



## Marinwood After School Program 2016-2017 (1st-5th Grade)

### Program

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Marinwood is excited for the start of our 2016/2017 After School Program! The mission of the Marinwood After School Care Program is to provide participants quality care in a safe, recreational environment that goes beyond what normal after school care provides.

#### Core Activities:

- Homework Help
- Creative Arts and Craft
- Outside Play
- Park Time
- Healthy Snacks

#### Special Activities:

- Seasonal Swimming
- Enrichment Opportunities (culinary activities, sewing, specialty art)
- Weekly Special Event Days

Students will have access to all of our recreational programs including:

- Tennis
- Tae Kwon Do
- Capoeira
- Swim Lessons
- Hip Hop
- Piano Lessons
- Private Tutoring
- Sewing

### Schedule

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The Marinwood After School Program is offered as follows to students on days when school is in session:

Monday, Tuesday, Thursday, Friday: 2:45-6:00pm

Wednesday/Minimum Day: 1:35-6:00pm

### **Transportation**

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Marinwood does not provide transportation. Parents are responsible for buying a bus pass or bus tickets through the Dixie School District Bus Transportation. If children do not take the bus, parents will be responsible for escorting their children to Marinwood Community Center. Marinwood staff will pick up the students from their designated bus stop and escort students to the Community Center.

To purchase a bus pass, please visit the Dixie School District website:  
<http://www.dixieschooldistrict.org/#!transportation--bus-pass/c24q7>

#### Stop for Dixie School

Miller Creek Rd. & Quietwood Dr. Arrival at 2:54pm (1:44pm-Wednesday)

#### Stop for Mary Silveira School

Las Gallinas Ave. & Ellen Dr. N/W Arrival at 2:46pm (1:36pm-Wednesday)

If you would like to encourage Dixie School District to create a bus stop at the Marinwood Community Center from these schools, please contact the Transportation Supervisor, Leland Kinard at [kinard@dixieschooldistrict.org](mailto:kinard@dixieschooldistrict.org).

### **Enrichment & Recreational Classes**

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Marinwood offers a variety of After School classes such as dance, tennis, martial arts, and swim lessons for an additional cost. For activities and fees, please consult the Marinwood Review or our website. If your child is registered in a class at Marinwood, they may not be able to participate fully in the After School Program activities, depending on the scheduled class times. Please inform the staff of any extracurricular activities so we may make arrangements for your child to be escorted.

#### Available Courses for Fall 2016

Tae Kwon Do (Tuesdays and Thursdays)

Capoeira (Wednesdays)

Private Swim Lessons (Available Monday-Friday)

Tennis (Tuesdays and Thursdays)

Hip Hop (Thursdays)

Piano (Monday, Tuesdays)

Sewing 101 (Mondays)

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### Homework

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Monday through Thursday, children are given time to work on their homework. Staff members assist children, when possible. Children are encouraged but never forced to do their homework during this period.

On your parent form, please indicate if you would like your student to participate in homework time and please provide any specific instructions you may have.

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### Snacks

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A nutritious afternoon snack is provided daily. If your child has a food allergy, please note this on the application so we may alert the staff.

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### Clothing

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Clothing should be comfortable, washable and suitable for daily routine, which includes both messy and active projects. Unless, it is raining the children will spend time outside each day so please dress your children appropriately for seasonal weather.

Please pack a swim suit and towel on days the Program will go to the pool. Marinwood staff will send out a swim schedule ahead of time.

#### **What does my child need to bring each day?**

Children should bring the following each day:

- Their homework (if applicable)
- Closed-Toed Shoes
- Jacket/Sweatshirt
- If inclement weather, please pack an umbrella and rainproof gear

During the pool season (August-October 14 and during the Spring) students will have the option of swimming at Marinwood Pool. The swimming schedule will be emailed out to you. Please bring:

- Swimsuit
- Towel
- Goggles (optional)

Please label all your child's belongings.

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### Pickup and Late Fees

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Only parents/guardians listed on the application are permitted to pick up your child.

If another person will be picking up your child, parents must notify Marinwood. The person will be asked to provide a photo ID.

Parents must sign out their child and verbally check out with the Program staff.

If you are going to be late, call the Marinwood Community Center (415) 479-0775.

Our Program ends at 6:00pm. If a child is not picked up by 6:00pm the parent will be responsible for paying a \$1.00 per minute late fee. The fee will be paid in cash to the staff member directly or your card on file will be automatically charged.

If a child remains past 6:00pm, the staff members will attempt to contact the parent/guardian phone numbers listed on the application. The emergency contact will then be notified.

### **Tuition**

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Monthly tuition is due the 1<sup>st</sup> business day of each month and will be automatically charged. **There is no prorating for absences.** Tuition is non-refundable. Your monthly tuition payment is based upon the number of school days per month. We will only cancel the Program due to an extreme weather condition. If the school has an early dismissal due to weather or another emergency, there will be no Program that day. We will not be offering any payment plans for the After School Program.

The \$200 deposit will be credited to your last month's tuition.

