

**DOLPHIN CENTER  
AFTER-SCHOOL PROGRAM  
PARENT HANDBOOK  
2019-2020**

COLD SPRING SCHOOL DISTRICT



*Welcome to the Dolphin Center!*

### **PROGRAM DESCRIPTION**

The Dolphin Center (DC) is a non-profit school district program budgeted and approved annually by the Cold Spring Elementary School District Board of Trustees. Our purpose is to provide a safe after-school program that will add to your child's learning experience at Cold Spring School.

### **DC LOCATION & HOURS**

**Location**

Cold Spring School, Rm 14  
2243 Sycamore Canyon Rd  
Santa Barbara, CA 93108  
805-969-2678, ext. 214

**School Days of Operation**

Monday – Friday  
(as per school calendar)

**Hours**

Dismissal – 5:30 p.m.

**K– 6<sup>th</sup> begin Tuesday, August 20th**

Students will report to the DC at the end of their school day. The DC program is only offered during the school calendar year. There will be no holiday or non-work day care during the calendar year.

On Minimum days, the DC will provide care from the time school ends until 5:30 p.m.

### **REGISTRATION**

Children must be enrolled in grades Transitional Kindergarten (TK) through 6 at Cold Spring School in order to participate.

Annually, a separate registration form must be completed by the parent or legal guardian for each child. The interactive form may be found at: <http://www.coldspringschool.net/about-us/the-dolphin-center>.

In addition, you must register your family through Kinderlime, the online attendance management and payment system that we have adopted for our program. [Parent sign-up \(must use the same email given to the school during registration\)](#). You are encouraged to also download the free Kinderlime Parent app (available on Android and iOS)

**\*\*Payments for Dolphin Center will be withdrawn from your provided bank account or credit card, automatically on the first of each month. Failure to register a bank account or credit card using this system, will result in a hold being placed on your child(ren) enrollment for Dolphin Center. \*\***

## FEES

Per Board direction, fees charged may only be used for staff salaries and benefits, daily snacks, materials and other expenses of the program. The Board intends to keep fees at the same level all year, but it may be necessary to adjust them to keep the program financially sound.

<b>Registration Fee:</b>	No Fee / year / family
<b>Hourly Rate:</b>	\$9.00/ hour / <b>charged per minute</b>
<b>Late Pickup Fee:</b>	Varies, see “Late Pick-Up Fees” below



Fees are charged per minute, at a rate of \$9.00/hr per child.

Daily attendance is calculated using the Kinderlime system, and you will be able to see exactly when your child was checked in and out each day on the parent portal (through the Kinderlime App)

You may call the Business Office at 969-2678, ext 137 for questions on invoice details.

### Late Pick Up Fee

The DC closes each school day promptly at 5:30 p.m. All late pick-ups will generate a fee (per child) for each 10-minute increment past 5:30 p.m.

- 1<sup>st</sup> time: \$9.00 per child, same family, per 10 minute increment
- 2<sup>nd</sup> time: \$12.50 per child, same family, per 10 minute increment
- 3<sup>rd</sup> time: \$17.50 per child, same family, per 10 minute increment

Any family that has picked up late more than three times in the same school year will be contacted by the Superintendent/Principal and may be dropped from the DC program.

If an emergency prevented you from arriving on time please make every effort to contact staff so the employees are aware ASAP. **Call 969-2678, ext 214.**

The late pickup fee will be added to the monthly billing.

### Non-Payment

You must register your family in Kinderlime and add a payment method, either a bank account or a credit card, prior to your child beginning at Dolphin Center.

- **Prior year unpaid charges** must be paid up-to-date prior to the first day of DC attendance before children may attend.

### Non-Sufficient Funds

Invoices that are bounced due to insufficient funds, will result in a hold being placed on your child's enrollment in Dolphin Center, until the balance is paid in full.

## **SIGNING IN AND OUT PROCESS**

- Each child coming to the DC directly from school will be signed in by a staff member.
- Parent/guardians are responsible for having their child(ren) picked up on time.
- Each child must be checked out daily by a parent/guardian/authorized person listed on the registration form or school emergency card.

