

# SERENDIPITY CLUB HANDBOOK

Holy Rosary School  
Extended Care Program  
2018 – 2019



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# PROGRAM STRUCTURE, POLICIES AND PROCEDURES

## **WHAT IS AN EXTENDED CARE PROGRAM?**

The extended care program, Serendipity Club, offers before and after school care for children regularly enrolled in Pre-Kindergarten through Eighth Grades. It is staffed by school personnel and legally can operate only on days when school is in session, including minimum days. Serendipity Club provides care and supervised recreational enrichment activities. It serves working families who desire both parochial school education and supplementary day care in a Christian environment. Within a large family environment, the program strives to provide individual attention, security, consistency, and fair treatment for children who attend.

## **FACILITIES**

The Serendipity Club is located in the convent building. The Serendipity Club has after school access to a kitchen, two bathrooms, classrooms, a large front room, the Media Center and a supervised outdoor play area.

## **HOURS AND LOCATION**

### ***Monday through Friday***

6:30 – 7:50 AM	All Grades
11:30 AM – 3:00 PM *	Pre-Kindergarten Students
3:00 – 6:00 PM	All Grades

### ***Wednesday***

1:30 – 3:00 PM **	Kindergarten Shortened Day
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### ***Minimum Day***

6:30 – 7:50 AM	All Grades
11:30 AM – 12:00 PM *	Pre-Kindergarten Students
12:00 – 6:00 PM	All Grades

\* Pre-Kindergarten students are required to provide a Nap Mat, which must be taken home at the end of each week to be laundered.

\*\* Serendipity Club is available and included in tuition for Kindergarten students only from 1:30-3:00 PM.

## **PROGRAM SCHEDULE (after school)**

Check In	3:15 – 3:25 PM
Free Time	3:15 – 4:00 PM
Snack Time	3:45 PM
Homework Club	4:00 – 5:10 PM
Free Time	5:10 – 6:00 PM

### **SNACK**

Children are provided an afternoon snack daily – 3:45 PM. Students may also purchase a snack from the Serendipity Club “vending machine” in addition to the daily snack provided. Cost is 50 cents to \$2.00. Children should not be carrying a large amount of cash. Serendipity Club is not responsible for lost money. We recommend that your child come each day with a refillable water bottle. Drinking cups are not provided.

### **LUNCH**

Unless alternate plans are made and published in the school newsletter, children will need to bring a lunch from home if they are staying at the Serendipity Club during the lunch hour. If the Serendipity Club staff needs to provide a lunch for your child, a \$5.00 lunch fee will be charged to your extended care account.

### **HOMEWORK CLUB**

Monday through Thursday a mandatory study period is scheduled from 4:00 – 5:10 PM. Homework Club takes place in our Media Center. Computer use is available. It is the child's responsibility to acknowledge an assignment and to use any available resources. Homework Club is not one on one tutoring. We encourage the children in their work and answer questions regarding homework. We suggest that each child bring something “extra” such as a reading book or art activity to do in the event they finish or do not have homework on a particular day.

### **LOST AND FOUND**

Serendipity Club’s lost and found is located by the Serendipity Club office at the back entrance. Please check regularly if your child is missing items. Each item your child brings to school or Serendipity Club – sweatshirt, jacket, lunch box, and water bottle – should be labeled with your child’s first and last name. Once a month, items are returned to each student if a name is on the item. Unclaimed or unlabeled items will be donated to the Used Uniform Closet, St. Vincent de Paul or Goodwill.

### **ENRICHMENT ACTIVITIES**

The Serendipity Club provides a variety of daily, planned activities, as well as a few unexpected ones, including:

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|-------------------------------|---|
| *Homework Club                | *Movies   |
| *Arts and Crafts              | *Contest Days   |
| *Outdoor Games and Activities | *Peer Tutoring (parent must arrange with child's teacher) |

### **DRESS CODE**

The Holy Rosary School Uniform Policy and Dress Code applies at Serendipity Club. Children attending after school sports activities will be allowed to change into their uniforms five (5) minutes prior to their departure from Serendipity Club. Children are responsible for their own uniforms.

### **BEHAVIOR**

Children are expected to follow the Holy Rosary School Parent and Student Handbook policies and procedures as well as those behavior procedures established in the classrooms. Parents/Guardians will be notified of unacceptable behaviors with a written note, a telephone call or a conference meeting. Continuous disregard for the policy and procedures established by Holy Rosary School and Serendipity Club will be cause for dismissal from the program.

