

Alameda Island Kids

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GIRLS INCORPORATED® OF THE ISLAND CITY



Parent & Caregiver Handbook

2024 - 2025



Girls Incorporated® of the Island City

1724 Santa Clara Ave

Alameda, CA 94501

www.girlsincislandcity.org

Tax ID 94-1581103

Alameda Island Kids

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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 2024-25 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: Lauren Baugh 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 #: 010213003</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 3010 Fillmore St. Alameda, CA 94501 LIC #: 010215265</p> <p>Site Director: Moriah Walton Phone: (510) 523-6510</p>

Program Care Pattern	Program Hours	Monthly Program Rates
Transitional Kinder AM ONLY <i>(at Earhart & Otis)</i>	7:00a - 8:40a	\$410
Kinder - 5th Grade AM ONLY	7:00a - 8:20a	\$335
Kinder - 5th Grade PM ONLY	2:00p - 6:00p	\$545
Kinder - 5th Grade AM/PM	7:00a - 8:20a, 2:50p - 6:00p	\$670
Kinder PM Early Release (Aug)	2:50p - 6:00p	\$635
Kinder AM/PM Early Release (Aug)	7:00a - 8:20a, 2:50p - 6:00p	\$730

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

*Rates are calculated by a 10-Month Period; August rates for Kindergarten Students include multiple Early Release Weeks.

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) 521.1743 x202

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 & CAREGIVERS:

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 - 8:20a/8:40a	Clean up centers/toys, accompany TK/Kinders to class, dismiss 1st through 5th grade students to class
2:50p - 3:00p	Kinder through 5th arrival, greetings, health checks, wash and or sanitize hands
3:00p - 3:20p	Snack and student Socialization, opening circles
3:20p - 4:00p	Homework Club
4:00p - 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, nuts 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. **AIK is a NUT FREE ZONE.** 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 and Caregivers 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, transitional kinders and currently enrolled returning families. .

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. Transitional Kindergarten and 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 and caregivers who arrive after 6:00 p.m., with or without a courtesy phone call. Parents/Caregivers 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 and caregiver is located.

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 weeks and then placed in the School's Lost and Found area.

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

Health & Wellness (and IMP)

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:

- **If a child develops any of these symptoms and or 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)**
- Parents/Caregivers are required 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 with a doctors note
- 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 and Caregivers 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 situation 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/Caregivers 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/caregiver 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/Caregivers 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/Caregivers, 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/Caregivers 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/caregivers 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/Caregivers 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/Caregiver 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/Caregiver Meetings and Conferences

Parent and Caregiver Meetings and or Conferences may be arranged upon request by the parent or Site Director. Parents/Caregivers 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/Caregiver Feedback 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
- LIC627 Consent to Medical Treatment
- LIC995E Caregiver Background Checklist Process
- GIIC Emergency and Health Form

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

- 2024-25 AIK Parent and Family Handbook
- Payment and Fee Schedule

Enrollment Fee

An annual Enrollment Fee (\$50 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.

A **WAITLIST** is put in place once all available spaces have been taken. **The waitlist will NOT be carried over from one school year to the next**. Parents/Caregivers will be contacted by the Site Director when a space is available.

Program Cancellation

Use the [Cancel/Change Form](#) to cancel your child's enrollment in AIK/GIIC. Additionally, please note:

- Once you submit the Cancel/Change Form, your child's enrollment will continue through the end of the current month, and you will not be charged on the 1st of the following month.
- Billing occurs on the 1st of every month, AIK/GIIC needs to receive the Change/Cancel Form by the 20th in order to avoid another month's billing.
- If participation or attendance crosses into a new month, families are responsible for paying for the days of attendance at a prorated daily fee.
- The Cancel/Change Form <https://girlsincislandcity.org/programs/alameda-island-kids>.

Change Fee

There will be a \$35 Change Fee (per child/per change) for ANY CHANGES to the program care pattern.

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/Caregivers 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/Caregivers 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/Caregivers 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/Caregivers 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/Caregivers 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/Caregivers 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 Director of Programs by email.

Payment Plan Request - 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.

Changes will then be submitted to the Procure System within 24 to 28 hours.

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 (based on 180 days/10 periods).

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

All fees are subjected to a 3% **processing fee**. Any refunds will be less than 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 Director of Program)
- 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/Caregivers 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**



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.

Thank you for choosing

Alameda Island Kids

Before & After School Programs

powered by

GIRLS INCORPORATED® OF THE ISLAND CITY

AIK Site Directors:

Laura Baugh

Site Director, AIK at Bay Farm Elem.

shernandez@girlsincislandcity.org

Phone: (510) 769-7426

Lois Hodges

Site Director, AIK at Earhart Elem.

lhodges@girlsincislandcity.org

Phone: (510) 769-8545

Angela Smith

Site Director, AIK at Edison Elem.

asmith@girlsincislandcity.org

Phone: (510) 769-1975

Sandy Glendinning

Site Director, AIK at Franklin Elem.

sgledinning@girlsincislandcity.org

Phone: (510) 521-0121

Moriah Walton

Site Director, AIK at Otis Elem.

Phone: (510) 523-6510

Leadership Team Contact Information:

Utronda Wilson

Director of Programs, Alameda Island Kids

uwilson@girlsincislandcity.org

(510) 521.1743 x202

Natalie Duarte

Director of Programs, Girls Programs, Meyers Camp & Teen Programs

nduarte@girlsincislandcity.org

(510) 521.1743 x206

Safi Manzoor

Director of Finance

nduarte@girlsincislandcity.org

(510) 521.1743 x200

Vania Deonizio

Director of Development

vdeonizio@girlsincislandcity.org

(510) 521.1743 x201

Jennifer Pigza

President & CEO

jpigza@girlsincislandcity.org

(510) 521.1743 x24



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