



AM-PM Program

After School Education and Safety Grant (ASES)

The AM-PM Program provides a quality, safe and enriching before and after school program at 13 of our elementary schools and 1 middle school in the Vista Unified School District. Our program is a self-sufficient, parent pay program which is financially independent of the Vista Unified School District. We take pride in providing the finest quality program. Our professional staff provides a safe and enjoyable environment where the children learn, have fun and make new friendships. Lastly, we work closely with our families, knowing that a strong communication and teamwork is always in the best interest of our children

*The AM-PM Program in collaboration with the **After School Education and Safety Grant (ASES)** provide an enriching program for 1st – 5th grade students after school at select AM-PM Programs. The grant has specific requirements that we must meet to maintain and offer this portion of the program at no cost to participants. The ASES grant has a limited enrollment.*

Our handbook is a guide to help you with the policies and requirements to enroll and participate in the AM-PM Program for all students, with **additional specific requirements for ASES participants in italics.**

ADMISSION

Any student enrolled in the VUSD elementary school is eligible to participate in the AM-PM Program. The program is offered to ET Kindergarten – 5th grade students before and after school.

Our ASES grant is available to 1st – 5th grade students after school only. Application letters are sent out each year in March. Letters of acceptance will be sent out in May. Students will be selected for the program based on the following criteria:

- 1. Students who are identified as homeless youth, as defined in the federal McKinney-Vento Homeless Assistance Act, and pupils who are in foster care.*
- 2. Students who are performing below academic proficiency levels as measured by current district and/or State assessments.*
- 3. Students identified as English Language Learners who have not reached proficiency levels as measured by the California English Language Development Test (CELDT).*

REGISTRATION

Registration is on a first come, first serve basis for students enrolling in the parent pay or funding portions of our program. You will register online and fill out an emergency card and contract for each student enrolling in the program. An enrollment fee and full fees are due upon registration.

Upon receiving an ASES acceptance letter you will receive an emergency card, contract, early release form and handbook that must be completed and returned before the date specified.

WAITING LIST

After full enrollment is attained, a waiting list is generated. The first name on the list meeting the criteria of the opening will be called from the waiting list. For example: a student in kindergarten using 5 days PM care drops from the program. We will call the first name on the waiting list that needs 5 days PM care for a kindergartner.

We will have a separate ASES waiting list based on application submission. Applicants that are waiting for an opening in the ASES grant will be given priority if they participate in the parent pay portion of our program, while waiting for a spot in the ASES grant.

PROGRAM HOURS 6:30 a.m. – 6:00 p.m.

AM-PM parent pay program is open at 6:30 a.m. and closes at 6:00 p.m., Monday through Friday. We are open during breaks and summer at five of our sites.

ASES grant program is open from school release until 6:00 p.m. during school days only. ASES grant students wishing to use break care are able to once the online application is accepted and registration fee and weekly fees are collected.

STUDENT TO STAFF RATIO

We have a student to staff ratio of 20:1.

PARTICIPATION- ATTENDANCE

AM-PM parent pay participants may be picked up at any time. There are no time requirements of attendance. Please be sure to call us in the event your child will be absent.

ASES grant participants must attend every day until at least 5:30 p.m. An **Early Release Form** must be filled out and submitted to the Site Leader in order to leave at 5:30 p.m. The reason must meet one of these conditions:

1. Parallel program (school program or club- soccer, baseball, dance, etc.)
2. Family emergency (death in family, catastrophic incident)
3. Medical appointment
4. Weather conditions
5. Medical emergencies (child accident or other immediate family member)
6. Other safety conditions
7. Transportation

ASES grant students that do not attend or meet attendance requirements are subject to disenrollment.

ABSENCES

In the event your child will be absent from the program on a contract day, please call the AM-PM classroom. The school **does not** relay their called in absences to AM-PM.

There are no refunds or credits for absences or partial attendance. **This includes absences due to illness or suspension.**

Children may not attend the program if they do not attend school during the scheduled school day.

