Albany Children’s Center
School-Age Care Program

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WELCOME

On behalf of the Albany Unified School District, we welcome you to our School-Age Care (SAC) program. The SAC program is a 10-month program for children in Kindergarten through 3rd grade. The program is operated by the Albany Children’s Center (ACC) and is evaluated by the California State Department of Education (DOE) using desired results materials.

Non-Discrimination Policy: The School-Age Care program does not discriminate on the basis of race, religion, sex, or ancestry.
Drug-Free Workplace Policy: The Albany Unified School District believes that the maintenance of a drug-free workplace is essential to school and district operations.
INTRODUCTION

Mission Statement:

The Albany Children’s Center (ACC) is an Early Childhood program operated by the Albany Unified School District. The Albany Unified School District seeks to provide a quality School-Age Care program that is safe, nurturing, and educational for the children attending Albany public schools in Kindergarten through 3rd grade. The program intends to provide parents with the knowledge that their children are responsibly cared for by trained professionals under the administration of the AUSD.

To assure quality in the School-Age Care program, we adhere to the principles of Developmentally Appropriate Practice in School-Age Child Care Programs — Project Home Safe, a program of the American Home Economics Association, developed these principles.
Principles of Developmentally Appropriate Practice in School-Age Child Care Programs

Developmentally appropriate school-age childcare programs are tailored to the developmental characteristics and needs of the children they serve. Programs are mindful that the children change greatly during the school-age years and that the rate and nature of the change vary considerably. We approach these development realities as opportunities rather than problems.

1. Developmentally appropriate school-age childcare programs provide resourceful, caring staff who understand the changing role adults play in “school-agers” lives.
2. Developmentally appropriate school-age childcare programs recognize the increasing importance of peers to school-age children and youth.
3. In developmentally appropriate school-age childcare programs, both mixed-age grouping and same-age grouping are used to facilitate the development of peers relation and social skills.
4. Self-selection, rather than staff selection, of activities predominates in developmentally appropriate school-age childcare programs. Schedules allow for great flexibility for children and youth.
5. Developmentally appropriate school-age childcare programs use positive guidance and discipline technique to help children achieve self-control.
6. Environments in developmentally appropriate school-age childcare programs are arranged to accommodate children individually, in small groups, in large groups, and to facilitate a wide variety of activities and experiences.
7. Activities and experiences offered in developmentally appropriate school-age childcare programs contribute to all aspects of a school-ager’s development.
   a. Activities and experiences foster positive self-concept and a sense of independence.
   b. Activities and experiences encourage children to think, reason, question, and experiment.
   c. Activities and experiences enhance physical development and cooperation and promote a healthy view of competition.
   d. Activities and experiences encourage sound health, safety, and nutritional practices and wise use of leisure time.
e. Activities and experiences encourage awareness of and involvement in the community at large.

ABOUT THE PROGRAM

Staff
Each site is staffed by a qualified teacher with a background in child development. The staff may be supplemented by service learning students, early childhood student teachers, and volunteers. When the regular classroom teacher or district paraeducator is absent, substitutes are provided by the AUSD substitute system.

Schedule
During the school year on both regular and minimum days, the SAC program sites will provide before and after school care, from 7:30 a.m. to the start of your child’s school day and after school from the end of classes until 6 p.m. During public school vacation (summer, winter, midwinter, and spring recess) and teacher training days, the program will open including staff for the full day from 7:30 a.m. – 6 p.m.

The SAC program will be closed on most school district holidays. Please see a current school calendar for the list of these holidays. The SAC program observes traditional holidays such as Cinco de Mayo, Halloween, and Birthdays, etc. Anyone not wishing their child to participate must take responsibility for alerting the site staff in advance.

During recess periods when total enrollment is low, we combine sites and staff. You may be asked to drop off children at a different site. This will occur only during winter, midwinter, spring, and summer recess. This gives us a chance to give staff time off and to clean a site thoroughly. Your cooperation is greatly appreciated.

Curriculum, Philosophy, Areas, and Typical Activities
The SAC program works closely with the elementary school staff; however, the SAC program is not an extension of the elementary classroom. Each SAC site
provides individual and group activities to promote self-esteem and cooperation. The planned curriculum includes learning activities in areas such as Science, English, Language Arts, Physical Education, Visual and Performing Arts, Mathematics, and Social Sciences.

