



# **After School Program**

# **Parents Handbook**



**Phone: 949-559-6868 Ext 581**

**Fax: 949-559-9922**

**[www.sccca.us](http://www.sccca.us)**

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# WELCOME!

It is an excitement that you and your child(ren) are members of the After School program on behalf of the South Coast Chinese Cultural Association/Irvine Chinese School (SCCCA/ICS). We believe you will have a wonderful experience here.

## **Section 1: Get to Know about the Program**

### PROGRAM DESCRIPTION

The SCCCA/ICS is a non-profit organization, operates state licensed After School program. The program is established to accommodate both working and non-working parents' needs for child care while children's learning abilities and potentials are strengthened and maximized in a structured, safe, caring, and encouraged environment. More important, we pass down children the values of love, respect, honesty, and responsibilities as the strong foundation for lifelong learning.

### SCCCA/ICS VISION AND MISSION

Our vision is to be the best-run non-profit Chinese education and cultural institution in North America. Our mission is to promote Chinese language learning, to preserve Chinese heritage, to enhance the understanding of the values of the Chinese culture, and to advocate culture diversity in America.

### PROGRAM GOAL

The After School program operates under the SCCCA/ICS and our goal is to make children laugh together, learn together, play together, and most of all support each other on the steps of learning path!

### DAY AND HOURS OF OPERATION

After School program operates from Monday to Friday, 2:00pm to 6:30pm except Kindergarten classes. The program is closed during the national holidays and district breaks.

### STAFF

The After School program is led by a program director and supported by additional staff based on the needs and size of the program.

The teaching staff has completed specific course work and credentials in relation to the teaching subjects.

### AGE OF CHILDREN TO BE SERVED

Children are eligible to enroll in the program are 4 years and 9 months through 6<sup>th</sup> grade.

### OPTIONAL SERVICES

- Early drop off and late pick up:

Due to safety concern, no Early drop off and Late pick up services.

- Mini camps:

We offer mini camps to accommodate parents' needs on the days that children have no schools for district observed holidays. The operation hours are from 8:30 A.M. to 6:30 P.M. Morning and afternoon snacks are provided. Registration is separated from After School program.

- Summer School

During the months of July and August, we offer Summer School for children to experience a fun, educational, and multi-cultural summer. The operation hours are from 8:00 A.M. to 6:30 P.M. Registration is separated from After School program.

- Parent-teacher conferences

We offer parent-teacher conferences once a year for you to meet with teachers and discuss your child(ren)'s learning progress and outcomes.

## TRANSPORTATION ARRANGEMENTS

The program does not provide transportation to drop off or pick up any child. We have no liability for transportation of students to and from scheduled time and location. If you wish to arrange transportation for your child, here are the steps you need to do:

- 1) Complete and sign the forms of Transportation Request Form and Transportation Liability Waiver Form.
- 2) After you submit these two forms, the program staff will help you find a possible match from the Drivers Pool
- 3) You need to contact your driver personally for the pick up or drop off details.

## FOOD SERVICE

- Snacks:

The After School program provides healthy afternoon snacks to children. Snack menu is posted weekly on the program bulletin board. **The program does not serve snacks contain nuts due to the increase number of children who are allergic to nuts.** Please prepare **nuts free** and non-heating snacks for your child for the safety of your child and others. No candy and gum are allowed to have in the program.

- Lunch:

For safety reason, microwave and hot water usage is not allowed for students. We encourage parents to provide lunch that do not need heating. This not only better facilitates lunch hour handling; it also ensures lunch helpers paying their full attention to all our students. Your cooperation is greatly appreciated. During Summer School, we provide lunch order services. If you need lunch order service, please turn in your order and payment by Friday 4:00pm one week ahead of time. Same day order will not be accepted.

- Food Allergies/Food Preferences

If your child has food allergies or any other dietary restrictions please notify the program staff. We also suggest you to prepare snacks for your child if he or she is severely allergic to certain food.

## **Section 2: Program Policies and Procedures**

### **ADMISSION PROCEDURES**

#### **New families:**

- 1) Prior to the registration, make sure to talk with the program staff to ensure the space availability, and then input family information in the Sycamore system via SCCCA/ICS website.
- 2) Complete and sign all the forms in the registration package
- 3) Make tuition payment with a check payable to SCCCA, including student's full name and tuition period.

