

CHILDCARE

CLARENDON BEFORE & AFTER SCHOOL

CHILDCARE CENTER

clarendonbac@gmail.com

A non-profit 501(C) 3 tax exempt organization

High Quality, Developmentally Appropriate,
Licensed Childcare since 1982

A relaxed, supportive, nurturing experience
for children who have worked hard all day

Both full- and part-time enrollment available

PLACE: Clarendon Elementary School
500 Clarendon Avenue
San Francisco, CA. 94131

TIME: 7:30am-9:25am Monday-Friday
3:45pm-6:30pm Mon, Tues, Thurs, Fri
2:30pm-6:30pm Wed

Phone: 415 699-4170

Dear Parents,

The Clarendon Childcare Program strives to provide high quality childcare by skilled and knowledgeable teachers in a warm, inviting, developmentally appropriate environment.

The schedule reflects the need for children to have balanced activities that include active and quiet time, private time to relax, large and small motor activity, group and individual activities, and time to talk with friends and staff.

Our curriculum is play oriented. We believe that play oriented childcare is especially important for children who have worked hard all day in school.

Helping children maintain a positive self-image is always a priority. Our activities encourage confidence and cooperation through a wide variety of creative materials. A calendar is created each month and sent home to parents describing what we'll be doing each day. Projects are organized to enhance fundamental skills and to offer children great fun.

Individual activities are as important as group activities. Children learn to make their own choices in doing what's best for themselves while also learning to respect the group's rights as a whole.

Teachers are always ready to listen, to give praise and to help problem solve. Teachers and children create a bond based on mutual respect and open communication. Teachers help children value the differences among them and create friendships that bridge many varied ethnic groups.

Our discipline is best described as positive redirection. Children are asked to respect the thoughts and feelings of others. Teachers are consistent in their encouragement of cooperative problem solving and verbalization of feelings. We offer a stable and attentive childcare program where each child is valued as a unique person with individual gifts and needs.

The Clarendon Childcare program also recognizes the central role of parents in the child's life and the particular needs of working parents. We try to serve the whole family and welcome your input.

We hope that you and your family enjoy your experience here.

Sincerely,

The Childcare Staff

The childcare program began operation during the 1981-82 school year. The San Francisco Board of Education approved Shelley's request to allow on-site childcare at Clarendon Elementary School and we began operation with \$200 start up funds, lots of used toys and 8 children. Our goal has always been to provide high quality childcare; and although we've grown enormously over the years, we continue to prioritize an enriching and exciting curriculum in a safe and nurturing environment.

SOME PROGRAM INFORMATION

- **SCHOOL DAY SCHEDULE**

- Hours: 7:30am-9:25am Monday-Friday
- 3:45pm-6:30pm Monday, Tuesday, Thursday, Friday
- 2:30pm-6:30pm Wednesday

We follow the SFUSD instructional school year calendar.

- **SUMMER SCHEDULE**

Summer childcare is available during the first six weeks of summer, from 8:00am to 6:00pm, Monday-Friday.

- **ATTENDANCE**

Full-time and part-time enrollment (2 day/week minimum)

- **CHILDREN SERVED**

The program is licensed to serve school-age children in kindergarten through fifth grade and prioritizes enrollment of Clarendon Elementary School children. Clarendon children always fill the program to capacity.

- **PLACE**

The childcare program is based in the cafeteria and additionally uses three yards, the library, the art room and various classrooms as needed.

- **PHONE**

Our cell phone number is (415) 699-4170 and is answered when childcare is in session

- **TAX IDENTIFICATION NUMBER**

Clarendon Before and After School Childcare Center is a non-profit 501(C)3 tax exempt organization. Our tax identification number is 82-2229893. Donations are tax deductible.

- **MAILING ADDRESS**

- Clarendon Childcare Center
500 Clarendon Avenue
San Francisco, California. 94131

- **ADMINISTRATION**

Director, Shelley Carter Assistant Directors, Ben Pope & Anthony Consilio

ADMISSION: All services provided by the Clarendon Childcare Center are available to all children without regard to sex, race, religion, ethnicity or physical handicap. Enrollment is open to any child, provided the program is able to meet the needs of that child. The child must be elementary school age.

