

# SANTA CRUZ LEARNING CENTER PRESENTS

## AFTER SCHOOL PROGRAM



SCHOOL PICK UP · PHYSICAL FITNESS · ACADEMIC SUPPORT



- ✓ Social emotional learning
- ✓ Daily homework help and academic coaching
- ✓ Pick up from school.
- ✓ Physical activity
- ✓ Nutritional education & healthy snacks and meals
- ✓ Character development
- ✓ Leadership development

Space is limited and we will fill up fast.  
Visit [santacruzlearningcenter.com](http://santacruzlearningcenter.com) to download your registration packet and ensure your spot!



Santa Cruz Learning Center  
501 Cedar Street Santa Cruz, CA 95060 831-331-5611

# SANTA CRUZ LEARNING CENTER

## SCLC After School Program

Physical: 501 Cedar Street Second Floor  
Santa Cruz, CA 95060

Mailing: 15 Mountain View Court  
Santa Cruz, CA 95062

Phone and Text: 831-331-5611

Email: [santacruzlearningcenter@gmail.com](mailto:santacruzlearningcenter@gmail.com)

Notification of absence from afterschool program:

[SCLCafterschool@gmail.com](mailto:SCLCafterschool@gmail.com)

Website: [santacruzlearningcenter.com](http://santacruzlearningcenter.com)



Our goal is to get kids moving and develop healthy habits by offering a variety of sports and other physical activities along with arts and crafts, life skills and homework help during their time at SCLC.

Here is a typical day with SCLC After School:

**\*1:00-3:30pm** – Pick-ups at schools and parent drop off at Santa Cruz Learning Center (for earlier pick up, please specify in the registration).

Kids picked up earlier will have additional planned activities during this range of time.

**3:30-3:45pm** – Snack time

**3:45-4:45pm** – Homework & Homework help

**4:45-5:45pm** – Planned activity (sports, games, arts and crafts, life skills class)

**5:45-Pick Up** – Open playtime or Down Time (reading, blocks, movie, etc.)

**6:00pm** Latest pickup time

## HOURS

1:00pm-6:15pm (depending on when your child's school gets out)

TRANSPORTATION INCLUDED		NO TRANSPORTATION (PARENT DROP OFF)	
Part Time	Full Time	Part Time	Full Time
1-3 days per week \$89.00/wk	4-5 days per week \$119.00/wk	1-3 days per week \$69.00/week	4-5 days per week \$99/week

## FEES AND DATES

\*Annual registration fee of \$50 per family

\*Sibling discount is 20% for 2<sup>nd</sup> child, 30% for 3<sup>rd</sup>+ child(ren)

\*Fees will not be withdrawn for the following weeks:

- November 22
- December 20
- December 27
- January 3
- April 4

\*First day of afterschool program: August 16

\*Last day of afterschool program: May 20

\*The [SCCS Elementary School District calendar will be followed](#). There will be **no pick up or afterschool program** on the following dates:

- Sept. 6
- Nov. 11
- Nov. 24-26
- Dec. 20-Jan 4
- Jan. 17
- Feb. 18 & 21
- May 23-27

## **PROGRAM POLICIES**

### **PROGRAM DETAILS**

\*Santa Cruz Learning Center provides a snack each afternoon.

\*Students with food allergies or other dietary restrictions should consult with the director prior to enrolling. Please send an email to [malika@santacruzlearningcenter.com](mailto:malika@santacruzlearningcenter.com).

\*If a child arrives after the scheduled snack times, the parent is responsible for providing a snack for the child.

\*If a parent elects to send snacks/food for their child, it must be in a bag/container with the child's name written on it. A refrigerator is available to keep food cold, and a microwave is available to heat up food. Utensils and dishes are not provided.

\*Opportunity is given for children to work on homework in the Santa Cruz Learning Center After School Program. Group leaders are also available to assist with homework if a child needs help. However, it is not the responsibility of the Santa Cruz Learning Center After School Program to ensure that a child's homework is completed.

\*Each month a newsletter or event calendar is produced to keep families informed. Parents should check the website for program updates, activity information, and themes.

