

**2018-2019**

**Parent Handbook**

**Mt. Diablo Unified School District**

**Bay Area Community Resources**

 

**Mt. Diablo Unified School District**

**C.A.R.E.S After School Program**

(Collaborative for Academics, Recreation & Enrichment for Students)

**Established 1999**

**Welcome**

Welcome to the Mt. Diablo **C.A.R.E.S** After School Program. We are very excited to have you as a part of the program. It is our hope that this is a very enjoyable and positive experience for you and your child.

This handbook is intended to provide you with important information regarding our program. Please read the entire handbook and acknowledge that you have it by signing on the signature page at the end.

Now it is time to jump right in and have a great year. And remember—there's always a place for you with us!

**Introduction**

Mt. Diablo Unified School District (MDUSD) and Bay Area Community Resources have collaboratively developed seventeen after-school programs in the Concord, Pleasant Hill, Pittsburg and Bay Point communities.

These programs will serve approximately 120 to 250 students at each school site. Stu­dents will participate in an academics, recreation, and enrichment in a healthy environment.

Partnerships with Bay Area Community Resources, Contra Costa County Department of Health and Human Services, Healthy Behaviors Initiative, City of Concord, Friends of Camp Concord, Contra Costa Sheriff's Department, Napa County of Education, Concord Police Department, Contra Costa Health Services and Diablo Valley College and others will help to enhance and support the program while developing stronger ties among families, schools and communities.

**Important Phone/FAX Numbers**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Phone Number** |
| Eric Rego | Coordinator of After School Programs | (925) 691-0351 |
| Cindy Murillo | BACR, Senior Program Manager | (925) 691-0351 |
| Rosa Palomino | BACR, Program Manager II | (925) 691-0351 |
| Cherie Gann | Academic Coordinator  | (925) 691-0351 |
|  |  |  |
| CARES ASP fax |  | (925) 691-1447 |
|  |  |  |

**School Sites**

**Bay Point/Pittsburg**

Bel Air Elementary

663 Canal Road

Bay Point, CA 94565

(925) 682-8000 ext. 84635 ASP

(925) 458-2606 school

(925) 458-2065 fax

Delta View

2916 Rio Verde

Pittsburg, CA 94565

(925) 682-8000 ext. 84239 ASP

(925) 261-0240 school

(925) 827-1138 fax

Rio Vista Elementary

611 Pacifica Avenue

Bay Point, CA 94565

(925) 458-3959 ASP

(925) 458-6101 school

(925) 458-8765 fax

Riverview Middle School

205 Pacifica Avenue

Bay Point, CA 94565

(925) 458-3216 ext. 5211 ASP

(925) 458-3216 school

(925) 458-0875 fax

Shore Acres Elementary

351 Marina Road

Bay Point, CA 94565

(925) 709-8581 ASP

(925) 458-3261 school

(925) 458-6465 fax

**Concord/Pleasant Hill**

Cambridge Elementary

1135 Lacy Lane

Concord, CA 94520

(925) 682-8000 ext.84459 ASP

(925) 686-4749 school

(925) 798-5068 fax

El Dorado Middle School

1750 West Street

Concord, CA 94521

(925) 682-8000 ext. 5181 ASP

(925) 682-5700 school

(925) 685-1460 fax

El Monte Elementary

1400 Dina Drive

Concord, CA 94518

(925) 682-8000 ext. 84748 ASP

(925) 685-3113 school

(925) 827-5471 fax

Fair Oaks Elementary

2400 Lisa Lane

Pleasant Hill, CA 94523

(925) 682-8000 ext. 84844 ASP

(925) 685-4494 school

(925) 687-3170 fax

Holbrook Language Academy

3333 Ronald Way

Concord, CA 94519

(925) 682-8000 ext. 85647 ASP

(925) 685-6446 school

(925)827-1138 fax

Meadow Homes Elementary

1371 Detroit Avenue

Concord, CA 94520

(925) 682-8000 ext. 85014 ASP

(925) 685-8760 school

(925) 689-7217 fax

**Concord/Pleasant Hill**

Mt. Diablo High School

**2450 Grant Street
Concord, CA 94520
(925) 682-4030 school
(925) 687-9658 fax**

Oak Grove Middle School

2050 Minert Road

Concord, CA 94518

(925) 682-8000 ext. 5345 ASP

(925) 682-1843 school

(925) 682-2083 fax

Sun Terrace Elementary

2448 Floyd Lane

Concord, CA 94520

(925) 682-8000 ext. 85238 ASP

(925) 682-4861 school

(925) 798-7476 fax

Wren Avenue Elementary

3339 Wren Avenue

Concord, CA 94519

(925) 682-8000 ext. 85448 ASP

(925) 685-7002 school

(925) 609-9506 fax

Ygnacio Valley Elementary

2217 Chalomar Road

Concord, CA 94518

(925) 671-0501 ASP

(925) 682-9336 school

(925) 609-7759 fax

Ygnacio Valley High

755 Oak Grove Road

Concord, CA 94518

(925) 685-8414 ext. 2202 ASP

(925) 685-8414 school

(925) 685-1435 FAX

**Mission/Vision**

**CARES:**

Collaborative for Academic, Recreation, and Enrichment for Students

**Motto**:

“Children Learning to Change the World!”

