

The City of
Yucaipa

2016-2017



“S.T.A.R.S.”

BEFORE/AFTER SCHOOL

2016/2017 PARENT HANDBOOK



Program Sites

Phone Numbers

Calimesa Elementary School	(909) 855-8784
Chapman Heights Elementary School	(909) 855-8752
Dunlap Elementary School	(909) 855-8874
Inland Leaders Charter School	(909) 855-8843
Park View Middle School	(909) 855-8726
Ridgeview Elementary School	(909) 855-8827
Valley Elementary School	(909) 855-8735
Wildwood Elementary School	(909) 855-8740

Main Office

Yucaipa Community Center
 34900 Oak Glen Rd.
 Yucaipa, CA 92399

Office Hours

Monday-Friday 8:30am – 9pm
 Saturday 8:30am – 6pm
 Sunday 1:00pm – 6pm

Administrative Staff

Deputy City Manager	Jennifer Shankland
Director of Community Services	Frances Hernandez
Community Services Supervisor	Megan Wolfe
Community Services Coordinator	Sarah Martinez

**Site phones are only in operation during program hours
 Use the space below to fill in the name of the Site and Site Supervisor of your child.**

Site: _____

Site Supervisor: _____



**The City of Yucaipa "S.T.A.R.S." (Science, Technology, Arts, Recreation and Success)
After School Program
Parent/Student Policies and Procedures Handbook
School Year: 2016/2017**

Registration Guidelines

- The "S.T.A.R.S." After School Program is a pre-paid, recreational and educational enrichment program offered to students Kindergarten through 8th grade.
- All registration for the before and after school program will be done on a first come, first served basis at the City of Yucaipa Community Center located at 34900 Oak Glen Road or you can register online at <https://apm.activecommunities.com/yucaipa/Home>.
- A 2016/2017 registration form must be completed and on file at the Yucaipa Community Center prior to the student's first day of attendance.

Program Locations, Hours and Fees

- S.T.A.R.S is offered Monday through Friday, every day regular school is in session, immediately after school until 6:00 pm; including minimum day schedule adjustments.
- For safety reasons, students are required to check in on a daily basis with S.T.A.R.S. staff immediately after school and prior to any extracurricular activities on campus (tutoring, teacher assistance, etc.).
- **All rates must be pre-paid prior to the week you attend.** A \$5.00 late registration fee will be charged if a child attends prior to payment received- no exceptions.
- A 20% non-resident fee applies to all rates.
- Children suspended/expelled from school or the STARS program will not be granted a refund.
- Scholarships are available upon approval, and fund availability; ask for an application today at the Yucaipa Community Center.
- The S.T.A.R.S. after school program ends promptly at 6:00 pm. As of 6:10 pm, if the student is NOT picked up and signed out of the program, a late fee will be charged at a rate of \$1.00 per minute, per student. An outstanding balance will be placed on your account. The S.T.A.R.S. program will work with parents regarding late fee payments by developing a payment plan if necessary to meet the needs of parents and students. Students may be dropped from the program after the third offense and/or should the late fees be left unpaid. **As a last resort, if the parent cannot be reached by 7:00 pm, Police Department will be contacted to take the student into custody.**
- **Locations of Sites:** Calimesa, Chapman Heights, Dunlap, Ridgeview, Valley, and Wildwood Elementary Schools, as well as Park View Middle School. As the program is located in different facilities on each school's campus, in addition to different school schedules, each site operates independently and to the corresponding schedule (*facility location and schedule is subject to change as provided by the YCJUSD):



Calimesa Elementary- Room 29 (Portable)

13523 Second Street

(909)855-8784 (Site Phone Number)

- **Before School:** Hours of operation are 6:30 a.m. to approximately 8:30 a.m.
- **Fees:** \$25.00 per week (Flat Rate) or \$15.00 for 2 days per week

- **After School for kindergartners released at 12:15 p.m.:** The hours of operation are 12:15 p.m. to 6:00 p.m.
- **Fees:** \$65.00 per week (Flat Rate) or \$30.00 for 2 days per week. There is also a combined rate option for **AM and PM** for \$80.00 per week (Flat Rate).

