

## Staff Member's Rights

Each staff member employed by the "6 to 6" Program is entitled to the following rights and or privileges:

- To be treated as a professional care giver by parents/guardians, students, school staff, and visitors;
- To be accorded a safe and healthful environment;
- To be accorded an environment free from the following: threats, harassment, humiliation, intimidation, ridicule, or mental abuse.

In order to protect the rights of staff members employed by the "6 to 6" Program, infringement upon these rights may result in the suspension or disenrollment of a child or family.

## Parent's/Guardian's Rights

Parents/Guardians of children attending the "6 to 6" Program are entitled to the following rights and or privileges:

- To be accorded dignity in his/her relationship with staff and or other persons;
- To be accorded a safe and healthful environment for their child(ren);
- To be accorded an environment free from the following: corporal punishment, humiliation, intimidation, ridicule, threats, physical restraint, or mental abuse for their child (ren).

Any parent, guardian or child representative has the right to be informed of the appropriate procedure regarding grievances, questions or complaints. The procedure is as follows:

### **Step #1** –

Contact the "6 to 6" Program's site supervisor (phone number posted at site)

### **Step #2** –

Contact the Provider Organization's office (phone number posted at site)

### **Step #3** –

Contact San Diego Unified School District, Extended Learning Opportunities Dept. as follows:

San Diego Unified School District  
Extended Learning Opportunities Department  
(858) 627-7562



San Diego Unified School District

2007-2008

San Diego's "6 to 6" Extended School Day Program  
Parent/Guardian Handbook

## Introduction

Welcome to San Diego Unified School District's "6 to 6" Extended School Day program ("6 to 6" Program). The district is committed to offering before and after school programs that provide a safe place for elementary and middle school age youth to experience academic enrichment and recreation activities during the hours that most parents/guardians work. The "6 to 6" Program is operated by several collaborative partners.

This handbook is a comprehensive guide to understanding the policies and procedures of the "6 to 6" Program. Please read it carefully, and keep it handy for future reference throughout the year. As a parent or guardian of a child enrolled in the program, we encourage you to observe and participate in activities and events. Any contributions of your time or talents will be appreciated.

Newsletters and calendars of activities and events are distributed and posted on the "6 to 6" Program Information area monthly to keep you informed of what is happening in your "6 to 6" Program. If you have additional questions, please feel free to ask your "6 to 6" Program site supervisor.

## "6 to 6" Program Mission Statement

It is the mission of the "6 to 6" Program to provide the following to participating children:

- Academic enrichment and homework assistance
- Arts, crafts, recreation, and sports activities
- A safe environment to have fun and learn new skills.

## Program Description

The "6 to 6" Program was designed by experts in child development, education, youth leadership, and recreation. A site supervisor, credentialed teachers, classroom assistants or program activity leaders are required to staff every site. Staff members work closely with the school staff, classroom teachers, and the school principal.

Most “6 to 6” Programs are operated by a community-based organization with experience in child development or youth programs. Currently, a few school sites operate and staff their own “6 to 6” Program. Sites maintain involvement with other community-based organizations, public agencies, and volunteers to provide each school with a broad spectrum of resources.

The “6 to 6” Program is specifically designed to create an enthusiasm for learning while improving reading, writing, verbal, math, and/or science skills. Planned activities are fun, challenging, and developmentally appropriate for each program participant. To maximize the effectiveness, “6 to 6” Programs are held at locations at the school where the children feel safe and comfortable, such as classrooms, computer labs, multi-purpose rooms and auditoriums.

### **Program Hours**

The “6 to 6” Program operates every regular school day. Please see your site supervisor for specific information regarding your school’s schedule, and to obtain a calendar of holidays, minimum days, and school closures. San Diego’s “6 to 6” Extended School Day program does not operate on non-school days.

- Before School Programs are available at most, but not all sites and start times vary among sites. Please check with your site supervisor to confirm A.M. availability. Before School Programs operate for a minimum of 90 minutes.
- After School Programs begin operating after school is dismissed until at least 6:00 P.M. each day and for a minimum of 15 hours per week.

### **Adult/Child Ratio**

The staff to student ratio is 1 to 15 for elementary students and 1 to 20 for middle school students.

### **Academic Support**

The “6 to 6” Program sites provide academic support on a daily basis through homework assistance, tutoring, or instruction. Each site works with credentialed teachers who provide hands-on support to participants and staff in a variety of academic subjects. Program staff members work with faculty to ensure that the activities provided by the program support the regular school day curriculum.

