

Sprouts SC Spring Hill

Parent Handbook Program description

Sprouts SC is an enrichment program located in Santa Cruz, California serving students ages 3-12. Sprouts works with the community and families to provide a fun, safe and creative space for students to enjoy during their time after school. We believe that exposing children to new experiences and ideas help small sprouts (children) grow, expand their boundaries, connect with others and foster self-discovery. Sprouts office is in operation Monday-Friday 9am-6pm.

Locations Administration Office- 810 N. Branciforte Ave, Santa Cruz, CA, 95062
School Age Site Location: 250 California st, Santa Cruz, CA 95060.

Absences

If your child will be absent or late to After School Care, please notify the site director. If we do not receive notification from you that your child will not be attending or will be late to after school, every effort will be made to verify the absence through the main school office and through the emergency contacts provided by parent. No credit or refunds will be given for sick/unused days.

Admission Requirements

Admission is for one school year at a time . Please -register your child every school year. Sprouts is nondiscriminatory and will provide equal care and attention for all children enrolled in the program without regard to color, creed, religion, or national origin. At the time of registration, a Parent Contract will be completed detailing your tuition and schedule. A new Parent Contract needs to be completed to make any changes. A 30 day notice is required to implement any changes to your tuition and schedule.

Behavior management

Each student's behavior is expected to meet the behavior standards set at their school. After School Program staff will intervene when a child's behavior threatens his/her safety or the safety of others, is causing destruction of property, or is disrupting the activities of others. We offer an environment in which children are encouraged to develop respect for one another, and respect for equipment and the property of others. Each child will be treated as an individual and the specific consequences for unacceptable behavior will depend on the circumstances surrounding the incident. In general, the following behavior intervention methods may be used: A staff person may approach the child on an individual basis and discuss the child's inappropriate behavior, remind him/her of the rules, and discuss positive alternative forms of behavior. If the inappropriate behavior persists or the child poses a safety risk to himself or others, the child may be removed from the activity or the activity area and once again be reminded of the rules and encouraged to find positive alternative forms of behavior. If your child demonstrates a persistent need for staff intervention because of inappropriate behavior, the After

Programs Manager will request a parent conference to discuss the child's needs and behavior. Behavior requiring redirection will be documented. Parents provided this documentation may be asked to sign to acknowledge notice receipt. Behavior requiring significant redirection will result in a phone call to parents/guardians and the child may have to be picked up early from care. Serious and/or on-

going concerns with your child's behavior could result in suspension and/or termination of services for your child. Staff may not ever use physical force, corporal punishment or violation of personal rights regardless of parental permission.

Parent Conferences – Available upon request, please contact the site director **Daily Program**

Quality care and safety of all children and staff at all times is our priority, paired with providing an engaging and nurturing experience for each child. Children will be grouped by grade level. Multiple grade levels may be included in one setting. Children participate with their peers in indoor and outdoor activities; including but not limited to, structured play, games, arts and crafts, exploration, team building and social interaction

Sprouts is in operation Monday-Friday 8:30am-5:30pm.

Kindergarten

2pm-3pm- Kinder Time

Elementary Age:

3:00-3:30 Check in and Snack

3:30-4:00 Outside Free Play

4:00-4:45 Activities

4:45-5:30 Homework Club and Art Projects

Prechool Age:

8:30am-9am Check in and Exploration Time

9:00am-9:30am Discovery Bin time

9:30am-10:00am Circle Time and Calendar

10:00am-10:30am Snack & Handwashing

10:30am-11:30 Learning Centers

11:30am-12:00pm Outdoor Play and Garden

12:00pm-12:30pm Lunch & Handwashing

12:30pm-1:00pm Music and Movement Time

1:00pm-1:30pm Story Time

1:30pm-2:30pm Nap Time Option and Quiet Centers

2:30pm-3:00pm Small Group Activities

3:00pm-3:30pm Snack & Handwashing

3:30pm-4:15pm Playground and Gross Motor

4:15pm-5:00pm Reading, Art and Free play

Childcare is not provided on the following days, unless otherwise stated:

Independence Day, Labor Day, Veteran's Day, Thanksgiving Break (Wednesday-Friday) Winter Break (refer to your school calendar) Martin Luther King Jr's Birthday, President's Day

Disaster Plan

Sprouts has a plan in place in case of a natural disaster of any type. The evacuation route is posted and children will be taken to a designated place should a disaster occur. There are emergency supplies including food, water, and first aid supplies on site. **The after school staff are trained in CPR , AED and First Aid.**

In the event of a major disaster, staff will remain on campus to care for your child, use cpr, aed and first aid if needed. We participate in emergency drills for a variety of situations (earthquake, fire, lock down,) to help children understand procedures and how to evacuate or locate a secure location quickly, safely and calmly.

Dress / Personal Belongings

Please dress your child appropriately for active indoor and outdoor play. Layers are encouraged, especially during cooler weather and for students who stay into the evenings. Keep in mind that your child will have the opportunity to work with paints, clay, glue, etc. For your child's safety and enjoyment on the playground, closed-toe footwear is encouraged. Please mark all your children's belongings clearly with your child's first and last name (i.e. lunch bags, back packs, all clothing, books, notebooks). Please DO NOT send toys, electronic games or devices, dolls, special sports equipment,

etc., to the after school program. If your child is bringing one of the aforementioned items to school, the item must remain in the child's backpack during their time in our after school program. The After School Program is not responsible for lost or stolen property.

