



**HOMEBASE  
AFTERSCHOOL PROGRAM  
Kids 'N Dance After School Program  
PARENT HANDBOOK / POLICIES  
2021-2022**

**3840 MacArthur Blvd.  
Oakland, CA 94619**

**(510) 531-4400**

**Kids 'N Dance After School Program – Parent Handbook 2019-2020**  
Table of Contents

A. Purpose, Goals & Methods .....	1
B. Days and Hours of Operation .....	1
C. Ages of Children Accepted for care.....	2
D. Supplementary or optional services.....	2
E. Field-trip Policy.....	2
F. Transportation .....	2
G. Snacks.....	2
H. Medication Policy .....	2
I. Medical or Dental Emergencies.....	3
J. Health Policy .....	3
K. Sign-in/Sign Out Procedure .....	4
L. Emergency Procedures .....	4
M. Behavior Guidelines & Rules .....	4-5
N. Admission Policies .....	6-7
Paperwork required for Licensing.....	6

## **A. Purpose, Goals & Methods**

Kids 'N Dance After School Program offers a small, nurturing environment for children to make the most of their after-school hours in an environment where staff are highly engaged mentors and leaders of activities. We strive to create a safe, creative, fun filled atmosphere. We strike a balance between the downtime similar to what is found at home, creative activities and games like at a summer camp and a learning community like a school. We make every effort to meet individual children's social, emotional and academic needs. Our low student / staff ratio is one of the primary methods we have for assuring that these needs are met. We believe that students days in school are so highly structured that we build in plenty of options for them to exercise control over what activities they would like to do when once they arrive. Snack is provided in a window of time with an ability to come and go for refreshment between play, homework time is determined based on individual readiness and is organized with groups that are found to work productively together. Gym room and craft time are open ended and children are free to come and go as they please.

*A general summary of our program:*

- 1) We provide quality, engaged care to our afterschool kids. We do this by having a small student/staff ratio so that the kids are entertained, engage in activities with staff, and have help managing relationships.
- 2) We attend to parents individualized homework goals for their kids. Homework guidance is very hands on helping not only with understanding directions but confirming understanding of concepts and accuracy of answers.
- 3) We offer many play options and encourage kids to explore their creativity. We do this by providing guidance with the special art projects, free access to tools for independent art, pretend play , free play in our gym room, etc
- 4) We encourage community by supporting kid sponsored clubs, multi-age games, and building friendships.
- 5) We communicate daily with parents about homework completion and the general wellbeing of their children.

*Our goals and methods:*

### **Encourage community:**

- Modeling respect and teaching respect in all interactions
- Solidifying the value of relationships by creating activities that build on finding and using connections
- De-emphasizing grade level differences by encouraging games of diverse age groups and not separating activities by grade level

### **Encourage life skills:**

- Promoting leadership and cooperation in self-directed clubs and activities
- Scaffolding behaviors and skills that support teamwork like listening, being self-reflecting and considerate through modeling and one-on-one coaching as needed

### **Encourage goal setting and confidence to work towards their accomplishment:**

- Reflecting growth that has already been demonstrated to increase confidence
- Provide achievable goals for students while guiding them through the steps towards those goals
- Inviting students to create their own goals, steps to achieve them, and appreciation not just for meeting the goal but the effort in the process

## **B. Days and Hours of Operation**

### **AFTER SCHOOL:**

We follow the Oakland Unified School District calendar for days we are open for care. Care is provided for all days that school is in session. Our hours are from dismissal time until 6:00. We accommodate all early out days for the schools we serve by providing transportation services. Occasionally we will provide full day care vacation days on the OUSD calendar. Those hours are 8:30-6:00.

**DAY CARE:**

We provide care M-F from school dismissal time until 6:00.

**C. Ages of Children Accepted for Care**

We accept all children in grades K-5. Students in Transitional Kindergarteners may be considered for acceptance after having been screened by the Director. This screening involves a simple meeting with the child and parent and a possible trial day to see if the child will get their needs met appropriately in our environment. If school is not in session and a trial is not possible, a transitional kindergartener will be given a one month trial period prior to regular admission acceptance.

**D. Supplementary and Optional Services**

Students enrolled in Kids 'N Dance's After School Program have the option to attend any of the dance, theater, and gymnastic classes offered by the hosting business (Kids 'N Dance 'N Theater Arts) at a discounted rate of 50% off.

**E. Field Trip Policy**

Students will rarely go on fieldtrips with the Kids 'N Dance After School Program, however, if they do they will only be to a local park less than 1 mile away (Jordan Park). Advance notice will be provided one month in advance and transportation will be provided if needed, or children will walk one block to Laurel School's playground. Notice will include the day and times of the visit to the park.

