a fee basis, all payments must be made by the 5th of each month. In addition, there will be a $20 late charge if your account is not paid by this time.

SIGN-IN AND SIGN-OUT PROCEDURES

Bridges' Extensions Program operates in accordance with -California Education Title 22-California Health and Welfare Regulations and Title 5Code. Both titles require that accurate records be kept of children attending the program each day.

Sign-In: Parents or their designee must sign each child in if they attend a temporary care program, before-school program, a full day program when school is not in session, or if they come into Extensions at anytime other than directly after their school day. **We request that full legal signatures be used on the form daily.**

Bridges students are expected to come to Extensions immediately after dismissal from their classrooms; arrival is expected within 5 to 10 minutes after school is out. Extensions staff will log each student in.

Sign-Out Procedure: Parents must come in and personally check out their child/children from Extensions. **We request that full legal signatures be used on the form daily.**

Authorized Designee: If you choose to have a designee pick-up your child, the person must be listed on the Emergency/Sign-Out Authorization Form.

Picture ID: Please be prepared to show a picture ID. Your designee will also need to have picture ID on hand when signing out your child. This procedure may be necessary even after you have been enrolled for awhile, especially if there is a new staff person, or a substitute. Again, please use full legal signature.

Emergency/Sign-Out Authorization Form : This Emergency Authorization will serve as your sign-out authorization for Child Care pick-ups. You are required to complete this form during the enrollment process. You will list any and all persons who are authorized by you to sign-out your child from Child Care. (This includes you, spouse, other family members and/or friends who may be picking up your child.)Under no circumstances will your child be released to anyone not listed on this form. A child will not be released to a biological parent (whether or not s/he has custody) if there is a current court order filed at the school restricting release.

LATE PICK-UPS

Parent Responsibility: It is the parent's responsibility to have a child picked up on time daily. It is also the parent's responsibility to choose dependable designees to pick up their child when needed. If a child is picked up late, there is a per child late pick-up charge for any lateness after 5:00 p.m. Repeated lateness may result in termination from the program.

Please notify Extensions as early as possible if you are running late. If you are late and we have not heard from you, we will make calls to those you have designated to pick up your child in your absence. A fee of $2.00 per minute, per child, may be charged when a child is picked up late.

After 5:30 p.m. – Late Pick-Up Policy: We will request the Sheriff's Department to pick up your child, if we have been unable to reach you or anyone on your Emergency/Sign-Out Authorization form. We will pursue this if, and only if, all other efforts have failed. It is imperative that you have dependable back-up people listed on your sign-out authorization. Remember—Extensions is always a phone call away!

HOMEWORK

Assistance: As part of our program we will be providing homework assistance, within reasonable limits. As possible, staff may be able to check students' work in order to be sure they understand their assignment and are doing the work satisfactorily. We are unable to provide individual tutoring or to ensure that all children will complete all of their homework assignments. Along with homework, we provide a balanced program with a variety of enriching activities that involve interaction with peers, physical activities, drama, creative experiences and individual choices.

Partnerships with Parents: We see ourselves as partners with parents when helping children be successful. We encourage parents to use homework as an opportunity for being involved with their children's school work. If you have questions about our homework policy and practices, please feel free to talk to us about it.

MATERIALS

Respect: Our classrooms are well supplied with craft materials, games, sports and other equipment. We guide students in the proper use of materials and clean-up responsibilities. Students and their parents will be held responsible for items that are broken or damaged due to improper use or deliberate misuse. Items must be replaced or replacement fees paid within thirty days of the incident.

Toys from Home: Check with staff to see if your child may bring a toy from home to play with at Extensions. We discourage this practice as such items are frequently lost, broken or stolen. If items are brought, please make sure any toys from home are appropriate; no weapons or weapon-like items may be brought to Extensions. These items are also NOT to be out during the school day per school policy.

Personal technology devices should not be used while on campus unless explicit permission from a staff member has been given and is under the direct supervision of staff.

Extensions will not be responsible for any damage, theft or replacement of toys or equipment brought from home.

MULTI-MEDIA

On Fridays and rainy days, we may show movies. In accordance with school policy, only PG movies will be shown. Typically, movies and television will not be used as a scheduled activity, other than as mentioned above. Parents must complete the permission form as well.