**Physical Education**
The program emphasizes improving physical skills on the wise use of leisure time. Typical Physical Education activities include:
- Climbing
- Building with blocks and Lego™
- Group games
- Ball and racket skills
- Movement exploration
- Field trips, including hiking in parks and bowling

**Visual and Performing Arts**
The program emphasizes music, art, drama, and dance through self-expression and group activities. Typical Creative Arts activities include:
- Interpretive dance to music
- Writing and singing songs
- Video play production
- Process art
- Craft activities
- Field trips to Oakland museum, television stations and local art exhibits

**Science**
The program emphasizes the natural sciences, consumer education, and maintaining a healthy body. Typical Science activities include:
- Care of classroom pets
- Recycling and environmental education
- Meal and snack preparation
- Field trips to Hall of Health, Crab Cove, and Tilden Park
**English Language Arts**
The program emphasizes reading and writing as a part of daily activities. Typical English Language Arts activities include:

- Reading for pleasure
- Adult oral reading of stories
- Journal writing
- Play writing
- Developing pen pals
- Field trips to the library and local theaters

**Mathematics**
The program emphasizes the use of counting, addition, subtraction, and estimating skills. Typical Mathematics activities include:

- Table games: Monopoly™, Trouble™, card games, etc.
- Building and construction
- Cooking and snack preparation
- Estimating number, volume, and spatial relationships
- Field trips including the Laurence Hall of Science and the Exploratorium

**Social Sciences**
The program emphasizes the exploration of the rich cultural diversity of the Bay Area and the children’s understanding of themselves and others through the use of the NAEYC Anti Bias Curriculum. Typical Social Studies activities include:

- Preparing “ethnic food”
- Exploring the handicap of early America
- Learning Sign Language
- Discussing rules and creating classroom rules
- The role of community helpers
- Service learning
- Field trips including the Asian Art Museum, Museum of Children’s Art, U.S. Post Office and Alameda County Libraries
ENROLLMENT PROCESS

Application Procedure

To apply for a space in the School-Age Care program, please visit the Albany Children Center’s office at 720 Jackson Street in Albany, California. The telephone number is (510) 559-6590 and fax at (510) 559-6593.

The Albany Children’s Center maintains a waitlist (subsidized/sliding fee scale and full cost). Openings are filled according to State priorities based on the family income and need for childcare. In order to qualify for the State-funded School-Age Care program, you need to be working, going to school, vocational or educational training, or seeking employment. Services are available for children of Albany residents who meet the requirements established by the State Child Development Division. Non-residents are accepted after all Albany residents have been served.

It is sometimes necessary to redirect children with special needs to other programs, especially if we do not have the facilities to help that child. In these cases, the Director will decide if the site can properly meet the needs of the child.

Fall Enrollment Priority

In July, as we fill each SAC program from the waiting list, we observe the following priorities:

1. Returning children who have paid a reentry fee before the last day of school in June. This fee holds your child’s place until the first day of school. (Returning children who have not paid the fee will be added to the general waiting list)
2. New Kindergarteners and their siblings.
3. All other children, by date of application to the waiting list.
Complete Enrollment Paperwork

Once there is a space available for your child, our office will notify you in order to come to our main office to pick up the enrollment package and set up an appointment to meet with our director.

Program Visit

We require the parent and child to visit the SAC program to meet the staff before attending. This gives the staff and your child time to get to know each other and allows your child to become accustomed to the classroom.

Withdrawal or Change Notice

All subsidized and full cost families must notify the ACC office in writing, as well as your child’s teacher, with a 30 days’ notice prior to the child’s withdrawal. This allows time for the child to say goodbye and also allows the office to find a replacement from our waitlist. Full cost parents are charged for the 30 days with or without prior notice.

We reserve the right to request that you withdraw your child from our program or postpone his/her enrollment to our program if:

• The experience is too stressful for your child.
• Fees are not paid.
• Your child is not signed in or out on a daily basis.
• Your child is picked up late, after 6:00 p.m. or later than the hour that you signed (Him or Her) up. Over 4 times a year.
• Non-compliance with our health and safety policies.
• Discipline or behavior problems requiring excessive staff time or added staff to give the child one-on-one attention for more than two continuous weeks.
Summer Recess Enrollment Priority

Children enrolled in the school year SAC program are given a one-month priority to fill summer recess slots. After that period, any open slots are offered to children in the community. **Please note that the summer program is a separate program and enrollment in the summer program does not guarantee school year enrollment.**

Summer Recess Program

During the summer recess, the SAC program is open at one or more sites to accommodate your childcare needs. The program is open from 7:30 a.m. to 6:00 p.m. Monday through Friday. The summer program includes planned daily activities around a weekly theme.

