

Saratoga Union School District
Extended Day Child Care



The Tree House

Phase 1 Reopening: 2020-21 School Year
Located at Foothill Elementary School

Parent Handbook



Overview

The Tree House is a safe, trustworthy and high-quality extended day program serving our District's TK through fifth grade students and their working parents. We offer an after-school-care schedule supportive of the whole child, including supervised play, engaging, age-appropriate activity choices, homework help, and healthy snacks at Foothill Elementary School.

The Tree House staff are highly trained, nurturing, and energetic caregivers who believe that children thrive in a fun, encouraging, child-centered, hands-on program. They take pride in creating and maintaining an optimal after-school experience for students with access to a variety of campus facilities and resources.

This handbook is intended to answer parent/guardian questions and serve as a reference for our district's child care program. Please take time to review important information relative to your child.

Hours of Operation

The Tree House is open Monday through Friday on days that school is in session.

The program begins at 11:30 a.m. and ends at 4:30 p.m., including SLCT Wednesdays, Conference Days, and Minimum Days. There is no before-school care offered at this time.

Contact Us

The Fall 2020 Tree House program is conveniently located at Foothill Elementary School, 13919 Lynde Drive, Saratoga. The program is administered through the District Office located at 20460 Forrest Hills Drive, Saratoga, CA 95070.

General Questions, Registration and Tuition Payment:
(408) 867-3424, extension 330
treehouse@saratogausd.org

Rights and Expectations

Child Rights

The following are the child's rights as a participant of the Tree House.

1. To be treated with respect by other persons
2. To be free from physical, verbal or mental abuse
3. To be treated equally regardless of religion, age, sex, ethnicity or cultural beliefs
4. To receive medical aid during emergencies and as otherwise needed
5. To be provided with a healthy, safe and caring environment

Child Expectations

It is our expectation that children follow the rules set by the District and the Tree House staff when they are present at the center. The following are expectations of all Tree House children.

1. Respect each other and others' belongings
2. Show responsibility by following the directions given by Tree House Staff.
3. Keep hands and feet to yourself.
4. Participate positively in the group.
5. Refrain from obstructing another child's or adult's right to safety and peace

Please see page 12 for full student behavior guidelines.

Students who do not follow expectations are given verbal warnings. After two warnings parents are called, and or communicated with at pick-up time. If inappropriate behaviors continue, a student may be suspended from the Tree House for 1-3 days. Should the problem persist, a meeting may take place between the parents, the leaders, and the Site Supervisor before that child may return to the Tree House. At this time, a behavior plan is discussed to help the student be successful in the program. If the child does not show adequate improvements after the parent/child/staff communications the Tree House may refuse service to the child via suspension or expulsion from the program. No refunds are given to any family whose services are terminated due to breach of rules or continual student disruption. Students suspended from the regular school day are also suspended from the Tree House for the same duration. Reimbursement of tuition and fees will not be given for suspended days.

Expulsion/Termination of Services:

When a student is expelled, termination of services shall be in effect for one calendar year from the date of termination. Re-enrollment may be considered no sooner than one calendar year from the date of termination. To request consideration for re-enrollment, a parent may request in-writing a meeting with the Program Manager to discuss corrective action taken to prevent a recurrence of the reason for termination. The Program Manager will gather information and determine if services will be reinstated. Any re-enrolled student will be placed on provisional status for a period of 90 days. Failure to adhere to program policies, procedures and expectations will result in immediate termination and disqualification from future re-enrollment in the SUSD child care program. No refunds or tuition or fees will be given.

Parent/Guardian Rights

All persons who live with and assume responsibility for the child are afforded these rights. As a parent / guardian / authorized representative you have the right to:

1. File a complaint against SUSD as per board policy without fear of discrimination or retaliation against you or your child
2. Request in writing that your child's other parent is not allowed to visit your child, or take your child from the Tree House provided you have produced a copy of a certified court order
3. Receive a call back from the Tree House staff within twenty-four hours

Adult Expectations

The following behaviors are unacceptable and in conflict with the Tree House program. Any adult who fails to follow these expectations may have his or her child excluded from participation in the Tree House programs and/or related functions.

