



School Age Before & After School Programs

at Scripps Ranch Swim & Racquet Club

PARENT HANDBOOK

2022-2023

Updated 3/31/2022

This document is a living document- it will be updated and changed as deemed necessary in response to the ongoing modifications related to COVID-19 guidance and elementary school updates. Please check back often.

- ★ Creative Art Projects
- ★ Extracurricular Activities
- ★ Free Swim
- ★ Monthly in House Movies
- ★ Group Games
- ★ Free Choice
- ★ Kid Choice Clubs
- ★ Field Trips
- ★ Homework & Quiet Time
- ★ Age Appropriate Rooms
- ★ Age Appropriate Playground
- ★ Miniature Golf
- ★ Kindergarten Enrichment Program
- ★ Friendly/Knowledgeable Staff

All Around Fun

License #376600645

9875 Aviary Drive, San Diego, CA 92131
(858) 271-6222 ext. 132 Fax (858) 530-1453

Monday – Friday

Afternoons: school pick up – 6:30pm
Serving Miramar Ranch Elementary

Children's Center

License #372006491

10250 Scripps Trail, San Diego, CA 92131
(858) 549-5355

Monday – Friday

Mornings: 6:45am – school drop off
Afternoons: school pick up – 6:15pm
Serving Jerabek Elementary School



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[Welcome & Program Background](#)

Welcome to the Scripps Ranch Swim & Racquet Club's School Age Programs! We are excited to bring high quality child care to families in Scripps Ranch. Our before/after school age programs are licensed by the State of California's Department of Social Service Community Care Licensing Division. SRSRC School Age programs provide child care for children 5-12 years of age in kindergarten through fifth grade.



All Around Fun: Enrolls children that are attending or will be attending Miramar Ranch Elementary. The AAF Program follows the San Diego School District traditional school year calendar.

Children's Center: The school-age program is only enrolling children that are or will be attending Jerabek Elementary School. This is due to the fact that the Center bases its school-age programs and times around Jerabek's time schedule and walks children to and from the elementary school.

Philosophy & Goals

Our goal is to provide a nurturing, safe, and active environment for your child. We offer a wide variety of activities designed to meet the physical, emotional, social, and cognitive needs of the children. Through our low child/teacher ratios, caring, experienced, and qualified teachers work together in a warm, friendly environment to encourage each child's creativity, cooperation, and to foster a feeling of strong self efficacy.

Our Staff

Our before and after care school age program is licensed by the State of California's Department of Social Service Community Care Licensing Division. Each staff member that works with your child has been fingerprinted, received a background check by the Department of Justice and the FBI, and received clearance from Community Care Licensing. For more information about the background check please click [HERE](#). In addition, all of the teachers are required to have college units in such fields as child development, physical education, recreation, psychology, or related fields and/or have experience in recreation programs, such as camps or child care programs. Staff members who drive the passenger vans have a valid driver's licenses and have had their driving record reviewed.

Supervision

The School Age programs maintain a 1:14 staff to student ratio per our licensing requirements.

Admission Forms

It is the parent's responsibility to complete the registration forms before the child's first day of attendance. The forms are in your registration packet and many of the forms are required by the State of California's Department of Social Service Community Care Licensing Division. Your child will not be able to attend the program until all required forms have been completed and turned in. Please keep our programs within code by continuing to provide any important changes in phone numbers, addresses, or names on your emergency or pick-up list.

Statement of Risk Related to COVID-19

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By visiting SRSRC, you voluntarily assume all risks related to exposure to COVID-19 for you and your child.

Each individual must weigh and evaluate their comfort level with the risks associated with being around others, while taking into consideration important additional risk factors, including but not limited to, current or chronic health concerns or a weakened immune system.

COVID-19 Related Information

Information related to COVID-19 will be highlighted in blue. Please pay special attention to these items as they may reflect differences compared to our normal school age program operations. All activities allowed will be based on the current COVID-19 guidelines for our licensed after school programs.

Face Coverings

Currently, all adults and children (ages 2 and up) are encouraged to wear a face covering while attending before and after school, but not required. If you choose to wear a mask, you must have your own mask and may not share masks. Mask requirements may change pending orders from the County, State, or Community Care Licensing.



