

Homeschool
Enrichment Class

For Grades TK-12th

Supporting
Parents
As they
Raise
Kids

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POLICIES AND PROCEDURES

STAFF AND PARENT HANDBOOK 2019/2020



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PROGRAM INTRODUCTION

Welcome to the Sacramento Spark homeschool enrichment and group-tutoring program. Spark is designed as a supplement to your homeschooling program. Spark is a registered vendor with Visions, Horizon, Inspire and CORE charter schools. Please read and review all policies and procedures in this handbook prior to signing the Sacramento Spark Contract due on your child's first day of class.

SACRAMENTO SPARK PHILOSOPHY:

Children: are entitled to a safe and nurturing environment with a schedule of routines that best meet the needs of each child in our program. Children should move, sing and play every day and be given opportunities to explore and experiment with different supplies and materials. Each child is to be treated with respect and valued as an individual.

Parents: are entitled to respect, support, and quality care for their children.

Staff, Guest Speakers and Volunteers: are entitled to work in an environment that recognizes and respects their individual talents, skills, training, and commitment to enriching the lives of our students and their families.

Learning Studio: is where services are to be provided. It deserves to be cared for, respected and maintained to the highest possible levels of safety and cleanliness by all participants, volunteers and staff.

ATTENDANCE POLICY

Regular attendance is important for a child's ability to settle into the program and become acquainted with the schedule, and routines. It also helps a child's comfort with instructors and the other children in their group and ensures that they get the most out of our program. Parents are welcome to observe at any time.

ENRICHMENT CLASS ARRIVAL

- Children may be dropped off as early as, but no sooner than 9:05am. Class begins at 9:30am
- While there is no penalty for arriving late, a prompt arrival is encouraged in order to benefit from the entirety of the program.
- Parents must make personal contact with staff upon arrival on the first day of each six-week session

"TEEN SPARK" GROUP TUTORING ARRIVAL

- Children may be dropped off as early as, but no sooner than 12:45pm. Class begins at 1:00pm
- While there is no penalty for arriving late, a prompt arrival is encouraged in order to benefit from the entirety of the program.
- Parents must make personal contact with staff upon arrival on the child's first day.

DEPARTURE

- Parent **must** sign the child out
- Parents, please check lost and found for any belongings

RELEASE OF CHILDREN

- Child(ren) will be released **only** to the parent or legal guardian or to those whom the parent/ guardian has named and listed on the emergency contact form.
- Picture identification will be required if that person is not known to Spark staff.
- Parents must notify Spark staff if there is a non- custodial parent and will provide a copy of any custody order and photo of non-custodial parent.
- If a non-custodial parent insists that the child be released to them, Spark staff will:
 - Ensure all children and staff are safe
 - Calmly state the Release of Children Policy
 - Contact custodial parent
 - Call Citrus Heights Police Department if non-custodial parent tries to leave with the child
- Children will not be released to anyone under the age of 12.
- Children 16 years of age or older may sign themselves out if parent/guardian has given permission to do so as indicated on the emergency contact form
- If a parent/ guardian or emergency contact appears to be intoxicated when picking up a child, Sacramento Spark **will not** release the child. Staff will
 - Offer to call a relative to pick up both the parent and the child
 - Offer to call a cab or rideshare company (uber or lyft)
 - Inform the person that if he/she chooses to drive with or without the child, Citrus Heights Police Department will be notified immediately

LATE PICK UP

Spark Enrichment Classes end at 3:00pm Monday – Thursday.

Group Tutoring/“Teen Spark” ends at 5:00pm Friday.

It is the parent’s responsibility to see that the child is picked up on time.

Although allowances will be made for emergencies, a parent who picks up their child more than 5 minutes after the scheduled pick-up time will be charged a late fee of \$10 for every ten minutes late.

Transportation to and from the Sacramento Spark Learning Studio is the responsibility of each parent. If you have transportation difficulties, please notify Spark staff immediately.