HOW TO REGISTER

- Parents are welcome to visit the childcare program for information and to be sure we offer the kind of childcare program you want for your child.
- Upon acceptance to Clarendon School, we ask parents to complete a 'pre-enrollment form'. This pre-enrollment form lets us know that you are interested in using the childcare program and allows us to determine how to proceed in our enrollment process. We learn the total number of children/families to be accommodated and the specific numbers of children that are siblings, need full-time care vs part-time care, etc.
- In May, we send families an enrollment packet which includes forms for program use and required by our licensing agency.
- When we receive the successfully completed enrollment forms with your \$50 registration fee, you are officially enrolled.

COMMUNICATION

- Teachers in the childcare program are always available to talk to parents about their children.
- Lengthy conferences should be scheduled ahead of time to insure availability of staff member.
- Childcare teachers maintain regular communication with Clarendon classroom teachers regarding child behavior, academic concerns and common goals.

PARENT PARTICIPATION

Parents are welcome to visit the program unannounced at any time. Comments, ideas and feedback about the program and your child's experience in it are appreciated. Parent participation in the childcare program is not required. Clarendon School expects a high level of involvement from parents, and we realize that parents can only do so much.

COMMUNICATION

Children's experiences at home, at school and at childcare should balance and complement each other. In order for this to occur, childcare teachers try to keep parents and classroom teachers informed of events and patterns at childcare. We ask that parents also keep childcare staff informed of important events and patterns at home.

CONFIDENTIALITY

Family records are maintained in secure file cabinets on site. Access to this information, including health records, is provided only to childcare staff. Information requested from family files will not be released without notification to parents. These requests might include those from a government agency or court of law. Written permission will be obtained prior to release of confidential information to non-governmental agencies.

WAITING LIST

The childcare program does maintain a waiting list. The program is generally full by October 1 and spaces do not often become available later in the year. When there is an opening in the program, the space is filled by the first family on the waiting list with priority given to siblings and full time enrollment.

WITHDRAWAL FROM PROGRAM

We ask that parents give us thirty days' notice in writing on the first day of the child's last month in our program. Deposits, payments, or portions of payments are not refundable.

TERMINATION OF SERVICES

Clarendon Childcare Center reserves the right to terminate services for reasons of non-cooperation, delinquency in paying of fees, or inability of the child to adjust to the program. Such decisions are carefully considered by staff and discussed with parents.

SAFETY AND HEALTH

- A top priority in our program is to provide a safe place for children. We comply with the NAEYC safety guidelines and all requirements of our licensing agency, the California Department of Social Services.
- A current, written health record is maintained for each child including immunization records, emergency contact information, names of people authorized to call for the child and pertinent health history (such as allergies or chronic conditions). Allergy information and other such essential health information is conspicuously posted for all personnel to see. We ask parents to update these forms annually and whenever changes occur.
- All childcare teachers are certified in emergency pediatric first aid treatment, cardiopulmonary resuscitation techniques (CPR) for infants and children, and disease prevention. Certification is renewed regularly.
- The childcare rooms are cleaned daily and trash cans are emptied each evening. Toys, furniture and equipment are regularly disinfected to prevent the spread of infection.
- Staff is particularly vigilant about lice infestation. At first sign of head lice, the child is isolated, parents and classroom teachers are notified, and a protocol is followed for decontaminating any soft items in the program.
- When a child is involved in an accident or an injury occurs, the childcare staff fill out an incident report form. Parents/guardians are immediately informed of such incidents either by phone or in person.

NUTRITION

- Hearty and healthy snacks are served throughout the day. The menu is based on children's nutritional needs, children's likes and dislikes and food preparation issues. Fruits, vegetables, salad are provided regularly. Cooking projects are favorite activities and range from soup to quesadillas to pretzel-making.
- Sugar is kept to a minimum in both snacks and cooking projects. Parents are asked not to send soda, candy or other sugary foods with children to childcare.
- It is extremely important that childcare staff be aware of any food allergies or sensitivities (gluten, for example) and any measures that must be taken in the case of accidental exposure to an allergen.

ILLNESS

We realize how difficult it is for families to find quality alternative childcare for sick children.

It is not always necessary to exclude mildly-ill children from the childcare program, in general, since most illnesses are contagious prior to the illness manifesting itself and since most children were sick during the school-day before arriving at childcare.

