



# PARENT HANDBOOK

For more information contact  
Milpitas Recreation Services at (408) 586-3210 or  
visit us on the web at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov).

# After the Bell Parent Handbook

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## After the Bell

The After the Bell (ATB) is an after school program offered during the school year at Burnett, Curtner, Weller and Zanker Elementary Schools from school dismissal until 6:00pm, even on minimum days!

The ATB program is an extension of the classroom where we stimulate the children's mind through fun and exciting learning activities by specially trained and energetic staff. Students will receive homework help, participate in teambuilding games, enjoy creative activities and experience new recreational opportunities.

## Daily Schedules

Each school site will follow a schedule that will be provided monthly. Special craft and activities will be held on Wednesday and Fridays. Below is a sample daily schedule that all sites follow:

School dismissal - 3:00pm	Free Play/Organized Games
3:00 - 4:00pm	Homework Time (Mon-Thurs)
4:30 - 5:00pm	Special Activities
5:00 - 6:00pm	Free Play/Organized Games

*\*Please note: Schedule subject to change without notice. Refer to ATB monthly activity calendar for specific activities.*

## Homework Time

The After the Bell program provides students with 1 hour of homework time Monday-Thursday. Staff will assist students with their homework as much as they can. If your student requires more we recommend securing a tutor to help your student progress in their studies.

## Non-Program/Non-School Days

The After the Bell program operates on school days only. If there is no school, there is no program. Below is a list of non-program days:

- September 3: Labor Day
- November 1: MUSD Staff Development Day
- November 12: Veterans Day
- November 22-23: Thanksgiving Day
- December 24-January 4: Winter Break
- January 21: Martin Luther King Jr's Birthday
- January 30: MUSD Staff Development Day
- February 18-22: February Break
- April 8-12: Spring Break
- May 6: Cinco de Mayo
- May 27: Memorial Day

## **15-minute Policy**

If a student doesn't arrive within 15-minutes of school dismissal, the ATB staff will verify their attendance with the school office. If the student did not go to school, the student will be listed as out sick. For those students that did attend school but not the ATB program, ATB staff will contact the parents to verify their whereabouts. Please make sure to update your contact information on the registration form. Please see the ATB staff to update your form.

## **Restroom Use**

Students wishing to use the restrooms may only do so with the permission of a staff member. Staff will escort children to the restroom to ensure their safety. Any participant caught vandalizing or using the restrooms in any manner different from its intended purpose, may lead to suspension, expulsion or removal from the program.

## **Registration Process**

The first day of registration is Thursday, August 4, 2011 at 8:00am at the Milpitas Community Center. The After the Bell program has a maximum of 60 students (75 at Curtner) per school site and is on a first come first served basis. Those interested in attending the program must complete the After the Bell registration form and make payment to be enrolled (see the clerical staff on payment amount). If a program is full, parents can be added to the wait list and will be contacted should an opening occur.

## **Payments**

The After the Bell after school program is a school year program and is on a first come first serve basis. All payments must be received on or before the deadline. Should a payment not be received by the deadline, your spot will be forfeited to the next person on the waiting list for the entire school year. There will be no grace period for payments! To make your payments easier, you can pre-authorize us to charge your credit card according to the payment schedule. Please make sure all credit cards on file are valid and current.

An additional \$20 for non-Milpitas residents (per registered child) is due with the first payment. Payment of full fees or through the described payment schedule is required to participate in the program. Fees are calculated at \$7/day. Here's the payment dates and amounts:

\$203	August 2, 2012 (Aug-Sept)
\$392	September 13, 2012 (Oct-Dec)
\$371	December 6, 2012 (Jan-Mar)
\$294	March 7, 2013 (Apr-June)

## **Mandated Reporters**

According to California State Penal Code 11166, mandated reporters include, but are not limited to: healthcare professionals, teachers and school administrators, fire fighters and public safety officers, day care workers, recreational camp leaders and animal control officers. Mandated reporters must report known or suspected child abuse to the appropriate authorities immediately by phone and follow-up with a written report to the same agency within thirty-six hours. Penalties for not reporting include a fine of up to \$1,000 and up to six months in county jail, as well as potential civil damages. All Recreation Leaders are mandated reporters and must report any time they suspect child abuse.