## **PERSONAL ELECTRONIC DEVICES**

Personal electronic devices are not permitted or to be used in Serendipity Club. Serendipity Club staff are not responsible for devices that go missing or broken. If necessary, children may use Serendipity Club phones with the permission and supervision of Serendipity Club staff.

## **INJURY, ILLNESS, AND MEDICATION**

In the event of a minor injury, first aid will be administered on the premises according to the Administrative Health Manual. In cases which appear serious, the Program Coordinator or staff member will notify the parents/guardians and, if necessary, emergency personnel. Head injuries are always a call to the child's parents/guardians.

Parents/Guardians are expected to make provisions for taking sick children home. The Serendipity Club does not have facilities to care for or to transport sick children.

Medication will only be administered according to the policy in the Oakland Diocese Administrative Handbook. (See the Holy Rosary School Parent and Student Handbook for details.)

## **PARENT/GUARDIAN RESPONSIBILITIES**

### **KidCheck**

KidCheck is a secure children's check-in system that enhances a provider's security system and simplifies the check-in process. KidCheck helps ensure no one can pick up your child without your consent. This system provides key benefits in the area of child safety, secure information, and convenience. There is no cost to sign up. More information can be found at [www.kidcheck.com](http://www.kidcheck.com).

Once a family is signed up, they can make updates through the website or the KidCheck app.

Updating your KidCheck Account

1. Go to <https://go.kidcheck.com> or download the KidCheck app on an iOS or Android device.
2. Locate the "Kids" tab. Select the link to add a new child and input your child's information and upload photos. Select the save button when you are done.
3. Locate the "Guardians" tab. This is where you add guardians whom you give permission to pick up your child/ren listed. Input their information and upload photos. Select the save button when you are done.

***All families that utilize Serendipity Club services must sign up for KidCheck at our school kiosk located in Serendipity Club or complete the KidCheck Registration Form.***

***KidCheck Registration (check-in check-out program) is separate from Serendipity Club Registration (registration payment for pre-paid rates). See Financial Arrangements/Registration.***

### **Student Profile Forms**

With the children's safety and well-being in mind, it is **VITAL** all students in the school have a Student Profile form on file, and that parents/guardians keep the staff up to date as to any changes that may take place. Changes must be authorized by the parents/guardians in writing.

### **Before School Check-In**

Your child's safety is one of our most important concerns. Please escort your child into the Serendipity Club facility. We will log in your child utilizing the KidCheck program.

### **Morning Sweep**

In accordance with the Holy Rosary School policy and for the protection of your child, any student on campus without an adult before 7:45 AM will be logged in at the Serendipity Club. The parents/guardians will be charged at the appropriate rate.

### **After School Check-Out**

One of the most important regulations concerns a child's leaving the premises of the Serendipity Club. A child should never be taken from the yard or any other area without notifying the program staff and logging out the child with KidCheck program. Only parents/guardians and those persons authorized on a KidCheck account or a child's Student Profile form will be permitted to log out a child. If a person's name is not listed on a KidCheck account or a child's Student Profile form, the release will not be granted. In emergency situations, a signed faxed authorization from the parent/guardian will be accepted.

In the instance of legal issues concerning a non-custodial parent, or people permitted/not permitted to pick up a child, legal documentation must be provided to the Program Coordinator for the files.

***Serendipity Club Staff may NOT log out your child from Serendipity Club unless your child is going to another school-sponsored program on school grounds.***

***Invoices without a KidCheck log-out by a parent/guardian or authorized person will be charged up to the closing time of 6:00 PM.***

### **Extracurricular Activities Check-Out**

Many children who attend the Serendipity Club are also involved in extracurricular activities that are not school-sponsored, either on the school/parish grounds or off site (i.e. sports - this includes C.Y.O., music and dance lessons, tutoring, etc). Parents/Guardians will need to make arrangements to authorize an adult to log out and escort/transport their children to these activities. This release information must be authorized by the parents/guardians in writing. These adults must be authorized on your KidCheck account. Children will not be escorted/transported to extra-curricular activities by the Serendipity Club staff.