1. Prior to student's attendance at Tree House, parents must sign and agree to the Phase 1: Child Care Admission Agreement
2. No person will be mentally, physically or verbally abused or harassed
3. No adult will use foul, obscene or perverse language at the Tree House, or at any related functions
4. Alcohol, drug, and tobacco use is prohibited on any school campus or during any related Tree House functions
5. Destruction, vandalism, or theft of school, Tree House, or private property is prohibited

Tuition, Fees & Payment Schedule

Registration Fees

The Tree House program is a self-sustaining program funded through parent tuition and fees.

An annual registration fee will apply as follows:

- One Child \$ 75
- Two Children \$125
- Family Rate (3 or more) \$150

Registration fees will not be prorated for the year and will be due at the beginning of each school year or first month of enrollment in the program.

Rate Schedule Options

Schedule ^a	Full-Time ^b
TK-5th Grade	\$650/mo
Lunch Plan	\$75/mo

a. Payments are based on a yearly rate for 180 school days. December is not prorated. There is no payment due for June. No new enrollees are accepted in June.

b. Full-time rates = Five days per week.

Returned check fee	\$25
Late pick up fee	\$1.00 per min. (first two times) / \$5.00 per min. (subsequent late pick ups)
Late payment fee	\$25
Tuition Only Discounts:	10% discount for SUSD and/or LGSUHSD employees.
<i>(Only one discount may be applied)</i>	10% sibling discount.

(Tuition, Fee & Payment Schedule, continued)

No tuition adjustments will be granted for weeks that include holidays. We do not prorate for holidays. We do not charge extra for the longer Wednesday SLCT days, minimum days, or parent conference days. All school year calendar variances have been factored into the set rates.

Billing and Payments

Parents/guardians will need to register for the Tree House online. Upon receipt of the signed enrollment packet, staff will be in contact confirming acceptance into the program. The **first month's tuition** and **registration fee** must be paid via check. Subsequent months' tuition may be paid online using the *MySchoolBucks* option through your PowerSchool Parent Portal account, or you may pay by check dropped off during student pick up or drop off.

Payments are due no later than the first business day of each month. Payments can be left in the drop-box on site. A late fee of \$25.00 will be charged for payments received after the fifth of each month. A \$25.00 fee will also be charged for each returned check. The Tree House may terminate childcare services for delinquent tuition.

Divorced or Separated Parent/Guardian

The parent/guardian who signs the contract is the responsible party for making the full monthly payment. If you choose to split the payments between parents, it is the parents' responsibility to request a second contract and to determine the payment amount that will be paid by each parent. Both parents must sign a separate contract with the correct amount listed. Should one parent default on payment, service to the child will be stopped for the days that correspond to the unpaid tuition amount. For situations where separated/divorced parents/guardians alternate pick-ups and do not have separate contracts, the staff will communicate important information to the parent who picks up, and it is the responsibility of the parents/guardians to share this student information.

Charges for Late Pick-Up

The Tree House closes promptly at 4:30 p.m. A fee of \$1.00 per child per minute will be charged for late pick-ups. After two late pick-ups the late fee will increase to \$5.00 per minute.

(Tuition, Fees & Payment Schedule, continued)

If a child is picked up late three times at the \$5.00 per minute rate, the Tree House has the right to terminate services.

Subsidized Payments

Tree House does accept payments from outside agencies who subsidize individual student child care. Upon enrollment in the program, the parent must provide the official signed contract from the supporting agency. Children cannot start without a current contract letter. Parents are also responsible for any difference in price between agency payment and tuition costs. Any family who has an outside subsidy will be required to sign a SUSD External Subsidy contract and must abide by outlines of the agreement or services may be terminated.

Tree House may offer a limited number of internal subsidies (scholarships) to families that qualify based on the federal income poverty guidelines. Inquire at the District Office, 20460 Forrest Hills Drive, Saratoga. Enrollment opens in March for the following school year. Subsidies are for one school year only. They do not automatically roll-over to summer or subsequent years.

