



**Extended Care  
Program**

**Family Handbook**

**2018-2019**

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## **Program Description**

The Extended Care program offers students a safe, positive, fun and a growth oriented environment at each of Shoreline School District's ten elementary schools. Each site provides a healthy mix of recreation, academic enrichment, and cultural experiences, to foster social-emotional development, build and a sense of community and support to each child that we serve.

## **Site Staff, Group Size and Ratio**

All sites will have a Lead and Assistants who are trained Shoreline School District Employees. The maximum student to adult ratio will range but not exceed 18 to 1 when all children are in attendance.

## **Program Schedules Available**

Weekly enrollment includes all school days on the Shoreline School District Calendar.

- **Before School:** Site opens at 6:30 AM
- **After School:** Sites close at 6:30 PM After School includes all Early Release days and Partial Release Wednesdays
- **Partial Release Wednesdays only:** Care for the scheduled Partial release Wednesdays only

## **Daily Classroom Schedules**

Although the timing and order will vary from site to site, students enrolled in all of the extended care programs will have an experience that includes each day:

- **Arrival** - Families walk their students inside the Site, sign in, and share any pertinent information with the Site staff.
- **Group Time and Choice Time** - Students will experience some staff-led whole group activities and also have time to choose individually from classroom activity areas, crafts and games.
- **Small Group Activities** - Staff will facilitate optional small group activities, following children's interests and requests when possible.
- **Snack Time** - Students will receive an after school snack every day.
- **Homework Time** - Students will have some quiet time to complete homework. Staff will guide and support their work as requested.
- **Outdoor Time /Gym Time** - Children will have structured and unstructured active experiences inside and outside.
- **Special Events** - Staff may arrange special events, such as a shared age appropriate movie.
- **Departure** - Families will enter the site to pick up their students, check in with a site staff and sign their child out.

**Phone Directory**

Shoreline Children’s Center Main Office:..... (206) 393-4356

Phone Payments and Billing Questions:..... (206) 393-4229

Fax:..... (206) 393-4357

Mailing address: ..... Shoreline School District Accounts Receivable  
18560 1st Ave NE Shoreline, WA 98155

Website: ..... [www.shorelineschools.org/childrenscenter](http://www.shorelineschools.org/childrenscenter)

**Extended Care Phone Numbers:**

Briarcrest ..... (206) 393-4179

Brookside ..... (206) 393-4147

Cascade K-8 ..... (206) 393-6940

Echo Lake ..... (206) 393-4330

Highland Terrace..... (206) 393-4349

Lake Forest Park ..... (206) 393-4133

Meridian Park .....(206) 393-1722 and (206) 393-1721

Parkwood..... (206) 393-4159

Ridgecrest..... (206) 393-4194

Syre ..... (206) 393-4163

**Enrollment Requirements Checklist**

Please complete the following items and return them to the Children’s Center Business Office prior to your child’s first day. Incomplete and/or missing items may cause a delay in your child’s enrollment.

- Emergency Form
- Photo Form
- Health Form
- Release of Information for Shoreline School District
- Auto Withdrawal Authorization Form (recommended)

**Students will only be enrolled at the site in the school that they are attending.**

## **Tuition and Payment Options**

Tuition is charged from September through June, regardless of the number of actual days of service per month. Students enrolled in any program are reserving time, space, supplies and staffing whether or not your child attends. *Therefore, days missed cannot be deducted from your monthly fee.*

Tuition, for the next month, is due in full upon receipt of the invoice. Payments are accepted only at the Shoreline Children's Center or through our Accounting Department. Valid forms of payment are Auto withdrawal (recommended), credit card, check or cash. (Cash is accepted only at the District Office.)

### **Auto Withdrawal (Recommended)**

Enrollment in auto withdrawal requires a separate form, offered at enrollment and throughout the school year. To stop or change an auto withdrawal authorization, written notice must be received at least 15 business days prior to the tuition due date. Auto withdrawals will occur on the 20th of each month.

### **Online Payment Instructions\***

The Shoreline School District has been providing parents with an easy and convenient way to pay for student meals and other items via our InTouch Receipting program. Parents may pay with Discover, MasterCard, or VISA credit or debit cards for these items. The Online Payment Portal has now been expanded to accept Childcare payments. To make an online payment follow these simple steps:

1. Visit our school website at <https://www.shorelineschools.org>
2. Click on the **Online Payment** icon.
3. Log in.
4. Select the child you are making payment for. If you have more than one child in the Childcare program, enter payment for each separately (use the "Your Family" to select another child).
5. Check out\*
6. Make payment using a Discover, MasterCard, or VISA debit or credit card.