\*The Santa Cruz Learning Center After School Program is health and wellness-based. The daily activities are pre-planned and include games, sports, arts and crafts and other activities. There is also time scheduled each day for free play. Free play is limited to scheduled times. Should a child decide not to participate in an organized activity, they will be given an alternate activity (reading, homework, drawing, craft) rather than free play.

### **SCHEDULE + HOURS OF OPERATION**

\*The Santa Cruz Learning Center After School Program is open to provide care from the time school gets out until 6:00pm Monday through Friday on school days.

\*The Santa Cruz Learning Center After School Program will observe the following holidays: Labor Day, Veteran's Day, Thanksgiving, Christmas Eve, Christmas, New Year's Eve, New Year's Day, Martin Luther King Day, Easter, Memorial Day, and July 4th (During summer camp). See details on our website for specific closure dates.

## **REGISTRATION + ELIGIBILITY**

\*Registration in the Santa Cruz Learning Center After School Program is open to all students, grades kindergarten through eighth, ages 5-14. Space is limited and is restricted to regular users. Children must enroll on a full-time (5 days per week) or part-time (3 days per week) basis. A child is considered registered in the program when:

- 1) A completed application packet and proof of insurance coverage along with the registration fee is returned to Santa Cruz Learning Center.
- 2) Santa Cruz Learning Center confirms that there is space available and that we will be providing pick up at their child's school.
- 3) Santa Cruz Learning Center Kids Center sends an enrollment confirmation to the email address on file.

\*Care is not offered for preschool students.

\*The program is not designed to accommodate children on a "drop-in" or occasional basis. Children will not be allowed to attend until all completed registration materials have been submitted and fees have been paid.

\*If all available spaces are full, Santa Cruz Learning Center After School Program will maintain a waiting list. Parents will be notified when a vacancy is available. The waiting list is cleared at the end of every school year, so parents wishing to remain on the list must re-register each school year.

\*The Santa Cruz Learning Center After School Program does not provide accident insurance. All students must be covered by a personal policy held by parents or by the optional school insurance offered through the public schools. An insurance waiver that is included on the application must be signed and returned at the time of registration, along with a copy of the insurance card, before a child can attend the Santa Cruz Learning Center After School Program.

\*The Santa Cruz Learning Center After School Program encourages parent involvement. Parents may meet with staff to discuss their child's needs and exchange information. Parents are encouraged to participate several ways:

- \*Attending orientation meetings and/or parent-staff conferences as needed or requested.
- \*Volunteering to help in the program—reading stories, sharing a craft or game, accompanying staff and children on field trips (must have appropriate background screening completed.)
- \*Donating outgrown games, craft items, etc. to the learning center.
- \*Volunteering to help with our special projects such as Secret Santa or seasonal holiday parties.
- \*Keeping all of your personal information current with the program such as home phone



numbers and address, parents' work and cell phone numbers, emergency contact phone numbers, etc.

\*Volunteers must complete the appropriate forms and must receive an approved criminal records check before volunteering.

## **FEES + FINANCIAL INFORMATION**

\*There is a \$50 annual registration fee per family to cover administrative costs.

\*The first child in a family is full price. The second child in a family receives a 20% discount. The third and subsequent child in a family receives a 30% discount. Family is defined as siblings residing in the same household, who share the same parent responsible for registering and paying for services.

\*Parents may choose to pay their fees monthly or weekly. Monthly payments are due on the 1<sup>st</sup> of each month (monthly amount will vary depending on the number of school days in the month,) and weekly payments are due each Monday. Regardless of schedule, payments will be made by automatic withdrawal from a VISA/MC/AMEX (Debit or Credit.) All accounts MUST have a valid VISA/MC/AMEX on file. You may choose to pay your monthly fees by cash/check/money order before the due date, in which case your card will not be charged.

\*There is a \$10 service fee during each month that there is no valid card on file.

\*There is a \$25 service fee for all returned checks and decline attempts on auto drafts.

