



City of San Marino Recreation Department 2016-2017

Daycare Handbook



**San Marino Recreation Office
(626) 403-2200**

Mission Statement

To provide a unique blend of community services - through attention to individuals and families, which enhance the quality of life and sense of neighborhood.

Recreation Supervisor:

Eddie Covarrubias
(626) 403-2209
ecovarrubias@cityofsanmarino.org

Recreation Coordinator:

Victoria Marshall
(626) 403-2211
vmarshall@cityofsanmarino.org

Daycare Phone Numbers:

(626) 236-0116 (Cell Phone)
(626) 354-2126 (Cell Phone)

Kindergarten Daycare Phone Numbers: (626) 227-6272 (Cell Phone)
(626) 354-1405 (Cell Phone)

San Marino Recreation Department
1560 Pasqualito Dr.
San Marino, CA 91108
(626) 403-2200

Tax I.D. #: 95-6000783

About Daycare and Kindergarten Daycare:

The San Marino Recreation Department is committed to providing the best care for your child while also being responsive to your needs as parents. Our before school and afterschool Daycare and KinderCare Programs provide a safe, clean, and caring environment for your children. Our afterschool program allows kindergarten and school age children to engage in a variety of activities. From outdoor games, arts and crafts, sports tournaments, homework help, and much more; our afterschool program is designed so that everyone goes home happy.

All of our daycare programs meet or exceed state required staffing ratios to provide the highest level of quality care and supervision. Our Daycare Staff are experienced and take the utmost care when supervising your children. All of our staff is American Red Cross CPR and First Aid certified and Livescanned prior to hiring.

We are looking forward to a safe, fun, and exciting 2016-2017 school year!! If you have any questions or concerns about our Daycare programs, please do not hesitate to contact the Recreation Department.

WHAT WE OFFER:

Before School Care:

This program offers before school care from 7:00am to 8:15am or when the school bell rings.

Limited After School Care:

This program is designed for children who are dismissed at the 2:30pm bell and need to wait for their siblings who are dismissed at 2:50pm, **or** for parents who need extra time during the day. Children must be picked up by 3:30pm from Carver, 3:45pm from Valentine, or by 4:00pm from the Recreation Department.

Minimum Day Daycare:

This program is designed for children who are dismissed at 12:30pm and need care until 3pm. Regular day care participants do not need to register for this program in addition to Kindergarten Daycare or Elementary Daycare at the Recreation Department.

After School Kindergarten Daycare:

This program offers after school care from 2:30pm to 6:00pm Monday through Friday at the Recreation Department. Transportation to the Recreation Department from Carver and Valentine is provided.

After School Daycare (1st-5th Grades):

This program offers after school care from 2:30pm to 6:00pm Monday through Friday at the Recreation Department. Transportation to the Recreation Department from Carver and Valentine is provided.

Registration:

Registration for our Daycare and Kindergarten Daycare Programs is accepted at the Recreation Office located at 1560 Pasqualito Dr. in San Marino. We currently do not offer telephone or online registration, due to various Emergency Forms, Transportation Forms, and Liability Forms that are required prior to the program commencing.

Registration is accepted Monday – Thursday from 8am to 5pm at the Recreation Office only. Upon registration, participants are placed on a roster and the roster is forwarded to the Daycare and Kindergarten Daycare Specialists to ensure that adequate staffing levels are met.

Emergency Forms:

An Emergency Form **for each individual child** must be completed and returned to the Recreation Office prior to the first day of care.

Tuition:

Tuition is due by the first of each month. **If tuition is not received by the 1st of the month, a \$25 late fee will be applied to your account.** Tuition payments are accepted by cash, check, money order, Visa, MasterCard, and Discover. Please make checks payable to the *City of San Marino*.

Sign-In / Sign-Out Procedures:

This is a very essential part of the Daycare and Kindergarten Daycare program. **Sign In:** Every participant must sign in with a Daycare/Kindergarten Daycare staff member at Carver and Valentine when they are dismissed from school. **Sign Out:** If the children are being picked up from the Recreation Department, the parent and/or guardian must sign out with a staff member before leaving the Recreation Department. Please have your identification readily available upon picking up your child. If you will have someone other than the listed parent/guardian picking up your child, please call the Recreation Office in advance so we can add that name to the pick-up list. We will not release a Daycare or Kindergarten Daycare Participant to anyone who has not been cleared by the Recreation Department.

Late Fees:

Please Note that a \$1 per minute late fee for participants picked up after 6:00pm is strictly enforced. The fee will be applied to the participants account immediately at week end.

Snacks:

A daily snack will be given to your child at the Recreation Department. Snacks will consist of the following: Granola bars, Yogurt, String Cheese, Gold Fish, Fruit Snacks, Cuties, and Apple Slices. If your child has any food allergies, please detail it on our medical form.

Allergies:

Parents are required to advise all staff as well as the Recreation Department of any and all allergies. There is a place for allergies on the Emergency Form that is required prior to enrollment in the Daycare and Kindergarten Daycare programs.

EpiPen/Inhaler:

If your child requires an EpiPen or an Inhaler, please see the Recreation Office to fill out the required medical forms.

Emergency Procedures:

In the event of an earthquake or other natural disaster, children will be kept at the Recreation Department under care and supervision, until parents or authorized persons pick them up. After a disaster, please go to our pick-up tent which will be located at the north end of our parking lot. At our pick-up tent, we will check-out your child to you. Should it be necessary to evacuate the Recreation Department, your children will be taken to the Crowell Public Library located at 1890 Huntington Dr.

Fire, Earthquake, and Lockdown drills are practiced regularly so that everyone knows exactly how to do “what”, “where”, and “why”. If any of these should occur, the faculty will follow the City of San Marino Recreation Department’s emergency procedures and lead the children to an assembly area on the grass area on the south side of the Recreation Department. All *Emergency Authorization Forms* must be on file in the Recreation Department Office for each child. **Parents are responsible for keeping the school informed of any changes in emergency information during the school year.** Your child will not be released to anyone that is not on your *Emergency Authorization Form*.

SCHOOL YEAR CALENDARS

Carver Elementary School		Valentine Elementary School	
August 15-18	Minimum Day	August 15-19	Minimum Day
August 25	Minimum Day		
September 5	Labor Day	September 5	Labor Day
September 26	School Closed	September 26	School Closed
October 28	School Closed	October 28	School Closed
November 11	Veteran’s Day	November 11	Veteran’s Day
November 14-18	Minimum Day	November 14-18	Minimum Day
November 23	Minimum Day	November 23	Minimum Day
November 24-25	Thanksgiving	November 24-25	Thanksgiving
December 22	Minimum Day	December 22	Minimum Day
Dec 23 – Jan 6	Winter Break	Dec 23 – Jan 6	Winter Break
January 16	MLK Day	January 16	MLK Day
February 17	School Closed	February 17	School Closed
February 20	School Closed	February 20	School Closed
March 3	Minimum Day	March 3	Minimum Day
March 16–March 17	Minimum Day	March 16–March 17	Minimum Day
March 20–March 27	Spring Break	March 20–March 27	Spring Break
May 29	Memorial Day	May 29	Memorial Day
June 1	Last Day of School	June 1	Last Day of School