COMPLETING YOUR REGISTRATION IN EXTENSIONS

The enrollment process is finished when the following forms are completed in full, signed and turned into Extensions prior to the first day of attendance, along with tuition payment or prepaid hourly punch card:

Registration Paperwork

- Registration Forms w Contact information
- Emergency/Sign-Out Authorization Form
- Waiver Release
- Student Information Form
- Parent Agreement Form/Financial Contract
- Medication Authorization Form – Turn in to Bridges Health Office, if needed
- Allergies
- Release Form for movies

BRIDGES Extensions after School Child Care

Student Name _____ Grade/Teacher_____

Student Name _____ Grade/Teacher_____

Address _____ City/Zip _____

Parent/Guardian
First & Last Name _____
Phone 1 _____Phone 2 _____
Email _____

Parent/Guardian
First & Last Name _____
Phone 1 _____ Phone 2 _____
Email _____

Emergency Contact
First & Last Name _____
Phone 1 _____ Phone 2 _____
Email _____

Persons Authorized to pick up your child
_____ _____
_____ _____
_____ _____

Start Date for your Child for Extensions _____

I am signing up for a:
___ 2-day program ___ 3-day program ___ 4-day program ___ 5-day program

Days of the week: (Please check)
___ Monday ___ Tuesday ___Wednesday ___Thursday ___Friday

Please list any allergies that your child has:

How severe are your Child's Allergies? Severe Medium Mild

Does your child have an EPI Pen?_____ If so do they know how to administer it themselves, and do they always have it with them?_____ Will you bring a spare to Extensions?_____

Does your child need Benadryl?____ If so please provide it to the Extensions Staff. If your child has an allergic reaction what steps would you like us to take?

_____

_____

Any medical conditions that we need to know about? _____

_____

What steps should we take? _____

_____

Anything else that we should know about your child? _____

_____

Student's Name: _____

I understand: (Please initial below)

_____ I have read the Handbook for Bridges Extensions and acknowledge and accept the terms.

_____ I understand I need to pick up my child no later than closing time and that I may be assessed a late fee if I am late. ($2 per minute)

_____I understand childcare will be offered on limited holidays, breaks or furlough days, and I will be informed or provided a calendar of when those dates will be.

_____I understand that only adults listed on the authorized pick up list will be able to sign my child out unless other arrangements are approved in advance.

Waiver/Release of Liability

Please read carefully before signing.
This is a release of liability and waiver of certain legal rights.

I, _____, the enrolled participant and/or the parent/guardian of the participant agree and understand the following document. Furthermore, I recognize that there may be risks inherent in the activities that are offered after school at Bridges Extensions including but not limited to, paralyzing, injuries and death.

I hereby grant permission for my child to participate in after-school activities and hereby agree to indemnify and hold harmless Bridges Charter School, its teachers, staff, officers, directors, agents and employees against any liability resulting from any injury that may occur to the participant while participating in afterschool activities at Bridges Extensions. I agree to indemnify Bridges Charter School for any damages incurred arising from any claims, demand, action or cause of action by the participant.

I authorize any representative of Bridges Charter School to have the participant treated in any medical emergency during their participation in after school activities. Further, the participant and/or parent/guardian agrees to pay all costs associated with the medical care and transportation for the participant.

I HAVE CAREFULLY READ THE ABOVE LIABILITY RELEASE AND SIGN IT WITH FULL KNOWLEDGE OF ITS CONTENTS AND SIGNIFICANCE.

Signed: _____ Date: _____

Student Information

Please help us; this information helps us be more successful in meeting your child's needs.
(Please fill out one form per child)

Child's Name: _____ Gr _____

Please describe your child's special needs (physical, academic, social, etc.)

_____
_____
_____

Other useful information may be noted below. Thank You. We look forward to getting to know your child and you!

_____
_____
_____

_____ _____
Parent/Guardian Print Name Parent/Guardian Signature

_____ _____
Daytime email address Daytime phone number

PG Movie Permission Slip

Parent(s)

Throughout the school year, we will be watching movies at extensions and when weather prevents us from playing outside. Many of these movies on DVD/VHS are now mostly PG (e.g. *Frozen, Nemo, Ice Age*). With your permission, your child will be allowed to watch children's PG movies throughout the year. Please fill out the information below and have your child return the bottom portion on the first day of school. If you have any concerns or questions please feel free to contact Extensions at (805) 796-1988.

Thank you,

Bridges Charter School Extensions

Student's Name: _____ Grade _____

_____ I GIVE PERMISSION for my child to watch PG movies throughout the school year.
_____ I DO NOT GIVE PERMISSION for my child to watch PG movies throughout the school year.

Parent/Guardian's Signature: _____

EXTENSIONS (805) 796-1988