

Alameda Island Kids

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GIRLS INCORPORATED® OF THE ISLAND CITY



Parent Handbook

2023 - 2024

**girls
inc.**

of the Island City

Girls Incorporated® of the Island City

1724 Santa Clara Ave

Alameda, CA 94501

www.girlsincislandcity.org


Tax ID 94-1581103

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Program Locations:

Alameda Island Kids Before & After School Program is in operation on-site at each of the following elementary schools Monday through Friday (in accordance to the AUSD 2023-24 School year calendar with select closure days for cleaning and or professional development).

<p>Bay Farm AIK Program 200 Aughinbaugh Way Alameda, CA 94501 LIC #: 010215980</p> <p>Site Director: Sam Hernandez Phone: (510) 769-7426</p>	<p>Earhart AIK Program 400 Packet Landing Road Alameda, CA 94501 LIC #: 013411178</p> <p>Site Director: Lois Hodges Phone: (510) 769-8545</p>	<p>Edison AIK Program 2700 Buena Vista Way Alameda, CA 94501 LIC #: 013411178</p> <p>Site Director: Angela Smith Phone: (510) 769-1975</p>
<p>Franklin AIK Program 1433 San Antonio Ave. Alameda, CA 94501 LIC #: 013411178</p> <p>Site Director: Sandy Glendinning Phone: (510) 521-0121</p>		<p>Otis AIK Program 1433 San Antonio Ave. Alameda, CA 94501 LIC #: 013411178</p> <p>Site Director: Vacant Phone: (510) 523-6510</p>

Program Care Pattern	Program Hours	Monthly Program Rates
Kinder AM ONLY	7:00a - 8:30a	\$330
Kinder Interim	2:00p - 2:50p	\$175
Kinder PM ONLY	2:00p - 6:00p	\$615
Kinder AM/PM	7:00a - 8:30a, 2:00p - 6:00p	\$750
1st - 5th Grade AM ONLY	7:00a - 8:30a	\$330
1st - 5th Grade PM ONLY	2:50p - 6:00p	\$515
1st - 5th Grade AM/PM	7:00a - 8:30a, 2:50p - 6:00p	\$650

* Wednesday and Early Release Days = Program will start at 12:10p for ALL students

*Rates are calculated based on the 180-Day of school year. For more information on days of care, please see the Program Calendar

Non-School Days

Meyers Camp is Available (NO AIK Program)
1724 Santa Clara Ave. Alameda, CA
meyerscamp@girlsincislandcity.org
8:00 am - 4:00 pm

Utronda Wilson
Director of Programs, AIK
uwilson@girlsincislandcity.org
(510) 220-7345

Alameda Island Kids Program

Alameda Island Kids Before & After School Program is a state licensed childcare program specifically designed for youth grades Kindergarten through 5th to develop social skills, build confidence and spark curiosity. Our programs provide age-appropriate daily activities through arts and science, organized games, team sports and outdoor play, social emotional learning and homework support. We strive to create fun, inclusive and safe spaces for every participant.

Program Components:

- Homework Support
- Social Emotional Learning
- Physical Fitness and Play
- Hands-On Learning
- Student Choice and Voice

Organizational History

Girls Incorporated® of the Island City, located at 1724 Santa Clara Ave. in Alameda, is a private, non-profit organization committed to providing quality youth services in a safe and supportive environment.

Girls Inc. National was founded in 1864 to serve girls and young women who were experiencing upheaval in the aftermath of the Civil War. Across the decades, we adapted to meet the specific environmental challenges facing girls and young women, always working in partnership with schools and communities, and guided by our founders' fundamental belief in the inherent potential of each girl. Woven into those early girls' clubs are the same core values of Girls Inc. today: the importance of creating a safe gathering place for girls to learn and to share in a sisterhood, and a strong premise that each girl can develop her own capacities, self- confidence, and grow up healthy, educated, and independent.

In April, 1964, a group met to begin a program for girls and incorporated as Alameda Girls' Club, Inc. In October the first program began, using space at First Congregational Church. Fifty-eight girls enrolled that year, and in 1965 Alameda Girls' Club affiliated with Girls' Clubs of America. In 1970 the club moved to 1419 Union Street and in 1983 to its present location. In 1996 the name of the organization was changed to Girls Incorporated® of the Island City.

Answering the need for school-age child care, and based on the request of the Alameda Unified School District, we began our first on-site licensed Activity Center in 1981.

In 2006, the name of our licensed child care programs changed to **Alameda Island Kids**.

Our Values

- Respect the dignity of each human being
- Recognize and support the strength in every student
- Appreciate, embrace and value diversity
- Strive for results anchored in accountability
- Operate collaboratively

Our Staff

Girls Inc of the Island City takes pride in recruiting, hiring, training and coaching qualified child care staff that sincerely cares about your child and is available to share your concerns. Each staff member is carefully screened to pass our health, education, and experience requirements.