ABSENCE

- Please notify staff by 9:30 am if your child will be absent.
- It may be possible to schedule a make up day if at least two weeks notice is given and the chosen day for make up has a spot available. (Please speak to Program Director to make arrangements) Make-up days are **not** guaranteed.
- Parents will be called when a child misses a day and the parent made no contact.
- If after **two weeks** the parents have not contacted Spark and/or Spark staff have been unable to reach the parents, either by phone, text or email, the child will be dismissed from the program and their spot will be offered to the first name on the waiting list. A refund will **not** be issued.

BATHROOM POLICY

Students enrolled in our program **must be completely potty-trained**. Students will be encouraged and reminded to use the bathroom at appropriate times throughout the day.

Only one person is allowed in the bathroom at a time.

Staff will **not** assist child with wiping, or otherwise completing a bathroom need. In case of accidents parent will be called. It is recommended that a change of clothes be brought in with the child, especially for younger students or those with particular needs.

If child is unable or unwilling to perform bathroom tasks independently, parent must remain for the entirety of the day (see Volunteer Policy)

COMMUNICATION POLICY

Sacramento Spark supports an “Open Door” policy. Parents are welcome to drop in and observe the program at any time. If consultation with staff is desired, please schedule an appointment before or after class.

Parents can expect ongoing communication regarding:

- their child’s progress and behavior
- program activities and upcoming events
- general operation of our learning studio
- community resources available to parents

Parents concerned with the care of their child, any incidents in the learning studio, in need of assistance or advice for homeschooling, or who otherwise need to speak with the Program Director are asked to schedule an appointment after class hours.

The best way to reach Sacramento Spark staff **during** class hours is via text or phone call. Email is checked before and after class Monday- Friday morning. Any emails received after 5:00pm Friday or over the weekend will not be reviewed until the following Monday morning.

DISCIPLINE POLICY

Students work with staff to create “Agreements” for their individual class groups. These include, but are not limited to:

- Be safe
- Be kind
- Be respectful
- Be clean
- Have Fun

All students and staff must sign the agreements. If an agreement is broken, the student is issued a verbal warning. If the inappropriate behavior continues, it will be recorded on the behavior chart. (cont.)

DISCIPLINE POLICY (CONTINUED)

Behavior Chart: Each student begins the day with a **green** card displayed in his or her number-pocket on the behavior chart. If after receiving a verbal warning, the student continues to display inappropriate behavior, he/she will be asked to change the card to **yellow** and may be told to move to a different location in the room, possibly away from a buddy. Often, this is enough to redirect the student.

If student's misbehavior continues, student will be told to change the card to **orange** and will be given a time-out; one minute per year of age. Upon completion of time out, student will be asked why they were put on time out and if necessary, helped to identify the behavior that lead them there.

If, after a time-out, the student's behavior does not improve the card is changed to **red**. Parent will be called and asked to pick up the child. There will **not** be a refund for classes or portions of classes missed due to misbehavior and no make-up day will be available.

Any student who gets **two** red cards in one six-week session will not be allowed to complete the session. No refund will be given. Student will also be suspended from enrolling in the following six-week session. The student may apply for the program again once this suspension period ends.

Any student who physically harms another student or staff will be immediately placed in time-out (orange card) even without a verbal warning or yellow card having been issued. An incident report must be filled out and parent will be notified at pick-up.

Parents may look at the behavior chart at sign out at the end of each day or at any time they come in to observe.

EMERGENCY/MEDICAL ATTENTION

If student is in need of immediate medical attention, Spark staff will call emergency services to respond. Spark staff will then call parents or emergency contact if parent cannot be reached. Please inform Spark in writing of any preferences in this regard.

In case of an emergency that requires us to stay in the learning studio, Spark has an emergency preparedness kit. This kit contains enough emergency supplies to take care of all the children in a full class and the staff for at least 72 hours.