**F. Transportation**

Transportation is provided by drivers licensed in accordance with CHP regulations. Boosters are provided if needed. A prorated amount daily is refunded if you opt to not use our transportation services.

**G. Snacks**

Snacks are provided daily and consists of:

Two servings (1/3 cup each) of: pretzels, party mix, cheese crackers, granola (One of which can also be: animal crackers or vanilla wafers)  
Cheese stick OR one apple, orange, or banana  
7 oz cup of Apple Juice or Cran-raspberry Juice

Parents may ask that their child finish lunch prior to being served snack.

**G. Incidental Medical Services**

All medication must be provided to Kids 'N Dance After School Staff by the parent or by the school's office staff if the child is required to take it while at school on the same day. These guidelines must be followed:

1. You must fill out a Parent Consent Form for dispensing medication. Those with asthma need to have an Asthma Action Plan on site and have a Nebulizer Consent Form completed. Those with allergies requiring possible antihistamine or epipen use must have a completed Allergy Action Plan on site.
2. **No medication (prescription or non-prescription) will be dispensed to any child unless:**
  - a) **It has been prescribed by a doctor or is an over the counter medication provided by the parent and parent provides dosage information and frequency that is no more than what is on the OTC label.**
  - b) **It is in its original bottle**
  - c) **The bottle has the prescription number and expiration date, and**
  - d) **We have written consent from a parent or urgent emailed consent to dispense ibuprophen or tylenol based on labeled instructions in the event of a high fever prior to pick up from sudden illness**

3. Children may not carry or take any medication, vitamins, or aspirin. Only the director or your child's teacher may give your child any medication.
4. Parents must provide measuring spoon with liquid medicine.

### **Unusual Incidents**

Any incident deemed unusual or severe will be reported to licensing through an Unusual Incident report within 24 hours, with a written report to follow within 7 days. Use of regularly scheduled medicines as prescribed such as inhalers or medications will be considered typical, and not unusual, and will not be reported. Unusual or severe incidences would include any use of an epi-pen as well as any symptoms that merited a call to the parent, and any symptoms that require immediate medical attention.

### **Prescription Medications**

Prescription medications will be administered only if the medication is in its original container with a prescription label attached. The medical provider's recommended dosage must be on the label as well as the child's name. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication. All medications will be current and will not exceed the expiration date as listed on the medication container. Teaching staff will document each time the medication was given using the medication log. The teacher will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

### **Over the Counter Medications**

OTC medications will be administered only if the medication is in the original container and parent has completed the Consent to Administer Medication form. Teaching staff, or other staff administering the medication, will be trained and document each time the medication is given using the medication log. All staff will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

### **Other Medications**

Epipens, Inhalers, and other medications will only be given with a prescription according to the health provider instructions. All care plans will be reviewed by the Site Director. Additional training will be given as needed to address each individual care plan. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication as needed. Teachers or other staff administering medication will document each time the medication was given using the medication log. Staff will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

### **EPI Pens**

In order to have an Epipen on site, children must have an Allergy Action plan completed by their medical professional. The Allergy Action plan will identify the symptoms to look for and will indicate when an Epipen should be used. Children with allergies are listed on roster.

### **Record Keeping**

Medical records will be obtained for all incidental medical services needed. All documents will be maintained in the child's center file and also will be in the Incidental Medical Services Binder stored near the medication.

Other documents used for record keeping include: verification of staff training, asthma action plan, allergy action plan, , nebulizer consent, medication administration consent, medication log and record of extra health needs on roster. In addition, case notes from staff and the Health Specialist will document the follow up needed for each child requiring medications.

## **Storage**

All medications are stored in kitchen cabinet in tupperware out of reach (6ft high) Each child will have individual medications stored in a zip lock bag in the medication backpack. Each zip lock bag will be labeled with the child's name and the date of medication expiration. All medications requiring refrigeration will be kept in a locked medication box in the refrigerator and will be labeled with child's name and date of medication expiration. It is the parent's responsibility to collect the medication from the center once the medication is no longer in use and to replace before it expires.

## **Administration**

Teaching staff and Site Directors are the primary staff trained to administer all medications. All medications will be brought to every field trip and evacuation due to drills and emergency situations, and will be carried in the tupperwear.

## **Training**

Annual trainings for all staff to address medication administration, storage, and procedures will be conducted. Individual trainings will take place on site for each child in order for staff to review each individual health provider recommendation.