All of our staff must pass a fingerprint and criminal records clearance and participate in an ongoing training program which focuses on group dynamics, child development, communication skills, discipline, safety and activity planning.

Alameda Island Kids staff maintains high safety standards; as well as exceeds the educational and experience requirements set for by Girls Inc of the Island City and Community Care Licensing and California Department of Education:

- Before initial hiring, all staff are fingerprinted and have a thorough background check and screening.
- Upon hiring, staff participate in Child Abuse Prevention training.
- Staff receive ongoing development through staff development training.
- Site Directors and Teachers are certified in First Aid & CPR, Infectious Diseases and Pest Management (Site Directors also receive Preventive Health Training).
- Site Directors complete a minimum of 12 units of Early Childhood Education, Elementary Education, Recreation or other approved majors, plus three units of Administration and have previous teaching/directing experience.
- Site Directors are included in the staff ratio throughout the day, while managing their administrative duties and staff management.
- Teachers hold appropriate Early Childhood Education college units for School Age Care.

Classroom Ratio & Staff Retention

Teacher:1	Students: 14
Teacher 1, Teacher Assistant 1	Students: 28
Staff Retention	10+ Years

Mandated Reporting & Child Abuse Notice:

All Alameda Island Kids staff members are Mandated Reporters. Prior to hiring, all staff are screened and trained in Child Abuse Prevention and Mandated Reporter trainings and requirements.

ATTENTION PARENTS:

Our staff are selected on their ability to work with groups of children. For the protection of all of our participants and staff, Alameda Island Kids has a child abuse prevention policy which prohibits our staff from being alone with AIK participants outside of AIK and Girls Inc of the Island City programs (babysitting, sleepovers, etc.).

Please DO NOT ask AIK staff to jeopardize their employment by violating our policy.

Sample AIK Program Schedule

Time	Activity
7:00a - 8:00a	Arrival and greetings, health checks, wash and or sanitize hands, morning centers and activities
8:00a - 8:30a	Clean up centers/toys, accompany Kinders to class, dismiss 1st through 5th grade students to class
2:00p - 2:10p	Kinder arrival and greetings, health checks, wash and or sanitize hands
2:10p - 2:50p	Kinder centers/activities and homework
2:50p - 3:00p	1st through 5th arrival, greetings, health checks, wash and or sanitize hands
3:00p - 3:20p	Snack and student Socialization, opening circles
3:20p - 3:50p	Homework Support
3:50p - 5:00p	Outdoor play: Structured and or free play physical fitness games
5:00p - 6:00p	Indoor play: Structured and free play centers, games and self guided activities, additional homework support time, closing circles, clean up and program dismissal

Every Wednesday (and Additional Early Release Days)

ALL students will be dismissed from school at 12:10p. AIK Program will start immediately with student arrival and greetings. The rest of the schedule will follow as stated above.

Student Arrival

Students are expected to arrive on time (within 10 minutes of school dismissal) to program daily. Kindergarten students are picked up and escorted to and from their classroom by a staff member.

Snack

A light snack is served daily to each child in program care. In keeping in line with AUSD nutrition guidelines. We may, on rare occasions, serve limited sweets for parties or special holidays. A snack menu is posted at each site (licensing board).

As AIK encourages all students to bring extra snacks if needed, snacks must conform with AUSD School Policy and AIK Organizational Policy (NO peanuts, gum, sunflower seeds, canned soda, candy allowed).

Except for scheduled cooking projects, all children are expected and encouraged to bring lunch if they will be with Alameda Island Kids during lunch time. Nutritious mid-afternoon snacks are served to all children in attendance each day. Every effort is made to provide a variety of nourishing and interesting snacks.

Peanut Butter & Nut Policy

Due to an increase in severe nut allergies, including airborne reactions, among the children in our care, peanut butter and all types of nuts will no longer be served at Alameda Island Kids. In order to maintain a safe environment and decrease the potential of high risk situations, parents are asked not to pack peanut butter or nuts of any kind in their child's lunch. A signed Peanut Butter & Nut Policy will be filed in your child's file.

Individual Dietary Accommodations

If your child has a food allergy, or regularly requires snacks other than what is served at your AIK site (e.g. gluten free), you may provide the staff with snacks, including shelf stable options, specifically for your child to be given during snack time. Any perishable snacks may be discarded at the discretion of the staff for health and safety reasons, and it is the parents' responsibility to keep the snacks in supply.

Program Guidelines

Attendance

When you enroll in an Alameda Island Kids program, we reserve space in that program for your child. While we understand that absences occur for a variety of reasons, non-attendance or incidental illness does not entitle you to a refund or transfer of fees, and regular fees must be paid.

ALL Parents are required to notify AIK Site Director on the days your child will not attend.

If your child is absent for two weeks without any contact from you, they will be dropped from the program and the space filled.