Summer School

The SAC program offers before and after school childcare at or near the summer school site during the summer school session. The program is open from 7:30 a.m. until the start of school and after school until 6:00 p.m.
FEES AND FINANCIAL ISSUES

Program Funding

The SAC program is funded by parent fees, which must cover the cost of staff salaries, classroom supplies, field trips and snacks. A small number of children enrolled in the SAC program have their fees paid for through the State Subsidized Program.

Fees

We have adopted a new policy for the collection of Children’s Center fees. The policy is as follows:

• Fees are paid in advance and are due on the 5th of each month.
• Fees are delinquent on the 15th of each month.
• Fees paid after the 15th will be charged an additional $10.00 late fee.
• Care for your child will be discontinued on the 20th of the month.
• To reenter the program, you must:
  1. Pay all past due fees.
  2. Pay a reinstatement fee.
Fee Payment
• You will receive an email reminder from the ACC Office every-1st of the month regarding tuition dues for that month...
• If your bill is incorrect, please call the Albany Children’s Center Office at (510) 559-6590. **Do not adjust the bill yourself.**
• You may pay your bill in the Albany Children’s Center Office or through U.S. mail or through myschoolbucks.com.

Returned Checks
If the bank returns your check, we will ask you to redeem your check and pay a return check fee of $25.00. Once a check has been returned, all future payments must be made by cash or money order.

Special Payment Arrangements
If you are unable to pay your fees by the designated pay date, you may contact the payment office to make special payment arrangements. The Director must approve all special payment arrangements. Special payment requests may be denied due to payment history. Any parent who has a special payment arrangement must pay their fees in the Albany Children’s Center Office.
ELIGIBILITY AND CERTIFICATION

Subsidized Child Care

How you get and retain childcare is based on State guidelines and is directly related to the status of parents in the following categories: Albany residency; employment; training or school; and the family’s gross monthly income.

Recertification is based on the enrollment date of your child and done yearly. At the time eligibility and fee status are reviewed. It is the parent’s responsibility to report any changes that occur during the year between annual recertification dates.

- Documentation of student status DUE EVERY SEMESTER with the transcripts from the previous semester or a letter from your Department Chair if you are not enrolled in classes. It is the parent’s responsibility to pick up the training verification form from the office.
- Documentation of employment and income is required at the time of enrollment and at any time there is a CHANGE in income. Appropriate documentation includes:
  ➢ 1 (one) month’s worth of current pay stubs
  ➢ Letter from employer (on employer’s letterhead) indicating days and hours of employment and gross (hourly, weekly, or monthly) wage

Completion of all documentation is essential for getting and keeping childcare; it is how you “buy” childcare credits from the State of California.

REMEMBER! Eligibility is based on income and need. The State defines “need” as both parents working and/or in school full time.

Subsidized Fees

Fees for subsidized families are on a sliding scale based on a family’s gross monthly income. Gross monthly income includes: salary, Veteran’s pensions or other pensions or annuities, child support payments, unemployment, self-employment, Social Security and pensions or interest payments.
Fees range anywhere from no fee to $10.50 per day for full time care (a full time day is 6 ½ hours or more) as stipulated by the State fee Schedule.

It is your responsibility to report income changes when they occur, whether it is an increase or a decrease. REPORT ANY CHANGES IN FAMILY INCOME TO THE OFFICE STAFF.

If you have more than one child attending the Albany Children’s Center, fees are paid only for the child using the most hours. If you have work related childcare expenses for siblings, such as baby-sitter or other childcare, those expenses can be deducted from your fees at ACC. These expenses must be verified with a receipt and will be credited to your current month fee.

If you have sick child care expenses for the child enrolled at ACC, you may also deduct those expenses (verified by a receipt) from your monthly fee.

Fees are paid for ALL SERVICE DAYS within the one-year certification period, regardless of whether or not your child is here every day. The State requires that fees be paid. There are no reductions for absences, excused or unexcused, including vacations.

