



2019-
2020

Swanston Community Center

After School Adventures

Parent Handbook





Welcome to After School Adventures! ASA is a fun and exciting after school program geared to provide a variety of fun enrichment and recreational activities to keep participants engaged and well-rounded. We provide homework help, extracurricular sports, games, crafts, science experiments and more.

OUR VISION

We envision a partnership between our schools, our families and communities working together to provide a safe, stable and secure environment that promotes and models respect, positive self-esteem, academic achievement and communication for our students.

OUR STAFF

After School Adventures is staffed by a group of trained, highly-energized leaders. There will always be a staff member on site who is CPR and First Aid Certified.

IMPORTANT INFORMATION

Location: Swanston Community Center – 2350 Northrop Ave. Sacramento, CA 95825

Front Desk/Registration Questions: 916-333-6464

Address: 2350 Northrop Ave. Sacramento, CA 95825

Program Team Leads: Miranda McCarthy and Lorena Garay

Recreation Coordinator: Miranda Nelson Email: mnelson@morpd.com Phone: 916-570-2806

Recreation Supervisor: Danny Curtola Email: dcurtola@morpd.com Phone: 916-570-2803

Website: www.morpd.com

SWANSTON AFTER SCHOOL ADVENTURES AGREEMENT

Participants in this program must abide by the following:

1. I will be respectful of other people and their property.
2. I will not bully, tease or physically harm anyone.
3. I will not use bad language.
4. I will be honest.
5. I will use good manners.
6. I will listen carefully and speak clearly.
7. I will put away my things and clean up after myself.
8. I will not damage Swanston property.
9. I will not leave the After School Adventure program without permission.

HOMEWORK

Every day we provide 30 minutes of homework time for our participants. Each child can use that time to get homework help from staff. If they do not choose to do homework, they will have other options to choose from including art, sports/games, etc. They are not required to do their homework, and it is not the ASA staff's responsibility to make them. Staff members are available to answer questions and to ensure that the homework area is quiet.



SIGNING IN

Parents/participants are responsible for signing-in at the beginning of program. This is to ensure who is in the program, so the staff has a proper head count of how many participants they have each day in the program.

PICK UP AND SIGN OUT PROCEDURES

The After School Adventures program utilizes a checkout system to ensure that each child is dismissed to the proper person at the end of the day. Children will not be allowed to leave After School Adventures unattended or before program dismissal time unless authorized by a parent or guardian in writing. Children will not be released to anyone not on the Emergency Form, unless it is a special circumstance and the child's parent notifies the Recreation Coordinator prior to pick up.

LATE PICK UP

The After School Adventures program ends at 6pm. We will give parents a 10 minute grace period, but all children picked up after 6:10pm will incur the late pick-up fee of \$10 per 15 minutes. ASA staff will not leave a child unattended. If a child is not picked up by 6:45pm, and we receive no communication from a parent or guardian, the local authorities will be called. **Consistently late pick up may be grounds for dismissal.**

PARTICIPANTS WALKING/BIKING HOME

If you want your child to sign themselves in/out and have approved them to walk home from the After School Adventures program, you must complete the backside of the Emergency Form which gives authorization. If you have not filled out that portion, they will not be permitted to leave without getting picked up by a parent/guardian. Participants cannot come and go as they please, they must stay until the end of ASA which is 6pm.

SNACK BAR

We have a snack bar available every day for participants to purchase snacks. There will be 2 snack times available – at the beginning of ASA and around 4:30pm. Snacks will consist of healthy items such as granola bars, fruit snacks, and juice products. **One daily snack is provided free to those who qualify for free/reduced lunch through SJUSD and have submitted a letter from the district.*

BRINGING FOOD

Parents can send children with their own snack to eat at program. We do ask that your child not share their food in case of food allergies. If parents wish to bring food to share with other participants, we ask that you check with the Program Team Leads beforehand.

CELL PHONE USE BY CHILDREN

Participants may bring their cell phones to the program to communicate with their parent/guardian, but they must be put away during activities. If a child needs to use their cell phone, they need to communicate with a Recreation Leader ahead of time. If parents need to communicate with children, they may call Swanston at 916-333-6464.



BEHAVIOR POLICY

All program participants are always expected to behave appropriately. This includes following instructions from staff, listening and participating in games and activities, respecting all others at camp (kids and staff), using good language, and acting in a safe manner. Bad behavior is normally handled with verbal warnings, Behavior Reports, parent contact and, if needed, the camper will be sent home. Violence is almost always a cause for immediate removal from program, and it is at the discretion of the staff to determine the nature of behavior intervention.

Our Behavior Reports are the way we keep track of behavior at camp. There are 3 categories for Behavior Reports; Yellow, Orange, or Red. If a participant has continued behavior problems, the reports can accumulate into the next level of behavior consequences. For example, 3 Yellows in 1 Week = Orange. However, any participant can end up in an Orange or Red category based on their individual actions. It is not always based off behavior progression, it can be administered upon the action of the participant at time of offense.