If your child does not attend school for any reason, they may not attend AIK that day or until they return to school.

Due to space restrictions, and at the request of Alameda Unified School District, first priority of enrollment is given to children entering kindergarten.

In order to maintain your child's space, full fees must be paid each billing period. We cannot hold space without payment.

Signing In & Out

Alameda Island Kids children must be signed-in and out on a daily basis, on the attendance sheets or electronically (if applicable) at each site, by an adult (no one under 18 years old).

Community Care Licensing requires a full legal name signature (in ink or electronically) by all adults and the exact time of day. Penalty fees will be assessed by CCL if Alameda Island Kids is found to be out of compliance regarding attendance sheets. The attendance sheet is used to verify which children are at the site and we cannot take responsibility for any child who is not signed-in and out on this list.

Alameda Island Kids children who are enrolled for PM care will be signed-in by a staff member. Kindergarten children are picked up and escorted to and from their classroom by a staff member.

For all children in 1st grade and higher, it is the responsibility of the child to travel from their class to the Alameda Island Kids site right after school.

Upon arrival, they will then be signed-in by a staff member. Staff will begin investigating the circumstances for any child who has not reported to the site **within 10 minutes** of school release time.

Late Pick-Up Fee

A \$15 fee per child for each five minutes or any portion of five minutes will be charged for parents who arrive after 6:00 p.m., with or without a courtesy phone call.

Parents will receive a Late Pick-Up agreement form when they arrive. Late Pick-up Fees may be paid on the day of the late pick-up or it will appear on your next statement and must be paid at that time for childcare to continue.

Three (3) Late Pick-ups may result in loss of care. If you have difficulty arriving by 6:00 p.m., please find an alternate adult you can contact to pick up your child.

If a child is not picked up by 7:00 p.m. (one hour after closing) and all emergency contact numbers have been unsuccessful along with no verbal contact from the parent/s, our staff will contact the Alameda Police Department to have the child placed in their care until the parent is located.

Late Pick-Up Fees also pertain to K-Interim Care (see important note below).

- Pick-up times will be adjusted based on the 1st-5th grade release times and they must be picked up 10 minutes before the 1st-5th graders are released.
- The Late Pick-up fee for every 5 minutes will apply to K-Interim care.
- Due to strict licensing ratios, not picking up your K-Interim on-time could jeopardize our license.
- K-Interim children are not included in PM enrollment and must be signed out on time. Therefore, even one late pick-up of your K-Interim could result in loss of care.

Clothing & Personal Items

Your child should be dressed comfortably and be able to play freely. Closed-toed shoes (i.e., tennis shoes) and socks are required (no sandals, dress shoes, shoes with wheels or slip-on shoes). Physical activity will be limited if footwear is deemed unsafe and parents may be called to pick up children or bring proper shoes.

Mark the following clearly with your child's first and last name: lunch boxes, clothing to be left at the child care site, backpacks and all other items from home.

TOYS & Personal Items

PLEASE LEAVE all personal toys, games, sports equipment & books at home (this includes, and not limited to, stuffed animals, card games, Pokemon items, Shopkins, etc.). We will not/cannot assume responsibility for their safety.

Lost & Found

Alameda Island Kids is not responsible for any lost or stolen items or articles. Lost and found items will be held at the child care site for two weeks and then donated to charity.

On/Off Site Program (Supplementary After School Programs)

ON/OFF Site Programs Children must be signed out by an authorized agent of any ON/OFF Site Programs for after school activities before the child will be released from Alameda Island Kids. For the child to be able to return an authorized agent will need to sign the child in with the Alameda Island Kids program.

A permission slip, authorizing the ON/OFF Site Program, to pickup/return the child, must be filled out by the Enrolling Parent. The permission slip will be retained in the child's file for the school year.

Health & Wellness (and IMS)

Illness

For the protection of all youth in program, if a child displays any of the following symptoms, we request and require he/she/they be kept at home:

- Communicable diseases (chicken pox, head lice, pink eye/conjunctivitis, strep throat, whooping cough, etc.)
- Nausea, vomiting, or diarrhea
- Persistent, congested cough and heavy runny nose
- Undiagnosed watery or inflamed eyes
- Undiagnosed skin rash
- Fever (101 degrees or higher)

ATTENTION PARENTS:

- Parents need to inform the Site Director IMMEDIATELY upon exposure/ diagnosis of any communicable disease.
- In the case of fever, vomiting and diarrhea, children must be symptom-free for 24 hours in order to return. In the case of head lice, children must be nit-free to return.
- If your child becomes ill while in our care, he/she will be isolated and a parent or another adult you have designated will be contacted and asked to pick up your child in a timely manner (within 30 minutes to 1 hour or sooner, due to safety concerns)
- If your child is ill and not in attendance at school, please telephone the site so the staff will not expect him/her to arrive. Please do not rely on the school office staff to pass the information on to Alameda Island Kids.