- **After School for kindergartners and students in grades 1st through 5th released at 3:05 p.m.:** The hours of operation are 3:05 p.m. to 6:00 p.m.
- **Fees:** \$45.00 per week (Flat Rate) or \$25.00 2 days per week. There is also a combined rate option **AM and PM** for \$60.00 per week (Flat Rate).

Chapman Heights Elementary- Multipurpose Room

33692 Cramer Road

(909)855-8752 (Site Phone Number)

- **Before School:** Hours of operation are 6:30 a.m. to approximately 7:30 a.m.
- **Fees:** \$25.00 per week (Flat Rate) or \$15.00 for 2 days per week

- **After School for kindergartners and students in grades 1st through 5th released at 2:20 p.m.:** The hours of operation are 2:20 p.m. to 6:00 p.m.
- **Fees:** \$45.00 per week (Flat Rate) or \$25.00 2 days per week. There is also a combined rate option **AM and PM** for \$60.00 per week (Flat Rate).

Dunlap Elementary- Room 11

32870 Avenue E

(909)855-88874 (Site Phone Number)

- **Before School:** Hours of operation are 6:30 a.m. to approximately 8:30 a.m.
- **Fees:** \$25.00 per week (Flat Rate) or \$15.00 for 2 days per week

*At Dunlap Elementary, there is an afterschool program through the Boys and Girls Club beginning at 2:45 p.m., so the S.T.A.R.S. Program does not operate any additional after school programs.

Inland Leaders Charter School- Lion's Den

12375 California Street

(909)855-8843 (Site Phone Number)

- **Before School:** Hours of operation are 6:30 a.m. to approximately 7:30 a.m.
- **Fees:** \$25.00 per week (Flat Rate) or \$15.00 for 2 days per week



- **After School for students in grades 3rd through 8th:** Hours of operation are 1:45 p.m. to 6:00 p.m.
- **Fees:** \$55.00 per week (Flat Rate) or \$30.00 2 days per week. There is also a combined rate option **AM and PM** for \$70.00 per week (Flat Rate).

Park View Middle- Room 47 (Portable)
34875 Tahoe Drive
(909)855-8726 (Site Phone Number)

- **Before School:** Hours of operation are 6:00 a.m. to approximately 7:30 a.m.
- **Fees:** \$25.00 per week (Flat Rate) or \$15.00 for 2 days per week
- **After School students in grades 6th through 8th released at 2:50 p.m.:** The hours of operation are 2:20 p.m. to 6:00 p.m.
- **Fees:** \$45.00 per week (Flat Rate) or \$25.00 2 days per week. There is also a combined rate option **AM and PM** for \$60.00 per week (Flat Rate).

Ridgeview Elementary- Multipurpose Room
11021 Sunnyside Dr.
(909)855-8827 (Site Phone Number)

- **Before School:** Hours of operation are 6:30 a.m. to approximately 7:30 a.m.
- **Fees:** \$25.00 per week (Flat Rate) or \$15.00 for 2 days per week
- **After School for kindergartners and students in grades 1st through 5th released at 2:20 p.m.:** The hours of operation are 2:20 p.m. to 6:00 p.m.
- **Fees:** \$45.00 per week (Flat Rate) or \$25.00 2 days per week. There is also a combined rate option **AM and PM** for \$60.00 per week (Flat Rate).

Valley Elementary- Room 21 (Portable) and Multipurpose Room
12333 Eighth Street
(909)855-8735 (Site Phone Number)

- **Before School:** Hours of operation are 6:30 a.m. to approximately 7:30 a.m.
- **Fees:** \$25.00 per week (Flat Rate) or \$15.00 for 2 days per week
- **After School for kindergartners and students in grades 1st through 5th released at 2:20 p.m.:** The hours of operation are 2:20 p.m. to 6:00 p.m.
- **Fees:** \$45.00 per week (Flat Rate) or \$25.00 2 days per week. There is also a combined rate option **AM and PM** for \$60.00 per week (Flat Rate).