Facility Access

All Around Fun: For improved security, anyone entering the facility is checked in by the front desk staff. Each person entering the facility must give their assigned member number or non-member child care number to the front desk staff to ensure that only those who are allowed entry into the facility gain entry.

Children's Center: For improved security, the front door to the Children's Center has a number code lock. Each family enrolled in the program will receive their own code that will allow them entrance into the facility during normal business hours.

Please do not share this code or allow your children access without parent supervision.

Program Descriptions

Before School Care (Children's Center only)

Morning care is offered at Children's Center from 6:45am until it is time for the staff to drop the children off at school. During this time, the children engage in free-choice activities, followed by a supervised walk to Jerabek Elementary School. Kindergarteners will be walked to their classroom by a staff member. Students in grades first through fifth will be dropped off at school to walk to their own classrooms.

After School Care

After School care is offered Monday through Friday starting at the time of school dismissal and until 6:15pm at Children's Center and until 6:30pm at All Around Fun. The school age programs will accommodate minimum day schedules. Each school has a designated meeting spot where a staff member will sign each child into the program. Kindergarteners will be picked up directly from their classroom. First through fifth grade students must walk to the designated meeting spot to sign in with an SRSRC staff member. After the children are signed in, they will be led on a supervised walk to either Children's Center or Aviary.

On Thursdays, and other minimum days, students who attend a school that provides a lunch time

should eat their lunch during that allotted time. If a student does not finish their lunch at school, or if the school attended does not provide a lunch time on minimum days, a non-perishable lunch must be packed to be eaten upon arrival at the facility. Besides homework time, the after school program will include one or more of the following; arts, crafts, cooking, extra-curricular activity, or quiet activities which are developmentally and age appropriate. Swim time might be offered during the warmer months on Thursdays, and on some additional days.

Emergency Care

Emergency Drop-In is offered (for an additional cost) when school is in session (provided space is available) and for currently enrolled participants. Prior arrangements must be made ahead of time with the Program Director.

School Schedule Option / Withdrawal Notice

Because of capacity and staffing requirements, the schedule that you select for your child(ren) must remain the same for the entire school year. If you would like to change your child(ren)'s schedule, a 30-day prior written request is required. Any increases to the schedule will be made as space permits, upon approval from the Program Director. An annual, non-refundable registration fee is due at the time of enrollment in order to secure a space for your child. This fee, as well as monthly tuition, will be billed to your membership account or child care account. The tuition rate is figured off a monthly rate, which may fluctuate during the months in which there is a full week or more off of school.

A 30-day written notice is required prior to discontinuing enrollment in our program.

Schedule, program hours, and monthly tuition rates are subject to change with a 30-day notice.

Our licensed childcare will not operate during non-school days for the school age program. Mini Camps and Camps will be offered as part of the American Camp Association accredited camp



programs. Please register online for these separate programs by visiting our website at www.srsrc.com.

2022-2023 Annual Non-Refundable Registration Fee per Child	
Member	Non-Member
\$100	\$325

2022-2023 Monthly Tuition per Child Before School Only (Children's Center Only)		
Days	Member	Non-Member
Tues./Thurs.	\$160	\$200
Mon./Wed./Fri.	\$215	\$265
Mon.-Fri.	\$275	\$335

2022-2023 Monthly Tuition per Child After School Only		
Days	Member	Non-Member
Tues./Thurs.	\$435	\$570
Mon./Wed./Fri.	\$435	\$570
Mon.-Fri.	\$535	\$690

2022-2023 Monthly Tuition per Child Before & After School - Full Time (Children's Center Only)		
Days	Member	Non-Member
Mon.-Fri.	\$660	\$825

2022-2023 Emergency Care Daily Cost per Child		
Days	Member	Non-Member
AM	\$25	\$35
MTW or F	\$35	\$50
Th or Minimum Day	\$50	\$65

Program Holidays

SRSRC School Age Programs are CLOSED on the following holidays in which children do not have school. Our program follows school holidays and is only offered on days in which school is in session. Please note that there is no prorated tuition for the holidays listed, unless the break spans a week or longer. During days in which school is not in session due to a holiday or professional growth day, many times Mini-Camps, Winter Camps, or Spring Camps may be offered at either the Children's Center or at the SRSRC Aviary location. These camps are separate from our licensed childcare programs, and are accredited through the American Camp Association. Therefore, utilizing camps on non-school days is a separate, additional cost. Sign up is based on a first come first serve basis and is available online at www.srsrc.com.