\*Weekly/monthly fees will be prorated on weeks that include holidays, teacher work days, or school vacations. Fees will also be prorated for children beginning in the program midweek or mid-month. Fees are not prorated and credit is not given for children who do not attend Santa Cruz Learning Center After School Program due to illnesses, family vacations, or any other reason not listed above.

\*Late pick up fees are \$1 per minute per child, and will be billed to the card on file immediately.

\*Santa Cruz Learning Center does not coordinate payments between ex-spouses. It is the responsibility of the parent or other adult signing the contract to meet all financial requirements.

\*If a monthly payment has not been posted by the 5<sup>th</sup> of the month, or a weekly payment has not been posted by Wednesday, a \$25 late fee will be assessed, and services will be unavailable until payment is made. Accounts that reach 15 days past due will cause us to drop the child from the program and fill the vacancy. All balances will be assessed 18% interest monthly until paid in full. Delinquent accounts will be sent to an outside collection agency or small claims court for enforcement after 30 days.

\*The Santa Cruz Learning Center After School Program requires written notice at least ten school days in advance of the date a child is to be withdrawn. Tuition is due during those ten days. A child may withdraw and re-enroll (if there is space available) only one time per school year without incurring another registration fee. The re-enrollment may not take place within 10 school days of the withdrawal.

\*When a family withdraws from the program, and a credit balance remains after all charges and fees are posted, parents may use their credit for any other services at Santa Cruz Learning Center OR may request a refund check. Requests for refunds must be made in writing and submitted by email to [malika@santacruzlearningcenter.com](mailto:malika@santacruzlearningcenter.com). Requested refund checks are mailed out on the 1<sup>st</sup> of each

month.

\*As a courtesy to our parents, year-end tax statements will be produced by January 31 for all families with accounts in good standing. The statement will be in the name of the person who enrolls the child/ren. Statements for inactive families will be available upon request. If there is a past due balance on the account, the year-end tax statement may only be picked up after full payment has been made.

### **STAFF + RATIOS**

\*Program Administrator handles registration, bookkeeping, supplies, facilities and maintenance, supervises all staff, and stands in as a program coordinator if necessary.

\*Program Coordinator handles managing the site, assists with registrations, collects fees/forms, plans and distributes snack calendars, activity calendars, handles parent questions, may drive the pick-up van, administers medications as necessary, handles discipline issues, and supervises group leaders.

\*Group Leaders and high school apprentices are responsible for homework help, snack distribution/clean up, leading activities, and overall interaction and supervision of the children.

\*Each employee must pass a criminal records check before employment. All drivers must pass drug screening, and have a clean DMV report. All staff members are certified in First Aid and CPR. All staff members are required to attend trainings in sexual harassment and bullying.

\*Staff/Child Ratio is 1:8 or less. Depending on total enrollment, groups may be formed for separate activities, and will be divided by age.

\*Santa Cruz Learning Center is not responsible for and discourages any private agreements between parents and Santa Cruz Learning Center staff members concerning rides home or after-hours child care arrangements.

### **SCHOOL PICK UP + TRANSPORTATION**

\*The Santa Cruz Learning Center After School Program provides optional transportation from select elementary schools in Santa Cruz. Only trained and cleared drivers will operate Santa Cruz Learning Center vehicles. Children shall follow all oral and written safety rules while being transported. Approved staff-child ratio will be maintained. A first-aid kit and emergency information for each child will be available. Staff will have attendance sheets which will be checked when loading and unloading the van. Parents are responsible for providing any necessary car seats or booster seats for their child, which must be clearly labeled with the child's name.

\*If your child is supposed to be picked up at his/her school site, and does not report to the meeting area, Santa Cruz Learning Center staff will check with the child's teacher (if available,) the school office, and, finally, attempt to call the parent in an effort to locate a child not in regular attendance. If all attempts fail to locate the child, Santa Cruz Learning Center will report them missing to the school office for appropriate action, as they are still legally the responsibility of the school. Santa Cruz Learning Center staff will not wait longer than 15 minutes trying to locate missing children, as they must be present at the next pick up location on time.

