

**HOMEBASE
AFTERSCHOOL PROGRAM
Kids 'N Dance After School Program
PARENT HANDBOOK / POLICIES
2025-2026**

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Kids 'N Dance After School Program – Parent Handbook 2025
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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 with us. Snack is provided in shifts and children can choose which they prefer. Activities are free choice. Homework time is determined based on individual readiness, parent requests, and is organized with groups that are found to work productively together.

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) Homework goals are communicated by parents and staff follows these guidelines as much as possible. 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 weekly 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 with parents about homework completion and the general well-being 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 Crocker Highlands and Redwood Heights. Transportation services are provided from Crocker and Redwood heights only.

C. Ages of Children Accepted for Care

We accept all children in grades K-5. Students in Transitional Kindergarten 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, an informal interview will be conducted to determine their readiness. Transitional kindergarteners may 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 (Kids 'N Dance 'N Theater Art) at a discounted rate of 50% off.

E. Field Trip Policy

Students enrolled in Kids 'N Dance After School Program may join occasional field trips. Advance notice will be provided to families

F. Transportation

Transportation is provided by drivers licensed in accordance with CHP regulations. Boosters are provided if needed.

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 ibuprofen 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 a 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 the 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 the 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 the 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 it 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 tupperware.

Training

Annual training for all staff to address medication administration, storage, and procedures will be conducted. Individual training 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 Policies

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 reserve 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. Pay special attention to items in **red**.

1. Conjunctivitis (pink eye).
2. Fever in excess of 100.0 degrees (must be fever free for 24 hours without medication).
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)
9. Covid (See Policy Below)

Communication of Illness or Symptoms

We closely monitor symptoms, Covid related or not. Children play in close proximity to one another, especially in the gym room, and it is important to others in the program and to all of our staff that we limit the risk of spreading illnesses. Please email or text if your child will be attending our program with new or ongoing symptoms. It will help us prepare staff to request that your child use a mask and may prevent us having to call to find out if we need to be concerned.

Child Mask Requirement (when experiencing cold symptoms)

Children can not attend when ill. They may return if they are 85% recovered and they wear a KN95 mask or of similar quality. They can not have actively running noses or be coughing excessively. If they are symptomatic and do not have a mask we will provide one a charge \$1 to the card on file.

Consequences of Not Following Illness Policies

We understand our strict illness policies may be challenging and inconvenient. We have found that illness spreads easily, especially due to close contact in the gym room, and believe it is our responsibility to prevent the risk of illness to our staff and others attending the program. For this reason, we ask that you join us to keep everyone healthy by pro-active communication, keeping your child home from after-care if highly symptomatic even if they have been sent to school, and encouraging your child's compliance with mask wearing when getting over an illness. Failure to do so, especially on a regular basis, may result in having you remove your child from the program.

Covid Policy

If your child has any symptoms of illness:

- 1) We must be notified.
- 2) A negative Covid test is required, 85% of all symptoms must be resolved AND a KN95 or similar mask must be worn if coughing, sneezing or with an actively runny nose.

IMPORTANT: If your child does not follow the guideline to keep their mask on properly we will ask them to be picked up. This is for the benefit of other students as well as staff members. Staff illness severely impacts our program and we need to mitigate the spread of illness as much as possible.

If any household member has Covid:

- 1) We must be notified
- 2) If the household member with Covid is NOT isolating, your child can not attend our program until three days after the household member tests negative.
- 3) If the household member with Covid IS isolating, your child must email/text a dated negative test with student's name written in sharpie on it for each day of attendance until three days after the family member that had Covid tests negative.

If your child has Covid:

- 1) We must be notified of the first day of a positive result. We are more conservative than CDC guidelines. Students can return only after having a negative Covid test.

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 head-to-head contact increasing the likelihood of the lice spreading. We have a "no nit" policy due to the challenges we face in treating gym room equipment and vans to prevent outbreaks.

ALL STUDENTS ARE CHECKED ONCE A WEEK WHEN ANY CHILD IN THE PROGRAM HAS LICE OR IF A CLASSROOM HAS REPORTED LICE. THE ONCE A WEEK CHECKS ARE DISCONTINUED AFTER 10 DAYS FROM TREATMENT TIME OF THE INDIVIDUAL THAT HAD LICE.

PLEASE NOTE: It is extremely important that families notify us of any notices of lice in their child's classroom as well as if their child has lice.

See our detailed lice policy below

If WE discover nits:

- First time: We call and recommend your child get picked up and treated immediately. Activity will be limited to areas upstairs that are upholstery free with arms length distance from others.
- We need notification from you when treatment is completed. Please text Marielle with the date of treatment 510-703-7460. Students will be asked to not attend our program until formal treatment with a pediculicide has started or they have gone to a professional that guarantees a full comb out of all nits.
- After treatment notification, if we discover nits activity will be limited to areas upstairs that are upholstery free with arms length distance from others.
- 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)
- Lice checks will continue every day in attendance until nit free for 10 days following treatment.