Holidays/Non-Operational Days

SRSRC School Age programs do NOT operate on the following holidays/ San Diego Unified School District school breaks, as well as non-instructional days/school closures:

- Labor Day
- Veterans' Day Observance
- Thanksgiving Break
- Winter Break
- Martin Luther King, Jr. Day
- Lincoln Day Observance
- Washington Day Observance
- Spring Break
- Memorial Day
- Summer Break
- Non-Instructional Days
- School Closures

*SRSRC School Age Programs will operate within the guidelines provided by the local and state authorities. Due to the changing nature of the current situation, and keeping the health and safety of our families and staff in mind, we will follow these guidelines and mandates up to and including any necessary discontinuation in programming. However, it is our hope that we will complete the entire school year.



Tuition Policy

You will receive a bill each month for your child's monthly tuition, which is due by the 20th of each month. The amount billed is based on the school schedule option you have chosen for your child(ren). A late fee of \$15.00 will be applied to your account if a payment is received after the 20th of each month. Monthly tuition is not prorated for missed days/absences.

Non-Member Credit Card Charge Authorization

Non-members are required to complete a Recurring Credit Card Payment Authorization form. The monthly account balance will be deducted between the 5th and the 8th of each month. Additionally, the annual non-refundable registration fee will be collected at the time of enrollment using the credit card information provided. Non-member registration is not complete until this authorization form is on file and the annual non-refundable registration fee is collected.

A non-member account will be created specifically for sending program-related invoices. This account does not grant membership privileges at SRSRC.

Past Due Accounts

Should your account (including online registration account for other SRSRC programs) become past due, you will be notified in writing that you must bring your account current within 14 calendar days of the notification. SRSRC reserves the right to delay enrollment, suspend from the program, or dismiss from the program any participant of the program who is listed under a past due account. A member utilizing the program, while having delinquent membership fees, also is cause for termination from the service. SRSRC reserves the right to discontinue services at any time when the account is not current. All information retained in our systems may be used in collections activities.

Absences

When your child will be absent or will not be attending their scheduled hours, please notify the Program Director by telephone or email by 10:00am

that day. Failure to notify the program may result in a \$15.00 charge added to your account. Because our programs & licensing requirements force us to engage staff based on the number of children enrolled, we cannot give refunds, credits, or exchanges for days your child is absent.

Return Check Policy

If a check for tuition, yearly registration, field trips, or related program fees is returned due to insufficient funds, the payee must pay all bank charges, and a fee of \$15.00 will be added to your account.

SRSRC Tax ID

The tax ID number for SRSRC, AAF, and Children's Center is 95-2860134.

Sibling and Member Priority Registration

SRSRC members have priority in SRSRC School Age programs. To be considered as a member, your child must be listed on your active membership account. Membership accounts must be under the parent/legal guardian with the child listed on the parent's/legal guardian's account. This priority system is also used for the waiting list system. You may add your child to the waiting list at www.srsrc.com.

The Priority Status is as follows and is based on licensing capacity:

1. Current School Age Program participants
2. Current SRSRC Preschool participants entering elementary school
3. Siblings of current School Age or Preschool Program participants
4. MEMBERS not currently enrolled in a licensed SRSRC child care program*
5. NON-MEMBERS not currently enrolled in a licensed SRSRC child care program*

*Camps do not qualify as licensed SRSRC child care programs.

Annual Enrollment

Program participants must re-enroll annually. Notice will be sent out when it is time to do so along with a response



deadline. If no response is received by the stated deadline, your child's spot in the program will be made available to another family.