### **ATTENDANCE + PARENT DROP OFF/PICK UP**

\*Parents should contact Santa Cruz Learning Center if a child will not attend the After School Program on a regularly scheduled day. Planned absences should be submitted in writing to the Santa

Cruz Learning Center via email afterschool. For illnesses and emergency absences, please contact the program coordinator or leave a message and/or send a text to 831-331-5611, preferably before noon on the day that they are absent.

\*Santa Cruz Learning Center personnel have been instructed to ask for identification from any unfamiliar person who arrives to pick up a child. Usually, this is not required after the first few weeks of enrollment as staff becomes accustomed to family relationships. However, parents/caregivers should be prepared to present identification upon request before a child is released. In addition, anyone who picks up infrequently (even if authorized on the child's application) should be prepared to present identification.

\*Parents are required to sign children in/out each day with the time and a signature. If your child will be picked up by The Santa Cruz Learning Center After School Program, the staff member picking up the children will sign them in. Parents must enter the facility to drop off or pick up children, they may not be dropped off in the parking lot and may not leave the facility before being signed out.

\*A child will be released only to the person(s) (minimum 16 years of age) designated by the parent/guardian on the enrollment form or an alternate pick up form. Once a child is signed out by a parent/guardian, Santa Cruz Learning Center After School Program is no longer responsible for that child.

\*If a child is to be released to someone other than a parent/guardian on a regular basis, please list that person on your enrollment form.

\*If a child is to be released to someone other than a parent/guardian on a special occasion, one-time event, or emergency, please notify us via text at 831-331-5611 or email [SCLCafterschool@gmail.com](mailto:SCLCafterschool@gmail.com)

## **SAFETY + EMERGENCIES**

\*If a child has symptoms of illness or signs of a communicable disease, he/she will be isolated from the other children while the parents are contacted and asked to pick up the child within an hour of notification. A parent's failure to pick up a sick child may result in a child's dismissal from the program and a report being submitted to the Department of Social Services. Any contagious illness may require a doctor's note for re-admission. A child who is absent from school during the school day or who has been picked up due to illness may not attend the Santa Cruz Learning Center After School Program that day, nor may they return until symptom free for 24 hours.

\*In the event of a medical emergency that cannot be handled by the program coordinator, emergency medical personnel will be called (911). Physician and hospital preference will be taken directly from the application completed at time of enrollment. Then the Parent or Guardian or Emergency Contact Person will be called. It is imperative that each parent provide to the program coordinator current contact numbers, physician and hospital preferences, and place of employment.

\*Should it be necessary for your child to receive medication at the Santa Cruz Learning Center After School Program, the procedure is as follows: The parent must complete the Medication Administration Consent Form.

\*Medicine must be brought in the original container. The child's name must be on the container. Santa Cruz Learning Center staff will administer medication as directed on the original label only. Santa Cruz Learning Center will not administer medication labeled with "as needed" (except for rescue inhalers and epi pens.) The Santa Cruz Learning Center After School staff will not administer

medication without written authorization.

## **BEHAVIOR POLICY**

\*Children are expected to comply with the Behavior Management Policy. Discipline will be handled by the program coordinator and/or the program group leaders.

\*A parent is required to sign a copy of the Behavior Management Policy for each child at the time of enrollment. A parent is also required to sign the Behavior Notice at the time a child's behavior is inappropriate. However, a parent's refusal to sign a Behavior Notice does not excuse inappropriate behavior of a child and does not prevent dismissal of the child if behavior warrants dismissal.

\*The basic policy includes methods such as talking to the child about the problem, removal of the child from the group, use of positive redirection whenever possible, limiting privileges, and/or consulting with parents. Parents contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior. One of the goals of our behavior process is to help children develop self-discipline and give them choices whenever possible. Corporal punishment, sarcasm and yelling by the staff are not acceptable means of disciplining children in the program.

\*Limits are set on behavior to provide a safe and caring environment where children can play and learn. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials, or equipment; 3) to help children learn respect for themselves, other children, and adults.

\*A child may be immediately dismissed from the program if the child's behavior is determined to be detrimental to the child or to the well-being of others in the program. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents. Adults are expected to model the desired behavior that is expected of their children. Profanity, threats, or disruptive behavior will not be tolerated.

