



# **PACIFIC GROVE UNIFIED SCHOOL DISTRICT BEFORE AND AFTER SCHOOL RECREATION PROGRAM HANDBOOK**

## **I. HISTORY AND INFORMATION**

- A. The Before and After School Recreation Program (**BASRP**) was established in November 1984 through a joint effort of the Pacific Grove Unified School District (PGUSD) and PG PRIDE to provide quality child care for the students of Pacific Grove. The program is now under sole supervision of the school district.
- B. Centers are located at the following sites:

### **FOREST GROVE SCHOOL CENTER**

1065 Congress Avenue  
BASRP Leader: Marlene Roman  
(831) 646-6501 – 24 Hour Voicemail  
[mroman@pgusd.org](mailto:mroman@pgusd.org)

### **ROBERT H. DOWN SCHOOL CENTER**

485 Pine Avenue  
BASRP Coordinator: Jill Houston  
(831) 646-6548 – 24 Hour Voicemail  
[jhouston@pgusd.org](mailto:jhouston@pgusd.org)

## II. CONTRACTS

- A. Child care is done on a contract basis only at a contract rate of \$6.00 per hour.
- B. Contracts are based on your regular weekly use.
- C. Contracts must be made for a minimum of four hours per week.
- D. Any additional hours you may need to use above your contract will be charged at an overtime rate of \$7.00 per hour.
- E. Parents must fill out the hours for each contract for every child attending the program for the school year.
- F. Adjustments will be made for minimum days and holidays.
- G. No contract can be changed in the middle of a billing period.
- H. You must wait until the next billing cycle, except if the school changes the children's schedule.
- I. All contract changes and cancellations must be in writing two weeks prior to billing period notification to take effect.
- J. **There will be no refunds or reimbursements.**

## III. FEES/CHARGES

### A. REGISTRATION FEE

1. An annual registration fee of \$25.00 per child will be applied to all accounts.

### B. BILLING/PAYMENTS

1. Your bill will be based on a monthly billing cycle.
2. Accounts will be billed monthly two weeks in advance of service.
3. Full payment must be received by the beginning of the new billing cycle or your child may be denied attendance in our program.
4. **IF FULL PAYMENT IS NOT RECEIVED, CHILD WILL NOT BE ABLE TO ATTEND OUR PROGRAM.**
5. Please be sure to write your child's name on the check.

### C. PAST DUE ACCOUNTS

1. PAST DUE ACCOUNTS WILL RESULT IN THE TERMINATION OF CHILD CARE SERVICES.

### D. RETURNED CHECKS

1. A \$25.00 fee will be charged on all returned checks.
2. Payment for returned checks must be made by cashier's check, money order, or cash.
3. After two returned checks, we will no longer accept your personal check as payment for services.

## IV. LATE PICK-UPS

- A. All centers close at 6:00 p.m. **Late pick-ups are very costly.**
- B. A fee of \$25.00 for the first ten (10) minutes and \$25.00 for each additional five minutes (or portion thereof) will be charged for late pick-ups.

- C. If your child has not been picked up by 6:30 p.m. the child will be put in protective custody at Pacific Grove Police Department.
- D. Three late pick-ups may result in your child being dropped from the program.
- E. Staff cannot transport children.

**V. STUDENT PARTICIPATION IN OTHER ACTIVITIES**

- A. Students who participate in afterschool activities on school grounds will sign in to BASRP **after** they have completed their program.
- B. There are many afterschool activities that students participate in. It is not possible for the BASRP staff to monitor children until they sign in.
- C. The charge for children who come to BASRP begins after they sign in upon completion of their after school activity.

**VI. ENROLLMENT**

- A. Enrollment is always accepted. When one site is full, we can offer to place your child at one of our other centers. Bus transportation may be available. ALL FORMS must be completed prior to the child's participation in our program.

**VII. ARRIVAL/DEPARTURE**

**A. SIGN-IN & SIGN-OUT PROCEDURES**

- 1. The authorized person who delivers a child must sign-in the arrival time and initial.
- 2. Students arriving after school will be signed in by recreation leader/designee.
- 3. Parents/authorized individuals must come into the center to sign your child(ren) out (time and initial). We realize that this can often feel like a bothersome burden. This procedure is required to assure your child leaves our program in the care of you or your designee.
- 4. Please be sure a staff member is always aware of your departure.
- 5. Children not signed-out will be assumed to have left at 6:00 p.m. and will be charged accordingly.
- 6. CHILDREN WILL NOT BE RELEASED TO ANYONE WHOSE NAME IS NOT ON THE EMERGENCY CONTACT LIST.