YELLOW

- 3 Yellows in 1 Week = 1 Orange
- Parent/Guardian Initial at End of Day Pick-Up

ORANGE

- 2 Oranges in 1 Week = 1 Red
- Phone Call Home at Time of Event & Parent/Guardian Initial at End of Day Pick-Up

RED

- 3 Reds During Summer = Removed from Program
 - We have the right to remove any participant at any point once they reach the Red category, even if it is a first offense. **Any participant removed from program is not eligible for a refund.**
 - Phone Call Home at Time of Event for Immediate Pick-Up from Program & Parent/Guardian Initial at Time of Pick-Up

REWARDS

We believe firmly in rewarding our participants for positive behavior. Rewards can be earned regularly and come in the form of “ASA Bucks” where participants will be able to save up and purchase prizes from the ASA Store. Group incentives come in the form of a “Marble Jar” where they can collectively work together to earn marbles that gain them fun experiences like a pizza party, ice cream, etc.

PROHIBITED ITEMS

Electronic games, tablets, music players, and toys are to be left at home because they are a distraction to the program. If prohibited items are brought to ASA they will be put away or taken and returned to the parents at the end of the day. Swanston assumes NO responsibility for items that are lost, stolen, or damaged if brought to the After School Adventures program.



LOST AND FOUND

We make every effort possible to return lost items. Label your child’s belongings with their name including coats, jackets, backpacks, lunchboxes, and water bottles. We encourage you to check for lost items as soon as you realize they are missing. Due to an overwhelming amount of lost and found items, we do donate the items to a local charity at the end of every month.

EMERGENCIES

Basic first aid is administered by Recreation Leaders. In the case of illness or accident involving your child, the Program Team Leads will contact the parents/guardians listed on the child’s emergency form. You may add as many emergency contacts on your form as you would like. If no one can be reached, your authorization signed on your registration form allows us to secure proper treatment. Please note: in the event of a serious emergency, 911 will be contacted first.

ILLNESS

If a child becomes ill while attending the program, a parent or emergency contact person will be notified. A child who is not feeling well should be picked up within one hour of notification. Children who have a contagious condition, including, but not limited to: eye infection, head lice, rash, fever, vomiting, or diarrhea, may not attend the After School Adventure program and must be fully recovered (with a doctor’s note) before returning.

**Please report any changes to emergency/medical contact information, telephone numbers, or addresses to the Program Team Leads or Recreation Coordinator as soon as they become available.*

MEDICATION

Please send a written notice to the Recreation Coordinator to notify of any medications your child may be taking. Whenever possible, medications are to be administered at home either before or after program hours, or please make sure your child is prepared and knows how to self-administer their medication.

FEES

Fees are calculated with all non-school days during the school year (including holidays) considered. Payment is due in advance of services. The amount due does not change when the program is closed due to holidays or non-instructional days, or when the program is open on half-days. Payment is due regardless of attendance. Monthly payments are due on or before the first day of the month; weekly rates are due every Monday. Fees will not be prorated or refunded based on attendance. Please make payments online at MORPD.com or at the front desk between 8:30am-4pm.

PAYMENT OPTIONS

Weekly Rate	Session Rate 1 (10 weeks)	Session Rate 2-4 (9 weeks)
\$18 or \$9 if on Free/Reduced Lunch through San Juan USD.	\$180	\$162



SIERRA OAKS VAN SHUTTLE

The After School Adventures program has a van shuttle that picks up children from Sierra Oaks School throughout the school year and drops them off at the Swanston Community Center. The shuttle will depart approximately 15 minutes after school gets out for the day. Monday, Tuesday, Wednesday, Friday at 2:30pm, Thursday at 1:15pm. It is the participant's responsibility to get to the van on time. If the participant has not been paid for the month by pick up on the first Monday of the month, staff will be unable to pick up and transport that participant. **The monthly Van Shuttle Fee is \$162 which includes the After School Adventures program fee.**

Children will not be allowed to participate in After School Adventures activities until payment is made.

Payment Type: Checks and money orders are **made payable to MORPD** with After school Adventures in the memo line. Cash, Visa and MasterCard payments are also accepted.

HOLIDAY SCHEDULE – NO AFTER SCHOOL ADVENTURES

- September 2, 2019 – Labor Day
- October 30, 2019 – Spooktacular Event
- November 11, 2019 – Veterans' Day
- November 25-29 – Thanksgiving Week Break
- December 23, 2019-January 3, 2020 – Winter Break
- January 20, 2020 – Martin Luther King Jr. Day
- February 17-21, 2020 – Presidents' Week Break
- April 6-10, 2020 – Spring Break
- May 25, 2020 – Memorial Day

MINIMUM DAY SCHEDULE

On district wide minimum weeks, After School Adventures will be open from 11:30am-6pm.

November 18-22, 2019

March 10-13, 2020