*\*A \$1.50 Service Fee will be applied at checkout (not applicable to Food Service Deposits).*

### **Payment Responsibility and Past Due Accounts**

The Shoreline Children's Center has a business relationship with the parent/guardian who has registered the child and who makes payments as indicated on the Contract for Services. The business relationship parent/guardian is responsible for the full amount of tuition.

If your account is past due, your child will be withdrawn from the program and will not be able to attend. Your account may be referred to the District collection agency; you are liable for all collection fees incurred. Account questions or adjustments can be answered by calling the Business Office at (206) 393-4229.

### **Withdrawal from the Program**

To withdraw from the program, written notification, via e-mail to [pam.hurley@shorelineschools.org](mailto:pam.hurley@shorelineschools.org) must be received at the Shoreline Children's Center office two weeks prior to your child's last day. You will be charged for those last two weeks. Fees are prorated for enrollment, but not for withdrawal.

### **Tax Information**

Shoreline School District Tax ID number is 91-600-1644. Please keep payment/statements for tax purposes; we do not issue year end statements.

### **School Calendar**

Extended Care sites follow the Shoreline School District Calendar. Sites will be closed on days designated as classified administrative holidays on the Shoreline School District calendar. (Please check District Website as Board approval is pending)

After Care enrollment includes Wednesday Partial Release days, and Conference days.

Programs will be available through separate registration and tuition during the district's Winter, Mid-Winter and Spring Breaks and Summer vacation (except for holidays designated on the school calendar). Families will be charged an additional fee each day for time reserved whether or not their child attends.

### **School Closure for Adverse Conditions**

Emergency Release—if school closures are necessary due to adverse conditions (snow, flooding, earthquake, power outage, etc) the following procedures will occur:

- *If Shoreline School District Elementary schools are closed* - Extended Care Programs will be closed.
- *If Shoreline School District Elementary schools start late* - Extended Care Programs will start late.
- *If Shoreline School District Elementary schools close early* - Elementary school staff will remain at the school with children until parents/authorized pick-up person arrives to pick up the child.
- *If Shoreline School District Elementary schools close during the school day* - the corresponding after school program will not open.

Information will be announced on local radio and television stations and posted on the district's website. In the event of closure due to snow or emergency weather conditions, the District scheduled make-up day will be included without additional charge.

## **Behavior Expectations and Management**

### **Program- Wide Positive Behavior Interventions and Supports (PBIS)**

In Shoreline, all Pre-K through 12 schools implement **Positive Behavior Intervention and Supports** (PBIS) to increase student engagement, improve safety, decrease problem behavior, and establish a positive school culture. PBIS is a systemic, proactive approach to teaching school-wide behavioral expectations and includes a hierarchy of prevention and intervention strategies. The hierarchy has three tiers with increasing supports based on student needs and response to intervention.

#### **Tier I Supports:**

The Tier I supports consist of creating a caring, responsive, and predictable environment for all children with strong teacher and student relationships. Included in Tier I strategies in Shoreline Early Learning Department is the explicit and planned instruction of Social and Emotional skills within the classroom setting.

Site staff will support the development of social and emotional skills that are required for success in the classroom. For example, they will:

- plan ahead to avoid problems,
- give clear instructions and expectations,
- communicate directly with children to re-direct problematic behavior,
- help children to understand the logical and natural consequences of their actions,
- develop clear expectations and implement them consistently.
- encourage and facilitate problem-solving strategies to empower children to engage with each other and resolve conflicts together.

#### **Tier II Supports:**

The Tier II supports are for students who have had demonstrated a need for increased social skills instruction and structures in the classroom to promote positive behavior. Students receive these supports if there has been a consistent pattern of behavior that interferes with learning for themselves or peers.

#### **Tier III Supports:**

The Tier III services that are available for students with challenging behaviors that have not decreased with Tier I and II supports include working with families to discuss next steps, which may include a referral for evaluation for special education services.

### **Individual Behavior Problem Solving**

It is our goal to keep children safe, engaged in learning and play, and to respect the rights and needs of every child attending our programs. Helping children learn and practice skills to manage their behavior and to be successful in a group setting is a key goal in Extended Care. We work directly



with students to develop routines and behavior expectations that are appropriate to their age and developmental abilities. A variety of approaches to the development of social and emotional skills that are required for success in the classroom and life, are taught, modeled, and encouraged.

