



Marinwood After School Program Parent Packet 2023-2024 (1st-6th Grade)

Program

Marinwood is excited for the start of our 2023/2024 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 Time
- Creative Arts and Craft Projects
- Outside Play
- Park Time
- Healthy Snacks

Special Activities:

- Seasonal Swimming
- Enrichment Opportunities (culinary activities, science projects, specialty art)
- Weekly Special Themes

Students will have access to our recreational programs at a discounted price including, but not limited to:

- Art Classes
- Sports Programs
- Tennis
- Tae Kwon Do
- Swim Lessons

Schedule

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

August 22- June 13

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

Wednesday: 2:00-6:00pm

After School will begin earlier on Minimum or Early Dismissal Days.

Special Early Dismissal Days: 1:50pm Start Time

August 22-23: 1:50pm

November 13-16: 1:30pm

June 13: 1:50pm

Days the Program will not run:

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

September 4

November 1, 10, 17, 20-24

December 22- Jan 5

January 15

February 19-23

March 11

April 8-12

May 27

Transportation

Marinwood does not provide transportation. Parents are responsible for buying a bus pass or bus tickets through the Miller Creek School District Bus Transportation. If children do not take the bus (bus available for students of Lucas Valley Elementary and Mary E Silveira), parents will be responsible for escorting their children to Marinwood Community Center. Marinwood staff will pick up the students from the Community Center stop and escort students into the building.

Visit the Miller Creek School District site for more information:

<https://www.millercreeksd.org/transportation>

Enrichment & Recreational Classes

Marinwood offers a variety of After School classes such as dance, tennis, martial arts, and swim lessons for an additional cost. We offer a 20% discount on Marinwood programs for our After School students. 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.

Please register through the Marinwood office (not online) for our programs so we may apply the After School discount.

Please check our website for offered enrichment classes.

Homework

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. Please contact Robyn at rbruton@marinwood.org with any specific instructions or additional information regarding your child's school work you would like our staff to be aware of.

Snacks

An afternoon snack along with a fruit or vegetable option is provided daily. If your child has a food allergy, please note this on the ePACT form so we may alert the staff.

Clothing

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 or rainproof gear.

During the pool season (August- October 7 and during the Spring) students will have the option of swimming at Marinwood Pool, typically on Wednesdays. The swimming schedule will be emailed out to you. Please bring:

- Swimsuit
- Towel
- Goggles (optional)

Please label all your child's belongings.

Pickup and Late Fees

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 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

Monthly tuition is due the 1st 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. 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.

August tuition will be charged on the first day, August 22. May and June tuition will be combined and charged the first business day of May.

We offer a 20% sibling discount on monthly tuition.

5 day option/week: \$26/day

3 or 4 day option/week: \$28/day

2 day option/week: \$29/day

Please contact Robyn Bruton at rbruton@marinwood.org once you have registered with the specific days of the week your child will be attending.

Attendance, Face Coverings & Sick Policy

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 12pm 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.

Face Coverings

Face masks are optional at this time in accordance to state and local guidelines.

Health & Safety Checks

It is a parent's responsibility to monitor the health of their child before attending our Program. It is vital that all parents and guardians keep children at home if they are sick and/or until they have been fever/symptom-free for a **full calendar day** without the use of medicine. Parents must be able to answer **NO** to all the following daily intake questions before bringing their child to our Program.

- Does your child have a fever, cough and/or shortness of breath? For children, a fever is 100 degrees or above using a forehead thermometer.
- Does your child have any other signs of communicable illness such as a cold or flu?

Parents/guardians are responsible for notifying Marinwood about illnesses, possible exposures and any positive COVID-19 test results as soon as possible during the course of our program. While Marinwood will take all possible precautions to protect the health and safety of children and staff, we expect everyone to follow the current health and safety guidelines.

Signs of Illness During Program:

Participants will be monitored for signs of illness throughout the day including:

- Headache or tiredness, unable to participate in routine activities or need more care than staff can provide
- Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired, persistent crying, etc.
- Open sores, rash, signs of infection, etc.
- Runny nose with colored mucus

If children are exhibiting any of the above symptoms, **parents / guardians are required to and must agree to come pick up their child without delay if they are exhibiting these symptoms.**

Required Forms

1. Online Student Information Form

Marinwood utilizes ePACT, a secure online emergency network, for parents to communicate their child's medical needs, emergency contact information, permissions, and other important information we need to know throughout the year. ePACT enables parents to conveniently update their camper's info as needed and eliminates wasteful and onerous paperwork. Please accept and complete the online emailed invitation to the ePACT Network at your earliest convenience. All registered participants will receive an online invitation before the school year. For customer support, please email help@epactnetwork.com.

How it works

- 1) You'll receive an email invite to share information with Marinwood Community Services District.
- 2) Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- 3) Enter the required information, like medical conditions, and share it with Marinwood Community Services District. If you already have an account, it will take just 2 minutes to verify that your information is still accurate.
- 4) You can update your information at any time in the year, and we will automatically be notified (e.g. a new cell phone number)

This online forms will include parental pickup permissions, medical information, and parental consents for swimming, etc. Parents will also need to sign a liability waiver as part of the information.

2. Credit Card Information for Automatic Payments Form

Swimming Information

Swimming at the Tot Pool (Ages 6 & Under)

Participants will not be allowed to swim without parent approval on their ePACT form. The Tot Pool is 1.5 feet deep. Staff will be stationed next to the tot pool monitoring the children. Marinwood lifeguards are on duty for all swim times.

Swimming at the Main Pool

Participants will not be allowed to swim without parent approval on their ePACT form. The shallow end of the pool is 3.5-4.5ft deep. Children must pass a swim test (swim 25 yards unassisted) to be able to swim in the deep end. For children not wishing to swim, supervised and planned alternative activities will be offered during swim time. Safety is #1 in camp; therefore staff will also be stationed in the water and lifeguards are on duty for all swim times.

Withdrawal Policy

If parents wish to terminate the program at any time, written notice is due at least five business days prior to the start of the month. There is no refund if withdrawal occurs during the middle of the month. If proper notice is not received, parents will be held responsible for tuition regardless of whether or not the child attends the program. If program withdrawal occurs after April, parents will still be responsible for May/June tuition.

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

Staff

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

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

- 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 12:00pm.
- Inform staff, in writing if anyone other than parent will pick child up
- Support staff in working with your child in behavioral issues
- Pick up child by 6:00pm each day. Agree to pay late fee of \$1 per minute after 6:00pm.

Child Responsibilities

- 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

Marinwood After School Program Parental Acknowledgment

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 1st 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 at least 5 business 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.

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