In the case of an emergency that requires us to evacuate the learning studio, we will take our emergency kit and all the students to **Montview Park 4401 Minnesota Ave. Fair Oaks, CA 95628**

Our first priority will be to get the children away from the danger as safely and quickly as possible. If within an hour it is determined by authorities that it is safe to enter, we will return to

EMERGENCY POLICY CONTINUED

the Spark learning studio. If after one hour it is still unsafe to return, parents will be called to pick up their child.

If weather does not permit staying outside during the hour, parents will be called immediately to pick up their children.

Staff may call parents at any time to pick up their child if their ability to maintain the child's safety is in question. Make-up days will be scheduled to cover missed classes due to emergency. In the event a make-up date cannot be scheduled, parents will be refunded for missed classes due to emergency.

HEALTH AND SAFETY

Our learning studio has been designed to ensure a safe, comfortable, welcoming environment that will accommodate the abilities and needs of all our students and staff. Our goal is to promote good health, care of self and others, and safety above all. Sacramento Spark is committed to providing:

- A clean, well maintained, and safe environment
- First aid and Emergency kit on site at all times
- Staff that is certified in first aid and CPR
- Opportunities for both rest and exercise
- Opportunities to learn self-care skills, and age-appropriate skills for the cleaning and maintenance of our shared space

Students will be required to wash hands before lunchtime and snack time and reminded to do so after using the bathroom. All students will take part in clean up at the end of each class day, wiping down tables, putting away toys and throwing away garbage as needed.

ILLNESS

Please keep your child at home if he/she has or has had within the past 24 hours:

- a fever above 101°F
- a sore throat
- head lice
- Eye, ear or skin infection or rash
- Diarrhea or loose stools combined with nausea, vomiting or abdominal cramps
- Any type of contagious or communicable disease such as flu, measles, mumps, rubella or chicken pox

If a child becomes sick at Spark, the parent will be called and asked to pick up the child. The child will be isolated from the other children and made as comfortable as possible, but Spark will **not** administer medication.

Please keep your child at home until he/she is well enough to attend.

IMMUNIZATION

Students enrolled in a charter school and paying for Sacramento Spark Enrichment or Group Tutoring classes will not need to show immunization records. The school voucher or purchase order will serve as proof of compliance with California State immunization laws.

Students in an independent homeschool program or parents paying out-of-pocket **must** present the child's immunization records as proof of immunization in compliance with California State immunization laws.

A copy of the parent's guide to immunizations required for school entry from the California Department of Public Health will be displayed in the Spark Learning Studio.

LUNCH AND SNACK

Lunchtime is 11:30am Monday – Thursday.

There is no allotted time for lunch on Friday.

Snack time is at 2:00pm.

Students and staff must provide their own lunch meal and snacks.

The Sacramento Spark Learning Studio is a nut-free zone. Parents are asked not to pack anything containing nuts or nut products. If a student inadvertently brings a snack or product containing nuts, it will be taken away and returned to the parent at pick-up along with a reminder not to bring any items containing nuts.

ALLERGIES

Parents/guardians need to inform Spark staff in writing if their child has any allergies.

- A **Care Plan** card will be created for the student detailing the steps to take if the child has an allergic reaction.
- Care Plan cards will be kept in the emergency contact binder.
- If deemed necessary, parent may provide extra training to Spark staff.
- Parent will be informed immediately of any allergic reaction and the steps taken.

MOBILE DEVICE POLICY

Sacramento Spark recognizes the wide range of mobile technology devices and their value as learning tools. For the purpose of this policy, mobile devices are deemed tablets, laptops, cell phones, and e-readers.

Such devices can be brought to our learning studio in accordance with the following conditions:

- Parents/guardians are fully responsible for making the decision to provide a mobile device and are aware their child is bringing it to our learning studio.
- Students who bring a mobile device to school do so at their own risk. **Sacramento Spark will not be responsible for the loss, theft, or damage of mobile devices brought from home.**
- Students are expected to use their mobile device only for school-related activities with the permission of teachers or supervising staff.

PAYMENT AND FEES

Payments must be made by the end of the child's first day of class each session. Parents paying out-of-pocket may request to set up a payment plan by contacting the Program Director. Students may **not** enroll in a second session until the first has been paid in full. Payments may be made via voucher or purchase order through the student's charter school.