## **Sign-in/out Procedure & Authorized Pick Up**

We require all participants to sign in daily and parents or those listed as on the registration form to sign out their child daily. This is to track our students attendance and for the safety of our students.

To ensure the safety of our participants, those listed on the Registration Form (Authorized of Leaving Site/Pick-Up information) are the ***only*** ones allowed to pick up students from the program. We will not release students to anyone unless listed on the form. Please inform those listed on the form that they will need to present their photo ID when picking up students. Please contact the ATB staff if you need to update or add someone to the Registration form.

## **Refund/Cancellation Policy**

In order to receive a refund for a program that takes place five (5) consecutive days or less, you must notify the Parks & Recreation Services Department 10 days prior to the beginning of the first day of the program month and a full refund will be issued, minus a \$10 processing fee. Refunds and/or credits will not be issued with less than 10 days notice. Medical emergencies are exempt from the policy; however, a signed statement from your doctor is required prior to the last day of class to be eligible for a refund and will be prorated for classes that were attended.

## **Late Pick Up Policy**

For the safety of our students, it is required that they are picked up on time at the end of each day. Should a student be picked up late, a \$10 late fee starting one minute after the end of the program will be charged, with an additional \$10 for every 10 minutes thereafter. For example, since the ATB runs until 6:00pm and you pick up your child at 6:10pm, you will be charged \$10 per the Late Pick Up Policy. Fees are charged per child and not per family. Should the participant not be picked up within a half hour (30 minutes) of program dismissal, the Milpitas Police Department will be contacted.

All late fees must be paid within three (3) business days of receiving the late fee notice from the After the Bell staff. Failure to make payment may result in the removal of your child from the program. Payments can be made at the

Milpitas Community Center (457 E. Calaveras Blvd) or the Milpitas Sports Center (1325. E. Calaveras Blvd).

### **Emergencies/Illness**

If a child becomes ill, for safety, he/she will be isolated from the other children and you will be notified to come and pick up your child. Please be sure to keep Recreation Services informed of any changes in your work or emergency phone numbers, since this is the main point of contact that staff will be contacting you if an emergency should happen or if your child happens to get sick. If you cannot be reached, we will call the other emergency contacts that are listed on your registration form for your child and we will try all numbers until contact has been made and your child can be picked up safely.

In a case of an emergency, please contact the Milpitas Community Center at (408) 586-3210. The Community Center staff will contact the staff at the site to relay the message.

### **Staff Gifts**

In past years, participants have felt a desire to give their leaders small gifts of appreciation showing how much they enjoyed their experiences in the program. Although this gesture is greatly appreciated, staff is put in an awkward position because the City has a policy against staff accepting personal gifts. The only exception to the gift policy is if it is a gift of candy or other perishable food that can be shared by all the program staff. Should your child have a deep desire to give their leaders something, a handwritten card or letter about their experiences is always treasured. Another option is a donation that benefits the program as a whole. If you have any questions, please contact the Program Coordinator (see Contact Us for contact information).

### **Program Rules**

It is our goal to have a fun and safe program for our participants and our staff. With you and your child's understanding and acknowledgment of our program rules we are sure to have a fantastic program. We expect all our students to act appropriately as if they were in school or at home. Participants who receive excessive warnings due to major discipline problems may result in the removal from the program. Please review the Code of Conduct and Discipline Plan for more information. Program rules are the same as if your child was in school or what you would expect from them at home.

1. Sign in everyday. This is a way for us to track student's attendance.
2. Respect others and their property. If you cannot behave nicely, your parents will be notified and you may be asked to leave the program for the day. Using bad words at the program will not be tolerated. If someone is bothering you, tell a leader right away.