\*A child who is dismissed due to behavior issues will not be allowed to re-register.



# Santa Cruz Learning Center Kids Center After School Program Registration

PARTICIPANT INFORMATION		
Participant Name (Child):		
DOB of Child:	Gender of child:	
Grade level fall 2021:	School:	
Teacher's name:	Room Number:	
Cell phone number of child (if applicable):		
Parent or Guardian 1 Name:		
Number and Street:		
City:	State:	Zip:
Relationship(s) to the child (mother, father, etc.)		
Cell Number:	Work Number:	
Email:		
Parent or Guardian 2 Name:		
Number and Street:		
City:	State:	Zip:
Relationship(s) to the child (mother, father, etc.)		
Cell Number:	Work Number:	
Email:		
<b>AUTHORIZED PERSONS</b>		
OTHER THAN PARENTS LISTED ABOVE, WHO IS AUTHORIZED TO PICK UP YOUR CHILD? (Authorized persons must be an adult or sibling in high school or above. Fusion Kids Center will only allow your child to leave with the people you list here. A photo ID and/or password will be required.)		
Password:		
Authorized Pick Up People: Please list names and phone numbers		
1.		
2.		

3.

4.

### EMERGENCY CONTACTS

Please list the information of someone who we can contact if the parents or guardians listed above cannot be reached.

First Name:

Last Name:

Cell Phone:

Alternate Phone:

First Name:

Last Name:

Cell Phone:

Alternate Phone:

### INSURANCE INFORMATION

Medical Insurance Carrier:

Name of Insured:

Policy Number:

Group Number:

### HEALTH

Does your child take medication?      Yes      No

If yes, please specify with details.

Does your child have asthma?    Yes      No      Do they carry an Inhaler?    Yes      No

ADD/ADHD?    Yes      No

Is your child allergic to any of the following? Please circle all that apply

- Bee stings
- Animals \_\_\_\_\_
- Trees, grass, pollen

Please describe reactions and severity:

Does your child carry an epipen?      Yes      No

Other health problems or information that we should know about? Please explain

By signing this document I (we) agree to the following terms: In case of illness or accident, Santa Cruz Learning Center, Inc, is authorized to secure emergency medical treatment at my expense. The Santa Cruz

Learning Center reserves the right to dismiss any participant who does not show respect for the facility, including but not limited to: property, equipment, policies, other members, volunteers and staff. Members who are dismissed will not be given a refund of fees paid. The Santa Cruz Learning Center assumes no responsibility for personal property. By signing this Enrollment Form, I (we) hereby waive any and all claims against Santa Cruz Learning Center. I understand that use of the facilities services with Santa Cruz Learning Center may involve risk of bodily injury or property damage and I agree to assume any such risks. I understand that it is up to me to consult physicians and other professionals to make sure that the child registered above can safely participate in activities and events hosted by Santa Cruz Learning Center. I also understand and agree that by signing this Agreement, I am giving up my (or the minor for whom I sign) right to make any claim against Santa Cruz Learning Center, its agents, employees and volunteers, including the right to sue them, for bodily injury or property damage or any other loss that I might suffer while using Santa Cruz Learning Center services, except as limited by law.

NOTICE - In order to promote a safe and secure environment, The Santa Cruz Learning Center may place video cameras in various locations of the learning center (not bathrooms). As part of our commitment to the safety of children and vulnerable persons, The Santa Cruz Learning Center reserves the right to consult public sources to determine whether any member or guest of any member poses an unreasonable risk of harm to its patrons, staff, or visitors.

**PHOTO/VIDEO RELEASE**

SANTA CRUZ LEARNING CENTER MAY USE THE ABOVE LISTED PARTICIPANT'S PHOTO FOR PROMOTIONAL PURPOSES. DOES SANTA CRUZ LEARNING CENTER HAVE PERMISSION TO USE PHOTOS AND VIDEOS OF YOUR CHILD? CIRCLE ONE YES NO

**ACKNOWLEDGEMENT**

I, AS THE PARENT GUARDIAN OF THE CHILD I AM REGISTERING, FULLY ACKNOWLEDGE AND UNDERSTAND ALL OF THE RULES AND POLICIES STATED IN THIS PACKET AND AGREE TO ABIDE BY THEM. FAILURE TO ABIDE BY THE RULES AND POLICIES WILL BE CAUSE FOR DISMISSAL FROM THE PROGRAM.