Enrollment

At the time of registration, a Parent Contract will be completed. A Parent Contract is an agreement between you, the parent/guardian, and Sprouts SC After School Program, which states the tuition cost and hours during which your child will attend our program. Your child will be accepted for care only on the days for which they are enrolled.

Requirements for enrollment:

Admission Agreement
Emergency Information/Consent for Medical Treatment
Child's Health History including Immunization report
Physician's report
Parent's Rights
Personal Rights
Parent Contract & Billing Information
Parent Handbook
Receipt
Permission Slip
Payment of registration fee

Family Involvement

Sprouts believes a great key to its success is the collaboration between staff and parents. The staff appreciates feedback, ideas, and concerns regarding the program. Parents may request a conference with the Site Director or After School Program Director at any time to discuss any concerns. Each family will have access to a site-specific monthly calendar and/or newsletter with information about curriculum, activities, snacks, and special events.

Field Trip

We do not take field trips

Registration Tour/ Conference

Title 22 requires that both the parent and child attend a tour/conference before care begins. The registration conference is for you & your child(ren) to view the program and discuss the program policies. Please schedule a tour through the Sprouts Administration Office. These will be held 1 to 2 weeks prior to the start of the school and as needed for mid year enrollment.

Health and Safety

Keeping children healthy is a partnership between parents, child care providers, the children themselves and the medical provider. Only a few illnesses require exclusion of sick children to ensure protection of other children and staff.

Reasons to Exclude a Child 1. The illness prevents the child from participating comfortably in routine activities. 2. The illness requires more care than the After School Programs staff are able to provide without compromising the health and safety of the other children. 3. The illness is any of the specifically diagnosed conditions listed below.

Symptoms that Require Exclusion of a Child 1. Fever along with behavior change or other signs of illness such as sore throat, rash vomiting, diarrhea, earache, etc. Fever is defined as having a temperature over 100 ° F or higher taken under the arm, oral temperature of 101 ° F or greater, and rectal temperature of 102 ° F or greater within the past 24 hours. Oral temperatures should not be taken in children younger than four years of age. The After School Program staff will use the under arm method. 2. Symptoms and signs of possible severe illness until medical evaluation allows inclusion. May include unusual tiredness, uncontrolled coughing or wheezing, continuous crying or anger, or difficulty breathing. 3. Diarrhea – runny, watery or bloody stools. 4. Vomiting more than once in a 24 hour period. 5. Body rash with fever or behavior change. 6. Sore throat with fever and swollen glands or mouth sores with drooling. 7. Eye discharge – thick mucus or pus draining from eye, or pink eye (viral conjunctivitis usually has a clear, watery discharge and may not require medication or exclusion). 8. Head lice. 9. Severe coughing in which the child gets red or blue in the face or makes high-pitched whooping sound after coughing. 10. Impetigo, until 24 hours

after treatment has been initiated. 11. Tuberculosis, until health care provider states that the child can attend child care. 12. Hepatitis A, chicken pox, mumps, measles, rubella or shingles. 13. Child is irritable, continuously crying, or requires more attention than can

be provided without compromising the health and safety of the other children in child care.

If a child becomes sick at school, you will be called and asked to immediately pick up your child and take him/her home.

Accidents/Emergencies:

In the event of a medical or dental emergency 911 will be called. In the event of an emergency, immediate action will be taken by the staff as per your orders on the emergency release form and emergency cards. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment. If your child is injured while attending Sprout an incident report will be filled out and you will receive a copy. Emergency contact forms are a very important piece of information for us to provide immediate help for your child. Please keep these accurate at all times by notifying your site director of any contact changes.

Sprouts will not be providing the following services: The Facility will not be providing incidental medical services at this time The facility will not be providing transportation of any kind. Medication Policy

Our medication policy is primarily established to accommodate the administration of medications(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and “over-the-counter” medications will not be dispensed without a note from the child’s doctor. Parents must provide written consent as to the dosage, times and dates the medication is to be administered. All medications will be locked up and given to the child only at the times specific times requested by the doctor. Children may not store prescription or “over-the-counter” medications in their belongings at any time.

Approval and instructions from the child's authorized representative for administration of the medication to the child shall be kept in the child record. Facility shall develop and implement a written plan to record the administration of prescription and

non-prescription medications and to inform the child's authorized representative daily when such medications have been given.

Sprouts sc reserves the right to refuse responsibility for medication at the initial request of the parent or guardian, or at any time during the administration after providing proper notification to the parent. Please see your Site Director for copies of the Medication Release Form

Nutrition

Healthy choices are important for a child's diet, and we want to support these choices by offering a nutritious snack. Snacks are provided daily. We provide one snack in the afternoon during our regular after school program. During special days and camps when we operate a full day program, a morning and afternoon snack is served, and children are responsible for bringing a healthy lunch. Please refer to

your site's daily schedule for snack time. A monthly snack menu is posted at each site and is available to view on our website. Menus meet or exceed minimum standards for amounts and types of food as set by federal guidelines.