**Child and Dependent Care Credit**

Parents may be eligible for a Child and Dependent Care Credit on their federal taxes. Parents are encouraged to discuss this option with their tax preparer. If you prepare your own taxes, you may contact the SAC office for assistance.

**Tax ID Number**

For the Tax ID number please contact the office.
GENERAL POLICIES

Program Participation

Children in attendance are encouraged to take part in all the activities both indoors and outdoors. It is expected that children well enough to attend the program are well enough to be full participants.

Child Arrival

The sites open at 7:30 a.m. The site staff cannot take responsibility for children before that time. Children using the program before school must be brought to the classroom and signed in by a responsible adult each morning. Children arriving at the SAC classroom from school will be signed in by the SAC program staff.

Meals and Snacks

The SAC program provides breakfast and a nutritious snack. On school day, students may bring or purchase lunch in the school’s cafeteria.

Child Pick-up and Late Policy and Fees
It is your responsibility to sign your child in and out of the program each day. Children may leave the center only with a parent, guardian, or other authorized adult. Authorization must be in writing, on emergency card, or in an emergency by phone call.

**Late Policy for Parent Picking Up their Child After 6 p.m.**

Time is based on program clocks. You are considered late after 6 p.m. Late pick-up causes staff and children much anxiety. It is best to plan on picking up your child before 6 p.m. and picking up your child on time base on the time as you sign him or her up to allow for traffic delays and emergencies.

Children picked up late will be charged a late fee of $10.00 for the first 15 minutes or any portion thereof and $1.00 for each additional minute. **Late fees are due 7 days from when incurred.** Termination of childcare services may occur after 4 late pick-ups. Parent fines will be used by the program to pay for the teacher’s time. Remaining funds will be used for program supplies.

**Confidentiality**

All information given to the site will remain confidential. Use of information maintained in family files is limited to purposes directly connected with the administration of the program. No other use of the information will be made without the parents’ consent.

**ATTENDANCE: ARRIVAL & DEPARTURE**

**Signing In and Out**

Parents are required by State regulations to sign children in and out of the program each day; this includes times in and out and signatures on the sign-in/out sheet, which is in each classroom. Please write legibly and be sure to leave a phone number where you can be reached in case of an emergency. The sign-in/out sheets are used in calculating usage data and to account for all children.

Teachers will only release a child to the parent, or someone authorized by the parent, through phone call, written note or as listed on the child’s
emergency card. Please notify the Office by phone call, or by stopping in, if your child will be picked up by someone other than the regular person. Authorized pick-up persons must be **over** 16 years of age.

EXCEPTIONS: Children enrolled in first and second grade may leave by themselves during daylight hours. In this case, the teacher will sign the child out. If a child is to leave the Center by him/herself, parents must establish, **in writing**, with the room teacher, and the office, **a regular, daily time** for the child to leave. The office cannot be expected to handle calls from parents wishing their children to be sent home.

WE DO NOT ALLOW ANY CHILDREN TO WALK HOME ALONE IN THE DARK

ABSENCES

Attendance procedures require verification of all absences. Please notify the office DAILY of the specific excuse for any absence (doctor’s appointment, sore throat, cold, flu, etc.). **Also be sure to note the reason for absence on the sign-in/out sheet when your child returns to school.**

**Excused Absences**

Illness or quarantine of child or parent

- Absence due to illness for more than 5 days may require a doctor’s note for re-admittance to the Center

Family emergency
• Medical emergency or a death in close family; travel for emergency situation or other family/home crisis
• Family emergency absences for more than 5 days require a prior written request for absence and approval from the Director
• Court required visitation with other parent or relation-Documentation must be on file in the office

Best interest of the child (vacation)
• **Limited by State regulations to 10 days per year:** includes family trips, “mental health” days, visits from out of town guests, religious and/or cultural holidays or other vacation days.