Wildwood Elementary- Room D1
35972 Susan Street
(909)855-8747 (Site Phone Number)

- **Before School for kindergartners and students in grades 1st through 5th beginning school at 8:45 a.m.:** Hours of operation are 6:30 a.m. to approximately 8:30 a.m.
- **Fees:** \$25.00 per week (Flat Rate) or \$15.00 for 2 days per week
- **Before School for kindergartners beginning school at 11:30 a.m.:** The hours of operation are 6:30 a.m. to approximately 11:15 a.m.
- **Fees:** \$65.00 per week (Flat Rate) or \$30.00 for 2 days per week. There is also a combined rate option for **AM and PM** for \$80.00 per week (Flat Rate).
- **After School for kindergartners released at 12:15 p.m.:** The hours of operation are 12:15 p.m. to 6:00 p.m.
- **Fees:** \$65.00 per week (Flat Rate) or \$30.00 for 2 days per week. There is also a combined rate option for **AM and PM** for \$80.00 per week (Flat Rate).
- **After School for kindergartners and students in grades 1st through 5th released at 3:05 p.m.:** The hours of operation are 3:05 p.m. to 6:00 p.m.
- **Fees:** \$45.00 per week (Flat Rate) or \$25.00 2 days per week. There is also a combined rate option **AM and PM** for \$60.00 per week (Flat Rate).

Attendance and Program Sign-In/Out Procedures

- Students registered in the S.T.A.R.S. program, report to the designated facility location for the program. Upon arrival, staff will take roll verifying each student's attendance. If a student is absent from the program and the parent has NOT communicated with S.T.A.R.S. staff about the absence, staff will begin calling parent/guardian and emergency contacts in order to verify the student's safety.
- Enrolled S.T.A.R.S. students seen occupying any area within and near the campus instead of being in the program will be considered truant and parent/guardian will be contacted.
- **Students may only attend the S.T.A.R.S. program on days that have been pre-paid, and that the students also attend school.** If a student is kept home or picked up early from the regular school day prior to the beginning of the program, they may **NOT** return to school to attend the program.
- At the conclusion of the program, all **Authorized Pick-Up Adults (18 years and older)** are required to present **Valid Photo ID** and sign the student out by providing a printed name, initials and a departure time. Parents/Guardians not willing to show valid photo ID will result in their student being removed from the S.T.A.R.S. program. A student will **NOT** be released to individuals, who are not listed on the student's release form, so please be accurate. Elementary students are **NOT** permitted to walk home alone or sign themselves out. **Changes to the Pick-Up Authorization Form can only be done IN PERSON by the primary guardian who enrolled the student in the S.T.A.R.S. program.**



- If there is a **CUSTODY AGREEMENT** between parents/guardians of the student, unless certified court documents are given to the site to keep on file, the S.T.A.R.S. program is mandated to release to parents or adults on the Authorization Pick up List. EC Section 51101(c) notes that parents' rights to participate in a student's education "may not be construed so as to authorize a school to inform a parent or guardian, . . . or to permit participation by a parent or guardian in the education of a child, if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction." (Chapter 864, Statutes of 1998, EC Sections 51100 - 51102) If this situation applies to your student, please provide required documentation with the Registration Packet. **Please note that a CHANGE in guardianship will require a NEW Registration Packet to be filled out by legal guardian.**

Middle School Walking Policy*

- Parents of Middle School students may **AUTHORIZE** their student to walk home from the program under the following guidelines:
 - Students will **ONLY** be released to walk home from the S.T.A.R.S. program at **5:45 pm** (4:45 pm during Daylight Savings Time).
 - At release time, students will be escorted by staff off the campus where they are to begin their walk home.
 - Any parent, who would like to pick up their student outside the release times noted above, either before or after, will be required to sign out their student with the school site staff regardless of student authorization to walk home.
 - Authorization for your student to walk home will require a meeting with the Coordinator and Site Supervisor of the S.T.A.R.S. program.

S.T.A.R.S. staff reserve the right to revoke the authorization to walk home if the student is found loitering outside or near by the school site.