**PLEASE NOTE: You or your authorized person must personally come into the DC to pick up your child(ren) and enter in the pin you are issued at the beginning of the year. You may register pins for regular caregivers/babysitters through the app, or by speaking with the Dolphin Center Coordinator. This is most important since this is our legal record of the time your child is in our custody.**

- Only individuals over the age of 18 may be authorized to sign out your child.
- If at any time a new friend or relative is picking up your child, please notify the staff ahead of time. 969-2678, ext 214.

No child will be released to anyone who is not identified as authorized on the release card or presents written evidence (signed and dated) of your permission to pick up your child. Please ensure that they have a current photo ID in their possession to provide to staff.

If a staff member suspects that a parent, guardian, or authorized person is impaired in any way when they arrive to pick up a child, and that the child would not be safe in their care, an alternate authorized person will be called to pick up your child instead. You will be responsible for all applicable hourly service charges and late fees.

- **DC staff are not authorized to sign out your child(ren) and drive them offsite.**

## **AUTOMATIC SIGN IN**

Any child not picked up by **15 minutes after the end of the school day** will be automatically signed in by staff into the DC.

**If your child is not currently registered and we do not have your payment information in Kinderlime, your child will be sent to the office.**

All applicable fees will be billed as detailed in this handbook.

## **SCHOOL ATTENDANCE REQUIRED ON DAY OF SERVICE**

Children who did not attend Cold Spring School for school that day may not attend the DC. This includes absences due to illness or for any other personal reasons.

## **\*\*SPONTANEOUS PLAYDATES\*\***

**Please instruct your child(ren) that the Central Office and DC phones are not available to arrange a spontaneous playdate at the end of the school day. Those arrangements are to be made prior to the beginning of the school day between the parent/guardians.**

## **ABSENCES**

If your child is ill or will not attend a regularly scheduled day for any reason, please notify the staff by calling the DC number at 969-5330. We take daily attendance each afternoon and must account for each of our children.

## **SNACK TIME**

Snack is offered between 2:30 and 4:30pm at our “Snack Bar.” Every enrolled child will have their own cup and bowl with their name, that they are responsible for putting away each day and ensuring it is clean before doing so. They may choose to have snack at anytime between those 2 hours, but are limited to 2 snack bar trips. Portions are kept on the conservative side and every day we offer choices from several food groups; Children are encouraged to choose a variety.

Any food allergies you indicated on the Student Medical Information card will be carefully considered in selection of the snack. (We do not serve any items that contain nuts)

Some examples of snack are:

Low sugar cereal (Cheerios/Kix), organic yogurt, sliced peaches/strawberries/apples, dried edamame, sunflower seeds, pumpkin seeds, raisins, Goldfish, and Wowbutter!(Soy based PB alternative)

You may provide your own snack packed in your child(ren)’s backpack in lieu of one offered by DC staff.

Parents/guardians are discouraged from sending sugared or high fat foods, candy or gum with their children.

## **HOMEWORK/READING TIME:**

Homework/Reading Club will be available M-TH from 2:00 to 4:00 pm on a **voluntary basis**. Parents may choose to sign their children up for this club at anytime by letting a staff member know. Please be sure to send your child’s homework to school with them if you would like them to complete some or all of it at Dolphin. Westmont counselors will be available to help with giving practice tests, helping students with make-up work/redos, etc.

This study time is part of our choice-based program encourages positive study/reading habits in your child. Your child is responsible for:

- Letting the staff know when they have homework assigned.
- Working quietly on their assignments.
- Returning all materials to their backpack.

During this time our staff is available to assist children with general explanations, but is not offering in-depth one-on-one tutoring at this time.

- The staff does not correct homework. Please review your child's homework with him/her.
- The staff does not "sign off" on homework assignments to meet teacher requirements. That remains the responsibility of the parent/guardian.