See the application form on the website saratogausd.org/treehouse.

Program

Licensing

Tree House is operated by a California public-school district and adheres to California State Education Code. The Saratoga Union School District Superintendent and designee(s) oversee all Tree House facilities and operations. School Districts serving their own students are exempt from State Social Services licensing.

Program Offerings

Tree House provides an environment that promotes positive social interaction and child development through play. Tree House offers children many choices with a variety of hands-on experiences through indoor and outdoor activities.

Tree House also provides quiet spaces where children may work on homework. This time is built into the daily schedule. Leaders help students, but do not check homework for accuracy, as we believe that is an important part of the home-school connection for parents. We will provide ample time for students to complete their daily homework and support the students in their work.

Tree House students will have the opportunity to participate in STEAM (Science, Technology, Engineering, Arts, and Math) experiences, health and fitness activities, arts and crafts, games, nature walks, and/or other hands-on experiences. While attending the program, children will also have the opportunity to read, draw or paint and participate in sports, outdoor free play, and more.

Extracurricular Classes Outside of Tree House

In compliance with Santa Clara County's mandatory directives (issued July 13, 2020) children cannot attend more than one in-person childcare program, after-school program or other child/youth activity within the same three-week period. This means that students are not able to participate in any in-person extracurricular activity, in addition to the Tree House.

Program (continued)

Snacks

The Tree House offers children afternoon snacks. Children may bring their own snacks that do not require refrigeration if they desire. Lunches are available in the Cafeteria daily or students may bring their own lunch. Snacks brought from home should not include “junk food” such as candy, potato chips, sugary drinks, etc. We serve healthy snacks and would appreciate parents sending food items that are similar. It is the parent’s responsibility to let us know of any food allergies or restrictions a child may have. **Snacks brought to the Tree House cannot contain peanuts.**

Electronic Devices

The Tree House requires that students bring their SUSD distributed Chromebook and charger to the program to complete their distance learning assignments. No other electronic device(s), including cell phones should be brought from home. Should your child bring his/her electronic game or any other items from home, the Tree House is not responsible if the item is lost, damaged or stolen. Any items brought from home should be labeled clearly with your child’s name. If your child does bring a cellphone, it must be kept inside of the child’s backpack during program time and it should be turned off. If you need to reach your child, you can call the Tree House phone directly. Should the child need to use his/her personal cellphone he/she will need to ask a Tree House staff member for permission. Any inappropriate cell phone use will result in the child not being able to have it on campus.

SUSD Technology

Our programs follow the District’s Student Responsible Use of Technology Policy (SRUTP) (Board Policy 6163.4). Students are expected to use SUSD devices for educational purposes only. Failure to obey policies will result in loss of privileges and/or disciplinary actions. All students and parents/guardians must read and sign the SRUTP either during the new student registration process or during the annual returning-student enrollment update.

Sign In & Sign Out

All children must be signed in and out of the Tree House each day they attend the program. For the safety of families, staff members will walk students to their car and sign the child out on physical attendance sheets, verifying which parent/guardian picked the child up. Tree House staff will sign in children when they arrive at the Tree House.

Program (continued)

During dismissal, children will be released from the Tree House only to those adults who are authorized by the child's parent/legal guardian during new student registration or the annual-returning-student-update. Please note that should a person arrive to pick up a child and appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no other recourse but to contact the police. Adults not on the child's emergency contacts nor on the child's Tree House authorized pickup list will not be allowed to pick up students. Requests to add a name to the Tree House authorized pickup list must be done in writing.

In the event that parents/guardians are separated, either parent has the right to add a name to the emergency card authorizing a person to pick up the child. Any court orders or legal documents will take precedence and be strictly adhered to in the event of custody matters. Siblings may pick up a child, but they need to be at least 18 years old and listed on the emergency card. Elementary students are not allowed to sign themselves in or out or walk home from the program unattended.

Absence Reporting

For safety reasons, it is important that the Tree House staff know which children are expected to be in attendance each day. Parents must report their child's absence to the Tree House whenever the child will not be attending the program as expected. Call the phone numbers listed on the last page of the handbook. Parents will not be reimbursed for days when the child is absent.