Our goal is always to support parents and reduce parents' stress. We therefore consider exclusion of ill children from the program on an individual basis. However, contagious or not, sick children require more attention than well children. Time must be taken from the other children and activities of the program. Removing a child may be appropriate if the attention required by the sick child exceeds the resources available within the program.

Guidelines for exclusion are:

- Temperature of 100 degrees or more, according to forehead thermometer
- Diarrhea
- Vomiting
- Untreated conjunctivitis, impetigo, head lice or unexplained rash
- Any other highly contagious disease or condition

Exposure notices are posted whenever staff is notified of the presence of a communicable disease. Please inform the childcare program within 24 hours of a serious communicable illness in the family, even if your child has been kept home, or it is another family member who is ill.

MEDICATION

The childcare program will administer medication when it is necessary and appropriate. The following conditions must be met:

- Written consent from parent or guardian must be provided.
- Parents/guardians must review with childcare staff why the medication is being given, side effects to expect, when to administer medication and whether or not food should accompany medication dosage.
- Medication must be prescribed by a physician.
- Medication must be in original container with safety lock top.
- Medication container must include a label identifying child's name, current date, expiration date, frequency of administration, physician's name and phone number and storage instructions.

ABSENCES

- Unfortunately, absences due to illness may not be deducted from tuition payments.
- If you feel that your needs are special or if your child's illness has created a critical hardship, please let us know.

CLOTHING

- Children are happier and enjoy participating in the program more, when they come to school in comfortable clothing.
- Think of messy art activities. Provide clothing that is washable. Be prepared for stains.
- Think of the playground. Provide clothing that is sturdy and protects knees; provide shoes that fit well and help children run and climb safely.
- Think of the changeable weather. Provide a sweater or jacket even on sunny days.
- Think of your child rushing to the restroom. Provide simple clothing without complicated fastenings.
- Label clothing and backpacks. Children often have identical backpacks and wear identical outerwear. Clothing (jackets, sweaters, sweatshirts, etc) and backpacks that can be easily identified are less likely to become lost.
- The childcare program has a limited amount of clean, extra clothing. If your child comes home in childcare clothing, please return it in a timely manner for the next child's use.
- Children are encouraged to be responsible for their possessions. But the lost and found pile is often enormous and should be checked frequently. One small lost and found area is located on top of the childcare cubbies. The other larger lost and found area is located near the front door of the school. Childcare staff make every effort to return misplaced clothing and backpack to their owners. Unclaimed items are donated to charity several times each school year.

DEVELOPMENTALLY APPROPRIATE PRACTICE IN SCHOOL-AGE PROGRAMS

We adhere to the California Department of Education's philosophy and standards:

School-age childcare programs must be designed to meet the needs and interests of the children served. Therefore, identifying and understanding children's needs is a crucial skill for school-age childcare staff. Decisions about curriculum planning, behavior management, environment design and program policy must be based on an awareness of school-age children and how their particular needs can be met during out-of-school hours.

A basic indicator of quality in school-age childcare programs is the availability of a balanced selection of activities. A balanced program means that a number of different kinds of activities are offered to the children on a regular basis- no one or two kinds of activities dominate the program. Different activities are designed to enhance the cognitive, linguistic, social-emotional, ethical, physical and creative development of each child. There is also a balance between small-motor and large-motor activities, active and quiet activities, and child-initiated and teacher-initiated activities. Activities are designed to meet children's different styles of learning and intelligence strengths as well as children's needs. A balance between structured and unstructured and between indoor and outdoor activities is also present.

An important element of the school-age childcare program environment is the emotional environment created by children's perceptions of how their needs are being addressed and how people get along together. Children's self-concepts and the interactions among all participants in the program contribute to this interpersonal environment, which is just as important as the physical arrangement of the facility. The self-concept that each child ultimately develops is based on that child's view of his or her capabilities and value in the eyes of others. School-age childcare program staff must respond to children's increasing independence, ideas and preferences by sending consistent messages to the children that they are capable and valuable.

School-age childcare gives children a safe and secure place to be when school is not in session. Here they can learn, relax, have fun and thrive with other children and adults.

A good school-age childcare program is not simply a longer school day. It is different in both structure and content. Children who have been in school all day need to shift gears, much as adults do after work. The focus shifts from academics and achievement to recreation and socialization. Set schedules become flexible, with children moving at their own pace. The environment is warm, both physically and emotionally with soft spaces and age-appropriate activity areas. School-age childcare programs serve as a bridge between home and school. Partnerships between children's parents and the school staff ensure that the school-age program meets the needs of the whole child.