Incidental Medical Plan

Alameda Island Kids is not authorized to provide medical care or medical services. However, AIK is authorized to provide reasonable accommodations to its enrollees.

Determinations as to reasonableness are not made by AIK alone; prior to any enrollment of a child seeking an accommodation, AIK shall consult with the Community Care Licensing Department of Social Services (“CCL”) and Girls Inc of the Island City.

Parents should be further advised that CCL does not permit the enrollment of children with medical needs to any Alameda Island Kids site not authorized to provide medical care or medical services.

AIK will provide first aid, such as cleaning the injured area with soap and water and offering band aids for minor injuries.

AIK will also accommodate any child in our care with the following CCL defined medical conditions:

- Asthmatic children needing inhaled medication
- Children with allergic reactions requiring an Epi Pen Jr. **in an emergency only**

For children requiring Incidental Medical Services, please see your Site Director for documentation regarding administering, storing, training and physician verification.

Medication

Only prescription medication can be received, stored and administered, with training (by parent/s with AIK Staff) and a completed Medication Verification Form on file including written instructions. Parents must meet and review with the Site Director upon submission.

All medication must be in its original container, have a date within 10 days, and have the child’s name on the label. “Over-the-counter” medicine can only be administered if a written order from the child’s physician accompanies it.

NO medication can be in the possession of children (this includes cough drops, vitamins, etc.).

Injuries

If your child should become injured while attending an Alameda Island Kids program, the parent will be contacted and all appropriate measures to obtain medical care will be taken.

Alameda Island Kids has an **Illness/Injury Report** that is to be completed by the site staff and signed by the parent at the time of pick-up that day. Parents will receive a copy of the report on the day it is signed.

Emergency Procedures

1. Each Alameda Island Kids site has an emergency plan posted in their childcare preparedness space.
2. At the beginning of each school year, parents are asked to provide, for their child, a labeled **ZIP-LOCK Bag with Emergency Supplies** that includes:
 - a. Bottle of Water

- b. Baby Wipes
 - c. Snack Bar
 - d. Small Sensory Toy
3. Each AIK Site has an emergency backpack that includes emergency contact numbers and general first aid supplies that the staff will take with them in case of emergency evacuation.
 4. Fire and safety drills are conducted throughout the school year by AIK Staff & Children once per semester during AIK Hours of Operation

Sunscreen

For skin protection, all children will be asked to bring their own bottle of sunscreen. It will be labeled with their name and left at the site. This will allow your child to apply the sunscreen (with the support of a staff member *as needed* if indicated on the Sunscreen Application and Use Release statement checked out during enrollment).

Positive Discipline & Best Practices

Alameda Island Kids defines discipline as “behavior which allows children and staff to perform effectively in a child care setting.” Parents, staff and children are responsible for making this work.

All children have the right to be treated with dignity and respect, and to develop and grow in a safe and healthy environment.

Children are responsible for:

- Respecting the authority of the staff
- Behaving in a manner that does not disrupt or interfere with the rights of others (children and adults)
- Respecting others
- Arriving to program on time
- Following program rules and agreements

Parents are responsible for:

- Accepting and respecting the right of the child care staff to maintain order
- Reviewing and abiding by all procedures detailed in this parent handbook and explaining them to their children
- Cooperating and meeting with staff by carrying out appropriate discipline techniques
- Seeking advice from the staff and other appropriate agencies for assistance in improving the behavior of their children

Staff members are responsible for:

- Reviewing and explaining the program rules and agreements
- Creating Group Agreements with whole group and each group
- Establishing and modeling an environment of appropriate behavior
- Communicating with children and parents about behavior problems and proposed solutions.

Children who have been suspended or expelled from school will not be accepted at the site until they return to school.

No form of physical punishment, corporal punishment, or violation of personal rights will be tolerated by Alameda Island Kids in the discipline of children by staff members or other adults. Staff will not yell at, tease or belittle children. Swearing and foul language by children and adults is not acceptable.

Parents demonstrating behavior considered belittling, harassing, intimidating or bullying of Alameda Island Kids staff or other children will not be tolerated and may result in reporting to authorities. This behavior will place all childcare programs in jeopardy.

Positive Discipline Management Process

Alameda Island Kids staff follows a variety of guidelines and steps to assist children and parents when (1) behavioral incidents occur, (2) when support and learning is needed, and (3) when a student is unable to work with the program or their group successfully:

- Step 1: Student Check-in (reminder to student)
- Step 2: Redirect behavior or act
- Step 3: Student reflection form and check-in (*Peace or Cool Out Zone name may vary from site to site*)
- Step 4: Incident Report and Parent Check-in
- Step 5: Parent/Staff Meeting and or Conference
- Step 6: Behavioral Contract/Agreements for improved behavior
- Step 7: Suspension from Program
- Step 8: Disenrollment from the program

Certain behaviors, such as, but not limited to: physical violence to children or staff; theft of personal or organizational property; and running away from staff or off school grounds, will result in suspension or in severe cases immediate disenrollment.