**Vision:**

Working together with our partners to provide academic, recreation, enrichment, social opportunities for our stu­dents and their families through a high-quality after school programs.

**Mission**:

The MDUSD CARES program strives to develop a variety of academic, recreation, enrichment, health and support services for students. We strive to provide a safe, fun, nurturing environment.

**Discipline Policy**

The MDUSD CARES After School Program reserves the right to change classes of any student, remove and/or dismiss a student from the program if the safety of students and/or staff are in question.

All students participating in CARES are expected to be respectful, caring, responsible, and safe individuals. At each site specific rules need to be followed (refer to site school specific program information at the back of the packet).

Although the program is after school hours, site principals will be informed of accidents and incidents.

CARES will utilize the following steps to support positive behavior:

All students will be respectful, responsible, and safe.

Students will receive frequent praise and positive reinforcement.

Rules and expectations will be reviewed with all students.

Discipline steps can include:

A verbal warning. However, if the behavior continues, the student will speak to the Program Coordinator.

If the behavior does not improve, the Program Coordinator or Program Coordinator Assistant will call home and send a Behavior Warning Notice home.

A student who receives three Behavior Warning notices may be asked to leave the program.

***Harassment of any kind, physical altercation, or inappropriate language will result of automatic removal from program.***

**Date/Fecha: \_\_\_\_\_\_\_\_\_\_**

**Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_**

 **MDUSD CARES ASP**

**BEHAVIOR WARNING# \_\_\_\_**

AVISO DE CONDUCTA # \_\_\_\_

Your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been given a warning for his/her behavior in the CARES Program. We would like you to talk to your child about his/her behavior. *Su hijo/a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ se le ha dado un aviso de conducta en el Programa Después de Clases. Nos gustaría que hable con su hijo/a de esta situación.*

**Description of incident:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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In the event that your child receives three behavior warning notices, he/she may be asked to exit the program.

Immediate Removal 

*En el evento que su hijo/a reciba tres avisos de conducta, será posible que salgan del programa.*

Inmediata eliminación 

Please sign the bottom of this notice and send it back to the CARES Program by the following day.

*Favor de firmar abajo y regrese al Programa Después de Clases antes del próximo día.*

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

*Firma de Padres* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha \_\_\_\_\_\_\_\_

Early-Release/Attendance Policy

 If students participating in the CARES Program need to leave early, parents must complete the “Early Release Form.” This form must be completed **prior** to the child leaving and not given the following day. Failure to comply with the early release form policy may result in your child’s removal/dismissal from the program. In the event that a child needs to leave early on all Tuesdays for example, the form may be filled out for specific days instead of dates.

 **Only those individuals whose names are listed on the emergency card will be allowed to fill out an “early release form” and sign the child out from the program.**

Due to state compliance and a maximum of three Early Release forms are allowed per month. Excessive Early Releases will result in removal from program.

\*Example of allowable early releases; *Sports, tutoring, religious, etc.*

# MDUSD CARES ASP

# CARES Early Release Form

My child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ needs to be released at \_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_ because

 (Name) (Time) (Date)

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

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Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*As a policy we will allow early releases on a limited basis. If early releases become excessive, your child may be asked to exit the program\***

**If your child did not attend school, he/she cannot attend the CARES program that day.**

**LATE PICK-UP POLICY**

The CARES Program has a policy that all children should be picked up no later than 6:10 p.m. The program ends promptly at 6:00 p.m. In the event that a child is picked up at 6:10 or later, they will be given a Late Warning Form. If by 6:40, calls have been made to ALL numbers on the emergency card with no success, law enforcement will be called. If an individual receives three Late Warning Forms they will be asked to leave the program. This policy will be posted and reviewed with students.

The first time a child is picked up late (6:10 or later), Program Coordinators will issue Late Warning #1. (See Late Forms). The second time the child is picked up late, warning #2 will be issued. Upon receiving the 3rd Late Warning Form, the child will be asked to leave the program.

The Late Warning Form is below:

 LATE WARNING # \_\_\_\_\_

 AVISO de TARDANZA # \_\_\_\_

As stated in the Late Policy, students will be given a warning when they have been picked-up from the CARES Program later than 6:10. Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was picked up late from the CARES Program on \_\_\_\_\_\_\_\_\_\_. Please remember that the program PROMPTLY ends at 6:00. If you receive 3 late forms you will be asked to leave the program.

Thank you for your continued help, understanding and support!

Como se mención en la regla de tardanza, se les dará a los estudiantes un aviso cada vez que ellos sean recogidos después de las 6:10 pm del Programa de Clases Después de la Escuela.

Su hijo(a)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_fue recogido(a) tarde del Programa de Clases de la Escuela el\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Por favor recuerde que el programa termina justo a las 6:00 pm. Si usted recibe 3 avisos de tardanza, será posible que salga del programa.