## **Precautions**

Gloves will be worn while administering any medication to ensure universal precautions are met. Hands will be washed prior to medication administration and immediately after medication administration.

## **I. Medical or Dental Emergencies**

The staff will care for minor injuries or health conditions in accordance with First Aid Guidelines of the American Red Cross. Should there be an emergency, parents and other persons listed on the child's Emergency form will be called. Your specific instructions will be followed. If none of these people can be reached, we will call the physician you have listed. If necessary, we will take the child to Kaiser Hospital. **Please notify us of any changes and update emergency information and phone numbers.**

All moderate or major accidents will be reported immediately to the Director. Accident reports will be written by staff at the time of the injury, signed by an administrator, given to parents, and copied for the child's file. Close supervision of children is the best anecdote to accidents. Use risk management to keep the environment safe and hazard free.

## **J. Health Policy**

**SEE COVID AGREEMENT IN SEPARATE DOCUMENT**

We reserve the right to refuse participation to any student deemed by the Director to be at elevated medical or emotional behavioral risk. We also reserves the right to request clearance from a licensed medical or mental health professional at any time prior to or during the school year to allow participation. **Contagious diseases must be reported by the parent as soon as the illness has been diagnosed so that other parents may be notified of the possible exposure.**

### **Attendance restrictions**

A child with the following symptoms may NOT our program:

1. Conjunctivitis (pink eye).
2. Fever in excess of 100.0 degrees (must be fever free for 24 hours).
3. Excessive sneezing or coughing.
4. First three days of a cold.
5. Unidentified rash.
6. Ear infection not seen by a physician.
7. Vomiting or diarrhea.
8. Lice (please see Lice Policy below)

It is helpful to us in understanding and caring for your child if you keep us informed of factors of significance at home, such as the birth of a baby, prolonged illness in the family, a parent being away, death closely affecting the child, moving, etc.,

### **Lice Policy**

We need to be more conservative than OUSD due to the nature of our activities. Play time in our gym room often involves more “rough housing” and head-to-head contact increasing the likelihood of the lice spreading. While we do not have a “no nit” policy, we feel we need to restrict activities if nits are discovered after treatment. Live bugs found, however, require immediate pick up. **ALL STUDENTS ARE CHECKED ONCE A WEEK WHEN ANY CHILD IN THE PROGRAM HAS LICE UNTIL 10 DAYS AFTER TREATMENT OF THE STUDENT THAT HAD LICE**

We would appreciate you following these steps when you discover you child has lice:

1. Notify us when lice/nits are discovered
  2. Students will be asked to not attend our program until formal treatment with a pediculicide has started.
  3. Follow the treatment protocol from the California Department of Public Health which requires the use of a pediculicide (preferably chemical), morning nit combing for two weeks and re-treatment with a pediculicide in 7-10 days if nits are still present
  4. Students will be checked for lice every day upon arriving at KND for 10 days following treatment. If nits are discovered, we will ask children not to use the gym room or sit on the couch upstairs. It is extremely time consuming and costly for us to decontaminate our aerial silks, the hammocks, the crash mat and our upholstery. Please explain to your children that the restriction is not punishment, but to help them and their friends not get re-infested/infested.
- 3**
5. Students with longer hair are asked to wear it up, preferably in a single braid, until it is determined that re-treatment is not necessary (at least 10 days)

We understand the sensitive nature of being singled out because of having lice and do our best to handle it nonchalantly while also handling misconceptions of lice and how they spread.

### **K. Sign in / Sign Out procedures**

Entrance and exit should always be from the back entrance to the building using the gate code to enter. Please be sure to discretely use the code and close the gate behind you.

All parents must sign out their child with their FULL NAME in the attendance binder. Alternate pick-up persons must be on file prior to their being picked up. You must call and speak to the Director in person if you have an alternate person picking up who is not listed on file. Please list the time of sign out next to your name.

If you drop off your child yourself as opposed to using our transportation, your child needs to be signed in as well with the time of drop off recorded.

## L. Emergency Procedures

IN THE EVENT OF AN EMERGENCY THAT MAKES LOCAL PHONE CONTACT CHALLENGING  
AND THE PROGRAM CAN NOT REACH YOU UPDATES WILL BE PROVIDED TO THE  
FOLLOWING OUT OF STATE NUMBER: Terri Mueller 314-330-8156

The afterschool program holds regular scheduled emergency drills with the children in the event that there is a fire, earthquake, or other emergency. An Evacuation Plan posted the bulletin board. The alternate location, should one be needed is at 4145 Maybelle Ave, Oakland, CA – the Director’s home which is 5 blocks away. In the event that there is a regional emergency, such as an earthquake, while children are offsite, or during pick up times, drivers are trained to return to the closest pick-up school and call the director, then parents.