**PRINTED NAME OF PARENT/GUARDIAN:**

**SIGNATURE OF PARENT/GUARDIAN DATE:**

## Santa Cruz Learning Center After School Program Financial Membership Agreement (Pg. 1)

### Member Information (child)

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Cell Phone(of child, if applicable): \_\_\_\_\_ Birthdate: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Financially Responsible Party Complete this Section: Relationship to child: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Tuition must be paid by electronic draft from a credit/debit card on file

<b><u>Credit/Debit Card On File:</u></b>	I hereby authorize Santa Cruz Learning Center Inc. to charge my credit/debit card according to the schedule on page 2 of the membership contract. Charges will be made according to the fee schedule in this packet. I may at any time log on to the parent portal to view my statement, and what will be charged to my card on the due dates. Any disputes must be submitted, in writing to Santa Cruz Learning Center Inc. prior to the billing date.		
<b>TYPE OF CARD</b>			
<b>ACCOUNT NUMBER</b>			
<b>EXPIRATION DATE</b>		<b>CVV CODE</b>	
<b>BILLING ADDRESS</b>	STREET: CITY, STATE ZIP:		
<b>CARDHOLDER SIGNATURE</b>			

### NOTICE TO MEMBERS

Notice Required By Law: Any holder of this consumer credit Agreement is subject to all claims and defenses which the debtor could assert against the seller of goods and services obtained pursuant hereto or with proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder. The member is entitled to a completed copy of this Agreement. The member acknowledges that they have been told: (A) that this document is an Agreement and will become legally binding upon its acceptance by Santa Cruz Learning Center; (B) the terms and conditions of this Agreement; (C) that they acknowledge that they have examined the facilities and that they accept them in the present condition, and the Member assumes any and all risk involved in the use of the facility and services; (D) There are no warranties either expressed or Implied which extend beyond this agreement. This agreement constitutes the entire agreement between the parties; there are no collateral agreements, representations or guarantees, oral or otherwise, unless attached hereto. The undersigned member has read, understands, and agrees to be bound by the Santa Cruz Learning Center After School program rules and policies as part of this agreement. The Rules and policies may be changed at any time by Santa Cruz Learning Center, at its sole discretion. If any part of this Agreement is held invalid or unenforceable, the remainder of this Agreement will remain in full force and effect. You, the buyer, may cancel this Agreement at any time prior to midnight of the third business day, after the date of this Agreement, excluding Sundays and Holidays. To cancel this Agreement, mail or deliver a signed and dated notice that states you, the buyer, are canceling this Agreement, or words of similar effect. Such notice shall be sent to Santa Cruz Learning Center at the above address. Santa Cruz Learning Center reserves the right to change monthly tuition at its sole discretion. Membership in Santa Cruz Learning Center After School Program is not based on usage. Members will incur fees based on the type of membership plan agreed upon above, NOT on the number of times the member uses the service.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

**Santa Cruz Learning Center After School Program Financial Membership Agreement (Pg. 2)**

Participant Name (Child): \_\_\_\_\_

Choose Your Options:

<u>Payment Plan:</u> Choose one option		
	Monthly payments on the 1st of each month	
	Weekly payments on Mondays	
<u>Program Usage</u>		
	1-3 Days per wk (circle): M T W Th F	\$69/wk
	4-5 Days per wk (circle): M T W Th F	\$99/wk
<u>TRANSPORTATION</u>		
	School Pick Up From (what school?) _____	\$20/wk
	Parent Drop Off	No Charge
	Sibling Discount: 2nd Child in Household 3rd+ Child in household	20% off 30% off

Signature of Financially Responsible Person: \_\_\_\_\_

Print Responsible Person's Full Name: \_\_\_\_\_

Relationship of Financially Responsible Person to Child: \_\_\_\_\_