#### **Continue families:**

- 1) Update any changes of personal profile in the Sycamore system.
- 2) Make tuition payment with a check payable to SCCCA, including student's full name and tuition period.

**Make sure to attach with the Estimate Invoice.**

- 3) Use ASP Deposit Box only if none of the ASP staff is available to take your payment..

### **ADMISSION POLICIES AND FIANANCIAL AGREEMENT**

#### **Registration fee**

- After School program: A non-refundable annual registration fee of \$35 per family is due with the registration package. The registration fee can only be waived for a student who attend summer school in the same year.
- Mini Camp: No registration fee.
- Summer School: A non-refundable registration fee of \$35 per family is due with the registration package.

#### **Tuition**

For any program, we can't guarantee to save or maintain your child's spot if full tuition payment is not received by the payment scheduled date. As a result, children on the waiting list will automatically take over your spot. **We only accept checks for tuition payment. No cash please!**

- After School program: The program tuition can be paid monthly, semester, or yearly. Tuition is due by the 25th of each month for the following month. A \$20 late fee will be charged to any tuition payment not received by the due dates. All bounced checks are subject to a fee of \$25. If days fall under district or national holidays, the tuition for that week will be adjusted automatically by applying the rate of the actual school days. For example, if your child enrolled for 3-day schedule and Friday was a holiday, the tuition for that week would be adjusted by applying the rate of 2-day schedule.

## 2015-2016 SCCCA/ICS After School Program Tuition Chart

課程/天數 Programs/Days	五天 (一到五) 5 days (M-F)	三天 (一, 三, 五) 3 days (M,W,F)	二天 (二, 四) 2 days (T, Th)
全部課程 Full Program	\$ 125/week	\$ 90/week	\$ 70/week
僅中文課 Chinese only (#6)	\$ 60/week	n/a	n/a
僅英數 Academic Only (#6)	\$ 60/week	\$ 40/week	\$ 30/week
幼稚園沉浸班 (12:00 開始) Ch. Immersion K-Early Bird (starts at 12:00)	\$ 240/week	\$ 180/week	\$ 125/week
幼稚園沉浸班 (2:00 開始) Ch. Immersion K-Late Bird (starts at 2:00)	\$165/week	\$ 125/week	\$ 85/week
<p>報名整學期 5 天: 10% 巨額折扣 (沒有任何退款福利)</p> <p><b>Register 5 days for the entire semester: 10% mega discount (not eligible to receive any credit)</b></p> <p>親屬折扣: 3% <span style="margin-left: 150px;">Sibling discount: 3%</span></p> <p>早報名折扣 (7/15, 6:00 pm 之前): 3% <span style="margin-left: 50px;">Early Bird discount (before 7/15, 6:00 pm): 3%</span></p>			

\* Please see community class flyers for community class tuition

Other requirements:

- 1) Each family is required to pay a non-refundable registration fee of \$35. This fee will be waived for students who just attended summer program in the same year.
- 2) Non-refundable \$25.00 book (year) and \$ 5.00 material fee (month) for each Chinese class
- 3) \$80.00 book and material fee per school year for each Academic class
- 4) For Chinese Immersion Kindergarten textbook: \$ 25.00 / year; Monthly material fee: \$ 10 for 5 days schedule and \$ 5 for 2 or 3 days schedule.
- 5) Tuition does not include pick-up from schools. Parents must discuss and pay pick-up fee directly to drivers.
- 6) Choose Chinese class only or Academic class only: parents need to drop off & pick up students on time for the 1 hour class each day.
- 7) A 3% sibling discount is applied to the sibling(s) with lower tuition payment(s).
- 8) Families who receive 10 % mega discount are not eligible for any additional credit.
- 9) **Withdrawals by 8/28 Friday 6:00 PM (100 % of the tuition); by 9/4 Friday 6:00 PM (75% of the tuition); by 9/11 Friday 6:00 PM (50% of the tuition); after 9/11 Friday 6:00 PM (0% of the tuition)**

- Mini Camp: Tuition is listed below. Registration is due one week before Mini camp starts. Please see the Mini Camp flyer for details.