AIK reserves the right to disenroll a child from our program, if, after reasonable time, the child's behavior is a disruption and a safety concern to the group as a whole or if the child is not socially acceptable ready for our program.

If it becomes necessary to disenroll a child for disciplinary reasons, there will be no refund for those days, paid or not attended. Any exception to this policy will be at the discretion of the AIK Director of Program, after consulting with the Site Director, and on a case-by-case basis.

Disenrollment Procedures

Alameda Island Kids will disenroll my child for the following:

- Failure to follow program rules and agreements
- Harm towards another student or staff
- Failure to all pay fees on time and in full (including, but not limited to, basic, late payment, late pickup & change fees)
- Sign-in/out procedures are not followed
- Three (3) late pick-ups
- Failure to complete/return paperwork
- Child no longer enrolled at the school site
- Two (2) weeks of non-attendance or contact.
- If a child is disenrolled and a refund is issued, it will be less the 3% processing fee.

Complaint Process

For routine questions about your fees, statement, or enrollment, please address your questions to the Site Director.

All concerns and questions about your child's experience at Alameda Island Kids must:

1. First be addressed with/to the Site Director
2. If a resolution cannot be made to your satisfaction, please call the Alameda Island Kids Director of Programs at (510) 521-1743 ex. 202.
3. In the event that there is still no resolution, please call the CEO of Girls Inc. of the Island City at (510) 521-1743 ex. 204.

You may appeal any decision after you have followed the procedures listed above by addressing your concerns in writing to the Board of Directors, 1724 Santa Clara Ave., Alameda, CA 94501 within 10 working days of completing step 3. The matter will be considered and you will receive a written reply.

It is the intent and agreement of Alameda Island Kids to fully comply with all applicable organizational and licensing standards and regulations; please be advised that all parents and or guardians have the right to file a complaint with Community Care Licensing if deemed necessary.

Bay Area Community Care Licensing Office

Address: 1515 Clay St. #1102 Oakland, CA 94612

Phone: (510) 622-2602

Program Communication

Communication with parents and children will be conducted in both formal and informal contexts. Before the program start date, there will be a **Mandatory Parent Orientation** for each school for parents to learn about the program and procedures.

Parent notices are prepared by the office in order to make general announcements and give updates and information about the organization and its programs. To inform parents & families of upcoming dates and events, special inserts and fliers will be emailed weekly (**weekly newsletter**) from each Site Director. In addition, a daily sign of special events, a weekly schedule of activities and monthly menu will be posted at your site.

Parent Meetings/Conferences

Staff Parent/Director Conferences may be arranged upon request by the parent or Site Director. Parents are welcome to express their concerns informally to the Site Director at any time. At scheduled conferences, other staff may be invited to attend.

Program Evaluation

Alameda Island Kids utilize the following tools to ensure and build upon a quality program: (1) Student Surveys, (2) Parent/Guardian Surveys and (3) Program Evaluation.

Enrollment Process, Fees & Guidelines

Admission to the Alameda Island Kids program is open on a space available basis regardless of race, ethnicity, religion, sexual identity, national origin or ancestry from August to June of each School/Program year (students Kindergarten through 5th grade). Enrollment DOES NOT roll over from year to year. All youth must be enrolled in school with AUSD before enrollment.

Enrollment will be managed online through Procure, and parents can access the enrollment link from the Alameda Island Kids website. They will be able to access their account through MyProcure.com. Only one account may exist per family.

Required Enrollment Forms

Community Care Licensing & Girls Inc. requires the following forms for each child upon enrollment with Alameda Island Kids. **Child care cannot be provided until these forms are complete and in the child's file** (all other licensing forms are captured during the online enrollment process):

- LIC702 Preadmission Health History
- LIC995 Parents' Rights
- LIC613A Personal Rights
- LIC995E Caregiver Background Checklist Process

All parents are expected to download the following from the AIK website prior to enrollment (www.girlsincislandcity.org/programs/alameda-island-kids):

- 2023-24 AIK Parent Handbook
- Payment and Fee Schedule

Enrollment Fee

An annual Enrollment Fee (\$55 per child) is due each year, at the time of program enrollment confirmation. This fee covers the cost of administering your account and insurance.

The fee is non-refundable and will be forfeited regardless of never attending. If your child withdraws during the school year, they may return during the same school year by paying a re-enrollment fee, provided space is available.