## M. Rules for Behavior

### Our Afterschool Rules

1. Treat each other with respect: use respectful language and tone of voice at all times. No teasing or foul language.
2. Respect each other’s space: no hitting, pushing, or kicking. Find a positive way to resolve conflicts.
3. Respect each other’s property. Do not take other child’s things or damage other child’s things.
4. Respect our environment. Work with your group to keep your areas clean. Help the Afterschool to “tread lightly” by recycling, reusing, and respecting nature.
5. Listen to staff and other adults at all times. Follow directions.

### Additional Standards of Behavior

Our program is a place where all children can feel safe, nurtured and accepted. In order to facilitate a healthy and positive environment for all, the following behavioral standards have been set:

1. Ridiculing and teasing are not allowed. Children are reminded about this policy in a gentle but firm manner. It is explained that the above behavior makes all of us feel bad, and often times results in aggressive physical acting out.
2. Physically violent and aggressive behavior is not allowed. A child will be sent home immediately if they are involved in a physical altercation.
3. Aggressive and vulgar language is not allowed. Children are reminded about this policy in a firm manner.
4. Graffiti and other action that damages the premises will be dealt with by charging parents for the damage.
5. The staff is here to create a positive environment for all involved. A child who compromises the effectiveness of the staff (e.g., non-cooperation, not listening, being in an unsupervised location) will be dealt with in a gentle but firm manner.
6. Any type of toy or garment that depicts or is a representation of acts of war and violence, drugs or alcohol is not allowed at our program. It is also recommended that personal toys not be brought to Afterschool. Lost or damaged items are not the responsibility of our program.
7. Weapons, pets, alcohol (except at certain community celebrations), and illegal substances are not allowed.
8. Repetitive occurrences (3) of any of the above behavior after repeated warnings may result in expulsion from Afterschool without a refund. Parents will be notified prior to any action taken.

4

### Language

Our goal is to encourage positive social skills and friendship building. The use of inappropriate language (teasing, put-downs, name-calling, swearing) is not acceptable. If the inappropriate language continues, the same procedures for behavioral discipline apply.

### Van Rules

1. Children will sit in designated seats, (bottom to bottom, back to back.)
2. Children will always be seated while van is in motion
3. No body parts outside windows or doors



4. Children must keep voices at moderate level (No screaming ☺ )
5. Children will not distract the driver: this includes throwing things or violent behavior
6. Children will sit in boosters when required, and will wear seat belts at all times
7. Children without explicit parent permission will not sit in the front seat and only those over 9 will be permitted.

## **Misconduct and Discipline**

Discipline is not a punishment; it establishes a positive structure within which the child can grow without hurting him or herself, others or damaging property. The staff follows these rules and will help your child to understand them and follow them. We will not allow behavior to continue if it appears that your child will hurt him or herself or someone else or that property will be damaged.

Our teachers implement this policy with the constructive techniques that we have established below:

1. When behavioral problems arise, we stop the misconduct immediately.
2. We talk to the child or children involved and give them a clear message as to why their particular behavior is not acceptable as well as tell them the consequences of further misconduct (for example, sitting out from an activity for a set time period).
3. We try to redirect their energy into something more productive.
4. Should misconduct persist, consequences (such as sending them to another activity) are consistently enforced. Parents will be notified.
5. If a child seems to be misbehaving consistently, or if we feel that he or she has misbehaved in a way worthy of parental attention, we will arrange a parent conference to see how we can all work together to improve the situation. At this point, a "behavior contract" will be created with the child to outline the steps to follow and will be signed by the child, the parent and the Director of Youth and Family Programs.
6. If the child's conduct continues to present a problem, we will call the parents and have them take the child for the afternoon, or arrange for the child to spend the next day at home.
7. If unacceptable behavior continues, the parents will be given two more warnings in writing.
8. If the unacceptable behavior continues after the behavior plan and two written warnings the child will be asked to leave the program without deposit being refunded.
9. In the event of severe physical aggression, we will immediately call the parents, and arrange for a conference in which we will list subsequent consequences.

**Disciplinary Restrictions** Along with the techniques above on what to do when faced with children's behavioral problems, below are also techniques on what **not** to do concerning the same:

1. The staff is prohibited from using any corporal punishment, which is defined as the use of negative physical touching. Some examples are spanking, slapping, tapping, pulling ears, arms or hair, pinching, lifting by one arm against the child's will if for a punitive reason. This list is not all-inclusive. Any infraction of this requirement will result in the immediate firing of the staff member using the punishment.
2. Staff are also required not to use any child handling technique which results in unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other action of a punitive nature.