3. Respect your surroundings. Don't climb the trees, pull on their branches, or pick off the bark or leaves. Respect the classroom and the other school facilities. Put trash in garbage cans; leave the areas as you found them.
4. Leave your toys at home unless you are bringing something to share with the whole group. If you bring toys to program, they can be lost, broken, or even stolen. We do not accept responsibility for your personal items.
5. Wear athletic/tennis shoes while you're at the program. Shoes protect your feet from broken glass, sharp objects, and bee stings. Wear shoes with laces to give your ankles support and minimize the risk of being hurt.
6. If you have to go to the bathroom or if you have to get a drink, tell a leader and he/she will go with you. Never wander off away from the group or hide where the leaders can't see you.
7. Do not talk to strangers. If you notice a stranger wandering around, tell a leader right away.

## **Code of Conduct**

The programs offered by the City of Milpitas' Recreation Services Department have been designed to provide safe, fun and socially interactive and enriching environments, where all participants can have new and unique experiences. Recreation Services pledges to provide positive support, care and encouragement for the individuals participating in its classes and programs. The PRSD encourages a safe and healthy atmosphere by supporting an environment free from drugs and alcohol, violence, intimidation, or harassment, profanity, or abusive language, vandalism and property damage.

All individuals are expected to abide by the 5 "C's" of the Code of Conduct; creating a fair, secure and friendly place to learn and play through:

### **1. CARE**

Caring for self  
Caring for others  
Caring for the environment

### **2. COURTESY**

Speaking and behaving politely towards others  
Speaking and behaving kindly towards others  
Showing excellence in manners

### **3. CONSIDERATION**

Showing respect for self and others  
Tolerating others  
Thinking of the feelings/circumstances of others

### **4. COOPERATION**

Contributing to a positive tone/image  
Accepting consequences when rules are broken  
Working, studying and playing cooperatively with others

### **5. COMMON SENSE**

Use common sense by stopping and thinking carefully before doing anything!

Violation of the Code of Conduct outlined above may result in Disciplinary action up to and including expulsion from Milpitas Recreation Services Programs and facilities, forfeiture of fees, and financial restitution for any damage. In the case of a minor, parental responsibility will apply to all of the above actions.

## Discipline Plan

### *Behavior Incident*

1. Intervention - Private, verbal warning (without emotion)

### *Recurrence/Second Incident*

2. Intervention - (Rethinking Time/Isolation from the group)

### *Recurrence/Third Incident*

3. Parent phone contact by participant in the coordinator/instructor's presence, indicating that the next incident will result in removal or suspension from the program.

### *Recurrence/Fourth Incident*

4. Coordinator/instructor will contact the parent. PARENT removes participant from program. The child will be eligible to return to the program once parent(s) have attended a conference with the Coordinator/Instructor.

### Notes:

1. Rethinking time can be used just for participants to reflect on their actions or write an explanation of their problem behavior. This can occur anywhere within the facility or just outside the facility where a staff member can monitor the participant.
2. Should a child need to be suspended and/or removed from a program, a parent must attend a conference with the Coordinator and/or Instructor prior to the participant being eligible to return to the program.
3. Participants start fresh each day.

The following behaviors could result in the **IMMEDIATE REMOVAL** of the participant:

1. Fighting (hitting/punching/kicking another participant, regardless of reason, or who hit first)
2. Physical abuse of a staff member
3. Direct abusive/obscene/profane language/gesture to staff

## Contact Us

Milpitas Community Center  
457 E. Calaveras Blvd.  
Milpitas, CA 95035  
(408) 586-3210

*Monday-Thursday 8:00am-6:00pm*

*Friday 8:00am-5:00pm*

Milpitas Sports Center  
1325 E. Calaveras Blvd.  
Milpitas, CA 95035  
(408) 586-3225

*Monday-Thursday 5:30am-9 :00pm*

*Friday 5:30am-5:00pm*

*Saturday 8:00am-1:00pm*

## Samu Tiumalu

### Youth & Teen Coordinator

1325 E. Calaveras Blvd.  
Milpitas, CA 95035  
(408) 586-3222

[stiumalu@ci.milpitas.ca.gov](mailto:stiumalu@ci.milpitas.ca.gov)