Program Cancellation

AIK/Girls Incorporated® of the Island City requires at least thirty (30) days written notice, in advance, of your intention to withdraw from any Alameda Island Kids program. With or without this notice, you will be expected to pay full fees for your child's final payment period regardless of the number of days of attendance. AIK/Girls Inc. reserves the right to waive the 30-day notice policy due to unforeseen hardship. **Emails will NOT be accepted for changing or canceling care.**

Cancel/Change Form

This form is required for changes in enrollment by the Enrolling Parent ONLY. Changes in care must be approved by the Site Director prior to change and can take effect immediately. Any adjustment to fees will be reflected on the next statement. **The Cancel/Change Form is located online,** <https://girlsincislandcity.org/programs/alameda-island-kids>.

Change Fee

There will be a Change Fee (per child/per change—see Fees and Information Schedule) for ANY CHANGES to the program care pattern. There is no charge for canceling care. There is no Change Fee charged for adding additional care when space becomes available and a child is taken off the waitlist.

Alternative Payments

Alameda Island Kids & Girls Inc. reserves the right to consider and approve payment subsidized child care contracts based on space availability, contracted hours Plans (APP) needed, projected fees paid by the contracted agency (i.e. 4C's, Oakland License Day Care, Bananas, MCCYN, Alameda CBDG Vendor, etc.). **A limited amount of contracts will be approved per school year.**

Parents will be expected to complete all attendance and or timesheets with signatures, time, and by the monthly deadline. Failure to comply with the contracted agency, or our policies/ procedures, will result in termination of contract and child care.

Parents will be expected to pay full fees until the contract start/end dates are in place or if contract ends and childcare is still needed. Parents will be notified of any balances, due to a shortage of fees paid by the contracted agency, and are expected to pay those fees within 7 days of notification, unless otherwise arranged. Failure to pay will result in termination of contract and all child care.

Parents who are required, by the contract provider, to pay a "Family Fee" to Alameda Island Kids will need to pay it, in full, in accordance with our Fees Due Payment Policy. Late fees will be assessed if the "Family Fee" is paid after our deadline, in accordance with our Late Fees policy.

At the end of the approved contract and when all fees are received from the contracted agency, if there is a balance outstanding, Parents can choose to use/apply initial deposit paid upon enrollment towards balance due or pay the outstanding balance and request a refund. These requests need to be submitted, in writing, to the Alameda Island Kids Director of Programs.

Split Payment/s

Childcare Parents who need to split their childcare fees **must submit a request for approval**, in writing, PRIOR to the intended month, to start the plan, to Alameda Island Kids Program Plans Program Director at 1724 Santa Clara Ave., Alameda, CA 94501 or by email to the Program Director.

If approved by the AIK Director of Program, a Payment Plan Contract will be sent to the parent with details and due dates and the parent will be required to sign and return their portion of the contract. Please be mindful that Girls Inc. does its best to assist parents with their financial challenges, and, in turn, we expect the approved payment plans to be honored and complied with. In the event this does not happen, childcare will be in jeopardy and full fees will be due.

Change of Emergency Information

The enrolling parent is required to notify the Site Director of any changes in attendance or emergency information (such as home and work phone numbers, emergency contact persons and adults authorized for pick up) as soon as these changes take place. Please include Area Codes for all phone numbers.

Wait List

A Wait List will be developed each school year when a program is full and spaces will be filled from that list during the school year. **The waitlist will NOT be carried over from one school year to the next.** Parents will be contacted by the Site Director when a space is available. During the Summer Break, the AIK Director of Programs will take enrollment until school starts or the program is full.

Fees

Payment is due on the first day of school and first day of childcare each month. A Fees and Information Schedule with payment due dates will be included/mailed with the 1st Statement of the school year and will be available at your site. You will only be charged for full instructional days of the Alameda Unified School District calendar (an average of 20 days per period. 180 days/9 periods).

You have not been charged for any AUSD Break/Recesses, AUSD Staff Development Days & Non-Student Days or Holiday Breaks.

Processing Fees

All fees are subjected to a 3% processing fee. Any refunds will be less the 3% processing fee.

Billing & Payments

Statements will be e-mailed to the ENROLLING PARENT and available online in your MyProcure.com account.. **Payments are expected to be made on time, or early, with or without receiving a statement.**

Please note, excluding any changes made to the child's account by the enrolling parent, you can expect to pay the same amount every month. Statements will be e-mailed to the enrolling parent approximately two weeks before fees are due. There are 3 ways your payment can be made.

- Access payment information online through MyProcure.com and it via bank account or credit card
- Enroll in automatic payments through Procure's Tuition Express (you may request this sign-up link from the AIK Program Director)
- Mail the payment via United States Postal Service (USPS) only to 1724 Santa Clara Ave., Alameda, CA 94501. To ensure your child's account is properly identified and processed, be sure to include your CHILD'S NAME and SITE on all checks or money orders and return the yellow statement copy with payment.

Please DO NOT leave payments outside of the designated location at the AIK site, in your child's backpack, at your school's main office, OR through the mail slot or slipped under the door at 1724 Santa Clara Ave. main office. Late fees will be the Enrolling Parents responsibility for payments made in these or other locations.