**VIII. ILLNESS/INJURY**

- A. If your child has medication (over the counter or prescription) that must be administered during BASRP hours, a medication form must be filled out in the school office and signed by your child's doctor before our leaders will dispense any medication.
- B. If your child has a fever of 100 or higher, you will be called to pick up your child. Children must be fever free for 24 hours prior to returning.
- C. If a child becomes ill or injured while at our centers, we will notify parents immediately. If we are unable to contact a parent, we will contact the authorized person(s) on the emergency card.
- D. IT IS VERY IMPORTANT THAT YOUR CHILD(REN)'S EMERGENCY CONTACTS BE KEPT CURRENT.

- E. If a child is in need of medical care and a parent/authorized person cannot be contacted, 911 will be called to transport your child, and given the emergency card.
- F. If your child is sick or going to be absent please notify us.

**IX. LUNCH/SNACKS**

- A. All children not participating in the school lunch program should bring a sack lunch.
- B. Adequate and nutritious snacks should be provided for the entire day.
- C. On minimum days, remember to bring a lunch from home.

**X. BEHAVIOR**

- A. We will follow the rules and discipline procedures established at each school site.
- B. If the student is suspended he/she may **not** return to the Before and After School Programs until after the suspension has been served. We are a school based program and must follow all school rules.

**XI. HELPFUL HINTS FOR PARENTS**

- A. Put your child's name on all clothing, lunch boxes, etc.
- B. Pack enough snacks (small children often need more)
- C. Keep emergency contacts up to date.
- D. Keep your child at home if he/she is feeling ill. We will notify you to pick up your child if he/she arrives at the center ill or becomes ill under our care.
- E. Please keep this information as you may need to refer to it throughout the year.

**XII. WEEKLY ACTIVITIES**

- A. Each week, each site will post any movie or other special or unusual activity that is planned during the scheduled period.
- B. If parents have an objection to their child watching the planned movie or participating in any scheduled activity they should inform the program staff. Alternative activities will be provided for such children.
- C. In general, all movies and activities are selected to be age and content appropriate, however, it is understood that parents may have reasons that their child should not participate in certain activities. Such requests will be honored by the staff.

**XIII. SCHOOL CALENDAR AND DAYCARE HOURS**

- A. Regular Robert Down BASRP hours are 7:00 a.m. to 10:00 a.m. and 1:00 p.m. to 6:00 p.m.
- B. Regular Forest Grove BASRP hours are 7:00 a.m. to 10:00 a.m. and 1:00 p.m. to 6:00 p.m.

- C. Please see our school calendar for any minimum/non-school days. All centers will be closed on non-school days.
  - D. Our BASRP centers will be open on minimum days at 12:00 p.m. to accommodate the school schedule.
  - E. Please note: our centers will be closed at 4:00 p.m. the day before Thanksgiving Break and Spring Break, and the last day of school. The day before Winter Break our centers will be closed at 2:00 p.m. Please plan accordingly.
  - F. Any and all exceptions to this booklet must be approved by the program coordinator and program administrator.
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Pacific Grove Unified School District  
 435 Hillcrest Avenue  
 Pacific Grove, CA 93950

**BEFORE AND AFTER SCHOOL RECREATION PROGRAM**

CHILD'S NAME: \_\_\_\_\_

PARENTS NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Contract will begin: \_\_\_\_\_

Day	MORNING		AFTERNOON		Daily Total Hours
	In	Out	In	Out	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
<b>TOTAL HOURS for WEEK</b>					

**\*\* Full payment is due before the first day of the billing cycle.**

I HAVE READ THE PGUSD BASRP HANDBOOK AND UNDERSTAND AND AGREE TO MY RESPONSIBILITIES. I HAVE COMPLETED THIS FORM ENTIRELY.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BASRP opens at 7:00 a.m. and closes at 6:00 p.m.**

**CONTRACT RATES: \$6.00 per hour. Over time rates \$7.00 per hour.**