*Students in the ASES grant program are required to attend the program every day after school until 5:30 p.m. If your child will be absent from the program, please provide a doctor's note excusing the absence. **Children who have accumulated 3 unexcused absences will be terminated from the program.***

SAFETY AND ACCOUNTABILITY

For the safety of the children we require each child to be signed in and out of the program. The signing in and out process establishes the release of your child from the program to a responsible adult (person 18 years of age and older).

AM-PM parent pay and ASES will have two separate sign in /out sheets.

Sign in

Students who attend the program in the morning must be signed in at the classroom by an adult upon arrival.

As the children return to the program after school the staff will sign them in on the sign in/out sheet and initial.

Because any child that does not show up to the program on a contracted day is considered missing, it is imperative that you call on the days your child will not be attending.

Sign out

When the students are released to go to school a staff member will sign them out on the sign in/out sheet.

All students must be picked up and signed out by an authorized adult (person 18 years of age and older) listed on the emergency card. Staff will check the identification of anyone unfamiliar to them. Anyone without proper identification will not be allowed to sign out your child.

The child's recognition of adults will not be accepted as verification.

If someone who is not on the emergency card will be picking up your child, **notify us in writing** including the date, time and your full signature. Phone calls requesting the release of your child to someone not on the emergency card will not be granted.

ET Kindergarten-Kindergarten students are picked up and dropped off at their classroom by an AM-PM staff member.

1st – 5th grade students are released at the bell to walk to and from the AM-PM classroom.

LATE PICK UP

Parents arriving at the AM-PM Program after 6:00 p.m. will be charged a late fee. A child remaining at the program one hour after closing time will be considered an ABANDONED CHILD. In such case, the local sheriff station and/or Child Protective Services will be contacted.

*Time after 6:00 p.m. is outside of ASES grant hours and is subject to a late pick up fee. **ASES participants will be responsible for the late pick up fee.***

Please coordinate your watch to the clock in the AM-PM Room.

Late fee charge is \$5.00 for any portion of the first 5 minutes and \$1.00 per **minute** for each additional minute thereafter, for each child. Late fee payment is due within 24 hours of the charge.

Continued lateness will result in termination from the program.

TRANSPORTATION

The AM-PM program does not provide transportation.

STAFF

All staff is ready to provide a nurturing environment that includes praise, encouragement and support. Site Leaders and AM-PM Assistants are certified in First Aid and CPR.

Site Leads have a minimum of 15 units in Early Childhood Education or related field.

Assistants have a minimum of 12 units in Early Childhood Education or related field.

Instructional Aides have completed the Para-Professional Test given by the Vista Unified School District.

The staff continually increases their skills by continuing classes and/or attending workshops, staff development days and regular staff meetings.

ACTIVITIES

The AM-PM Program began to provide a safe and enriching environment for school-age children. Being located on the school grounds, parents can feel secure their child is not being transported around town. Each center has a daily schedule that incorporates snack, homework, outside time and enriching activities.

Playground

The children are given a balance of inside and outside time. Each program follows the same playground rules as the school.

Homework

We place a high emphasis on completing homework. The students are given 30 minutes – 1 hour of quiet homework time Monday – Thursday. We do provide assistance in completing homework; however parents should review their student's homework. Throughout the week students are given an opportunity to use technology to work on programs such as ST Math, Lexia, Achieve 3000 and MyOn to enrich their learning.

SNACK

The VUSD Board adopted a health and nutrition policy and the AM-PM Program is included in following the rules and regulations of the policy. Please do not send candy or unhealthy items for your child to consume at the program.

Afternoon

The AM-PM Program serves a nutritious snack to all children each afternoon. Most of the sites qualify for the free “supper” program. In order for us to meet the qualifications for the program we must engage the children in physical education, and healthy eating habits. This generally involves the children doing “mileage club” or “walk and talk” on the playground each day. They can run, walk, skip and even have conversation with their friends while doing this. The purpose is to get the children moving and exercising, especially after being in the classroom all day.

Refrigerator and Microwave

The AM-PM classrooms have a refrigerator and microwave for the storage and preparation of snack. They are not available for the children’s use to store or prepare meals.

