



# A+ 2009 SUMMER ADMISSION POLICIES

Healthy children will be admitted and accorded equal treatment and access to services without regard to race, religion, color, national origin, or ancestry. Children must be 4 years 9 months through 8<sup>th</sup> grade in order to attend A+. They must be ready for the type of group experiences offered and be able to benefit from the program.

Parents must complete information regarding the pick-up and release of their child (children). Only people listed are allowed to take a child from the grounds. Should a time come when other arrangements must be made, please let us know in advance with a note or phone call.

Each parent will need to sign a statement acknowledging that they have read through the A+ policies and that they agree to abide by them. All forms must be completed and returned at the time of admission. Parents enrolling children who are 4 years 9 months, or who have just completed kindergarten must present A+ with a copy of their immunization records.

**During the summer of 2009, the A+ Program of the First Baptist Church of Tahoe City will open at 7:30 a.m. and close at 5:30 p.m.** Pick-ups after closing time will result in a late fee payable **at that time** to the staff member who remains with the child. Frequent late pick-ups can lead to termination of services. **The program is open Tuesday through Friday from June 17<sup>th</sup>-July 31<sup>st</sup>. Beginning August 3<sup>rd</sup>, we are open Monday through Friday until school begins on Wednesday, August 26<sup>th</sup>.**

## PROGRAM DIRECTOR AND LICENSING INFORMATION

We are fully licensed by the State of California

License Number – 313 607 930

A+ Before and After School Program

Gaynell (Nell) Jackson, Director

P.O. Box 7452

390 Fairway Drive

Tahoe City, CA 96145

A+ Office- 530.583.1534

Fax- 530.583.9071

Email- [gaynelljackson@sbcglobal.net](mailto:gaynelljackson@sbcglobal.net)

Website- [www.tahoeministries.com](http://www.tahoeministries.com)

## SIGN-IN/SIGN-OUT

California law requires Sign-In/Sign-Out sheets. We become responsible when you sign in, and you resume responsibility when you sign out. **You, as the adult must sign your child in and out. You must use your full signature and not just initials. Chronic indifference to this responsibility jeopardizes your child's continued enrollment.** After signing out, your child should remain with you.

Arrangements shall be made for the child's departure. If permission is granted for the student to leave on their own, the staff will administer the signing out. This permission requires a signed note from the parent or guardian.

## HOURS AND DAYS OF OPERATION

The A+ Program of First Baptist Church of Tahoe City opens at 7:30 a.m. during the summer and goes until 10:00 a.m. The Big A Club is held during the 10:00 a.m.-2:00 p.m. time slot. A+ resumes with the afternoon session from 2:00 p.m.-5:30 p.m. Pick-ups after closing time will result in a late fee. **Frequent late pick-ups can lead to termination of services. The program is open Tuesday through Friday beginning June 17<sup>th</sup> through July 31<sup>st</sup>. Beginning August 3<sup>rd</sup>, we are open Monday through Friday until school begins on Wednesday, August 26<sup>th</sup>**

## MEDICATIONS AND ILLNESSES

Medication is given to a child only if the medication is in the original container with the child's name, drug name, doctor's name, dosage, and times to be given. Written consent from the parent must accompany medication. No medications, including aspirin, cough medicine, etc. will be given without written permission. A+ keeps a record of the medications administered. Parents must stop by at the end of the day and initial the recording in the medication log.

### ***A CHILD SHOULD BE KEPT HOME FOR THE FOLLOWING REASONS:***

- A persistent fever or one during the night for the past 24 hours.
- If taking an antibiotic during the first 24 hours.
- If there is a nasal discharge (including thick or colored)
- A constant cough or complaint of ear hurting.
- Any symptoms of a communicable disease (including cold or flu).
- Diarrhea or vomiting.

Parents will be contacted during the day, if the child develops a fever (over 100 degrees), vomits, coughs constantly, or appears ill in any way. The child will be sent home until he/she is well enough to return to the program. Working parents must make arrangements for someone to pick up and care for the child if illness occurs during the day.