In the event that medication needs to be administered to a child while attending the “6 to 6” Program, a parent or legal guardian must complete the *Authorization to Administer Medication Form*. This form is available from the site supervisor. Medication must be presented to “6 to 6” Program staff in its original container, labeled with physician’s name, phone number, prescription expiration date, prescription directions, and pharmacy contact.

**Note: School Nurses are not available during “6 to 6” Program hours.**

**Repeated failure to comply with any of the policies included in this handbook may lead to disenrollment of your child from this program.**

### **Inclusion of Students with Disabilities**

The “6 to 6” Program recognizes and supports the rights of students with disabilities to participate alongside their peers without disabilities. All “6 to 6” Programs are open to such inclusion, so long as the student is selected for enrollment based on the criteria set forth for all families, follows established program rules, and the family abides by all program policies. The “6 to 6” Program will provide reasonable accommodations for students with disabilities.

Please note the “6 to 6” Program operates with an established supervision ratio. Students with disabilities will still be expected to comply with program health and safety standards. If a child’s actions endanger the health and safety of his or her self, another participant, or staff member they may be disenrolled from the program.

### **Children’s Rights**

Each student receiving services from the “6 to 6” Program is entitled to the following rights and or privileges:

- To be accorded dignity in his/her personal relationship with staff and or other persons;
- To be accorded a safe and healthful environment;
- To be accorded an environment free from the following: corporal punishment, humiliation, intimidation, ridicule, threats, physical restraint or mental abuse;
- To be accorded an environment that includes all of the necessities of care.

### Accident or Injury

Mild scrapes or “Ouches” will be reported to a parent or guardian by way of an “Ouch Report” or written notification. An Incident Report will be completed for more serious injuries and will be placed on file with the provider and a copy submitted to San Diego Unified School District’s Extended Learning Opportunities Department. Staff will use standard first aid and universal precautions when treating scrapes or falls.

When a serious accident or injury occurs the site supervisor will attempt to notify parents/guardians and emergency contacts. A more serious accident / injury may require:

- Ambulance/ Paramedic/ 911 notification;
- A hospital visit - accompanied by “6 to 6” Program staff;
- Follow-up care by a doctor/dentist.

Prior to enrollment a *Consent for Medical Treatment Form* must be completed. All emergency numbers must be kept current in order to assure that a parent/guardian can be reached whenever necessary. **Parents/Guardians are responsible for all costs incurred in the provision of emergency medical treatment for their child.**

### Child Abuse / Neglect

The State of California considers all “6 to 6” Program staff “Mandated Reporters” of child abuse or neglect. This requires the staff to report any and all cases of suspected child abuse. If abuse/neglect is suspected the proper authorities will be contacted and an incident report will be filed. All staff members are trained in child abuse awareness. It is helpful to advise staff regarding accidental injuries that have occurred at home.

### Illness / Medications

Health rules are designed to protect the well being of all children. Please keep your child at home if experiencing:

- A fever – A cold with heavy nasal discharge – A persistent cough
- Symptoms such as: sore throat or vomiting – A contagious disease

If a child becomes ill while at the program and cannot participate in the normal daily routine, the site supervisor may notify a parent/guardian or emergency contact to pick up the child. Parents/Guardians who do not respond may be subject to late fee penalties set by the provider, or disenrollment.

Although program staff provide homework assistance daily, family members will want to check their child’s homework for completeness and accuracy as the “6 to 6” Program cannot provide one to one assistance to each student.

### Enrichment Activities

While attending the “6 to 6” Program, students are encouraged to participate in a variety of enrichment activities which may include: arts and crafts, performing arts, music, sports, technology, recreation and occasional field trips.

### Snacks

The “6 to 6” Program participants will receive a free afternoon snack. This snack will include two of the four basic food groups. ***If your child has any dietary restrictions or allergies please contact the site supervisor so an alternate snack may be provided.***

### Safety

The “6 to 6” Program provides a safe place on school sites where children can learn new skills, reinforce academic skills, and participate in age-appropriate recreation and social skill building activities. Participants are expected to **follow all school rules** and program safety rules posted at the site. Violation of these rules may result in your child not being allowed to participate in the program.

### Enrollment / Disenrollment

To be considered for enrollment you must fill out San Diego’s “6 to 6” Extended School Day *Application for Enrollment*, available at each school. The provider will evaluate the forms and prioritize the applications based on standardized criteria.