In the event that a child's behavior becomes a danger to themselves or others, or is repeatedly disruptive to the site experience overall, the following additional steps will be used when needed:

Immediate Actions:

- Redirections and/or 1-on-1 conversations to gain an understanding of the source of the misbehavior and ways to best support the child.
- Re-teaching the expectations with opportunities for students to practice expected skills successfully
- Logical consequences so that the child experiences a teachable moment (*ex: if a child runs in the classroom and accidentally knocks over a box of blocks, the logical consequence would be have the child tell us why it is important to walk within a classroom, model what it looks like to walk within a classroom, and then clean up the knocked over blocks*)

Progressive Actions:

1. After a serious safety incident, or if a pattern of lower level but problematic incidents that compromise safety or learning has developed, staff will contact a legal guardian in person or over the phone to share information, and to determine options to prevent further incidents. This may include sharing possible resources, and developing supports to be provided to the child at home and school.
2. If, within the next three weeks, another serious incident occurs, or the problematic pattern has continued, legal guardians may be asked to meet with a team of staff to ensure consistency in supports and access to resources. Parents and staff may be asked to share their experience at home and in program to determine causes of behavior and experiment with changed environments, expectations and strategies to support a positive change in behavior. An individualized behavior plan may be developed and implemented.
3. If needed, a probationary period will be used to address unsafe behaviors. The length of time of the probationary period will be determined by the program administration, and will be provided in writing. If misbehaviors do not improve with supports, the Center reserves the right to reduce or discontinue services.

Every effort will be made for the staff and parents/guardians to work as a team to support the student in developing appropriate behaviors.

**No Corporal Punishment**

At no time will corporal punishment in any form be allowed on the premises by anyone, including parents/guardians.

## **Family Involvement**

Families are encouraged to participate throughout the year by engaging with your student about their current activities and friendships at school and extended care, and letting site staff know of their interests and concerns. There are opportunities for families to volunteer at sites as well. Starting the year off well is the first step in a positive year.

## **Planning for your Student's Experience at Extended Care**

Here are some other ways you can help your child, and the Extended Care program. These are especially important for younger or first time students:

- Prepare your child by talking to them about what will happen, how long they will be in the program before and after school, and what the transition between school and site will look.,
- If your child has special health needs, meet with the an administrator or the Nurse well before the first day of school.
- Do not send gum, candy, electronics, weapons or treasured toys or personal belongings in their backpack. Too often these items are lost or broken and are not easily found or replaced.
- Make sure your student is dressed to play comfortably in all weather. Being prepared with coats and boots or shoes, for periods of play outside is especially important.
- Label everything - clothing, sports equipment, backpacks etc. Many children own very similar items!
- After you sign in, make the time to check in with the Site staff if you have any special circumstances or concerns or change in pick-up person or time of day.
- Plan to arrive a little early to pick up, just in case of traffic or parking delays. Students can grow anxious as other children leave, and they often remember the end of the day the most. When the end of the day is positive, they look forward to coming back.

## **Volunteering**

Families are welcome to volunteer in their child's site. After the first few weeks of school, each site team will develop a schedule with tasks that parents can sign up for. These may include:

- Introducing a new game or craft
- Sharing a family hobby, tradition or experience
- Joining in table activities like legos, board and card games

No adults, other than Shoreline School District employees, may have unsupervised or regular access to children in our programs. Any person wishing to volunteer on a regular basis must follow specific State and District regulations applicable to working with children and will undergo a criminal background check through the Washington State Patrol, and complete a Volunteer Orientation.

### **Sign-In and Sign-Out Requirements**

Parents/guardians must sign their complete, legible signature upon arrival and departure of their child. Students will be released only to adults authorized on the registration form. Staff will ask for photo verification of identity before releasing a student.

### **Late Pick-Up Practices and Fees**

If a child is left within our care after their program has ended, staff will make every attempt to contact the parent, guardian, and all other adults who are listed and authorized to pick-up the child. If we are unable to contact someone to pick-up the child, within the hour that follows, we reserve the right to contact Child Protective Services.

In the event that a child is still at our program after their pick up time, the program staff will implement a progressive plan of action. The account for the child will be invoiced \$10 for the initial Late Fee, with a \$1/minute added for all time beyond the first 10 minutes.