Non-Discrimination Clause

SRSRC School Age Programs do not discriminate against any race, creed, religion, gender, and/or sex.

Arrival & Dismissal

For morning care, parents must sign-in and accompany their child to the classroom and let the child's teachers know that the child is present. At the time of the child's pick-up, the child must be signed out and staff should be informed that you are there to pick-up your child.

For safety reasons, we please ask that when a parent or authorized adult picks-up a child that they do not send the child back to the school age program that same day. It confuses the staff and the Program Director when children are leaving and returning the same day. If parents must make these types of arrangements, prior arrangements must be made with the Program Director.

Sign-in / Sign-out Policy

Community Care Licensing requires that every child attending the program must be signed in & out with a full legal signature, including the exact time, by an authorized adult. Authorized individuals must be over 18 years of age, and on the pick-up list with a valid I.D. We must have written authorization (email or write on sign-in/out sheet) for any other adult not listed on your registration forms. For this reason, please make sure your forms are up to date. SRSRC staff reserve the right to check any person's ID who comes to pick up a child. Please inform any other authorized person who is picking up your child(ren) that they must show ID to a staff member. The sign in/out sheets for AAF are located in the Activities Room with a staff member at PM pick up. The sign in/out sheets at Children's Center are located in the lobby. PLEASE DO NOT ALLOW YOUR CHILD TO WRITE ON THE SIGN-IN SHEETS.

Extracurricular Activities

Activities Offered at the School

Due to the pick up schedules of the schools that we serve, we are unable to accommodate the pick up of children who have extracurricular activities after school (ex. choir rehearsals, after school enrichment, etc.). Our program is unable to accommodate late pick ups due to school field trips that are scheduled for a return time after the normal release time. Drop off arrangements at the facility may be made with the Program Director if your child will be released after the program pick up time and if staffing is available to accommodate.

Activities Offered at SRSRC (swim lesson, tennis lesson, etc.)

If your child is enrolled in tennis, swim or any other lessons that the Club may provide, please let us know. If your child is registered for an activity offered by SRSRC (ex. tennis lessons, swim lessons, etc.), an adult who has written authorization must sign out your child. Due to our staffing and ratio requirements, program staff are unable to sign out your child and deliver them to another activity. If you are unable to be present to take your child to their activity, please make arrangements to have an authorized adult sign your child out of the program to do so. If your child will be returning back to the licensed program the same day, please notify the Program Director in advance.

Early Drop-Off Policy (Children's Center)

Morning care begins at 6:45am at Children's Center. Unfortunately, we are unable to accommodate early drop-offs prior to 6:45am.

Late Pick-up Policy

The All Around Fun Program ends at 6:30pm and Children's Center ends at 6:15pm. Failure to pick up your child by closing time will result in a written warning the first time. After one written warning, a \$1.00 per minute charge after closing will occur. If you're late and the pick-up file reflects that you have arrived late more than 3 (three) times, the charge will increase to a charge of \$2.00 (two) per minute after closing. If your late pick-up file reflects that you have arrived late more than 5 (five) times, the charge will increase to a charge of \$3.00 (three) per



minute, and may be cause for termination from program services. If by an hour after programs have ended, we have not heard from the parent and the child has not been picked up, we have no other alternative but to turn the child over to Protective Services.

Daily Schedule of Activities

The curriculum of the program is designed to provide your child with a large variety of activities and experiences to enable them to grow and learn. A tentative daily schedule of activities is posted in the Big Room at Aviary and in each classroom and in the lobby at Children's Center. The following are examples of what the before/after school program days may look like at both locations.