**Unexcused Absences**
Absence for any reason other than those listed above is unexcused
• No more than 5 unexcused absences will be allowed in a one-year period
• Unexcused absences result in a deduction from the Center’s state appointment (translation: ACC loses money)

**NOTE: ALL PARENTS MUST NOTIFY THE OFFICE AND THE CHILD’S CLASSROOM WHEN A CHILD IS ABSENT.**

**CHILD GUIDANCE**

Our child guidance philosophy is based on the idea that children develop internal self-control and discipline when surrounded by consistent behavioral expectations. Children’s behavior is guided by a combination of care, concern and orderliness. Discipline policies at ACC reflect the attitudes respect for others and the property of others. The safety and well-being of all children is of utmost concern when rules policies are formulated. Each classroom has a set of rules that are clearly communicated to children and parents. Children are helped to understand the reasons for rules as well as the consequences for not following the rules. Consequences will vary according to the behavior of the child but in general will range from verbal reminders to redirection from an activity to another activity.
More specific details on child guidance policies and practices can be discussed with staff in each classroom.

The staff of ACC considers parents to be responsible partners in helping to provide a safe and nurturing environment. Children are expected to follow rules that are appropriate for their age, physical skill, social and intellectual development, and the particular environment of each classroom and play yard. Staff will confer with parents of children who persistently cause harm to other children or adults, or whose behavior disrupts the classroom program thereby denying the benefits of the program to other children. If such behavior continues, the family will be referred for professional assistance, suspended or dropped from the Center.

**Student Behavior**

Children explore, observe, feel, interact and learn through involvement with people and things in their world. All behavior, even misbehavior, is learned.

Teachers, in their role as caring for children, model and teach appropriate behavior. In keeping with basic regards for children’s emotional and physical wellbeing, hitting, striking, and spanking are not allowed by staff or parents on the school site.

In order to maintain positive behavior, children need continued support, limits, reminders, encouragement, and rewards.

**General School-Age Care Program Student Behavior Rules**

The following rules have been set to preserve the safety and welfare of all children in the program. **Please discuss them with your child.**

1. Children must arrive in the SAC room immediately after school and check in with staff.
2. Children must stay in assigned supervised areas. Children are not allowed to be in the classroom at anytime unsupervised. School parking lots, unsupervised areas, and neighboring private property is off limits.
3. Children must have permission from SAC staff to leave the room or supervised play area.
4. Defiance towards SAC staff is unacceptable.
5. Children are to treat each other with courtesy and respect. Teasing, name-calling, racial slurs, harassment and intimidation will not be tolerated.
6. Children may not fight or encourage others to fight. Injury, or the threat of injury, to children or staff is not permitted.
7. Children must respect and care for each other’s property.
8. Each SAC program develops classroom rules during a class meeting each fall. These rules are agreed on by all the children and SAC staff. Individual classroom rules are posted at each site.
9. In addition, children in the SAC program must obey the rules of their elementary school site (even if at an off-site school program).

**SAC Discipline Method**
The following are the most common disciplinary measures in the SAC program:
- Having the child take a time-out from an activity
- Providing a related consequence appropriate to the situation and the child’s developmental level
- Children are taught to resolve conflicts by problem solving and discussion

**Occasional Methods Used in the SAC Program**
- Denying privileges such as participation in an activity, field trip, or special training
- Contacting the parents by means of a written note, phone call, or personal contact to make the parents aware of the situation
- Referral to the school site principal
- Parent conference
- Behavioral contract

**Rare Methods Used in the SAC Program**
- Parent may be called to pick up the child or the child may be delivered to the parent
- Parent may be asked to repair or replace broken SAC equipment or materials
- Suspension from the SAC program

Groups are not appropriate for all children. In the event the child cannot benefit from our program, we reserve the right to recommend that the child leave the program.

Money
Do not allow your child to bring money to school as it often disappears. If you must send money with your child for book orders or lunch money, have your child leave it with the teacher or paraeducator. Write the child’s name, room number and what the money is for on an envelope and place the money or check inside.

**Clothing**

Children are active in the program. They will be using expressive materials including paint (which may not wash out), water, mud, and so on. In addition, they will be involved in climbing and running activities. Please dress your child in comfortable, appropriate clothing and sturdy shoes.

**Toys**

Children may not bring toys or games to the SAC program. Items are easily lost or broken and difficult for the child to share. If a child must bring a toy for “sharing time”, place it in a sealed bag and write the child’s name on the bag. If someone brings a toy to the SAC classroom and it is lost or broken, the program, another child or family will not be responsible for its replacement.