1. **First Late Pick-Up:** Parent/Guardian will be asked to sign a Late Pick Up Fee Notification, indicating the time the child was picked up, and receive a written reminder of our program's pick-up expectations.
2. **Second Late Pick-Up:** Parent/Guardian will be asked to sign a Late Pick Up Fee Notification, indicating the time the child was picked up, receive a written reminder of our program's pick-up expectations, and a call from a program administrator to troubleshoot any barriers to a timely pick up.
3. **Third Late Pick-Up:** Parent/Guardian will be asked to sign a Late Pick Up Fee Notification, indicating the time the child was picked up. The program administrator may move forward with disenrolling the child/children from the program.

### **Emergency Pick-Up Plans at Closing**

It may happen that an unavoidable situation occurs that may impact your ability to arrive at the site and pick-up your child before closing time, for example snowstorms, car mechanical issues, bus schedule changes. Preparing your child with your family plan in advance will help reduce their anxiety and worry when you have not yet arrived and the site has closed. Other important practices:

1. Be sure to give complete information about the people authorized to pick up your child on your child's Emergency Card. If your child is still at the center at 6:30pm, the staff will first attempt to contact you. However, if you cannot be reached or are unable to pick-up your child, the staff will contact any other adult authorized to pick-up your child and tell them that they have not been picked-up and that according to our records, they are the designated emergency contact for child pick-up.

2. Contact the Center, as soon as possible, to let them know that you will not be picking-up your child and that an emergency contact or other authorized adult will be at the center for your child. Children who are expecting and waiting for their parent to arrive frequently become frightened and upset when they realize it is past closing time. Contacting us as soon as you know you may be late allows us to prepare your child for the change in routine and assure them that their parent is “okay”.

### **Safe Pick Up**

For the safety of your child, we are willing to assist in making other arrangements for anyone who appears to be under the influence of drugs and/or alcohol. We will contact 911 if there is reason to believe that the child is in danger.

### **Child Custody**

Families may be going through divorce or custody issues. In some circumstances, there are court ordered documents that restrict access to a child/children while on Shoreline School District property. If so, please provide the office with a copy of the legal documents stating the conditions of the restrictions. When there is a court order on file with the district that restricts and/or prohibits any parent or other person from contact with a student at school or picking up a student from school, then the program will not permit the student to visit with or be released to that parent, or other person. A child may be released to either parent/guardian or anyone they have authorized if no current court issued order is on file.

### **Child Abuse Reporting Law Requirements**

All Shoreline School District staff members are required by Washington State law to report immediately to the police or Child Protective Services any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation. We may not notify parents/guardians if a report has been made except upon the recommendation of Child Protective Services or the police. The program director and building principal will be notified per Washington State law. All staff are required to take training in the recognition and reporting of child abuse.

### **Program Concerns, Questions and Suggestions**

Staff in the classroom need to primarily focus on supervision of children during program time. if you have concerns, questions or suggestions about your child or the program, please ask to schedule a time with the site Lead or program administrator. Your feedback and perspective is welcome and appreciated.

## **Health and Safety**

The health and safety of your children are our highest priority.

### **Parking Lot Safety**

Because for many months of the school year, families can be dropping off and picking up when it is dark outside, we ask families to be especially mindful of safety in the parking lot, both when they are driving and when they are walking.

### **Meals and Snacks**

Children will be offered an afternoon snack daily. Menus are prepared at least one month in advance and are posted on the website. Any dietary restrictions for a child must be listed on the emergency card and health information form. *Parents/guardians will need to provide lunches only on any aparital release and staff work days.*

### **Bringing Food to the Classroom on a Special Event**

Extended Care programs follow the [District's Food and Wellness Policies and Procedures](#). This means that in addition to our regular snack and meal service, any food served to the students in the classroom environment, including food provided by a teacher or family for a special event must meet one of the criteria below:

- Be a “whole grain rich” grain product with a whole grain listed as the first ingredient, or second only to water
- Have as a first ingredient a fruit, vegetable, dairy product or a protein food,
- Be a combination of food that contains at least ¼ c. of vegetables or fruit.

The entire policy can be found here: <https://www.shorelineschools.org/Page/1265>

In addition, because some children have life-threatening allergies, please coordinate with site staff at least a week ahead of time, before providing any food or beverage to be shared with the class.