All Around Fun Example

Regular Day Afternoon Example	Minimum Day Example
2:05pm - Pick up from Miramar Ranch to Aviary	12:10pm - Pick up from Miramar Ranch to Aviary
2:30pm-2:45pm Bathroom Break, Handwashing	12:30pm-1:00pm - Eat Lunch** & Free Choice
2:45pm-3:00pm Free Choice play	1:00pm-1:30pm - Group Game
3:00pm-3:30pm Group Game	1:30pm-2:00pm - Depart for Field Trip
3:30pm-4:00pm Art or Science Project/Free Choice	2:00pm-3:45pm - Swimming/Movie/Club Choice
4:00pm-4:15pm Bathroom Break, Handwashing & Snack	3:45pm-4:00pm - Clean Up/arrive back from Field Trip
4:15pm-5:00pm Homework Time/ Kindergarten Enrichment Time*	4:15pm-5:00pm Homework Time/ Kindergarten Enrichment Time*
5:00pm-5:15pm Bathroom Break, Handwashing & Clean Up	5:00pm-5:15pm Bathroom Break, Handwashing & Clean Up
5:15pm-6:00pm Free Choice/art Cart	5:15pm-6:00pm Free Choice/art Cart
6:00pm-6:30pm Quiet Indoor	6:00pm-6:30pm Quiet

Games and Activities	Indoor Games and Activities
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*No homework time or kindergarten enrichment time on Fridays.

**Lunch must be provided by the parent/guardian. Some schools may have allotted lunchtimes on minimum days. Children should eat their lunch at school during this time.

Children's Center Example

Before School Example Monday-Friday

6:45am-8:10am	Free Choice
8:10am-8:15am	Get Ready for School
8:15am-8:30am	Walk to Jerabek Elementary

After School Regular Day Example

3:05pm-3:30pm	Walk from Jerabek to Center
3:30pm-4:00pm	Bathroom Break/ Snack
4:00pm-4:45pm	Homework/Quiet Time
4:45pm-5:30pm	Art/Extracurricular Activities/Games
5:30pm-6:15pm	Free Choice/Combine Classrooms

*No homework time on Fridays.

After School Minimum Day Example

12:25pm-12:45pm	Walk from Jerabek to Center
12:45pm-1:00pm	Bathroom Break
1:00pm-2:00pm	Lunch/ Playground
2:00pm-3:30pm	Swim/Movie/Group Games
3:30pm-4:00pm	Indoor Free Play
4:00pm-4:15pm	Snack Time
4:15pm-5:00pm	Homework/Quiet Time



5:00pm-5:30pm	Art/Extracurricular Activities
5:30pm-6:15pm	Free Choice/ Combine Classrooms

**Lunch must be provided by the parent/guardian.

Homework

On Monday, Tuesday, Wednesday, and Thursday, 30-45 minutes is allotted for homework time. During homework time, the staff will be more than happy to assist your child with their homework. Due to the staff-to-student ratio, one on one time is limited. In the event your child does not have any homework, we will have quiet activities (reading, grade level workbooks, etc.) to keep them engaged. If children need more time to work on their homework, they are welcome to do so during free choice activities, however we encourage all children to participate in the group game activities.

Transportation

All Around Fun

The AAF program will utilize 10-passenger vans in order to transport children between their school and our facility. Staff members who drive the passenger vans have a valid driver's licenses and have had their driving record reviewed.

Children's Center

For the before and after school program, the staff will walk the children from the center to Jerabek prior to school and will walk the children from Jerabek to the Children's Center in the afternoon. In the morning, the children will be dropped off at Jerabek at 8:30am. In the afternoon, the children will be picked up at Jerabek at 3:05pm on Mondays, Tuesdays, Wednesdays, and Fridays, and at 12:25 on Thursdays and other minimum days.

In the event of rain, the Center may use vans to transport the children (when accessible). We strongly encourage that your child be prepared with umbrellas, raincoats, boots, etc. on rainy days as the Center does not provide these items. When using vans, our program utilizes passenger vans in order

to transport children to and from our facility and their school. Staff members who drive the passenger vans have valid driver's licenses and have had their driving record reviewed.

Swim & Movie Days

On certain Thursdays and other minimum days that will be announced, weather permitting, during warm weather, the children are allowed to go swimming. Swim time is an option when there is a sufficient amount of children interested in participating. All children that go swimming must bring a swimsuit and towel. We will provide sunscreen, but if you prefer your child to use a specific sunscreen, please pack that with your child's swimming gear. If your child will need assistance applying sunscreen, we would be more than happy to assist them provided we have a sunscreen waiver on file for your child.