3rd Party Bank/Electronic Payment Checks

Electronic Checks paid by a third party will be processed and assessed a Late Fee, if applicable, based on the DATE the payment is RECEIVED at the main office located at 1724 Santa Clara Ave. Alameda CA 94501, and not by the date the check was issued.

Make sure your check is issued with ample time to include USPS handling time. We have found it can take as much as 7 days for us to receive a check. To ensure your child's account is properly identified and processed, be sure to include your **CHILD'S NAME and SITE** on all checks or you will be **assessed a fee monthly, until the correct info appears.**

Late Fees

Payments received 2 days after the first day of care will be charged a Late Payment Fee per child. To avoid being charged a Late Payment Fee, payments must be received at the designated location at your AIK site or mailed via United States Postal Service (USPS) only to 1724 Santa Clara Ave., Alameda, 94501 by 6:00 p.m., the day after the first day of care each period. Please refer to the Fees and Information Schedule with payment due dates.

Childcare will be denied if all payments are not paid within 3 days after the first day of care (on the 4th day). After care is denied, the Enrolling Parent has 5 business days to pay all fees or the child will be dropped from the program. After being dropped, the child can be re-enrolled (fee will be due) if space is available during the same school year.

Please be aware that more than 3 Late Payment fees will result in loss of child care. Payments mailed by United States Postal Service (USPS) or paid at the site, will be processed and assessed a late fee, if applicable, based on the DATE the payment is RECEIVED at the main office or site and not by the postmark date on the envelope.

Checks

Postdated checks are not acceptable and will be returned. This process will place your child's care in jeopardy, and incur late fees for regular payments. **Non-imprinted and un-numbered checks will not be accepted.**

Returned Checks

The enrolling parent will be charged a Returned Check Fee for any checks returned by the bank, marked "NSF" or "Account Closed". The enrolling parent may also be responsible to pay a late fee. Two such returns will result in cash, money order or cashier's check payments only - NO EXCEPTIONS. Personal checks will no longer be accepted for payment of any fees. Return checks must be redeemed within three (3) days of the date of return in order to continue child care services.

Since "Stop Payment" orders result in bank charges to the organization, the enrolling parent is responsible for payment of those fees in addition to any fees to bring the child's account current.

Cancellation of enrollment through the method of "Stop Payment" may result in both a loss of anticipated revenue and prevent other children from enrolling. More than one "STOP PAYMENT" will result in cash, money order or cashier's check payments only - NO EXCEPTIONS. Personal checks will no longer be accepted for payment of any fees.

Dependent Care Reimbursements Forms

For PayFlex, Dependent Care Reimbursements or Flexible Spending Accounts

- Reimbursement forms may be submitted to the main office via fax or USPS, hand delivered to your child's Site Director, or submitted with payment.
- All reimbursement forms must have the following information filled in by the Enrolling Parent in order for processing to continue.
 - Child's Name
 - Alameda Island Kids Program Site Name
 - Actual dates of care received
 - Actual amount paid for child care
- The Alameda Island Kids Program Director of Programs or the Girls Inc of the Island City Director of Finance will verify the amount of payment received and dates of service as indicated on the form before signing.
- The processing of forms could take up to 7 business days. Forms will be returned to your child's site, unless a self-addressed envelope is provided with the form. Forms can also be faxed back at the parents request.
- Site Directors are not able to sign off on these forms at the sites.
- If a non-enrolling parent is submitting a claim form, a letter from the enrolling parent authorizing Girls Inc. to release financial information must be submitted before forms are processed. The letter will be in effect for the rest of the school year.

Tax Information

Save your receipts and monthly statements to use at tax time. A summary report of fees paid for the tax year is available at any time through the MyProcure.com portal. **Tax ID Number 94-1581103**