**Field Trips**

During recess periods, field trips will be scheduled for the children’s educational and recreational enjoyment. Transportation will be chartered buses or public transportation. Local walking field trips will also be scheduled. All field trips will be announced at least one week in advance. If you feel your child should not participate in a field trip, the program will make every effort to provide care for your child at a different site for that day. Transportation to and from the alternate site will be the parent’s responsibility.

**Phone Calls**

Occasionally, you may need to call your child while in the program. Please limit those calls to times when it is absolutely necessary.
**Homework**

It is the responsibility of the parent to see that their child does his or her regular school homework. Children who wish to do their homework in the program will be encouraged to do so. An area and time will be provided for homework.

**Child Abuse**

All school personnel are required by law to report any suspected child abuse. This means that if your child reports being abused, we are required to report to the local authorities.

**Suspension**

If your child is suspended from his/her elementary school, then he/she is also suspended from the School-Age Care program.

**Inter-Intra District Transfers**

If your child is attending an elementary school on an intra-district transfer for childcare reasons, it is the parents’ responsibility to renew the transfer each year.

**Absences**

If your child will not be attending as scheduled for any reason, please notify the teacher in advance, as the staff will search for children who do not arrive after school. If you cannot reach the School-Age Care site, please call the school office and leave a message for the teacher. **Parents will be charged for contracted time whether or not your child attends the program.**
HEALTH AND WELL-BEING

Emergency Cards
Please keep your child’s emergency card up-to-date. People on the emergency card will be contacted when parents cannot be reached in the following situations:

- Late pick-up
- Illness or accident
- Evacuation of site

Please be sure that people on the emergency card are aware that they are an emergency contact and know the location of the SAC classroom.

Illness
Children should be kept at home when ill. The school has no facilities to care for sick children. Should your child become ill during the school day, we will call you or your emergency numbers so your child can be taken home immediately. Children sent home from the Children’s Center with a temperature above normal, because of vomiting or with diarrhea must be kept home until the temperature has been normal for 24 hours. Vomiting and diarrhea must also be gone for at least 24 hours before returning to school. Any child with a fresh, heavy cold should be at home; in the beginning stages of a cold, children need the restfulness of a quiet place.

In order for children to get the most out of the school day, they need to be in good health. Therefore, do not bring your child to school if she/he cannot participate fully in both indoor and outdoor projects. We are not staffed to accommodate requests “to keep my child indoors and quiet”. Children who are just not feeling well (parents and staff easily recognize the signs) need to be in a quiet place with special attention. (See below for a good resource for sick childcare)

If your child (K-3) does not attend elementary school because of illness, she/he may not attend the Children’s Center on that day.

Medication Forms
The staff of the Albany Children’s Center does not
routinely administer medication to children. The Center will administer medication to a child ONLY if it absolutely impossible for the parent to arrange to give the medication or in an emergency and ONLY with a written statement from the doctor. The following procedure MUST be followed:

- Medicine must be in the original container labeled by a pharmacist with dosage and time of administration.
- We must have a written statement from the doctor giving the name of the medication, the method, the amount and the time to be given. The RX on the container is not enough. The doctor’s office can FAX us this information.
- We also need a written statement of permission from the parent giving us permission to administer the medication.

**Allergies**

Please make certain that the Center Office and the classroom teachers are fully informed about your child’s allergies. Accurate lists of foods or substances should be kept posted in the classroom.

In cases where children have severe allergies to common foods, we may ask you to bring suitable food for your child’s lunch and snack.

**Medical Emergencies**

In case of a critical emergency or accident, emergency numbers are accessible to the staff. If the parents cannot be contacted, the child will be taken to the nearest hospital. Continued efforts will be made to reach the parents and emergency contacts. It is the parents’ responsibility to have the “permission to treat” section signed on your child’s emergency card. Transportation by ambulance is the financial responsibility of the parent.

**School Site or Area Wide Disaster**

In the case of a school or area wide disaster during SAC program hours, children will be evacuated with the staff to the individual emergency school’s evacuation site or other safe locations. The evacuation plan is available in each school’s office. The SAC program staff will remain with the children until each child is picked up by their parents or other designated persons.
EMERGENCY PROCEDURES

Evacuation Plan

In case of fire or other disaster, a teacher will pull on the alarm or an alarm will go off automatically. On the signal, the children and staff will stop what they are doing and exit the school. Each classroom will be checked and completely evacuated by the director. Staff will accompany the children to large play structure at the east side of the playground until further instructions are given. Roll will be taken once everyone is outside. All staff will have an emergency back pack with them that will hold all the emergency telephone number of parents.