When school is in session, movie days may take place on Thursdays or on Fun Fridays. All movies shown will be rated G or PG. The children will be given the option to watch the movie or not. If your child opts not to watch the movie, your child will be given the option to color, or play a quiet game in the same room as the movie shown. If there are enough children that do not want to watch a movie, arrangements may be made (provided there are enough teachers) to supervise the children in another room, playground, pool area, etc.

Field Trips

On some minimum days, the school age programs may provide a field trip for the children at a reasonable additional cost. Field trips are scheduled, posted, and announced in advance. Space is limited by our van capacity, so early sign-up is recommended to reserve your space. You are able to sign-up and make payment at the front office for the AAF program. The Children's Center program allows parents to sign-up for field trips when it is posted next to the sign-in/out sheets in the center's lobby and then added to your SRSRC bill. If your child is not attending the field trip, the normal schedule of daily activities will take place. Field trip transportation may either utilize walking or may utilize the SRSRC



passenger vans. If your child(ren) have had recent behavioral issues and received behavior reports prior to a field trip, we reserve the right to deny them field trip privileges.

Snacks

Snack at this time is NOT provided by SRSRC. Though we provide snack times and water breaks, it is ultimately the parent's responsibility to send enough food and fluids with the child for the day. Please make sure your child has a healthy snack each day. Children will have the opportunity to refill water bottles at the drinking fountain. For dietary reasons, children are not allowed to share food with others.

Lunch

SRSRC School Age Programs do not provide lunches or any other lunch items on minimum days. Parents are responsible for providing a nutritious, non-perishable lunch with all the necessary eating utensils on minimum days their child attends. For dietary reasons, children are not allowed to share food with others. If a child forgets his or her lunch, then a lunch will be provided for a \$10.00 fee.

Please note: SRSRC staff are NOT able to heat up food for children in the school-age program.

Lunch Order Policy (Children's Center)

Children's Center is NOT offering lunch orders at this time. Please make sure your child has a healthy lunch for minimum days, as described above.

Daily Illness Screenings

SRSRC reserves the right to check participants' temperatures daily prior to attending programs. Children and staff who have a temperature of 100* or above will not be admitted. Any child or staff member who exhibits signs or symptoms of illness will not be allowed at the school age programs. In the event that a thermometer is not available, SRSRC may utilize a symptom checklist.

It is the parent's/guardian's responsibility to HAVE A BACK-UP PLAN in the event that the child must remain home or be picked up from the program due to illness. If a child must be picked up due to illness, the parent is responsible for having the child **picked up within 30 minutes.**

SRSRC Precautions

SRSRC is taking precautions to help prevent the spread of illness. These include, but are not limited to, additional hand washing, frequent cleaning of commonly touched surfaces, providing a variety of schedule options, and reinforcing good habits with the children (hand washing, covering your cough, refraining from sharing food, etc.).

Resources to learn about COVID-19

- ★ State of California - <https://covid19.ca.gov/>
- ★ San Diego County - <https://www.sandiegocounty.gov/coronavirus.html>
- ★ Centers for Disease Control and Prevention (CDC) - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Illnesses & Absences

All absences should be reported to the program staff on the morning of the day your child will not be attending. For the protection of students, their families, and our staff members, do not send your child to the program if they have experienced any symptoms of illness in the past 24 hours. Call the center the same day to inform the staff of your child's symptoms and to report the absence.

Your child should be kept home if they have had any symptoms of any communicable disease in the previous 24 hours (rash, red and watery eyes, etc.). If your child has had any symptoms related to COVID-19 (fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle or body aches, headache, sore throat, nausea, vomiting,



diarrhea, congestion or runny nose, and/or a new loss of taste or smell) they will not be allowed to enter the facility.

It is recommended that those with symptoms of COVID-19 immediately get tested. Anyone with COVID-19 may not enter the center until they meet the criteria for return as set by the California Department of Public Health for childcare. SRSRC reserves the right to implement a stricter set of criteria.