DISCIPLINE/GUIDANCE POLICY

It is the goal of the Clarendon Childcare Center to support children in becoming happy, responsible and cooperative individuals through positive, non-threatening teaching techniques; to increase children's respect for themselves by supporting their efforts to become responsible for their own actions; and to help children grow in their respect for the rights and feelings of others.

Young children are not always capable of understanding the ramifications of their behaviors. They are also, at times, cognitively egocentric and cannot always see another's point of view. We try to help children make good choices and prevent them from harming themselves and others. We accomplish this through close supervision, example, suggestion and redirection.

Children also need to learn to identify and express their feelings and childcare staff are available to help with this process.

When conflicts arise among children, it is our goal to work with the individual child, listening to what each has to say and helping to resolve the conflict through effective communication.

Childcare teachers practice High Scope conflict resolution techniques:

1. Approach calmly, stopping any hurtful actions.
2. Acknowledge children's feelings.
3. Gather information.
4. Restate the problem.
5. Ask for ideas for solutions and choose one together.
6. Be prepared to give follow-up support.

Research shows that positive guidance teaches children skills which help them get along in their physical and social environment. Our goal is to support children's personal standards in self-discipline, not to enforce inflexible rules.

If a conflict continues to exist:

- A child may, for a period of time, not be allowed to participate in the activity where the conflict exists.
- If there is still an unresolved conflict parents will be asked for ideas and input on solving the conflict.
- If unresolved conflict continues, parents and childcare staff may decide that the program is not suitable for the child.

It is Clarendon Childcare Center's policy never to use corporal punishment, physical or verbal abuse, or food related punishment in resolving conflict. Similarly, we cannot allow others (children or parents) to do so within our program.

A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the program by requiring constant one-on-one attention; is inflicting physical or emotional harm on other children; is physically abusing staff or is otherwise unable to conform to the rules and guidelines of the program.

We welcome parents' feedback on our policies and goals.

FORMS

Required by our licensing agency, the State of California Department of Social Services, Community Care Licensing

- Identification and Emergency Information (LIC 700)/Important Information At A Glance- This form is placed in front of your child's file/folder to provide childcare staff with quick and easy access to important information about your child, including arrival and dismissal information. Updated annually
- Child's Preadmission Health History (LIC702)- self explanatory
- Consent for Medical Treatment (LIC627)/Emergency Medical Release- This is necessary for treatment by physician or hospital in case of emergency. Updated annually
- Parent Consent for Administering Medication (LIC)- if applicable
- Contract/Service Agreement- This is your contract with the childcare program. Read it carefully. Be sure the information is correct. Check your monthly tuition cost. This service agreement remains in effect for the entire school year. Updated annually.
- Personal Rights (LIC613A)- to protect the health and safety of children
- Notice of Parents' Rights (LIC995)- This is a very important form. It states your rights as a parent in the childcare program.

Read this carefully. This form was developed for the protection of your child and we wholeheartedly support its intention.

Detach the bottom portion of the parents' rights notice and return it with your other completed forms. The bottom portion of the form remains in your child's file.

Please ask, please tell us If you have any concerns about how your child is cared for, if you observe any behavior by children or adults that you consider inappropriate, or if there is anything happening in the childcare program that you find questionable.

The teachers in the childcare program work hard to maintain the highest possible standards of care for your child. If we have overlooked something, we need your help in bringing it to our attention.

All forms must be entirely completed for your child to participate in the childcare program. These forms are not only required by the Department of Social Services, but are necessary for your child's health and safety while in our care.

Parent Newsletters and Curriculum Calendars are given to parents each month.