<b>2016-2017 Mini Camp Tuition Chart</b>		
Choices	Regular Tuition	After registration deadlines
Full day 8:30-6:30	\$65.00	\$75.00
AM 8:30-1:00	\$35.00	\$40.00
PM 1:00-6:30	\$35.00	\$40.00

### **Refund/credit policy—After school and Summer Program**

- Absences:

There are no refunds, credits or makeup classes for semester paid tuition with 10% discount. For monthly paid tuition, you may get credits or refunds with the following conditions:

- 1) See page 6, item 10 below the tuition chart
- 2) Children who are ill with absence notes issued by his/her physician
- 3) A family relocation to a city outside of Orange County with proof documents
- 4) Class or program cancellation
- 5) Different district calendars

- Tuition and material fee

The tuition refund will be processed based up the above six conditions only (see “absence”). Book and material fees are not refundable after the first week of the class.

No refund tuition will be processed after registration deadline unless the cancellation of the Mini Camp.

After submitting the Refund Request Form, please allow 30 days for the refund checks to be processed.

### **Refund/credit policy— Mini Camp**

- There are no refunds, credits or makeup classes for any absences.
- All refund requests must be submitted in writing with adequate documentation at least one day before the scheduled class. All refunds are subject to a \$ 10.00 administrative fee per student.
- After submitting the written refund request, please allow 7-10 days for the refund checks to be processed.

## **CONDITIONS FOR SERVICE AND GROUNDS FOR TERMINATION**

### **Conditions for service**

Parents must agree in writing to abide by the guidelines and rules listed in the Parent Handbook. Families and children must meet the following conditions for service.

- Ready for the group care program. We do not discriminate against any child on the basis of race, religion, color, national origin, sex, marital status of parents. Our goal is to meet the individual needs of each child within the structure of our program while maintaining a safe and healthy environment for all children and staff. Children with special needs will be considered for admission to the program on a case by case basis.
- Must agree and follow the regulations and rules in the Parents Handbook

### **Grounds for termination**

- Children who pose an actual direct risk of harm to self and others, or who cannot be accommodated safely will not be continued in the program
- Developmentally regressive and/or is unable to participate in a group care program and needs one to one care
- When a child or parent exhibits improper, uncivil, disrespectful, abusive, or dangerous behaviors toward other children, parents, students, teachers and/or any of the program staff

### **SIGN IN/OUT PROCEDURE**

It is critical to sign in and out your child(ren) each time and it is required by the State of California Community Care Licensing Agency. In the event of an emergency, it is important to know your child is present or picked up in an effort to plan accordingly.

- **Arrival:**

All children must be accompanied to the designated area and signed in by an adult with his or her full signature.

When children arrive to the program directly from school, the driver needs to sign in the child and lead him/her to the program.

The program cannot accept responsibility for children who have not been signed in whether they are left in the school premises or not.

- **Departure:**

Each child must be signed out by a parent or an authorized adult with his or her full signature.

Children are only released with parents or authorized adults (over 18 years old) listed in the School's system. It is parents' responsibility to provide the program staff with a list of authorized adults. For any late pick up, \$1.00 per minute fee will be charged. If late pick becomes habitual, we reserve the right to discontinue your enrollment in the program.

### **ABSENCE**

When you anticipate the absence, please inform the program staff via e-mails or phone calls before class starts, so we can plan accordingly.



## HEATH AND MEDICATION

### ● **Illness**

If children are ill, DO NOT SEND them to school. Please notify the program staff for absences.

If children become ill with the following conditions while attending the program, parents will be contacted and asked to pick up their children within 1 hour of being contacted. If the parent cannot be reached, the staff will contact the individuals listed in the school's system.

- Green discharge from nose or eyes
- Pink eyes
- Whooping cough
- Vomit
- Diarrhea
- A temperature of 100 degrees or above
- Chicken pox, scabies or any other contagious disease
- Child has head lice; child must be nit-free to return to the center

If children are sent home with fever, diarrhea or other contagious illness, they may not return until they are free of such illness or no longer contagious. Written release letters from health physicians may be required before the children return back to the program if symptoms/signs of an illness are still present.

### ● **Communicable disease**

If a child has been sent home with a communicable disease, the child will not be readmitted until it is determined that the child is no longer contagious. A doctor's release letter may be requested before the child can be readmitted.