5 day option/week: \$25/day

4 day option/week: \$28/day

3 day option/week: \$30/day

Please contact Robyn Bruton at [rbruton@marinwood.orf](mailto:rbruton@marinwood.orf)

#### Days the Program will not run:

Sept. 5 Labor Day

October 10 Non Student Work Day

November 11 Veterans Day

November 23-25 Thanksgiving Recess

December 23-January 9 Winter Recess (Marinwood Specialty Camps Available)

February 20-24 Mid-Winter Recess (Marinwood Specialty Camps Available)

March 20 Non Student Work Day

## **Attendance, Sick Policy and Administration of Medicine**

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**If your child will not be attending the Program on certain days due to vacation or illness, you must to contact the Marinwood office.** Please call the office at (415) 479-0775 by 1:30pm that day. If we are not notified of an absence in advance, we will assume your child missed the bus and will notify you immediately.

The Program does not run on the days that schools are closed.

Marinwood staff may not administer certain medications. On days when your child is ill, please keep them at home to ensure the sickness doesn't affect our staff or other children. If they are noticeably ill or become ill at the program, we will contact you.

A medical authorization form and student information form will be sent out shortly.

## **Withdrawal Policy**

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If parents wish to terminate the program at any time, written notice will be due at least 30 days prior to the next charge date. If proper notice is not received, parents will be held responsible for tuition regardless of whether or not the child attends the program.

After the charge date (1<sup>st</sup> of each month) no refunds will be given.

## **Marinwood Staff**

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Marinwood staff are highly-trained, energetic and motivated. Our goal is to provide your child with the best after school experience possible in a fun and safe environment. Every staff member is certified in CPR and First Aid for the Professional Rescuer by the American Red Cross and all staff members have been fingerprinted and undergone a background check.

## **Code of Conduct**

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### **I. Listen and Follow Directions:**

**A.** To keep things running smoothly and maximize fun! Please listen when the counselors are speaking and follow their directions.

### **II. Be Respectful of Others:**

**A.** Please keep hands and feet to yourself.

**B.** Treat others as you wish to be treated.

**C.** Speak kindly when talking to others. Bad words/profanity are offensive and will not be tolerated.

**D.** Lifeguards are to be respected the same as counselors

**E.** The park belongs to everyone! Students should dispose of all trash properly. Treat trees, grass and surrounding natural resources with care and respect.

**F.** Be considerate of other Center Programs.

### **III. Be Safe:**

- A. Students should let their counselors know where they are at all times. Never leave a designated area without permission.
- B. Stay out of parking lot and unauthorized areas.
- C. Follow all safety rules when in the pool area.

**IV. Money and Personal Possessions:**

- A. Students are responsible for any money, clothing, and personal possessions brought to camp. Please do not send any personal toys, balls, video games, radios, pocket knives etc. with your child. These items are often distracting to all participants and take away from camp activities. It is not the counselor's responsibility to keep track of their students' belongings. Please have all of your children's items labeled with their name.

**V. Discipline:**

We try to always be positive with campers. However, if your child breaks rules, the following steps will be taken:

- A. A verbal reminder will be given indicating that the behavior or action is inappropriate and why.
- B. If the behavior continues, the child will then be given a "time-out." At this point, the child is taken away from the group and a counselor will discuss again with the child why the behavior or action is inappropriate. The camper will then "sit out" for a set period of time.
- C. If further inappropriate behavior continues and another "time-out" is deemed necessary, a phone call or letter may be sent home to the child's parents with a response necessary for the child to continue in the program.
- D. Repeated inappropriate behavior through the course of camp could result in dismissal from the camp for a period of time.
- E. Serious offenses such as any physical altercations, fighting or stealing will result in an automatic suspension from program for a period of time.

### **Parent Responsibilities**

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- Complete all forms prior to first day
- Provide current information (phone/address/medical)
- Provide staff with information about major events in child's life that may affect child's behavior and/or attitude
- Provide staff with information about classes which child is enrolled in and any changes in their class schedule
- Inform staff on any day child will not attend or ride bus by 1:30pm.
- Inform staff, in writing if anyone other than parent will pick child up
- Support staff in working with your child
- Pick up child by 6pm each day
- Agree to pay late fee of \$1 per minute after 6pm.

### **Child Responsibilities**

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- Board the school bus on time each day
- Check in with Marinwood staff directly from bus upon arrival
- Be respectful of After School Program rules and policies and facilities
- Behave appropriately at all times
- Take care of equipment and supplies

*Thank you for entrusting your child to our care. We are committed to providing a safe and enjoyable program. Please let us know if you have any questions or concerns.*

*Marinwood Recreation Department*

*775 Miller Creek Road*

*San Rafael, CA 94903*

*(415) 479-0775*

*Fax: (415) 479-7759*

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## Marinwood After School Program Parental Acknowledgment

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I acknowledge that I have read the parent packet and I am fully aware of Marinwood's After School Program's policies and procedures.

Payment for the Marinwood After School Program is a continuous and automatic payment plan and will be processed on the 1<sup>st</sup> of each month for the following month's tuition. I understand that this plan will remain in effect until I wish to terminate the program or until the end of the school year.

I authorize Marinwood to charge my account for any late pickups charges which I may incur while participating in this program.

It is to my complete understanding that if I wish to withdraw from the program, I must give Marinwood CSD **WRITTEN NOTICE 30 days prior** to my next payment date. If proper notice is not received, I will be held responsible for tuition regardless of whether or not my child attends the program.

Should any charge not be processed by my bank/credit card company for any reason, I understand that I am still responsible for the payment plus a \$20 service charge applied by Marinwood CSD.

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Print Name

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Signature and Date