## **N. Admission Procedures**

### **Who is eligible to attend:**

We accept all children in grades K-5. Students in Transitional Kindergardens may be considered for acceptance after having been screened by the Director. This screening involves a simple meeting with the child and parent and a possible trial day to see if the child will get their needs met appropriately in our environment. If school is not in session and a trial is not possible, a transitional kindergardener will be given a one month trial period prior to regular admission acceptance.

### **Session Options:**

Sessions will be broken down into TWO sessions: before and after winter break based on OUSD's calendar.

### **Deposits for Pre-Registration:**

The deposit, which is equal to one month's fees, ensures your child's space for one session. A month before the end of the session, we will ask that you notify us of any changes in number of days or changes for days of the week that you expect for the following session. Reducing enrollment without proper notification will result in a portion of the deposit is forfeited equal to the reduction of days per month. Deposit is non-refundable prior to attending the fall session.

**E. There are several important forms that must be filled out prior to the beginning of enrollment.**

**The forms include:** Notification of Parents Rights, Personal Rights form, Identification and Emergency Information, Consent for Emergency Medical Treatment, Child's Pre-admission Health History

These forms are not yet available on line and must be picked up and returned completed. Please remember the following:

- Each child needs his/her own form (even if the medical information is the same for siblings)
- New forms are needed every year ("on file" forms from previous years CANNOT be reused)
- *No child will be able to attend Kids 'N Dance After School Program without these forms in our files.*

**Registration Terms:** Fall session begins at the start of school and ends at the beginning of winter break (per OUSD calendar). The second session extends from the end of winter break until the end of the year. The terms of this registration contract will remain in effect throughout both sessions unless written notice is given to discontinue attending for the second session.

**Deposit:** The deposit, which is equal to one month's fees, ensures your child's space for one session and may be rolled over to a following session. It will be credited to the last month of your last session's fees. At that time, any balance remaining will be refunded. In the first 2 weeks of November, we will ask that you to complete a "Change in Registration" to reduce days for the second session. Reducing enrollment prior to the end of the session or without submitting the "Change in Registration" form will result in a portion of the deposit being forfeited equal to the reduction of days per month. An increase in enrollment will require additional deposit equal to the number of days added per month.

**Calendar:** Kids 'N Dance's after school program follows the Oakland Unified School District's school calendar. You are only charged your registered days when OUSD schools are open. Additional care during professional development days and school holidays are not currently scheduled. Please discuss your needs with us as they come along and we will see if accommodations can be made.

**Registered Days:** Each child is registered for specific days of the week. Days within one week may be traded as space allows and notice is given. Extra days needed beyond those registered for must be reserved in advance and will be added to the next month's invoice. Your child's current daily rate will apply. If your child is absent for a registered day, there are no make-ups or refunds.

6

**Kids 'N Dance Classes:** Classes are half off when taken on registered after school program days. Pre-registration discounts do not apply for classes that are already discounted. Musical theater parent opt out fees are not discounted.

**Sibling Discounts:** Full payment is required for the sibling attending most often. 25% off will apply to siblings attending less often.

**Pre-Registration:** Submitting this form with deposit will reserve your child's spot for the fall session. Deposits are non-refundable if changes in registration are made prior to the end of the first session. Days of the week preferences are on a first come, first served basis.

**Payment:** Fees are pre-paid by the first of the month. Invoices for the exact amount are emailed the week before. You are not charged for days OUSD is closed. Payments are considered late after the first Friday of the month. Afterwards, a \$20 late payment fee/week applies. Having a credit card number on file can make automatic payment possible.

**Communication/Absences:** If your child is absent for a registered day, there are no make-ups or refunds. Notify your child's van driver of same day absences at least one hour before pick-up time to avoid confusion. A \$5 fee will be charged if notification is not given. For advanced notice absences notify Marielle, not your child's driver. Please program Marielle's cell number in your phone (510) 703-7460 and your child's driver's number (to be provided) DO NOT use the general Kids 'N Dance number urgent communication.

**Pick-up/Sign Out:** Pick up from the program is 5:45 but will not be considered late until after 6:00. \$1.00/minute will be charge for late pick up after 6:00. Please sign out your child daily according to guidelines

Additional Policies Related to Emergency Daycare and Health & Safety GUIDELINES:

=