Children sent home with a fever due a suspected communicable illness will not be able to return without a physician's note indicating the child is not contagious. The child must be fever-free without the use of fever-reducing medication for a full 24 hours. Returning students may have their temperature taken upon arrival to ensure the child is fever-free. ***WE GO BY OUR THERMOMETER.** (Non-negotiable).

If your child has been exposed to, has contracted, or displays signs of a highly contagious disease (such as COVID-19, strep throat, viral infection, pinworms, lice, measles, mumps, chicken pox, scarlet fever, red, watery or mucus filled eyes, etc.) you are required to notify the Director immediately so that the staff can post a note (your child's name will not be disclosed) alerting other parents that their child may have been exposed to a contagious disease. As a licensed program, we are required to report certain communicable diseases to Community Care Licensing and the local public health department.

A child who is prescribed antibiotics for an illness may return after at least 24 hours of antibiotics and a doctor's clearance in addition to meeting all other criteria outlined in this section and as outlined by their physician.

Children may also be sent home or excluded from the program even without fever if they are unable to participate in program activities comfortably. SRSRC reserves the right to send a child home if we feel it is in the best interest of the child.

It is the parent's/guardian's responsibility to HAVE A BACK-UP PLAN in the event that the child must remain home or be picked up from the program due to illness. If a child must be picked up due to illness, the parent is responsible for having the child picked up within 30 minutes.

If a child becomes ill while at the program, SRSRC reserves the right to have the child wear a mask until they are picked up.

This guidance may change pending changes in guidance from relevant governmental agencies.

Lice Policy

SRSRC School Age Programs ARE NIT-FREE FACILITIES. Please notify the Program Director immediately if your child has been exposed to or has lice so that we can address the issue as promptly and efficiently as possible (daily head checks and proper cleaning.) Early detection is key to getting rid of lice and nits quickly. If live lice and/or nits are found, your child will be sent home and can return after becoming nit free. A head check by the teacher/director will be required in order for the child to return.

Accident/Incident/Behavior Reports

Accident/Incident Reports for non-emergency injuries will be written up by the supervising staff member or Program Director and will be given to the parent. Behavior forms will be used to help document good behavior, as well as document behavior of concern which we feel the parents should be made aware.

Emergency Injuries

For emergency injuries requiring medical attention or when serious illness occurs, the parent/guardian will be called immediately to pick up their child. The paramedics may be called for emergency treatment if deemed necessary. An Accident/Incident report from the supervising teacher or director will be written up and given to the parent.



Administration of Medication

California State Licensing regulations do not allow us to administer over the counter medicine (including sunscreen) unless a [medication consent form](#) is completed. If your child has a prescribed medication, please notify the Program Director with written instructions. The bottle MUST show: name of child, prescription number, name of the doctor and how many times a day the medication is to be given. The parent must fill out the necessary information on the [medication consent form](#) provided by the Director. Please make sure to inform the Director of when the medication was last administered.

There are some medical services that we may be unequipped to handle, such as gastrostomy tube care or ileostomy bag care. If you have questions regarding what services can be provided, please request a copy of our Incidental Medical Services Plan.

Sunscreen

SRSRC School Age Programs will have sunscreen available for participants to use. If you would like for staff to assist your child in applying sunscreen you must complete a [medication consent form](#).

Discipline Policy

No corporal or physical punishment of any kind is allowed. Behavioral issues are dealt with by first talking with the child. If the inappropriate behavior continues, the child will be removed from the activity. The staff member will monitor the child and return the child to the group when it is appropriate.

Repeated misconduct during program hours is unsafe and disrupts the experience of other children. We will enforce the three-step disciplinary procedure if a child repeats the same misbehavior after the staff member has already followed the procedure as mentioned above or if the child intentionally hits, harms, or endangers another child, staff member, or self (Staff and/or Program Director's discretion).

1. A detailed Incident/Behavior Report is given to parents and a copy is kept in the child's file.
2. After three Incident/Behavior Reports have been filed, a conference may be called between the Program Director/Staff and the child's parents. The child may be placed on a suspension from participation in the program or may be removed from the program entirely.
3. A child who returns from suspension and demonstrates continued disruptive behavior will be removed from the program entirely.
4. A child removed from the program may be ineligible for other SRSRC programs (including, but not limited to, licensed childcare, drop-in babysitting, and camps) for 12 months. Prior to becoming eligible to return to an SRSRC program, the parents must meet with the child care director of the program for which they wish to enroll their child.