## **CHOICE-BASED PROGRAM**

Our focus at the DC is to encourage children to engage in activities that interest them, while in a safe, structured environment. Daily choices include, but are not limited to, freeplay, art, sports, games, and crafts, either indoors or outside (weather permitting).

Homework/reading time is not required, however students are always welcome to do homework any day, and receive help. Those who are signed up for Homework Club, will be asked to begin their Homework shortly after they arrive.

The last Friday of each month is "Movie Day." We serve air-popped popcorn and choose movies that are safe for all ages. We start the movie at 3:10 pm. Children who choose not to watch, always have the option to play outside, with staff supervision.

## **PERSONAL ITEMS**

\*\*Cell phones must be left in their backpacks, and will be kept by staff and returned at pick-up if they are seen being used without staff permission to call a parent/guardian.\*\*

A child's personal possessions are difficult to track and often hard for them to share with everyone, so we discourage children from bringing personal items (toys, games, etc.) to the DC unless they are clearly labeled and can be used by all the children. Each child will be responsible for personal items brought into the DC. All items left in the DC will remain there until the end of that week at which point they will be brought to the school lost and found.

## **CHILD ILLNESS**

If your child shows any sign of an oncoming illness, please be sure to keep him/her home both for your child's well-being and to protect the other children. Children who are ill or have had a fever within the past 24 hours should not be brought to school or to the DC.

Children should be kept at home from school or the DC if they display any of the following symptoms:

- A fever of 100 degrees or higher.
- Diarrhea within the previous 24 hour period
- A heavy nasal discharge indicative of infection
- Vomiting within the previous 24 hour period
- A skin rash
- Head lice
- Symptoms of a communicable disease
- Must be symptom-free for 24 hours after being out due to illness

## **MEDICATION**

Occasionally students may need to take medication during after school care. Please see the District Annual Notification to Parents for information on how medication may be administered at school.

## **EMERGENCY CONTACT**

If a medical or accident emergency arises, DC staff will comfort and render aid as trained and immediately attempt to contact you based upon your completion of the [Dolphin Center Medical Emergency Form](#). Contact will be in the priority order you listed.

If the emergency is such that immediate hospital attention is necessary, DC staff will call paramedics to transport your child to emergency services. Parent/guardians will be contacted immediately.

Parent/guardians will be responsible for all costs incurred in response to the emergency.

## **COMMUNICATIONS**

Parent/guardians are encouraged to become involved with the DC. Suggestions as to how you could participate are:

- Provide wholesome snacks that may be shared with the other children: tangerines, carrot sticks, apples, are examples.
- Share a Talent: Each of you have special talents, hobbies, careers that could be shared with our children. We would be glad to arrange a time with you to do so.
  - Information regarding events and the program will be posted on the Cold Spring School District website: [CSS Website - Dolphin Center](#)
- We welcome ideas and suggestions from parent/guardians. You may write to us at: <mailto:dolphincenter@coldspringschool.net>

## **CONFERENCES**

Daily interaction with staff is important with helping your child realize your interest in his/her time at the DC. Focus on any concerns or events that might affect a child's behavior, special concerns, or other areas are best held during specific conference times. With prior notice, time for a conference with the Director can be arranged to meet parental need.

## **BEHAVIORAL EXPECTATIONS and DISCIPLINE POLICY**

Children who attend the DC will be required to follow the same rules developed for behavior currently in place for attendance at Cold Spring Elementary and included within Board policies. Please consult the District Annual Notification to Parents for these rules and policies.

## **DC STAFF**

The site will be staffed by a Director and an Assistant Director carefully selected for their experience, training and ability to respond to the individual needs of school-age children.

Westmont College Work-Study program students and District approved employees will work with our staff to provide additional enrichment activities and individual time with the children. The staff follows established guidelines to ensure continuity of daily routines, smooth operation and stability of the program. Adults in care of the children will observe a positive attitude and consistency.

**Questions?** Please contact Say Stark (text: (805) 455-6550 during school hours only please) or email: <mailto:dolphincenter@coldspringschool.net>