When a child is known to have a communicable disease, parents of the child who have been in contact with the ill child will be notified according to recommendations and/or regulations set by the County Health Department. In the case of food poisoning, the Health Department will be contacted.

### ● **Medication**

Medical Release and Liability Waiver Form must be completed and signed by parents or guardians in order for the program staff to be authorized to obtain and administer emergency medical information and treatment..

#### Prescription medication

Children are not allowed to self-administer medication. All medication which needs to be administered must be brought directly to the designated staff in its original prescription labeled containers. The label must clearly identify the child's name, doctor's contact, date, prescription name, and dosage. Before you drop off the medications in the office, you must complete and sign the form of Parent Consent for Administration of Medications and Medication Chart.

#### Non prescription medication

Non prescription medication includes but not limited to sunscreen, special soaps, cough drops, vitamins, etc. must also be in the original container and labeled with the child's name, dosage, time and/or directions for distribution and accompany with the form of Parent Consent for Administration of Medications and Medication Chart.

In situations where administration of medication requires specific training, please contact Program Director to determine if a specific plan can be developed that will ensure the safety of your child.

- **Injury**

- Minor injury

In the event of a minor injury to your child(ren) when participating in the program activities, the program staff will try their best to provide necessary medical care, such as washing injured areas, applying Band-Aids or ice packs. Parents will be notified upon pick-up.

- Major injury

In the event of a major injury/emergency, the Director will assess the situation and make the appropriate contact to obtain appropriate medical attention. This may include calling an ambulance to transport the child to the hospital. Parents will be notified immediately and contacted to seek authorized procedure. However, per your authorized Medical Release and Liability Waiver Form, the program staff may first contact 911 or paramedics depending upon situations. Once the situation is under control, the Director or other SCCCA/ICS staff will contact the parents. If a child is taken to the hospital, a SCCCA/ICS staff will accompany the child until the parents or authorized representatives arrive. All medical expenses, including transportation, are the responsibility of the parents/guardians.

If a child is injured and clothing is contaminated by blood spill, he/she will be helped to change in order to eliminate possible exposure to blood borne pathogens for all participants.

## **NATURAL DISASTER AND EMERGENCY PREPAREDNESS**

The program runs three different types of drills monthly to help children familiarize the appropriate actions for the natural disasters and emergencies. They are Fire Drills, Earthquake Drills, and Lock Down Drills. In case of a major disaster happened, the temporary relocation sites are the SCCCA/ICS parking lot or Woodbury Elementary School located at 125 Great Lawn, Irvine, CA.

### **Section 3: Guidance and Discipline**

#### **STUDENTS' BEHAVIOR GUIDELINES**

In order to create a positive learning environment for all children, to develop their self discipline with a strong sense of team work, and to make commitment to everyone's safety in the community, it is important for you to reinforce the following school-wide rules with your child(ren).

- **School-Wide Rules:**

1. Students should act in a way that is safe and healthy for themselves and others.

2. Students should respect the rights and needs of others.
3. Students should be respectful for the learning environment and not act in a disruptive manner.
4. Students are responsible for their personal belongings.
5. Students are to make compensation for any damaged properties caused by him/her.
6. Students will be expected to keep our school looking attractive and free of vandalism and/or graffiti.
7. Dangerous toys, weapons, and drugs are prohibited in school.
8. No chewing gum and candy at school.
9. No toys and/or electronic devices at school without teacher's consent. Any type toy guns or weapons are not allowed in the programs. If personal items (for example, video players, cell phones, i-pad...etc.) are brought to the program, the child assumes full responsibility for the items. The school and the program have no responsibility to repair and/or replace the items.

● **Classroom Rules:**

1. Talking back and arguing is not acceptable.
2. Students should treat school property and the property of others with respect.
3. When entering or exiting the classroom, please open and close door quietly.
4. No writing/drawing, and posting on the wall and furniture.
5. No drawing on the white board without teacher's permission.
6. No hide and seek inside the cabinet.
7. No littering. All trash goes into the wastebasket.
8. No playing with electronic games of any kind during class.
9. All cell phones must be turned off during class.
10. Chairs should be pushed in before students leave.
11. Students should not enter classroom without adult.
12. Only assigned volunteers are allowed in the classroom during class.