# FINANCIAL ARRANGEMENTS

## REGISTRATION

Registration is a start-up fee for the program. It permits the Program Coordinator to purchase supplies and materials necessary to administer the program. The registration fee is **\$85.00** per family per year. The Serendipity Club Registration Form and registration payment must be received prior to the start of the new school year. The drop in rate will be charged until the form is complete and registration fees are paid. We are unable to make the changes retroactive. ***The registration fee must be paid each year.***

## RATES (new rates effective August 2018)

Families will be charged for extended care services according to the rates that follow. These rates also apply on minimum days. Fees are calculated by quarter hours only. ***Fees will be determined according to the nearest quarter hour*** (i.e. 6:50 AM = 6:45 AM, 5:08 PM = 5:15 PM).

### Pre-paid

Families who ***PAY THE REGISTRATION FEE PRIOR*** to using extended care services and ***PAY IN ADVANCE*** (payment received before use of services) will be charged at a rate of **\$5.25** per hour/per child.

### Drop-in

Families who ***PAY THE REGISTRATION FEE PRIOR*** to using extended care services and ***DO NOT PAY IN ADVANCE*** (payment not received before use of services) will be charged at a rate of **\$6.25** per hour/per child.

### Non-Registered

Families who ***DO NOT PAY THE REGISTRATION FEE PRIOR*** to using extended care services will be charged at a rate of **\$7.45** per hour/per child.

### Family

To alleviate the burden and economic hardship pertaining to childcare costs experienced by families with two (2) or more children, the Serendipity Club has set up a tiered rate schedule of charges. Families, who wish to benefit from this rate discount, ***must PAY THE REGISTRATION FEE PRIOR*** to using extended care services ***and PAY IN ADVANCE***. Families who do not meet this requirement will be charged at the Drop-In or Non-Registered rate as applicable.

The sibling with the most hours used per week will be charged at a rate of **\$5.25** per hour and additional siblings will be charged at a rate of **\$5.05** per hour/per child.

### Example

Sibling #1	11:30 – 4:30	5.00 hours @ \$5.25 per hour
Sibling #2	3:00 – 4:30	1.50 hours @ \$5.05 per hour



For equal amounts of hours, one sibling will be charged at a rate of **\$5.25** per hour and additional siblings will be charged at a rate of **\$5.05** per hour/per child.

#### Example

Sibling #1	3:00 – 4:00	1.00 hour @ \$5.25 per hour
Sibling #2	3:00 – 4:00	1.00 hour @ \$5.05 per hour
Sibling #3	3:00 – 4:00	1.00 hour @ \$5.05 per hour

#### **Rates after 6:00 PM**

The Serendipity Club closes at 6:00 PM. Parents/Guardians are expected to arrive no later than 6:00 PM. ***There is no grace period.*** After 6:00 PM, families will be charged at a rate of \$1.00 per minute/per child for the first ten (10) minutes, and \$20.00 per hour/per child, or fraction thereof, thereafter. These "Late Pick-Up Fees" are due and payable at the time of pick-up. ***Serendipity Club is an extra service provided by the school to our families. If a family continues to arrive later than 6:00 PM, the family will jeopardize their being able to utilize the services of Serendipity Club.***

#### **PAYMENT OF FEES**

***The Serendipity Club is not a billed service.*** Fees are due in advance or upon pick-up of your children. Cash flow is vital to the Serendipity Club. We have no subsidy from the school or parish to help meet our expenses. We rely on the families using this service to know their responsibilities, to know what fees they are contracted for, and to make their payments in a timely manner. Invoices will be sent out at the end of each month and are due upon receipt. If you are not receiving invoices, please check in with the Program Coordinator.

Serendipity Club is a self-contained program. It relies on timely payments to cover the operating costs. **Failure to keep your account current will result in termination of before and after school care services.** Any outstanding balances that are 30 days past due will be transferred to your tuition account.

#### **RETURNED CHECKS**

***A \$30.00 fee will be assessed for all returned checks.*** Payment of the returned item and the \$30.00 fee must be paid in the form of cash, money order, or cashiers check.

#### **FINANCIAL RECORDS**

Accounts are kept on a balance forward method and all payments are applied to the oldest outstanding charges. Families must report a suspected error to the Program Coordinator in writing within 30 days of the statement date on which the error or problem appeared.

***Families are responsible for saving all statements and invoices for childcare credit income tax purposes. The tax ID number is located on all invoices. No year-end statement will be provided.***

#### **TAX ID NUMBER**

Families may request IRS Form W-10 with their written request to the Program Coordinator. ***This form only verifies the family's use of the Serendipity Club services, not the family's expenses. The tax ID number is located on all invoices.***

#### **QUESTIONS?**

If you have questions, please contact the Program Coordinator and/or the school office.