School Rules

- **As an extension of the regular school day, ALL school rules, policies and procedures apply to the S.T.A.R.S. program.**
- Normal school rules apply during the S.T.A.R.S. program which includes dress code and the restriction of the following items which are not permitted on campus: skateboards, bikes, skates, roller blades, razor scooters, skate shoes, electronic devices, etc.
- **Medications/Medical Assistance:** Students may **NOT** self-administer medications to themselves on campus, transport medication to and from school or carry it with them while they are at school. If medications are necessary, they must be **administered by the school nurse** according to district policy. Medical information previously shared with school-day faculty and staff may not have been made available to the S.T.A.R.S. program staff, so it imperative that all necessary information be shared directly with program staff.
- In the event a student suffers an illness or accident during program hours, S.T.A.R.S. staff may seek medical help and assistance by contacting 911 emergency services or otherwise securing treatment at a medical facility. The S.T.A.R.S. program does not provide medical treatment or coverage for participants



- Emergency Allergic Reactions and Asthma: All City of Yucaipa Staff are trained in basic First Aid and CPR which allows for staff the ability to administer an Epi-Pen and/or Asthma Inhaler in the event of a severe reaction. If your child requires such emergency medical attention, it is the parent's responsibility to acquire an additional emergency Epi-Pen or Inhaler to provide to the S.T.A.R.S. program. Please work with on-site staff and school administration to ensure a clear plan of action for your student.

Special Needs

- As an equal opportunity program, all students currently enrolled at the school site are eligible to participate. However, should your student have a special need/disability that requires one on one attention, the program may not be able to meet your student's needs due the 20 students per 1 staff member ratio.
- Although your student may have an Individual Educational Plan (IEP) with the regular school day, please note that special accommodations (if any) are only applicable during regular school hours. If this is the case, your student may be better served at an alternative specialized program offered by another provider.

Supervision of Program and Discipline Policies

- The S.T.A.R.S. program is supervised at a ratio of 20 students to 1 staff member. Because of student ratio requirements, should a student not be able to be successful in participating in group activities and distract staff from properly supervising the entire group, participation in the S.T.A.R.S. program may not be suitable.
- Activities take place in supervised areas only. Leaving the supervised area without permission can result in the student being dropped from the program.
- Participation in the program is a privilege. A student must follow the rules of the school and the program. Disruptive or disrespectful behavior, including but not limited to: stealing, vandalism, fighting, cursing, foul play, not following directions, etc., toward other students and/or program staff will not be tolerated and is reason for dismissal. We encourage parents/guardians to discuss concerns with the S.T.A.R.S. staff.

Conduct Violation Consequences*:

- 1st Violation – Guidance, verbal warning and parental contact at pick-up time
- 2nd Violation – Guidance, verbal warning and parental contact before pick-up time.
- 3rd Violation– Guidance, verbal warning parental contact before pick-up time, suspension, and student will be sent home immediately- if necessary.
- 4th Violation- Guidance, verbal warning, parental contact before pick-up time, suspension, student will be sent home immediately- if necessary, written behavior contract and/or dismissal from program.
- **Parent/Guardian will be held responsible for any cost/damages inflicted upon school, park, and/or private property or equipment.**

***Consequences subject to change due to severity of content.**



Program Components

- The S.T.A.R.S. program provides homework assistance and a structured homework component for a minimum of one hour each day. It is the students' responsibility to bring their homework to the program and the parent/guardian has the responsibility to support the S.T.A.R.S. program in ensuring the student has the appropriate information to complete homework daily. Parents/guardians are expected to support homework completion by reviewing it when their student gets home daily.
- The S.T.A.R.S. program will take part in various special events and guest presentations. Parents will be notified in advance of upcoming events or activities.
- In order to prepare every student for the future demands of the 21st Century, S.T.A.R.S. focuses on college and career readiness through additional activities utilizing research based educational enrichment programs like:
 - STEM (Science, Technology, Engineering, and Math)
 - Language Arts; Reading and Spelling Activities
 - Mathematics: Math Games
 - Health and Wellness: SPARKS Physical Education and Healthy Yucaipa
 - Youth Development: Peer Tutors, Student Led Clubs and Activities

Snacks

- Students will be provided time after school to eat their snacks. **Snacks must be sent with the child to school.**
- In conjunction with the Healthy Yucaipa program, snacks may be provided by the S.T.A.R.S. program on various days throughout the school year. You will be notified prior to the day snack is provided by the S.T.A.R.S. program.
- Should your student have any food allergies, please notify S.T.A.R.S. staff and indicate on your student's enrollment form.

Personal Belongings

- Please keep all personal belongings at home or in backpacks. This includes all electronic devices such as PSPs, iPods, and cell phones.
- Cell phones will **NOT** be permitted during the S.T.A.R.S. program hours and the City of Yucaipa or YCJUSD will not be held liable for loss, theft or damage of items not permitted on campus.