Fees are as follows:

Spark Homeschool Enrichment class for students in TK-5th grade:
\$300 per student per six (6) week session.

Teen Spark Group Tutoring Payment options:
\$15 / hour drop-in rate.
\$55 for a full day drop-in (4 hours)
\$200 Monthly prepaid (16 hours)
\$600 pre-paid fall semester (14 weeks)
\$800 pre-paid spring semester (20 weeks)

PHOTOGRAPH POLICY

Pictures taken in the Sacramento Spark learning studio or during a Spark event will be for the enjoyment of the program participants, and for program promotion as needed. Parent must sign a consent form prior to the child being photographed.

PROGRAM STRUCTURE

ENRICHMENT CLASS

Sacramento Spark Homeschool Enrichment is for students in TK-5th. One "session" runs for six (6) weeks. There will be five (5) sessions during the 2019/2020 school year.

Parents may enroll their child for a particular day of the week, (Monday through Thursday) and may bring their child **only** on that day for the six weeks. (see ABSENCE under ATTENDANCE POLICY) The same material is covered each day for all four days each week. Class time is 9:30am to 3:00pm

Each session includes a Science portion that is designed to align with the Next Generation Science Standards (NGSS) as outlined by the Science Curriculum Framework for the state of California for grades K-2nd and 3rd-5th. A copy of chapters 3 and 4 of the California Science framework is kept in the Spark Learning Studio and may be referenced by parents at any time.

Other subjects to be covered vary and may include but are not limited to: Foreign language (Spanish, French or American Sign Language); Music and music theory; Theater arts; Creative Writing; Puppetry; Math concepts; and Drawing.

GROUP TUTORING

Sacramento Spark group tutoring, (also known as “Teen Spark”) is for students in grades 6 through 12.

This class will meet every Friday from 1pm-5pm from September 6th 2019 through May 29th 2020.

Students may bring schoolwork yet to be completed or with which they may require assistance.

Students may arrive any time before 4pm as needed. (see payment options under PAYMENT AND FEES) Students who have prepaid will **not** be refunded for missed classes or portions thereof.

It is recommended that students attend the full four hours to fully benefit from both the Study Skills portion and the Interpersonal Communication portion to be considered each day.

Guest speakers will occasionally be invited to present in class. Parents will be notified of these events and are welcome to join.

Students are given a 15-minute break and are allowed to leave the learning studio **only** with a signed permission slip from the parents.

During this break, students may purchase drink and/or food items from establishments within the San Juan Plaza **only**.

Students may **not** go behind the buildings or leave the plaza. If a complaint is received from any of the establishments about a student’s behavior, he/she will lose the privilege of exiting the learning studio during the break.

VOLUNTEERS

Anyone wishing to volunteer in the Sacramento Spark Learning Studio **on a regular basis** must first complete an interview with the Program Director and complete a background check. There is a **\$20** rolling fee for fingerprinting that **must be covered by the person wishing to volunteer**. (Sacramento Spark will cover the cost of the Background Fee.)

Parents who wish to remain with their child throughout the class day, or who need to stay due to a child’s needs must also complete a live-scan fingerprinting.

One-time visitors (such as guest speakers or parent observers) will **not** be fingerprinted but will need to be interviewed by Program Director and must be supervised by Spark staff for the duration of their visit.

WAITING LIST

A waiting list will be formed when full enrollment has been reached. The number of children enrolled is not to exceed the 1:14 ratio. Children are accepted on a first come basis. When an opening occurs parents of the first name on the waiting list will be contacted by email. Children will be removed for the following reasons:

- At parent/ guardian's request
- Family has moved away
- No contact has been established by either telephone or email after two attempts at each over two weeks (and parent is then unreachable)

Policies are subject to change at the sole discretion of Sacramento Spark. Parents will be notified in writing of these changes and a revised copy will be sent to all parents of students currently enrolled in the program. We thank you for your cooperation.