Withdrawal from Program

Parents who wish to drop their child(ren) from the Tree House program must provide the program with a **two-week notice in writing**. Tuition will not be refunded or credited for unused days in the month of service. Verbal notifications are not sufficient to alert us of a program change.

Program (continued)

Illness

If the child exhibits any of the following symptoms while at the Tree House, the parent/guardian will be notified. The parent/guardian will be expected to pick up the child within thirty (30) minutes. The Tree House will request proof of treatments, a negative COVID test (if applicable) and/or a doctor's note before the child is permitted to return to the Tree House.

- A fever of more than 100 degrees
- Diarrhea, nausea, or vomiting
- Additional COVID-19 symptoms including: cough, loss of taste/smell, shortness of breath or difficulty breathing, headache, sore throat and fatigue/muscle or body aches
- Any communicable disease that is required for a child to be sent home according to Santa Clara County Public Health requirement

For health and safety reasons, children who exhibit any of the above symptoms should not be sent to the Tree House.

Physical Distancing Protocols

Parents dropping off and picking up students should remain in the car to the extent possible. If children need assistance entering and exiting the car or buckling and unbuckling their seatbelt, we ask that parents pull into a designated parking spot to assist their child. When walking from the parking space to the designated drop off area, only one parent is allowed to exit the vehicle with their child(ren). Both the parent and their children must wear face coverings during pick up and drop off. To limit crowding, students will be assigned a pick up and drop off location based on their grade level. Families with multiple children will be assigned to the same pick up and drop off location.

Students will be assigned to a stable classroom cohort of no more than 12 students and 1 staff member. Students will not mix with other classroom cohorts. In the classroom, students will be assigned a stable seating arrangement, six feet apart, to ensure that close contacts are minimized and easily identifiable. Dependent on weather, as many activities as possible will be conducted outside of the classroom to allow for greater distancing between students. Meals and snacks will be outside when practicable. All food provided will be individually plated or bagged.

Program (continued)

Hygiene Measures

All students and staff must complete a daily health screening prior to arriving on campus. Visible signage will be posted at all entrances to remind children and adults not to enter campus if they have any COVID-19 symptoms. Students or staff with any identified COVID-19 symptoms and/or a temperature of 100° or higher will be sent home immediately until testing and/or medical evaluation has been conducted.

All adults on campus, including staff and visitors, must wear a face covering at all times while on campus, except while eating or drinking. All students are required to wear face coverings while arriving and departing from the school campus and in any area outside of the classroom, except when eating, drinking or engaging in outdoor physical activity. During any classroom meetings or instruction, students in grades 3-5 are required to wear a face covering at all times except while eating or drinking. Students in transitional kindergarten through 2nd Grade are highly encouraged to wear a cloth face covering during meetings and class time. A face shield is an acceptable alternative for 2nd grade and younger students if they are unable to wear a cloth face covering. Disposable face coverings will be provided in the case that a student forgets to bring a face covering or loses their face covering during program hours. When a face covering is temporarily removed (snack/lunch time, outdoor physical activity), it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

Students will be taught proper handwashing techniques and routines to ensure that students wash their hands frequently during the program. Frequent handwashing time will be built into the schedule. Staff will remind students to wash their hands frequently. All classrooms have no-touch sanitizer dispensers. Hand sanitizer will be provided in each classroom, at building entrances and exits and at locations where students are eating and/or participating in outdoor activities.

Enhanced cleaning and disinfection has been implemented per Santa Clara Public Health Department (SCCPHD) guidelines at the elementary schools. Custodians will clean and disinfect classrooms each night. Deep cleaning and disinfection of rooms will take place if an infection occurs. Custodians will increase the frequency of restroom checks and cleaning of high touch surfaces when students return to campus. Maintenance and facilities staff have also updated the following:

- No-touch hand sanitizer dispensers are installed in every classroom and around campus.
- One touch faucets are installed in student restrooms.
- HVAC systems have been set to allow for maximum pull of outside air along with COVID-19 compliant MERV-13 filters per EPA and ASHRAE recommendations.