¡Gracia por su ayuda, comprensión y apoyo!

PARENT SIGNATURE/FIRMA DE PADRES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Illness/Medication Policy**

If your child shows signs of infection or illness, do not send him/her to the program. This is for your child’s own welfare as well as that of others. If your child arrives to program not feeling well, the Program Coordinator may contact you to have the child picked up. If they have a fever or diarrhea, they will be sent home immediately. Children must be lice and nit free to attend the Mt. Diablo CARES After School Program.

**Medication**

ASP staff (Managers, Program Coordinators, Program Coordinator Assistant, Recreation Specialist or Teacher Liaison) cannot administer medication to students TK-12 unless under the circumstance of asthma or EpiPen where parent gives documented parental consent.

Education Code 49423, 49423.1 Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a licensed healthcare provider, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication if the school district receives a written statement from the healthcare provider detailing the name of the medication, method, amount, and time schedules.

**Program Policies**

**Emergency/Identification**

All the necessary paperwork was provided to you prior to the beginning of the program. Program registration includes a student emergency card. Please be sure to fill out all of these forms completely before the first day of the program. Your child/children will not be allowed to participate in the program until these forms are completed in full and returned to the site.

You must note any allergies (food, bee stings, etc.) and/or other special needs you feel the staff should know about your child/children. Please be sure to keep this information current throughout the year and notify staff of any changes.

**Personal Belongings/Possession of Cellular Phones and Other Personal Electronic Signaling**

Please label all of your child's belongings—coats, backpacks, sharing items. It is up to your child that all belongings be stored in the designated locations. CARES staff are not responsible for any misplaced/lost/stolen items.

Students are not permitted to use any type of electronic device. The electronic device must remain turned off during the CARES After School Program.

If school staff member finds it necessary to confiscate a device, parents will be notified promptly and the device will be returned in accordance with program rules after the administrator or designee has consulted with the student’s parent/guardian. The program is not responsible for lost or stolen electronic devices. Students are to make arrangements with their parent(s) or guardian(s) to contact the After School office when attempting to reach them during the CARES Program. Failure to adhere to policy, Program Coordinator/Program Coordinator Assistant will confiscate device and return at the end of the program day.

**Student Check-In/Sign-Out**

All students must be check-in/out with CARES program staff. Each site has a sign-out binder. It is program policy that each child is checked out by a parent/guardian or designated individual listed on the CARES student emergency card every day. No one under the age of eighteen can be on the emergency card or may pick up child/ren.

Only individuals listed on the emergency card prior to the date of pickup, with identification, will be permitted to sign your child out. Please make sure this information is updated regularly. Failure to sign your child out is a breach of program policy and may result in dismissal from the program. This is a safety policy and it is strictly enforced.

**Nutrition Policy**

**Healthy Food and Beverage Policy**

**Mt. Diablo CARES After School Program**

**Mt. Diablo CARES After School Program will make every effort to promote health and wellness by being a role model and encourage the consumption of healthy food and beverages.**

**As mentors and role models for staff, children and families, our efforts in maintaining a healthy image at our workplace and providing healthy opportunities and choices must be intentional. Therefore, Mt. Diablo CARES After School Program will:**

* Increase the range and availability of healthy food and beverage options available on our organization’s premises and events.

* Increase the range and availability of healthy food and beverage options available at meetings, events and at premises under our agency’s control.

* Ensure that only healthy options are provided for food and beverage rewards, prizes and give-aways.

* Ensure that CARES staff avoids consuming or conveying “Junk Food” on any CARES school site during program hours or presence of students. This includes but not limited to: Soda, Chips, Candy.

* Only support fundraising activities involving food or drink items that meet the agency’s food and beverage policy guidelines.

* Ensure that any food and beverage catering for meetings and events sponsored or organized by our agency; meet the *Healthy Food and Beverage* policy guidelines.

**Implementing the Policy**

**Mt. Diablo CARES *Healthy Food and Beverage Policy* will be distributed and explained to paid staff, clients and volunteers within our organization, and to collaborators, contractors and partners.**

**Events, meetings and activities**

When catering for a gathering, Mt. Diablo CARES After School Program will ensure healthy options are offered.

* Where food is provided by CARES, healthy alternatives will be offered and promoted. This includes:
	+ Fruits, vegetables, low-fat dairy products and whole grains.
	+ Age appropriate portion sizes.

**Thank You**

Thank you for participating in the After School program. If you ever have any questions, comments, or concerns that have not been addressed, please feel free to talk to the Program Coordinator at your child’s school site. Your cooperation and support throughout the school year is important to us and beneficial in assisting us in providing a quality after-school program for your child. Thank you!

Please sign and return the acknowledgment portion (next page) to the Mt. Diablo CARES After School Program Coordinator.

**Parent Acknowledgement**

I acknowledge that I have read and understand the Mt. Diablo CARES After School Program Policies and will contact the program if I have any questions.

Parent Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_