If we need to evacuate the area our temporary relocation sites would be either Albany High School or Albany Middle School.

We have established and emergency phone contact outside California who could be accessed if phone lines were down. Charles and Patricia Stevenson (Susan’s parents) were kind enough to be our contact. Their phone number in Montana is 406-482-6356.

Fire Drill – Earthquake Procedure

We practice our fire/earthquake drill once every other month.

One staff person sets off the fire alarm that signifies the beginning of a drill. All the teacher brings both sign-in sheets with them for roll call and their emergency back pack, which holds all the families emergency telephone numbers, once outside. All children and teachers exit out the nearest door. The director in the building does a sweep of the school. Everyone moves quickly and quietly to the large structure in the east part of the yard. Roll call is taken and teachers talk with children about the emergency drill. The director times the drill and records the event in our fire drill log. The secretary will assist room 1 in the case of fire, earthquake and evacuation.
For earthquake drills no alarm is sounded. The teachers practice with the children in the classroom once a month. Teachers clap or shout out “earthquake”, than the children are instructed to, “tuck and duck” or go under a table. The children are taught to squat down and cover the back of their neck for tuck and duck. Once the drill is over, the children and teachers file outside to the large structure in the east side of the play yard and the teachers take roll. If the earthquake is very bad, we have extra water and blanket in the shed directly behind the kitchen at the back of the school.

![Children illustration]

**ACC GRIEVANCE POLICY**

As a parent at ACC you have several options to resolve any grievance you may have by following any of the steps below relevant to your issue:

1. You can schedule a parent/teacher meeting with your child’s teachers
2. Meet with the Director to discuss your issues, ideas and/or grievance
3. Put your grievance in writing and submit it to the Director
4. Put your grievance in writing and submit it to the Superintendent
5. Schedule a meeting with the Superintendent
6. Attend an AUSD board meeting or submit your grievance to the school board

**ACC EMPLOYEE DISCLAIMER**
Please be advised that the Albany Children’s Center takes no responsibility for any outside employment of members of the staff. This means any time anyone employs or befriends an ACC Employee to perform outside childcare activities, take children home from ACC and/or to baby-sit for you when they are at your home, their home or otherwise not attending an ACC supervised childcare program, ACC and AUSD takes no responsibility.

If any accidents, employment disputes, or other problems arise during these outside activities, ACC disclaims any responsibility. The persons involved in these outside activities should not look to ACC, its management, or to our insurance to cover such problems. Those problems are private matters between the staff members engaged in those outside activities and the persons who hired them.

There are no exceptions to this disclaimer of responsibility. It should be further noted that ACC does not endorse or recommend such outside employment of any ACC staff.

PARENT INVOLVEMENT

Recognizing that parents are the most important people in children’s lives, the SAC program seeks to work in partnership with parents to promote the growth and development of the child. There are several ways a parent can become involved in the SAC program.

Parent Advisory Committee

The SAC program has an active Parent Advisory Committee that works with administration to plan a successful program. Parents are encouraged to participate.

Program Visits

Parents are invited to observe at any time. Please make prior arrangements if you would like the teacher to schedule time to speak with you.
Donations
Parents often have access to resources the children would enjoy. All donations to the SAC program are tax deductible to yourself or your company. Donations over $15.00 will receive an acknowledgement letter. Useful donations include:

- Money
- Small appliances
- Cooking supplies
- Children’s books
- Craft and sewing material
- Computer equipment
- Games

Parent Participation
We welcome you to share your ideas and talents. Parents and grandparents are a valuable resource for the program. You may wish to teach a skill or sport to children or arrange a visit to your place of work, etc. You may also share your talents by participating in parent workdays, attending field trips or by joining in fundraising projects.

Suggestions, Compliments, or Complaints
The Director and the teachers try to plan together with parents for the children. It is very helpful for the staff to know of parents’ preferences or concerns. We encourage speaking informally or requesting conference times to discuss any part of the program. Please do not let any upsetting circumstance go without discussion.