- Visible signage will be added to classrooms and outdoor spaces to remind children and adults of hygiene, safety, masks, and distancing.

COVID-19 Testing and Reporting

In the event that a student becomes sick with COVID-19 at school or that a COVID-19 case occurs on campus, families will be notified in accordance with the protocols provided by the Santa Clara Public Health Department (SCCPHD). Tree House staff are working very closely with our District Nurse, who is in close contact with the county, to ensure Tree House procedures are aligned with the county mandates. All student and staff personal health information is confidential. In the case of a COVID-19 case, parents and staff will be notified following the protocol set by SCCPHD, though names will not be released. Since protocols may change during the year as we learn more about this virus, we will be referring to the county site and protocols and adjusting as necessary.

To learn more details about health safety and school protocols for COVID-19 reference the guides provided by the Santa Clara County Public Health Department and California Department (SCCPHD) of Public Health (CDPH). The Tree House will follow all of the latest guidelines.

- <https://www.sccgov.org/sites/covid19/Pages/school-guidance.aspx>
- <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

Program (continued)

Injuries

The Tree House staff may clean and apply adhesive bandages to minor cuts and scrapes and may apply ice to minor bumps, bruises or other injuries. For more severe injuries, staff will contact an authorized person to pick up the injured child and care for him/her and/or staff may call for emergency response. A written incident report will be given to parents any time their child is injured at the Tree House.

Medication Policy

The Tree House will be responsible for giving medication to students only under the following circumstances: We will not dispense daily medications that are scheduled to be given during the school day. The Tree House follows School District policy, which states that, in order to dispense medication, parents must provide the staff with the doctor's orders for that medication. In addition, if children require an epi-pen, inhaler, or other emergency medications, parents will be responsible for providing training and the medication needed to the staff. **A set of medication must be provided to Tree House staff since access to medication stored in the school office is not available after hours. The *Request For Medication* form stating that they are designating the staff to dispense the medication must be turned in at the school office, not Tree House.** Dispensing of medication must not interfere with the overall operations of the program. Medication can be provided to students only after parents have provided the proper training and paperwork.

IEP OR 504 Plans

Upon registration, families must disclose if a child has an IEP or 504 Plan and provide a copy to the Site Supervisor. If an IEP or 504 plan is issued, families should communicate with the Site Supervisor.

Staffing and Training

SUSD will employ Tree House activity leaders to develop and implement the after-school care program. These leaders will participate in on-going training. Trainings will include classroom management, conflict resolution, social-emotional literacy, emergency procedures, and curriculum development. The ratio of staff to students will not exceed 1:12. All staff have a CA Department of Justice, FBI, and tuberculosis clearance and are reference-checked before hiring. The Program Manager oversees our District's Tree House program and staff.

Program (continued)

Mandated Reporters

All Tree House employees are mandated by the State of California to report any suspicion of child abuse. Employees shall not form opinions or conclusions on these suspicions. It is only their responsibility to contact Child Protective Services and state concerning observations. The responsibility then lies with Child Protective Services to investigate, draw conclusions, and, if necessary, prosecute.

Visitation Policy

For the safety of staff and students, parents are not allowed to visit the program during the program hours of 11:30 am to 4:30 pm. For parents who would like to visit the facilities prior to the beginning of program, we require the following:

- Parents must contact Jessica Baker, the Program Manager, in writing to request a visit. If feasible, a scheduled time will be arranged for a tour of the facility.
- Visits are limited to two adults at a time.
- Visitors will be asked to wash their hands or use hand sanitizer when they arrive on campus and must wear a face covering for the entire duration of the visit.
- Visitors must remain at least 6 feet of distance from staff.

Emergency Procedures

Tree House staff will follow the emergency guidelines set by the Saratoga Union School District. Tree House staff are trained in our District's emergency procedures. All Tree House buildings have phone access for emergencies, a cell phone, and hand-held radios to communicate in the event students are in different places on the school grounds. Site Supervisors cell phone numbers will be given at the beginning of the year, and are to be used in case of emergency only. All Tree Houses are equipped with emergency supplies and first aid kits.