If your child has food allergies or special dietary needs, a doctor's note may be required and allergy information will be posted in the food preparation area. Please pack your child snack from home if needed. If your child would like to celebrate a special event, please see the site director.

Sign in/Out Policy

When your child is enrolled in the Sprouts After School Program, parents and guardians must provide the After School Programs Office a pre-authorized list of individuals approved to pick up their child. All individuals will be required to show photo identification and sign the attendance sheet with full signature. Only an authorized adult will be able to sign out your child after the supervised time. If a parent calls, requesting

release to someone not on the pre-authorized release list, and staff can confirm the parent's identity by voice or other means, the child may be released to that person (with photo identification). **Authorized representatives must provide full legal signatures**

Staff Qualifications and Background Check

All Sprouts SC staff must meet or surpass the qualification standards set by Community Care Licensing. Staff also have a background check as required by the State of California and are

fingerprinted through the Department of Justice. In accord with State Licensing, the staff/child ratio never goes above 1:14.

All employees hired by Sprouts SC are subject to a background check. Preceding hiring, the individual must show proof that they have the education and experience needed for the job. In order to be hired, and for continued employment, the applicant/employee must have the following:

Fingerprint Clearance
Clearance of any criminal convictions
Child Abuse Index Check
Physical Exam/Health Questionnaire
TB Clearance/Required Immunizations
Transcripts
Mandated Reporter Training
COVID-19 Training

Picture ID
Safety Policy Training
Sexual Harassment Training
Signed Job description
Personnel Record

Termination

please provide two weeks notice if terminating the program.

Services are subject to termination if parents demonstrate a disregard for the policies outlined in this handbook. Such as:

Delinquent fees Frequent late pickups of child (ren) Failure to comply with contract agreements for dates of service, etc. Continual Behavior Issues/ Aggression towards others

The Site Director will provide parents with written notification of the breach of policy. If the parents willfully continue to disregard the policies set forth, they will be given notice of intent to terminate services.

.

Camps and Non School Days TUITION When the elementary school is closed and the center is open for the full day, there will be an extra fee

for parents signing up for the day. Sign-ups for these days will be posted in advance at your child's center. It is very important to sign up for these days in advance. Care cannot be guaranteed on the full day if you did not sign up in advance. Summer Camp has a separate tuition rate. If you sign up for full day care or camp care, you are financially responsible for those days regardless of attendance. You may cancel any full day care by contacting your director by phone or email prior to the start of the full day.

Drop-In Services

Drop-in childcare services may be available to assist families on days that they are not regularly scheduled. There is limited drop-in availability, and is only allowed after

confirming with the site director that space is available with at least 24 hours in advance of the day you need care. Payment for drop-in services will be invoiced and payment will be due upon receipt. Drop-in care may not be scheduled more than 4 weeks in advance.

Drop-In Services No Show Policy:

If you sign up for drop in services and your plans change, you need to notify the Site Director at least 3 hours before the care was to begin or you will be financially responsible for this day. You will be charged for a no show without proper notice. This allows the Site Director to ensure adequate staffing for the day.

*Please note: we generally do not have staff on-site until noon. You may email or phone to leave a message during this time to cancel a scheduled drop-in. Requests for drop-in left on the voicemail or e-mail are not guarantees for space and will be responded to on a first come, first serve basis. Drop in will be confirmed by a call or email back from your site director.

Late Payments

A \$25.00 late fee will be charged for all payment received after the 5th of the month. If the 5th falls onto a weekend or holiday, tuition is due the next regular business day. More than 3 months of late payments may result in termination from the program for one calendar year.

If tuition is two weeks late, your childcare will be temporarily suspended until balance is paid in full. Collection procedures will be initiated if statement balance is not paid in full by the 20th of the month and child(ren) will be dropped from the program. The parent or guardian who has signed the billing agreement will be responsible for apying any balance due. Once collection procedures begin, you will not be able to re-enroll for one calendar year. Upon re enrollment your account must be paid in full.

Payments

Under Sprouts current operating procedures, the parent who has signed the parent contract is legally responsible for the payment of tuition. When a change in payment responsibility occurs, a new contract needs to be filled out immediately. Tuition is due on the first of each month. Please make checks to Sprouts SC. You may mail your payment to the Sprouts Administrative Office at the address located on the General Information page of the handbook. Payments can also be made online using VISA or Mastercard..

Request for Tax Statement

Parents may request a statement of payments for their taxes either by phone or email Sproutscruz@gmail.com We will provide a statement within two weeks of request. You must be listed on the parent contract to make a request.

Sibling Discounts

A sibling discount of 10 % is available. This will apply if you have two or more children enrolled in our after school program.

Withdraw

If you wish to withdraw your child from the program, you must provide Sprouts office with a written schedule change notice **2 weeks in advance** of when you intend to withdraw. If you choose to withdraw without notice, you will be required to pay the equivalent of two weeks tuition for your child.