Parental/Guardian Support:

- Though our staff is committed and qualified, parental support is needed to make the S.T.A.R.S. After School Program the very best it can be. Parents/guardians are important partners in the program's success and are encouraged to attend parent presentations, events/activities, tutoring and other projects when needed.



- **Suitable behavior towards the S.T.A.R.S. program and its administrators is required at all times from any and all adults on the school campus, as well as the Yucaipa Community Center. Should an issue arise, and inappropriate or disrespectful behavior occurs, your student will be removed from the S.T.A.R.S. program.**
- **Our goal is to make the S.T.A.R.S. Before and After School Program a lifelong recreational/educational enriching experience your student can cherish for years to come! Thank you for choosing the City of Yucaipa’s Before and After School’s S.T.A.R.S Program; your student’s 2016-2017 journey awaits you.**

Important Non-Student Dates:

Due to the program being held on school campuses, the following are dates when STARS is not in session.

September 5, 2016	Labor Day
November 11, 2016	Veteran’s Day
November 21-25, 2016	Fall Break
December 16-30, 2016 & January 2-3, 2017	Winter Break
January 16, 2017	Martin Luther King, Jr.
February 13, 2017	Lincoln’s Birthday Observed
February 20, 2017	President’s Day
March 27-April 7, 2017	Spring Break
May 26, 2017	District Holiday
May 29, 2017	Memorial Day

The City of Yucaipa does offer seasonal camps at the Yucaipa Community Center for the following dates:

November 21-23, 2016	Fall Break
December 19-30, 2016 & January 2-3, 2017	Winter Break
March 27-April 7, 2017	Spring Break
June 8-August 10, 2017	Summer Break

Please contact the Yucaipa Community Center at (909)790-7460 for more information regarding seasonal camps.

Contact Information:

Please contact us at the Yucaipa Community Center at (909)790-7460 and ask for the S.T.A.R.S Before and After School Program Coordinator or visit your local school site for further information. Follow us on Facebook or visit us at www.yucaipa.org.





ACKNOWLEDGEMENT FORM

I hereby acknowledge and confirm that I have received and read the STARS Before and After School Program Parent 2016-2017 Handbook. I understand and agree to comply with the policies stated in the 2016-2017 STARS Before and After School Program Handbook. I understand that if I have any questions about any program policy, I should immediately consult with the Community Services Coordinator as any violation of the policies in the STARS Before and After School Program Parent Handbook may result in discipline, up to and including discharge from the program.

Child's Name:	
Parent/Guardian Name:	
Parent/Guardian Signature	
School Site:	Date:

I have read the Parent/Guardian Rules and Policies Agreement and will go over it with my student to ensure that they understand and abide by the rules.

Initials

Initials

It is the parent/guardian's responsibility to ensure all necessary forms are completed and updated as needed, including in-person notification to my student's Program Leader or the Site Supervisor of any changes to my emergency contact information.	I understand that enrollment is on a " first come, first served basis " and a list of registered students will be kept on file as well as those on a waiting list. If my student is on the waiting list, I will await notification as to my student's first day of participation.
I understand that my designated person(s) or I will pick up my student on time and with a valid photo ID at the end of the program each day. As of 6:10 pm a late fee will be charged at the rate of \$1.00 per minute/per student and must be paid within one week.	I understand that a valid photo ID must be presented to staff EVERY DAY prior to the release of my student. If I, or an Authorized Adult , do not adhere to this policy, it may result in the removal of my student from the program.
I understand that inappropriate, disruptive, or disrespectful behavior towards the program and its administrators from my student, me, or any one of my authorized person(s) will result in removal and dismissal of my student from the program.	I understand that as the parent/guardian, I will be held responsible for any costs, repairs, or damages to the school, park, and/or private property or equipment during program hours if my student has been involved in negligent or abusive behavior regarding the same.
I understand that suspension from the regular school day would also result in a program suspension, and I will not receive a refund.	I will personally attend parent orientations, conferences and scheduled meetings when such meetings are scheduled by the S.T.A.R.S. program.
I will see that my student brings his/her homework to the program and review it when he/she arrives home from the program.	I will notify the Site Supervisor or Coordinator of foreseen absences in advance or by calling the S.T.A.R.S.' staff during program operating hours on the site phone number.