● **Gymnasium Rules:**

1. Please change to sports shoes with rubber sole before entering the gym.
2. Sports shoes with wheels (Heelys) are prohibited in the gym.
3. Take good care of sports equipment and always return borrowed items.

4. Students are not to play any sports in a disruptive or violent way.

● **Hallway Rules:**

1. No running and playing in hallways.

2. Students are to be expected to walk in the hallways using soft and quiet feet. Walking through the halls quietly shows respect for others who are studying.

3. Students are not to be in hallways during class.

4. No playing in elevator and on stairways.

● **Restroom Rules:**

1. No playing in the restroom or with the hand motion-activated machines

2. Keep the restroom dry and clean.

3. Paper towels go into the wastebasket, not the toilets. Always flush the toilet after each use.

● **Lunch Area Rules:**

1. Students are to remain in the same area during lunch break.

2. Finish lunch before playing.

3. Play only in designated area.

4. Snack only in designated area.

5. Students are to follow playground safety rules at all times. Playground rules will be taught and consistently reinforced by staff.

● **Kitchen & Office Rules:**

1. Students should not enter Kitchen or Office without permission.

2. Microwave and hot water are for teachers and staff only.

3. For safety reason, microwave and hot water usage is not allowed for students. We encourage parents to provide lunch that do not need heating. This not only better facilitates lunch hour handling; it also ensures lunch helpers paying their full attention to all our students. Your cooperation is greatly appreciated.

● **Parking:**

Park all cars in designated parking areas during school sessions. No parking will be allowed in the drop-off zone. Warnings will be issued to violators. The school reserves the right to dismiss any student whose family receives more than three warnings. Please follow all parking instructions to ensure safety on campus.

● **School Dress Code:**

1. Each child's coat, hat, sweater, etc. must be clearly labeled with his/her name.

2. For safety reason please wear close-toed shoes. No sandals or slippers.
3. Shoes must be worn at all time.
4. The dress, apparel, ornaments, or grooming is consistent with conventional standards of modesty and decorum.
5. Students may not wear hats, caps, combs, or picks, etc., inside the building.
6. The dress, apparel, ornament, or grooming is free from words, slogans, or pictures, which advertise drugs, alcohol, or sex or which contain vulgar or offensive writing, racial slurs, suggestive pictures or emblems or which may infer membership in gangs.

- **Commercial, religious, and Political Activities**

SCCCA/ICS is a non-profit organization and does not endorse any commercial, religious, or political promotion and activities. Children in the program are not permitted to have any of these activities.

## **DISCIPLINARY METHODS**

Generally the program teachers and staff use positive reinforcement to work with children. Our goal is to teach rather than punish. However, if the misbehaviors occur continuously, the disciplinary actions will be taken and it may result the termination of the service.

1<sup>st</sup> violation—verbal warning: Gather and review evidence; Meet the student and explain how he/she violates Student Behavior Guidelines; Record the incidence

2<sup>nd</sup> violation—notify to parents: Set up an appointment with the student’s parents

3<sup>rd</sup> violation—dismissal: File the incident report to license agency. The continuous misbehaviors may result the withdrawal from the program.

## **Section 4: Parents and Volunteers’ Involvement**

- **Parents**

Active parent involvement not only motivates your children, but also contributes to the community. Either volunteering in the classroom or school events/activities, your contribution and support will be greatly appreciated.

We welcome parents’ advice, participation, and support. If you have any concerns or suggestions, please feel free to share with us via verbal communication, electronic mails, phone calls, or Parents Feedback Forms.

- **Volunteers**

We also accept volunteers for classroom and program assistance. If you wish to be a volunteer, please fill out a Volunteer Application form, and we will contact you shortly.



SCCCA/ICS After School Program  
**Parents Handbook Agreement Form**

**My child(ren) and I have read, understood, and agreed to the following four sections listed in the After School program Parents Handbook.**

- Section 1: Get to Know about the Program
- Section 2: Program Policies and Procedures
- Section 3: Guidance and Discipline
- Section 4: Parents and Volunteers' Involvement

Family #ID: \_\_\_\_\_

Print student(s) full name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parent or guardian's name (print): \_\_\_\_\_

Parent or guardian's name (signature): \_\_\_\_\_

Date: \_\_\_\_\_