Clarendon Childcare Center
2024-25 Payment Policies

- Tuition fees are assessed by the month, regardless of the number of days in the service month.
- A \$50 registration fee is due at the time of enrollment. This registration fee is non-refundable and may not be applied to monthly tuition payments.
- Tuition payments are due in advance, on the first day of each month. Childcare fees are considered delinquent after the fifth day of the month. A \$15 late fee is charged when tuition is not received by the 10th day of the month. Clarendon Childcare Center does not allow tuition to run more than one full month past due.
- Part-time tuition payments are calculated by multiplying the number of enrollment days in that month (according to service agreement) by the daily rate. Part-time families pay for enrollment days regardless of actual use and do not pay for enrollment days that fall on school holidays. Unused days in one month may not be applied to another month.
- August 2024 tuition is one half the regular monthly fee and is due on August 19. May 2025 tuition is paid in advance with the August 2024 tuition payment. May 2025 tuition payment may not be applied to any other month's tuition and is non-refundable.
- Payments may be made through Venmo @clarendonchildcare or the Clarendon Childcare Center website. Parents are responsible for subsequent service fees.
- Service agreements outline services for the entire school year. Because program staff and curriculum planning are determined in advance for the entire school year, changes are subject to approval.
- Withdrawal from the childcare program requires 30 days' written notice on the first day of the child's last month in the program. Service agreement changes must also be requested 30 days in advance on the first day of the month and are subject to approval.
- Siblings receive a 25% discount for the 2nd child and 50% discount for the 3rd child when both or all children participate in the childcare program on the same days.
- The Clarendon Childcare Center does not bill parents.
- No additional fee is charged during early Wednesday dismissal and parent-teacher conference early dismissal weeks.
- Families picking up children after 6:00pm or 6:30pm (according to contracted hours) are charged \$5.00 for each five-minute period after 6:00/6:30. Childcare services will be terminated if families are repeatedly unable to pick up children on time.
- Drop in childcare is available from 6:00-6:30 at the cost of \$10 per day when drop-in care is requested in advance on the day care is needed.
- Absences from the program due to illness, appointments or vacations may not be deducted from monthly tuition.
- Deposits, monthly tuition payments are portions of payments are non-refundable.
- The childcare program charges \$25.00 for returned checks.

Clarendon Childcare Center
Before School Schedule

- 7:30am–8:50am Children arrive continually
Children are greeted and welcomed by teachers
Children play games/sports on the middle yard or read/play games at
tables in the cafeteria
- Childcare teachers help children transition from home to school, talk
to children, read to children, play games/sports with children
Children are free to move from one activity to another as
they wake up and friends arrive
- 8:50am Clean up time
- 9:00am Snack time. Children sit at tables and snack is served
'family style'. Teachers double check attendance.
- 9:15am Children are escorted by childcare teachers to lower, middle and upper
yards where they are joined by their school/classroom teachers

Some Favorite Morning Activities

Special projects in the art area
Reading
Board games and card games- younger children play
with older children and watch and wait for turns
'Knock out' on the basketball court
Jump rope games, 'four square'
Ground murals with sidewalk chalk
Completion of unfinished homework

Clarendon Childcare Center
After School Schedule

2:30 **Teachers arrive**, meet, prepare for the day

3:45 **Kindergarteners arrive** in the cafeteria and are signed in by childcare teachers

First through fifth graders arrive on the middle yard and are signed in according to grade by childcare teachers

Childcare teachers greet and welcome children, problem solve, support and help ease the transition from school to childcare. Children are checked for any health related issues, both physical and emotional. A quick meeting includes reminders, announcements and opportunities for questions/answers.

3:55–4:55 **Children play in the cafeteria and on the middle and upper yards.**

Inside, children read quietly in the book area; play board games at tables, build with manipulatives; design towns/railroads in the block area; play with dolls/dollhouses in the dramatic play area; and build lego space ships.

Special daily art projects from sewing to sculpting to woodworking are available to children in all grades.

Snack is available in the snack area. Children have been in school all day and are hungry. Fruit, cheese, crackers and/or salad is accessible all afternoon.

Organized sports– basketball, kickball, soccer, four square, tag– take place on the upper yard.

Children choose their activities and move within the program as they please.

4:55–5:10 **Family Style Snack Time.** Children eat snack within their grade groups at tables. Everyone prepares for the transition to homework time and inside play.

5:15–5:55 **Homework time** for 1st graders in the cafeteria, 2nd and 3rd graders in the library and 4th/5th graders in the art room. Children with no homework may read, write or practice workbook skills.

Inside/cafeteria play for kindergarteners. Children play games, complete puzzles, draw, color, finish art projects, play with legos at tables. Stories are read to children on the stage.

6:00–6:30 ... **Extended care** for a few children in the cafeteria. Children finish homework, play quietly, talk to teachers.

6:30 Closing time.