



# City of San Marino Recreation Department 2019-2020

## Daycare Handbook



San Marino Recreation Department  
1560 Pasqualito Drive  
(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.”*

## **CONTACT INFORMATION**

To speak with the program director or administrative staff, please call the San Marino Recreation Department at (626) 403-2200. The administrative staff can be reached until 6:00 pm. Beyond regular business hours, you may leave a message on the answering machine or send an email. You can also reach Daycare staff on the cell phone numbers listed below.

### **Recreation Coordinator:**

Victoria Marshall  
(626) 403-2211  
[vmarshall@cityofsanmarino.org](mailto:vmarshall@cityofsanmarino.org)

### **Recreation Supervisor:**

Eddie Covarrubias  
(626) 403-2209  
[ecovarrubias@cityofsanmarino.org](mailto:ecovarrubias@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 Live Scanned prior to hiring.

We are looking forward to a safe, fun, and exciting 2019-2020 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 7:00 am to 8:30 am or when the school bell rings at Carver and Valentine Elementary Schools.

### 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 4:00pm at the Recreation Department. **On Minimum Days, students must be picked-up by 1:00pm at Carver, 1:15pm at Valentine, or by 1:45pm at the Recreation Department.** If care is necessary past 1:45pm enrollment in Minimum Day Daycare is available for an additional fee of \$25. The \$10 Limited After-School Care daily fee is transferable to Minimum Day Care. The monthly Limited After-School Care fee is non-transferable.

### 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 (1<sup>st</sup>-5<sup>th</sup> 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.

## POLICIES AND PROCEDURES

### 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 1st of each month prior to the child checking in with daycare staff. **If tuition is received late 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*.

### Receipts:

We e-mail receipts upon request, so please make sure we have your correct email address in our Rec Trak program. Upon receiving your receipt, carefully look over it to ensure that the appropriate calendar days have been selected for the day(s) your child will need care.

### 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.

### Reporting Absences:

**If your child will be absent from the Daycare Kindergarten Daycare program, you must notify the Recreation Department one of the following ways:**

- On the previous day when you pick-up your child.
- Calling the Recreation Department at (626) 403-2200 on the day your child will be absent.

Fees will not change for missed days and missed days cannot be made up. Your cooperation informing staff of missed days helps ensure the safety of the child at pick-up time. Excessive “no-calls” may result in your child being dismissed from the program.

### Late Fees:

Please Note that a \$1 per minute, per child, late fee for participants picked up after 6:00pm is strictly enforced. The fee will be applied to the participants account immediately at weeks end. Excessive “late pick-ups” may result in your child being dismissed from the program.

### 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 Recreation Department 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*.

**Discipline Policy:**

To prevent the need for discipline, the City of San Marino Recreation Department staff utilizes positive reinforcement techniques while communicating with the children. Staff recognizes and rewards appropriate behavior. However, if there is a need for discipline, appropriate action will be taken. The procedures used by the staff are designed to be fair, consistent and effective. First, staff and child will discuss the inappropriate behavior and expectations of the child. If the problem continues, the child could have a warning and some privileges might be taken away. If the problem continues, parents will be called to pick-up their child. Parents will be notified when the child misbehaves. Continuous or major disciplinary problems could result in your child being suspended or expelled from the program.

**Personal Belongings:**

All articles of clothing and personal property should be clearly marked with your child's name. Be aware that possessions do get lost or misplaced; please discourage your child from bringing toys, radios, electronic games, headphones, etc. to After-school care. Cell phones are not to be used during care hours. Children using cell phones will be asked to put them away. The City of San Marino Recreation Department is not responsible for the children's personal belongings.

**Photographs:**

Occasionally, images of recreation participants are used for promotional purposes in City-related media; by signing up for a class or activity, you grant the City of San Marino permission to use your child's photograph or likeness.