### **Medication**

Whenever possible, the scheduling and administration of medication should occur at home. If medication is required during Extended Care program hours, a “Permission to Administer Medication at School” form must be on file. This form is signed by the parent and physician and is required for all prescription and over-the-counter medications. Prescription medications must have a current and unexpired pharmacy label. Over-the-counter medications need to be clearly marked with the student’s name written on the label. Medication forms are available from the Health Office at the Early Learning Center. Medication at the Extended Care sites are limited to emergency medications (such as inhalers for asthma and epinephrine auto-injectors for life threatening allergies) that have been prescribed.

### **Life Threatening Conditions**

If your child has a life-threatening condition (allergy that requires an epinephrine auto-injector, asthma that has required hospitalization in the past year or unstable asthma, seizures that require emergency medication, diabetes, or serious health condition) we must have a completed medication permission form, treatment form, and the required medication in place before your child can attend. A nursing care plan may also be required. Forms and help with this requirement are available from the nurse at the Early Learning Center.

### **Immunizations**

Parents/Guardians must provide a signed and completed Certificate of Immunization (CIS) (Must be fully immunized as outlined by the Department of Health for current age or has documented immunity) or physician-signed Certificate of Exemption. If this requirement is not met by first day of attendance, the child is allowed to attend on a “conditional” status. If the parent cannot provide the required documentation or show proof that the child is making satisfactory progress towards full immunization by the 20th day of school, the child will not be allowed to continue to attend. Parents are advised to check with their physician or the nurse at the Early Learning Center.

### **Practices Concerning an Ill Child**

Extended Care sites are committed to providing a healthy and safe environment for all children. We follow guidelines for schools and from King County Public Health, the “Infectious Disease Control Guide for School Staff”, the Office of Public Instruction and Shoreline School Board Policy. Below is a brief summary of the health policies that will be maintained:

- If a child has a fever above 100 degrees, he/she must remain at home until they have been fever-free for 24 hours, without fever reducing medication.
- A child with a sore throat, especially with fever or swollen glands, should remain at home until symptom-free for 24 hours.
- Yellow or green discharge from the nose may be a sign of infection. If a child has a green nasal discharge, he/she will be sent home until the color of the discharge changes to light yellow.
- Pink eye or conjunctivitis is highly contagious. If your child has discharge from the eye(s) or redness of the eyelid(s) or surrounding tissue, your child needs to remain at home until the symptoms resolve, he/she has medical clearance from the doctor to return to school, or he/she has received 24 hours of treatment, as prescribed.
- Children with vomiting, diarrhea or stools that contain blood or mucus need to stay at home. The child may return to school after being symptom-free for a minimum of 24 hours or as advised by the doctor.
- If a child has a rash, especially with fever or itching, he/she needs to remain at home until symptom-free for 24 hours. Open sores, with or without drainage, need to be covered. In general, if the doctor has prescribed antibiotics for a skin infection, the child will remain at home until 24 hours have passed since treatment. A note from the doctor clearing return to

school may be required with some types of infections. Please check with the Early Learning Center Nurse for additional skin-related questions.

Please remember these are general guidelines. It is also important to consider additional factors when determining if your child is feeling well enough (energy level, appearance, appetite, comfort level) to participate in school activities. For specific questions, or if you are not sure if your child is well enough for school, please contact the Children's Center Nurse at (206) 393-4355.

Program staff will observe each child upon arrival and if your child is experiencing any of the following symptoms, you will be notified and asked to make other arrangements for your child.

**Please inform your site Lead if your student will not be attending the program due to illness or any other reason.**

### **Procedure in Case of an Emergency**

- The ill or injured child is to be given First Aid/CPR treatment according to Red Cross standards by an adult holding current certification.
- The child's folder is to be pulled immediately for medical references (allergies, seizures, etc.)
- While immediate First Aid/CPR is given, a staff person will call 911 (depending on severity of situation) and parents will be called.
- The child is not to be moved until professional medical assistance arrives.

### **Disaster Plan and Drills**

All staff has received training on what to do in case of a natural disaster such as an earthquake, flood, power outage or windstorm. Immediately following an emergency incident, teachers will be responsible for assessing their area, evacuating the classroom (if necessary) and providing reassurance to children. Children will participate in monthly drills to learn safe behaviors and meeting places.

### **Transportation and Field trips**

As part of our program we occasionally provide field trip experiences. Parents/guardians will be notified in advance and are required to sign a field trip permission form. Approval over the phone cannot be accepted.

### **Non-Discrimination Statement**

Shoreline School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to designated youth groups.