FEE SCHEDULE 2023-2024

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 the Island City**

Kinder Rates

Care Period Rates

K-INTERIM\$175.00

From: 2:00pm to 2:50pm

KPM\$615.00

From: 2:00pm to 6:00pm

KAM/PM\$750.00

From: 7:00am to 8:20am & 2:00pm to 6:00pm

KAM\$330.00

From: 7:00am to 8:20am

1st-5th Grade Rates

Care Period Rates

PM\$515.00

From: 2:50pm to 6:00pm

AM/PM.....\$650.00

From: 7:00am to 8:20am & 2:50pm to 6:00pm

AM Only\$330.00

From: 7:00am to 8:20am

Billing Periods	Serving Month(s)	First Day of Care Payment Due on or BEFORE	Last Chance to Pay Fees w/o Late Fees Charges*	\$35 Late Fees Charged On	Must Have All Fees Turned in by 6:00 p.m. (No \$ = No Care Next Day)
Period 1*	August & September	Monday, August 14, 2023	Monday, August 14, 2023	Monday, August 14, 2023	Monday, August 14, 2023
Period 2	October	Monday, October 2, 2023	Thursday, October 5, 2023	Friday, October 6, 2023	Monday, October 9, 2023
Period 3	November	Wednesday, November 1, 2023	Monday, November 6, 2023	Tuesday, November 7, 2023	Wednesday, November 8, 2023
Period 4	December	Friday, December 1, 2023	Monday, December 4, 2023	Tuesday, December 5, 2023	Wednesday, December 6, 2023
Period 5	January	Monday, January 8, 2024	Thursday, January 11, 2024	Friday, January 12, 2024	Monday, January 15, 2024
Period 6	February	Thursday, February 1, 2024	Monday, February 5, 2024	Tuesday, February 6, 2024	Wednesday, February 7, 2024
Period 7	March	Friday, March 1, 2024	Monday, March 4, 2024	Tuesday, March 5, 2024	Wednesday, March 6, 2024
Period 8	April	Monday, April 1, 2024	Thursday, April 4, 2024	Friday, April 5, 2024	Monday, April 8, 2024
Period 9	May & June	Wednesday, May 1, 2024	Monday, May 6, 2024	Tuesday, May 7, 2024	Wednesday, May 8, 2024

Parents Handbook for the 2023-2024 School Year

* For period 1, all fees must be paid prior to First Day of Care

Late Fees

1. Payments received 2 days after the first day of care will be charged a **Late Payment Fee of \$35.00** per child.
2. To avoid being charged a Late Payment Fee, payments must be received via USPS only to 1724 Santa Clara Ave., Alameda, Ca 94501 by 6:00 p.m., the day after the first day of care each period. Please refer to the Rate Schedule and Calendar of Due Dates.
3. Childcare will be denied if all payments are not paid within 3 days after the first day of care (on the 4th day). After care is denied, the Enrolling Parent has 5 business days to pay all fees or the child will be dropped from the program. After being dropped, the child can be re-enrolled (\$55) if space is available during the same school year.
4. Payments mailed by USPS and applicable based on the DATE the payment is RECEIVED at the main office and not by the postmark date on the envelope.
5. Rates are calculated based 180 day of school year. For more information on days of care, please see the Care Calendar.



Participation Policies & Releases

During your online enrollment session you will be asked to acknowledge each of these policies/releases.

Peanut and Snack Policy:

Since January 2, 2007, all Alameda Island Kids sites no longer serve peanut butter, peanuts or any kind of nuts for daily snack. We have seen an increase in severe peanut allergies among the children in our care and want to maintain their safety. We may, on rare occasions, serve limited sweets for parties & special holidays We are asking all Alameda Island Kids parents to be mindful of this new guideline and **do not pack any of these items for lunch or snack.**

Photo/Media/Social Media Release (optional):

I hereby authorize Alameda Island Kids and its agents and others working for it or on its behalf to use my child's image/likeness/voice/artwork/writing in still photos, slides video productions, radio coverage, marketing materials, television coverage, organization social media accounts (Facebook, Twitter, Instagram), organization website (www.girlsincislandcity.org), interviews, testimonials for promoting and representing Alameda Island Kids and its programs, and do hereby grant and convey unto Alameda Island Kids all rights, title, and interest in the above media including but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Sunscreen Application & Use (optional):

I hereby agree to provide sunscreen to the program for my child as needed and authorize as parent or guardian, for AIK staff to apply my provided sunscreen product to my child as needed and will follow the Incidental Medical Services Plan and Policies (see AIK Parent Handbook). I understand that sunscreen may be applied to exposed skin, including but not limited to the face (except eyelids), tops of ears, nose, bare shoulders, arms and legs.

Liability Agreement Release - Required for Participation:

I hereby authorize, as parent or legal guardian, for my child to participate in Alameda Island Kids programs. In consideration for this participation, I do hereby, for myself and my heirs and assigns, release and agree to indemnify and hold harmless Alameda Island Kids, its employees and volunteers from all liability, loss, claim, demand, action or cause of action which arises or may arise or be occasioned in any way by such participation. I also release and hold harmless Alameda Island Kids, its employees and volunteers from all liability, loss or claim which may occur in transporting my child for the purposes of participating in any Alameda Island Kids activities.

IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/contact.htm>.

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: _____

Licensing Office Address: _____

Licensing Office Telephone #: _____

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 995 (9/08)

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME		
ADDRESS		
CITY	ZIP CODE	AREA CODE/TELEPHONE NUMBER

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)	(PRINT THE ADDRESS OF THE FACILITY)
(PRINT THE NAME OF THE CHILD)	
(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)	
(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)	(DATE)

Thank you for choosing

Alameda Island Kids

Before & After School Programs

powered by

GIRLS INCORPORATED® OF THE ISLAND CITY

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VACANT

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