**Parent Communication:**

The Recreation Department strongly encourages parent communication and cooperation with the staff. Good communication with each parent helps the Daycare Program staff relate to the children most effectively. Please feel free to communicate any special needs or address any concerns that you have to the staff. The staff will inform you of any behavior concerns regarding your child when necessary.

## PROGRAM SCHEDULE

### Daily Program Schedule:

It is the goal of the Recreation Department to offer your child a safe and inviting place for them to have fun. The following is a typical daily schedule:

#### **Kindergarten**

2:30 - 3:15pm	Pick-up from Carver and Valentine Elementary Schools
3:15 - 3:45pm	Story book/ Reading time
3:45 - 4:00pm	Snack time, provided by the Recreation Department
4:00 - 5:00pm	<i>Organized Recreational Activities</i> <i>Activities may include sports, crafts, games, contests, and science activities</i>
5:00 - 5:30pm	Free choice of recreation activities
5:30 - 5:45pm	Clean-up time
5:45 - 6:00pm	Board games

#### **Daycare**

2:30 - 3:30pm	Homework/Recreational Activities at Carver and Valentine Schools
3:30 - 4:00pm	Pick-up from Carver and Valentine Elementary Schools
4:00 - 4:15pm	Snack time, provided by the Recreation Department
4:15 - 5:15pm	Continue Homework/ <i>Organized Recreational Activities</i> <i>Activities may include sports, crafts, games, skills contests, and science activities.</i>
5:15 - 5:30pm	Free recreation choice of activities
5:30 - 5:45pm	Clean-up time.
5:45 - 6:00pm	Board games

**\*Schedules may vary slightly for each program.**

### Teacher In-Service Day/ Holiday Care:

On Teacher In-service Days, which are not City-wide holidays, supervision is available from 7:00am to 6:00pm at the Recreation Department for an additional fee. The fee is \$30 for Partial Care (7:00am to 12:30pm **or** 12:30pm to 6:00pm) or \$60 for Full Day Care (7:00am to 6:00pm). **There is a minimum requirement of 7 students per day to run this program and no refunds will be made the day or week of care.** The registration deadline will be approximately two-weeks prior to the Student Free Day. Below is a list of Teacher In-Service Days...

Monday-Wednesday, November 25-27 (Thanksgiving Break)  
Monday, December 23 (Winter Break)  
Thursday, Friday December 26-27 (Winter Break)  
Monday, December 30 (Winter Break)  
Thursday, Friday January 2-3 (Winter Break)  
Monday, January 20 (MLK Day)  
Friday, February 14 (Lincoln's Birthday)  
Tuesday, February 18  
Monday-Friday, April 6-10 (Spring Break)

## 2019/2020 SCHOOL YEAR CALENDARS

<b>Carver Elementary School</b>		<b>Valentine Elementary School</b>	
August 14-15	Minimum Day	August 14-16	Minimum Day
August 16,19	Minimum Day (TK-1)	August 19-20	Minimum Day (TK-1)
August 22	Minimum Day		
September 2	Labor Day	September 2	Labor Day
November 8	Minimum Day	November 8	Minimum Day
November 11	Veteran's Day	November 11	Veteran's Day
November 18-22	Minimum Day	November 18-22	Minimum Day
November 25-29	Thanksgiving Break	November 25-29	Thanksgiving Break
December 20	Minimum Day	December 20	Minimum Day
Dec 23-Jan 3	Winter Break	Dec 23-Jan 3	Winter Break
January 20	MLK Day	January 20	MLK Day
February 14-18	President's Day	February 14-18	President's Day
February 28	Minimum Day	February 28	Minimum Day
April 2	Minimum Day	April 2	Minimum Day
April 3	Minimum Day	April 3	Minimum Day
April 6-10	Spring Break	April 6-10	Spring Break
May 22	Minimum Day	May 22	Minimum Day
May 25	Memorial Day	May 25	Memorial Day
May 28	Last Day of School	May 28	Last Day of School