## FOOD

Snacks are furnished by the program. If your child has allergies please notify us so that we may accommodate. A. A+ provides a snack during the afternoon session. (These snacks have been approved by the Nutrition Coalition.) **You, as the parent are responsible for providing and sending a lunch and a drink with your child (children).**

## DISCIPLINE

Discipline is necessary to help children learn to control their actions. We **do not use** corporal punishment or severe punishment. A+ has adopted the following procedures to deal with behavior problems.

- ❑ Verbal warning. Discuss with the child that what they are doing is not acceptable.
- ❑ If behavior persists, separate the particular child from the other children.
- ❑ Time out chair
- ❑ If repeated time outs occur, a parent-administrator conference will be mandatory.
- ❑ **If above steps fail, the child will be asked not to come back for a period of time agreed upon by the parent and administrator.**

The child becomes aware that he/she is loved, but that certain behavior is not acceptable. The safety of the children is the highest priority for setting the discipline policy.

## FINANCIAL POLICIES

Session I of A+	7:30 a.m.-10:00 a.m.
Big A	10:00 a.m.-2:00 p.m.
Session II of A+	2:00 p.m.-5:30 p.m.

### ***BILLING***

A+ provides monthly billing. The time covered is in one calendar month. The bills will go out after the last day of the month. You are charged for only the sessions/days that your child has attended. If you are enrolled in the A+ Program and are participating in Big A activities, you have the option of being billed for both, rather than paying separately for the Big A fees. The only Big A activity that this **DOES NOT** apply to, would be the days when the older children (Those who have completed 1<sup>st</sup> grade on up) attend the Wild Island field trip. The Wild Island field trip requires signing up and paying in advance for that day. If you are not current with your A+ account, **there will be no billing option for any activity. Payment will be due at the time of drop-off.**

### ***EMAIL BILLING!***

A+ has the ability to send your invoices by email. If you would like to receive your invoice by this method, please complete the information listed on the registration form.

***FEES***

Session I (7:30 a.m.-10:00 a.m.)      \$5.00 per child per day  
Session II (2:00 p.m.-5:30 p.m.)      \$7.00 per child per day

Checks are to be made payable to "A+".

***LATE DEPARTURE CHARGE***

It is imperative that all parents pick up their children prior to the 5:30 p.m. closing time. After 5:35 p.m., the charge is \$1.00 per minute and is due at the time of pick-up. **A parent's chronic lateness will result in a termination of services.**

***LATE PAY FEE***

Payment of the balance from the previous month is due during the first fifteen calendar days of the new month. A late fee of \$10 will be charged if the payment is received after the fifteenth of the month. Checks returned by the bank will cost the writer of the check \$10.

***FAILURE TO PAY***

**Payment 90 days overdue will result in the termination of services for your child.**

**Fees are subject to change with a semester's written notice. Checks should be made payable to A+.**

***RIGHTS OF THE DEPARTMENT OF SOCIAL SERVICES***

This department has the right to interview any children or staff, and to inspect and audit records regarding a child or the center without prior permission. A+ will make provision for private interviews and for the examination of all records relating to the operation of the program. The department also has the right to observe the physical condition of the child (children), which includes the situations that would point to abuse, neglect, or inappropriate placement.

## EMERGENCY CARE AND DISASTER PLAN

### ***FIRE DRILLS***

Fire drills are conducted every six months in order to train the children in fire safety procedures for our building. After evacuation occurs, all students and teachers meet in the First Baptist Church parking lot. We are lined up according to classes and a head count is taken.

In case of an actual building fire, the children will be evacuated to Tahoe Lake School. .

### **Emergency Cell Phone Numbers**

Nell Jackson:	530.448.1166
Sarah Johnson:	405.623.3087
Kelly Moyer:	530.448.3255
Debbie Wohler:	530.448.9359

### ***FOREST FIRES***

A+ will evacuate to Tahoe City Commons Beach or the nearest Red Cross Center.

### ***EARTHQUAKES***

In case of earthquake, A+ would remain at First Baptist Church. If we were unable to find shelter there, A+ would notify the local radio station of our evacuation location. Once again, we would have the cell phone with us to receive phone calls.