Student Behavior Guidelines

The goal of Saratoga Union School District's child care program is to provide a healthy, physically and emotionally safe, stimulating and secure environment for all program participants. We strive to help students discover who they are through activities and experiences that build strong relationships and encourage our youth to be globally upright citizens.

PROGRAM BEHAVIOR GUIDELINES

- People are RESPONSIBLE for their actions
- RESPECT each other and the environment
- HONESTY will be the basis for all relationships and interactions
- We will CARE for ourselves and those around us

WHEN A CHILD DOES NOT FOLLOW THE BEHAVIOR GUIDELINES, THE FOLLOWING STEPS WILL BE TAKEN:

- Staff will redirect the child to more appropriate behavior.
- The child will be reminded of the behavior guidelines and rules, and a discussion will take place.
- The parent will be notified of the behaviors.
- The staff will document the situation. This written documentation will include what the behavior is, what provoked the problem, and corrective action taken.
- A conference with the parent and staff will occur to determine the appropriate action.
- A progress check or follow up will occur.
- If the problem persists, a conference will occur with the parent, child, staff and Site Supervisor. The Site Supervisor will have all documentation, and conference notes for review.
- If a child's behavior at any time threatens the immediate safety of self, other children or staff, the parent will be notified and expected to pick up the child immediately pending next steps.
- If a problem persists and/or a child continues to disrupt the program, the SUSD Extended Day Care Program reserves the right to suspend the child from the program.
- Expulsion from the program will be considered in situations involving violent acts or after all alternatives have been attempted to resolve the problem.

SUSPENSION* FOR THE REMAINDER OF THE CURRENT DAY AND THE NEXT DAY

- Children suspended or expelled from the school day are not permitted to attend the Tree House after-school program for the duration of the suspension/expulsion.
- Grounds for suspension from the Tree House include the conduct listed below as well as suspensionable incidents listed in [Board Policy 5144.1](#) and [California Education Code 48900](#).
 - Endangering the health and safety of self, other children and/or staff.
 - Threats made to children and/or staff regarding firearms, knives, firecrackers or explosives.
 - Theft or damage to school, or personal property.

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- Leaving the program premises without permission.
 - Continuous disruption of the program and/or refusal to follow program behavior guidelines and/or school rules.
 - Use of profanity, vulgarity, obscenity and/or lewd behavior.

*The severity of the behavior may result in immediate expulsion and persisting behaviors may lead to extended suspensions and/or expulsion from the program.

IMMEDIATE TERMINATION OF SERVICES

- Grounds for termination of services include, but are not limited to:
 - Endangering the health and safety of self, other children and/or staff;
 - Possession of, and/or use of tobacco products, knives, alcohol, illegal drugs, firecrackers, firearms or explosives;
 - Inappropriate interaction by parents, family contacts, or family members towards other parents, participants or staff. (Example: threats, harassment, obscene language, fights, displays of hostility, etc.)

Upon completing the registration process for the Tree House, you agree to the behavior guidelines listed above.

Contact Information

Tree House Program Manager

Jessica Baker

jbaker@saratogausd.org

treehouse@saratogausd.org

(408) 867-3424, ext. 330

Registration and Payments

The first month's tuition and registration fee should be paid via check and sent to the SUSD District Office, 20460 Forrest Hills Drive, Saratoga. Subsequent payments can be made via check (dropped off at Tree House) or through PowerSchool.

The Argonaut Tree House

Joey Stefani, Program Site Supervisor

jstefani@saratogausd.org

408-867-4773, ext. 330

The Foothill Tree House

Kia Yamamoto, Program Site Supervisor

kyamamoto@saratogausd.org

408-867-4036, ext. 330

The Saratoga Tree House

Corri Coss, Program Site Supervisor

ccoss@saratogausd.org

408-867-3476, ext. 330

All of our Tree Houses have phone lines, so that parents can call whenever they have a question or concern. Our policy is to answer the phone when staff is available and not working with children. Your children's well-being and safety are our priority! Should you leave a message for the staff, we will contact you as soon as possible.