VOLUNTEERS/GUEST

We welcome volunteers. In order to volunteer one must fill out a **School Volunteer Application** and provide a copy of your driver’s license. After the application is complete and approved we are happy to have you volunteer in our program. Volunteer forms must be completed a minimum of one week prior to volunteer time.

PERSONAL PROPERTY

The AM-PM Program is not responsible for the personal belongings that may be lost, stolen or damaged. Therefore, please do not send personal belongings, including toys to the program. Children will be instructed to leave such items in their backpacks.

Cell Phones

As per VUSD Board Policy the children may not use their cell phone while at AM-PM. Students that have a cell phone will be instructed to turn it off and leave it in their backpack. In the event of an emergency (deemed by the program staff) children will be permitted to use their phone to make contact with the parent/guardian. This would be a rare occasion.

HEALTH AND SAFETY

Illness

Your child’s health is of major importance to us. Your child may be sent home if symptoms or illness appears. You will be called to pick up your child if any of the following symptoms or illnesses appear; fever over 100, diarrhea, rash, sore throat, red or water eyes, vomiting or any contagious disease. **Sick children are to be picked up immediately.**

Please list all allergies to medications and foods on the emergency card.

Remember it is your responsibility to keep your emergency card updated.

Toileting Accidents

Children do have accidents – please send or keep an extra set of clothes in your child’s backpack.

Medication Authorization

The school nurse can administer medication after **the Vista Unified School District Authorization for Medication form** has been filled out. The medication must be in its original container with proper labeling. Forms are available at AM-PM rooms or from the school nurse. The AM-PM Program staff may administer prescription or non-prescription medication only when a school nurse or health technician is not available.

****Students with Epi Pens and inhalers at school must supply one to AM-PM. We have no way to access these medications after the school office closes.**

First Aid Policy

Each child can be treated with basic first aid. The AM-PM staff will contact you if an injury appears serious. In the event of an emergency and we cannot reach you, the paramedics will be called.

COMMUNICATION

AM-PM information can be accessed on the internet. Our website is www.vistausd.org/ampm. The website is kept current and there is a lot of valuable information that can be found there.

Each AM-PM classroom has a “parent board” by the sign in/out table. We encourage you to read the information on the board and pick up a monthly newsletter.

We encourage you to bring your questions, suggestions and complaints to our attention. If you have a problem, you should present the situation to the Site Leader. The problem can be addressed by investigation of the facts. We hope the Site Leader will be able to resolve the problem.

If you find that you still have questions after the meeting with the Site Leader and you would like further clarification on the matter, you may request a meeting with the Program Manager. The Program Manager can be reached at (760) 643-2675.

After this step has been taken, and you feel your problem has not been resolved to your satisfaction, you may request a meeting with a District Representative.

Please note: formal complaints must be in writing with a full signature.

POLICIES AND PROCEDURES FOR TERMINATION

Your child may be terminated from the program based on the policies and guidelines found in this handbook.

Major reasons for termination from the program are:

1. Abusive or disruptive behavior by a child or parent that threatens the safety of the students, other parents or staff.
2. Continued late pick up.
3. Delinquent fees.
4. *Students in the ASES grant: 3 unexcused absences.*

TUITION

We sell care by the month. Your monthly amount may fluctuate. To calculate your monthly amount multiply the number of days in the month we are able to provide care, times your daily rate. Your daily rate is based on the number of days per week you contract for. We offer 3, 4 or 5 days per week. You must designate the specific days if contracting for 3 or 4 days. Those days may not change.

Tuition paid reserves a spot in the program for your child. **There is no refund for childcare not used.**

Procedure

Tuition is due on the first day of the month, no later than the third day of the month. On the fourth day, you are terminated from the program and may not return until fees are paid in full. If there is a waiting list, your child may lose their spot. You will need to request to be placed on the waiting list.

Invoices/Receipts

All fees are billed to the person whom filled out the emergency card and signed the contract. That is the name listed as the primary account holder. Please note: this is the name that is listed on invoices, receipts and tax statements. If a different name is needed on those that person must fill out the contract.