The provider will contact families when they have been selected for an available opening. Families not selected will be placed on the waiting list and will be contacted when they are the next family to be enrolled.

To enroll your child, you must complete: (1) Enrollment Form, (2) Emergency Information Form, (3) Health History/Medical Consent Form, and any other required forms. **It is the family’s responsibility to keep all pertinent information current.**

At many “6 to 6” Program sites, demand exceeds capacity. Therefore, families that do not comply with the minimum attendance standards set by each provider may be subject to disenrollment in order to include families who need the full range of program hours.

You may disenroll your child at any time. However, one week's notice is requested. Please see the following section on Guidance for procedures regarding involuntary disenrollment.

### **Guidance**

Rules may vary slightly from site to site, but each site uses a positive approach to discipline when the stated rules are broken. Behavior problems are recorded, and plans for corrective action are noted. Parents/Guardians will be notified if an inappropriate behavior persists. If a child continually misbehaves, the program administration may disenroll the child. If a child acts in a way that creates a risk of harm and/or health to themselves or anyone else, the program administration may immediately disenroll the child from the program.

Parents/Guardians may be called to pick up a child if the behavior cannot be controlled. Parents/Guardians who do not respond immediately may be subject to late pick-up fee penalties set by the provider, or disenrollment. Please confirm with your site's provider regarding their specific guidance policies.

### **Fees/Funding Structure**

The "6 to 6" Program is funded through grants from the California and U.S. Departments of Education. The program is currently free to all participating families.

### **Volunteers/Contributions**

High quality programs for children depend on the participation of families and community members to keep the program operating costs within reasonable limits. Any **contribution** of time, materials, gently used toys, games or books, and craft items would be greatly appreciated. Financial contributions will not be requested.

### **Attendance Policies and Procedures**

In accordance with the California Education Code Section 8483(a)(1) that provides funding for San Diego's "6 to 6" Extended Day Program, students are expected to attend the program every day for the full range of hours offered. Students who do not attend regularly may be subject to disenrollment. If, for any reason, a child is unable to attend the program every day for the full range of hours offered, the parent/guardian must complete and submit an Early Release Authorization Form specifying the days and hours the child will be absent or will leave early, and the reason for requesting the modified attendance schedule.

It is the family's responsibility to notify the site supervisor if the child will be absent. At the elementary level, if the child is scheduled to attend and does not report to the program, the site staff will make every effort to verify the absence with the school staff and/or contact the parents/guardians. At the middle school level it is the parent's/guardian's responsibility to contact the "6 to 6" Program staff if their child will not be attending the program. If parents/guardians allow their child to walk home, take the bus, or otherwise sign themselves out, and they have reason to suspect that their child is not attending the "6 to 6" Program, parents/guardians should contact the Site Supervisor to confirm their child's "6 to 6" Program attendance.

### **Sign-In and Sign-Out Procedures**

It is required that each child **MUST** be signed in and out of the site each day. If someone other than the child's custodial parent(s) or legal guardian will be picking up the child from the program, prior written authorization must be given and the person will be required to show photo ID. The custodial parent(s) or legal guardian(s) are the only persons who can authorize the site to release the child to another individual.

All students must be signed in at the morning program by a parent or guardian, with the exception of those students who normally walk or bus to school. The students must sign in their name at the afternoon program. **ALL STUDENTS MUST BE SIGNED OUT OF THE PROGRAM BY A PARENT OR GUARDIAN**, unless the parent(s) or legal guardian completes the *Early Release Form*, and specifies absent days from the "6 to 6" Program or a time for the child to sign out in order to walk or bus home from the program. This form can be obtained from, and is subject to the approval of, the site supervisor. Please take into account traffic patterns, time changes, etc., when filling out this form.

It is imperative that all children be picked up promptly when the site's "6 to 6" Program ends each day (see the site supervisor for the exact start and end times at your site). Emergency contacts will be called for any child who is not picked up by the end of the "6 to 6" Program. A late penalty may be assessed, and in some cases the child may be suspended or disenrolled from the program if a child is habitually left after the end of the "6 to 6" Program. State law considers children left at the site after closing time, without notification, to be abandoned. If this occurs, the police may be contacted to take custody of the child.

**NOTE: The "6 to 6" Program and/or staff are not responsible for a child before they are signed in, or after they are signed out of the program.**