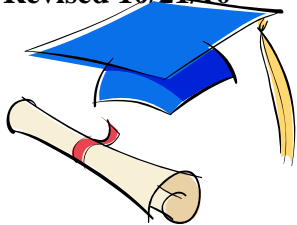


Revised 10/21/10



# A+ ADMISSION POLICIES 2010-2011

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 and 9 months to 8<sup>th</sup> grade in order to attend A+. They must be ready for the type of group experiences offered and 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 those in kindergarten must present A+ with a copy of their immunization records.

## 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**

Church – 530.583.7458

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. The staff will sign in students arriving by school bus or A+ van. 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.

## HOURS AND DAYS OF OPERATION

During the school year of 2010-11, the A+ Program of the First Baptist Church of Tahoe City will open at 7:00 a.m. and close at 5:30 p.m. Monday through Friday. During the summer of 2011, 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. Tuesday through Friday. 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. A+ is open for specific full day sessions during the school year. Please check the A+ calendar for those days. A+ follows the Tahoe-Truckee Unified School District calendar.

## 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 medication log is kept in Nell's office. Parents will be required to sign that log to acknowledge the administering of medications.

### ***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) or,
- 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, and 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 their child if illness occurs during the day.

## FOOD

The program furnishes snacks. **If your child has allergies, please notify us and send an appropriate snack and drink in your child's lunch box.**

If kindergartners plan to eat lunch at A+, it is the parent's responsibility to provide him/her with additional food items.

Those attending full day sessions or minimum days are required to bring a sack lunch.

## 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 the 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.**

## TRANSPORTATION

School bus pick-up for the A+ morning session is provided for Tahoe Lake students ( K-3<sup>rd</sup>); Kings Beach students (K-3<sup>rd</sup>); and North Tahoe School (4<sup>th</sup>-8<sup>th</sup>). After school bus transportation is provided to Tahoe Lake students, K-3<sup>rd</sup> and North Tahoe School, 4th-8th. Morning and after school care is also provided for the Creekside Charter School. A+ will walk or transport the Creekside students to school. ***NEW!! Bus Transportation is now provided for K-3<sup>rd</sup> from Kings Beach Elementary – Morning pick-up at A+, and after school drop-off – transporting from KBE to A+. Kindergarteners arrive at 1:20 p.m., and 1<sup>st</sup> – 3<sup>rd</sup> graders arrive at 3:07 p.m.***

At 5:30 p.m., parents or a designated adult must pick up the children. Signed permission slips are required, if it is necessary for a child to leave on their own.

***The A+ Program seeks to provide not only a change of scenery, but a place of relaxation and creative learning. We seek to provide opportunities for growth in groups as well as individual experiences. We also offer tutoring in areas where children are having difficulties. Our goal is to send children home with their homework completed and checked for accuracy.***

## FINANCIAL POLICIES

### **Regular Attendance Payment**

At the end of each month, A+ will bill you for the days that your child (children) has used for that calendar month. Payment for that bill is due on the first of each month and payable by the 15<sup>th</sup>. Payment two weeks in arrears will lead to dismissal from A+ until the account is paid or payment arrangements have been made.

### **E-mail 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.

### **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.**

### **Full/In-Service Days**

On those days when school is out due to teacher's meetings and specific holidays observed by the district (see A+ calendar for those dates), A+ will be open from 7:00 a.m.-5:30 p.m. The cost per child per day is \$20. The half-day rate for 5.5 hours or less will be \$12.00.

### **Minimum School Days**

A+ will be open for those days and transportation will be provided. There will be an additional charge per child for those extended days.

### **Late Pay Fee**

Payment for the invoice from the previous calendar 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+.

Tahoe Lake School		
7:00-7:42 a.m.***	K-3 <sup>rd</sup>	\$2.00 per child per day
12:48-5:30 p.m.*	Kindergarten	\$13.00 per child per day
2:20-5:30 p.m.*	1 <sup>st</sup> -3 <sup>rd</sup>	\$7.00 per child per day
Early pick-up at 3 p.m.	K-3 <sup>rd</sup>	\$8.00 per child per day
Minimum Day 12:10-5:30 p.m.*	1st-3 <sup>rd</sup>	\$13.00 per child per day
7:00-11:00 a.m.	K-3 <sup>rd</sup> Delayed start scheduled called by TTUSD due to snow	\$7.00 per child per day

Creekside Cooperative Charter School		
7:00-8:20 a.m.	K-6 <sup>th</sup>	\$2.00 per child per day
12:30-5:30 p.m.	Kindergarten	\$13.00 per child per day
Early pick-up at 3 p.m.	Kindergarten	\$8.00 per child per day
2:30-5:30 p.m.	1 <sup>st</sup> -6 <sup>th</sup>	\$7.00 per child per day
Minimum Day	1 <sup>st</sup> -6 <sup>th</sup>	\$14.00 per child per day

Kings Beach Elementary		
7:00-7:38 a.m.***	K-3 <sup>rd</sup>	\$2.00 per child per day
1:20-5:30 p.m.***	Kindergarten	\$12.00 per child per day
3:07-5:30 p.m.*	1 <sup>st</sup> -3 <sup>rd</sup>	\$6.00 per child per day
Min. Day Early pick-up at 3 p.m.	K-3 <sup>rd</sup>	\$8.00 per child per day
Minimum Day 1:20-5:30 p.m.*	K-3 <sup>rd</sup>	\$12.00 per child per day

North Tahoe School		
7:00-7:53 a.m.*	4 <sup>th</sup> -8 <sup>th</sup>	\$2.00 per child per day
3:40-5:30 p.m.*	4 <sup>th</sup> -8 <sup>th</sup>	\$6.00 per child per day
Min. Day Early pick-up at 3 p.m.	4 <sup>th</sup> -8 <sup>th</sup>	\$8.00 per child per day
Minimum Day 1:20-5:30 p.m.*	4 <sup>th</sup> -8 <sup>th</sup>	\$12.00 per child per day

Other Fees for All Schools		
Full Days	K-8 <sup>th</sup>	\$20.00 per child per day
Half-day rate for Full Days (5.5 hours or less)	K-8 <sup>th</sup>	\$12.00 per child per day
Summer AM A+	K-8 <sup>th</sup>	\$5.00 per child per day
Summer PM A+	K-8 <sup>th</sup>	\$7.00 per child per day

**\*These are actual school start and dismissal times, not the bus schedule pick-up times. The bus schedule times will be published closer to the beginning of school.**

**\*\*\*This is the actual bus pick-up time.**

## **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 once a month 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.

### **Forest Fires**

In case of an actual forest fire, we will remain at the church. If it does become necessary to evacuate, our first point will be the Tahoe City Golf Course. If we are still threatened we will head to evacuate Blue Agave. If that is not safe, we will then head to Commons Beach. This third choice would be our last resort.

### **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.

In case of emergency, here is the list of our cell phones:

### **Emergency Cell Phone Numbers-**

**Nell Jackson: 530.448.1166**

**Kelly Moyer: 530.448.3255**

**Debbie Wohler: 530.448.9359**

**Mrs. Mo (Maureen Stelzriede): 530.386.2655**