Parent Conduct
The SAC program encourages parents to visit the SAC site and participate with SAC activities. Parents are expected to use appropriate language and conduct around children in the SAC program. If you have any concerns or complaints, please make arrangements to meet with the SAC teacher or the program Director in private. Inappropriate language, conduct, or mistreatment of staff will not be tolerated. Parents, relatives, and friends who are unable to act in an appropriate manner may be denied access to the SAC site.
YOUR RIGHTS

As mandated by the Office of Community Care Licensing Department of Social Services: Albany Children’s Center is committed to providing a safe environment in which children grow and learn. The Department of Social Services, Community Care Licensing Division monitors and licenses our facility to ensure that the program and facility meets children’s physical and emotional needs.

Any concerns that you have over these issues may be reported to:
Community Care Licensing Division
Bay Area District Office
1515 Clay Street, Suite 1102
Oakland, CA 94612-1413
(510) 622-2602

YOUR RIGHTS

As mandated by the Child Development Division-State Department of Education: You have a right to due process procedures in regards to any action taken by the program that affects your childcare services, and is communicated to
you via the form entitled “Notice of Action” (CD7617). Parents’ rights and hearing request procedures are detailed on the back of the “Notice of Action” form.

State regulations are available for review in the Albany Children’s Center Office.

**Help Your Child Learn and Grow**

You know that you play a big role in your child’s life. However, you might be surprised at how important your day-to-day attention and actions are. Many of the “little” things you do with your children have a big impact on:

- Your children’s feelings about themselves and others
- Your children’s interest in learning
- How much your children learn every day
- How well your children do in school

There are many fun, simple ways parents can help their children learn and grow. The things you already do—such as playing, talking, and reading with your child—are very important. Play is children’s “work”. By playing, children learn about themselves, others, and their surroundings:

No matter how old your children are, you can:

- Let them know how much you love and appreciate them.
- Spend time with them—talk, read, laugh, and play together—to build strong, close relationships and good communication skills.
- Speak in your native language. Children who hear two languages spoken when at a very young age learn both.
- Cuddle with them while sharing their favorite books to help them feel secure and loved. Reading together helps your children develop a lifelong love of reading.
- Throw a ball, run, jump, stretch, or dance. Being active with them will help your children develop physical skills and coordination.
- Set up a special place to display your children’s creative work to make them feel unique and confident about their abilities.
• Give your children opportunities to use their imagination. Let them play and experiment with safe toys, games, or dress-up clothes.
• Teach your children about their community and the people who live and work there. Wherever you go together, talk with them about what you are doing and seeing.

School-Age (Kindergarten – 8 Years)
• Take them to the store and talk about prices, letting them help pay the cashier. Ask them to count the change. This will show them that math is an important part of everyday life.
• Ask them to share their ideas with you on better ways to do everyday tasks. This will help them feel valued and included.
• Ask them to read a recipe and measure the ingredients while you cook a meal. This shows them how reading and math are used every day.
• Take them to your local library, help them get their own library card, and read books with them. Your children will learn that reading is important.
• Cut out pictures from magazines and newspapers with your children. Put the pictures together and create a story about them. Rearrange them for a new story. This helps children build their language and thinking skills.
• Help your children set up a place where they can do homework. Talking with them about their homework assignments helps them learn that schoolwork is important.

Team Up With Your Child’s Program

Parents can play a huge role in making sure their children get the most out of their childcare or school program. **Communicate with your child’s caregiver or teacher.** This will help both of you understand how you can work together to support your child’s learning and growing. Talk about:
• How your child is doing
• Your child’s strengths and interests
• Areas where your child’s skills and interests are emerging
• Activities you can do with your child

Children also benefit when you:
• Participate in parent-teacher conferences
• Attend parent meetings as often as possible
• Share ideas with program staff about what is working and where improvements are needed

Who to Contact

Billing or payment of childcare tuition
(510) 559-6590

Concerns in your classroom
Please speak directly with the teacher

Director
Anna Mansker
amansker@ausdk12.org
(510) 559-6592

School Age Program Sites

Ocean View School Age Programs On-Site
Cedars – TK & Kindergarten Room: (510) 684-5243
Maples – First & Second Grade Room: (510) 883-4345
Maples - Third Grade Room: (510) 883-4351
Mandarin Immersion: (510) 883-4342

Marin School Age Programs On-Site
Tupelo - K – Third Grade: (510) 558-3075 Ext - #4738 or #4724

Cornell School Age Program On-Site
Mandarin Immersion: (510) 558-3750 Ext - #7456