Please note, when possible, we will schedule a meeting with the parents about the child's inappropriate behavior, so together we can work on redirecting the behavior and developing a plan of correction prior to suspension or being dropped from the program. Some actions may merit skipping steps in the procedure due to the severity of behavioral issues.

It is expected that verbal warnings will be given in an appropriate manner. Consistency of enforcement is essential for this disciplinary procedure to be effective. Children are not expected to be subjected to this procedure for minor infractions, although continuous aggressive or disruptive behavior to even a minor extent must merit a verbal warning. SRSRC School Age Programs reserve the right to ask the parent/guardian to make alternative arrangements for the care of your child. Please have a back-up plan in place.

Items From Home

All Around Fun and Children's Center allow curriculum books or coloring books to be brought as items from home during the week. The program is not responsible for lost, damaged, or stolen possessions. We strongly encourage you to label all clothing and possessions and leave valuables at home. Certain



items, if brought to the program, may result in immediate removal, such as weapons, alcohol, and drugs.

Children's Center ONLY

On Thursdays and some additional minimum days, home toys (DS's, iPods, games, dolls, etc.) may be brought to the center. Children will be able to use these items during free choice. If we see toys or valuables outside of the child's backpack during times that are not allotted for home toy use, we will ask them to put the object away. In addition, toys related to weapons are NEVER allowed (guns, knives, swords, rifles, etc.).

Program Attire

Please have your child dress in comfortable clothing and wear or bring tennis shoes daily, so they can participate in all activities safely. If it becomes necessary to have your child change their clothes and no extra clothes are available, the parent/guardian will be called to bring extra clothes.

Weather permitting, during the year swimming may be made available as an option to the children. All children that go swimming must bring a swimsuit, towel in a waterproof bag. If your child will need assistance applying sunscreen, we would be more than happy to assist them, provided we have a sunscreen waiver on file for your child and once the COVID restrictions have been lifted.

Birthdays / Special Occasions

At this time, we are unable to allow food items to be shared. However, the teachers will make sure to add activities to make your child's day special.

Media

Scripps Ranch Swim & Racquet Club may take pictures and/or video of participants and activities for the website www.srsrc.com, promotional materials, camp/program projects, and/or for publicity purposes. Please contact the director in writing if you would like to withdraw your photo/media permission. A new withdraw request must be submitted at the start of each school year or program session.

Hiring Staff to Babysit

On occasion, parents might ask the staff to babysit. Scripps Ranch Swim & Racquet Club does not authorize or take responsibility for any services that Scripps Ranch Swim & Racquet Club employees might provide outside of Scripps Ranch Swim & Racquet Club employment.

Child Abuse

The staff is required by law to report suspected child abuse to the proper authorities. The telephone number of the Child Protective Services is (619) 560-2191. The Family Stress Center (619) 691-1331 assists families with stressful times and provides suggestions for parenting techniques.

Program/Parent Communications

We encourage communications between the program staff and parents. Please let the teachers know if your child is on medication, has had a difficult morning, or any other information that you feel is relevant. When picking up your child, your child's teacher may want to discuss your child's day. Please make sure to take a few moments of your time to talk to them if you have a concern about your child and what's happening.

Additionally, program information is posted in the Big Room at Aviary and in each classroom and in the lobby at Children's Center. Please check these areas on a regular basis as we update it as needed. SRSRC School Age Program Directors will send out e-mail reminders regarding the program to parents who have shared their e-mail addresses.

Final Note

If at any time you have any questions or suggestions regarding the program, please contact the Program Director. If you have any questions, or want more information on a policy in this handbook, please see the Program Director. Thank you for entrusting us with your child(ren) as we hope to influence a positive experience in your family's life.



Lauren Miller

Children's Center Director

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**PLEASE SIGN AND RETURN THE
FOLLOWING PAGE**