If WE discover live bugs:

- Parents are called and child needs to be picked up immediately and recommend treatment right away.
- We need notification from you when treatment is completed. Please text Marielle with the date of treatment 510-703-7460. Students will be asked to not attend our program until formal treatment with a pediculicide has started or they have gone to a professional that guarantees a full comb out of all nits.
- After treatment notification, if we discover nits, activity will be limited to areas upstairs that are upholstery free with arms length distance from others.
- 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)
- Lice checks will continue every day in attendance until nit free for 10 days following treatment.

If YOU discover nits or live bugs:

- Notify when lice/nits are discovered and when treatment has been completed. Please text Marielle with the date of treatment 510-703-7460. Students will be asked to not attend our program until formal treatment with a pediculicide has started or they have gone to a professional that guarantees a full comb out of all nits.
- 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)
- After treatment notification, if we discover nits, activity will be limited to areas upstairs that are upholstery free with arms length distance from others.
- Lice checks will continue every day in attendance until nit free for 10 days following treatment.

When anyone in our program has reported or is discovered to have lice/nits:

- Gym room, rugs, bean bags and couch are off limits until after lice checks. If nits are discovered regardless of before or after treatment, children will not be able to use the gym room, play on rugs, bean bags or the couch. 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.
- We check those with lice every day in attendance until nit free for 10 days and activities will be restricted if nits are found.
- We check all other students once a week until the last person with lice has been nit free for 10 days following treatment.

K. Sign in / Sign Out procedures

Entrance and exit should always be from the back entrance to the building by the gate. Use the Procure App to sign out or ring the doorbell on the sidewalk and we will bring your child to the gate to meet you. Note that our end of day sign out window is 5:45 - 6:00 (though you can sign out any earlier time). Pick up after 6:00 will incur \$1/min charge.

L. Emergency Procedures

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 boards on the first and second floor. 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.
2. Respect each other's bodies: no hitting, pushing, or kicking.
3. Respect each other's property.
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. Even if bantering between friends, it creates an environment that may not feel safe to others.
 2. Physically violent or 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.
 4. Graffiti and other actions that damages the premises will be dealt with by charging parents for the damage and may result in immediate removal from the program with loss of the deposit.
 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) risks being removed from the program.
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6. Any type of toy, craft, or garment that depicts or is a representation of acts of war and violence, weapons, drugs or alcohol are not allowed.
 7. It is recommended that personal toys not be brought to Afterschool. Lost or damaged items are not the responsibility of our program.

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
5. Children will not distract the driver.
6. Children will sit in boosters when required, and will wear seat belts at all times
7. Students will only be in the front passenger seat if permission from parents is provided and all back seats are occupied.

Misconduct and Discipline

Our goal is to provide a sense of belonging and allow all children to feel safe, accepted and seen. We prioritize relationship building with staff so that respect and trust motivates positive behavior. Sometimes specific problematic behaviors need to be addressed.

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
3. We try to redirect their energy into something more productive and try to reinforce a sense of belonging.
4. Should misconduct persist, 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 more formal intervention, we will contact parents to see how we can all work together to improve the situation. At this point, a "behavior contract" will be created with time frames for evaluation.
6. If guidelines in the behavior contract are not followed on a given day, parents may be asked to pick up their child from the program or may be asked to not attend for a period of time to enforce the importance of following the behavior contract if they want to stay in the program.
7. If unacceptable behavior continues, the parents will be given two warnings after the behavior plan was initiated before their child would be removed from the program. Removal can be without notice and fees and deposits may not be refunded.
8. In the event of severe physical aggression, verbal aggression, or refusal to follow directions that results in unsafe behavior, we reserve the right to immediately remove the child from our program. Removal can be without notice and fees and deposits may not be refunded.

The Importance of Notifying Us of Special Needs PRIOR to Enrolling

It is our goal to be an inclusive environment where everyone's needs can be addressed. Our staff is adept at treating students as individuals to support them to have positive experiences in our program. If students have special social/emotional needs it is vital that we partner with families to ensure their child's success in our program. This partnership begins with communication about special needs BEFORE starting in the program. Please inform us in advance if your child has special needs. It is important for us to be aware of what might be challenging for your child and how we can best support them.

N. Admission Procedures

Who is eligible to attend:

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 may be given a one 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. 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. Approximately 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 prior to the end of a session, regardless of any notice provided, results in forfeiting any monthly fees and the deposit paid. Reducing the number of days before the end of a session will result in a prorated loss of deposit. The portion of the deposit being forfeited is equal to the reduction of days per month. Monthly fees already paid will not be prorated.

Deposits will be refunded (or applied to the final month of a session) only if attending the full session.

Keeping Your Registered Days

Deposits will be rolled over to additional sessions. You are guaranteed to maintain your registered days. You will be offered the option to change or increase days as space allows. An increase in days requires an increase in the deposit paid.

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. Your child's current daily rate will apply. If your child is absent for a registered day, there are no make-ups or refunds.

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

- *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.

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.

Kids 'N Dance Classes: Classes are half-off when taken on registered after school program days.

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

Payment: Fees are pre-paid by the first of the month and are processed automatically via the credit card on file.

Early Out Days: We automatically cover all early out days for Crocker and Redwood Heights and will pick up at the earlier times. Your monthly fees will have a prorated addition included.

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.