As a courtesy, we are able to bill two accounts. For example: 50% to Mom and 50% to Dad. If this is requested, both parties must fill out the contracts and emergency card before we can set it up and make that billing distribution. **Please note: failure on one party's part to pay on time will result in termination for the student.**

1ST & 15TH PAYMENT OPTION

In special circumstances we do approve the option of 2 payments. Contact Cheri Borger, Program Manager at 760-643-2675 to get approval for this option. If approved, you will receive an approval letter stating the agreement. Prior approval must be secured.

PAYMENT METHOD

We accept money orders. You may also use our online payment system that will accept MasterCard and Visa debit or credit card. The online payment system does have a processing fee.

After registering online for the program an email will be sent to the Primary Account holder with further instructions about how to create a password to access the account and pay online.

BEHAVIOR MANAGEMENT

Standards of behavior at the AM-PM centers parallel those in the school classroom. Children are expected to follow directions and rules of the staff. All rules are directed toward avoiding injury to persons or property while insuring fairness. Staff works to establish an environment of positive discipline through the use of Restorative Practices. Each site has the rules posted for all to follow.

To ensure a safe, courteous and positive environment, it is necessary to handle unacceptable behavior firmly. Discipline practices are designed to teach appropriate behavior and preserve children's self-esteem. If at any time it is determined that a child is not behaving appropriately the following discipline procedure will be implemented:

1. Verbal warning of rule being violated.
2. Loss of activity time – 1 minute per child age.
3. Loss of activity time and anecdotal* issued.
4. Continued loss of activity time and a phone call to parents.
5. Continued loss of activity time and a behavior slip** issued.

*An anecdotal is a document that describes/explains a behavior that is either good or needs improvement.

**In extreme cases of unacceptable behavior a behavior slip is issued and the consequences are as follows:

1st Behavior slip = warning; Parent's help is required in establishing behavior modification to maintain acceptable behavior.

2nd Behavior slip = Child is suspended from the program for three (3) days.

3rd Behavior slip = Child is terminated from the program. Parent is to pick up child immediately.

Depending on the severity of the behavior one or more steps may be skipped.

If a child is terminated from the program due to receiving three (3) behavior slips they may return to the program after twelve consecutive months.

Anecdotal and behavior slips **are not placed** in your child's permanent school record. They are AM-PM Program records. Each child begins with a clean slate each school year.

Program Locations

Program Office

Cheri Borger
220 W. Bobier Drive
Vista, CA 92084
(760) 643-2675

Alamosa Park

5130 Alamosa Park Drive
Oceanside, CA 92056
(760) 631-0784

Beaumont

550 Beaumont Drive
Vista, CA 92084
(760) 631-3444

Breeze Hill

1111 Melrose Way
Vista, CA 92081
(760) 945-6748

Casita Center

ASES Grant Collaboration

260 Casita Road
Vista, CA 92083
(760) 724-0685

Empresa

4850 Avenida Empresa
Oceanside, CA 92056
(760) 726-3312

Foothill Oak

ASES Grant Collaboration

1370 Oak Drive
Vista, CA 92084
(760) 643-2678

Grapevine

630 Grapevine Road
Vista, CA 92083
(760) 631-4940

Hannalei

ASES Grant Collaboration

120 Hannalei Drive
Vista, CA 92084
(760) 643-2676

Lake

4950 Lake Boulevard
Oceanside, CA 92056
(760) 945-0281

Mission Meadows

5657 Spur Avenue
Oceanside, CA 92056
(760) 726-7467

Monte Vista

1720 Monte Vista Road
Vista, CA 92084
(760) 630-1728

Temple Heights

ASES Grant Collaboration

1550 Temple Heights Drive
Oceanside, CA 92056
(760) 643-2677

Vista Academy

600 N. Sante Fe
Vista, CA 92084
(760) 758-7204

Roosevelt Middle School

Before School Program

850 Sagewood Drive
Oceanside, CA 92057
(760) 419-5806