

BLAST

Building Leaders by Building Character

2023/2024 Parent Handbook

Welcome to the BLAST Extended School Day program at Los Penasquitos Elementary School. For the past 23 years we have been providing a safe place for elementary age youth to experience academic enrichment, recreational activities and character development during the hours that most parents work or are in school. BLAST works closely with The Los Pen Staff and the local community to support this endeavor. We hope to provide a network of support for your child and entire family.

This handbook is a comprehensive guide to understanding our program's policies and procedures. Please read it carefully and keep it handy for future reference throughout the year. As a parent of a child enrolled in the program, we encourage you to observe and participate in activities and events. Any contribution of your time or talents is appreciated.

Thank you for choosing the BLAST Program. If you have additional questions, please feel free to contact me.

We are looking forward to a great year together!

Ryan Najimy

Director & Site Supervisor

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BLAST Mission Statement

BLAST's mission is to support families in this community by (1) providing a loving and nurturing environment for their children before and after school where their whole person is developed and protected and by (2) developing a network of support that will stimulate relationships, build a sense of community and offer positive role modeling.

Program Description

Our staff includes a site supervisor and group leaders who work closely with the classroom teachers and school principal. Our program has been endorsed by the Poway School District and maintains involvement with other community organizations, public agencies and volunteers to provide a broad spectrum of family resources.

While building academic skills, we also emphasize the value of growing in character qualities that are a key component of successful living. Planned activities are fun, challenging, and developmentally appropriate for each of our K-5th grade participants. To maximize the effectiveness of our program, classrooms, the multi-purpose room and the playground will all be used.

Enrollment / Discharge

To be **considered** for enrollment you must complete an *Application for Enrollment and include a \$100 registration fee* (non-refundable) available in the school office or email Ryan at blast4kids@yahoo.com Our program is dedicated to supporting families who qualify for the PUSD free/reduced meal program and single parent homes. Priority is given to these families. However, any remaining openings may be filled with students who do not meet these qualifications.

The provider will contact families when they have been selected for an available opening. Families not selected will be placed on a waiting list and will be contacted when they are the next family to be enrolled.

To **enroll** your child, you must also complete:

- (1) Enrollment Form and Enrollment Application
- (2) Emergency Information Form,
- (3) Health History/Medical Consent Form.
- (4) Blast Guidelines Form

Other forms may be required by the provider. **It is the family's responsibility to keep all pertinent information current.**

It is understood that demand often exceeds capacity. Therefore, families that do not comply with the procedures and policies of the provider agency may be subject to discharge in order to include families who are waiting. You may withdraw your child at any time with two weeks' notice, *provided your account is current*. Please see the section on **Guidance** for procedures regarding involuntary discharge.

Hours of operation:

M-F Morning 7am-8:15am (At 8:15am) kids will be dismissed to Los Pen morning yard duty).

M, T, W, F 3:05PM-6PM Thursdays 1:25pm-6pm (minimum day)

WHEN THE SCHOOL IS CLOSED BLAST IS CLOSED (ALL HOILDAYS, DISTRICT RESCESSES, AND PROFESSIONAL GROWTH DAYS. ETC

*See enrollment form: Late penalties will be assessed according to the policy described in the **Attendance Policies and Procedures** Section of this handbook.

Adult/Child Ratio

In accordance with the State of California's "After School Education and Safety Program," the staff to student ratio is 1 to 15-20 for elementary students. We are privileged to include in that ratio our student and adult volunteer support.

Inclusion of Students with Disabilities

We recognize and support the rights of students with disabilities to participate alongside their peers without disabilities. Our program is open to such inclusion, so long as the student is selected for enrollment based on the criteria set forth for all families, follows established program rules, and does not require one-to-one supervision. We will attempt to provide reasonable accommodations for students with disabilities. Please note BLAST operates its programs with an established supervision ratio. Students with disabilities will still be expected to comply with program health and safety standards. If a child's actions endanger the health and safety of his or her self, another participant, or staff member, they may be discharged from the program.

Illness / Medications

Health rules are designed to protect the well-being of all children. We ask that you **keep your child at home if experiencing** symptoms such as:

- * a fever
- * a cold with heavy nasal discharge
- * a persistent cough
- * a sore throat
- * a contagious disease
- * vomiting

If a child becomes ill while at BLAST and cannot participate in the normal daily routine, the site supervisor may notify a parent or emergency contact. Parents who do not respond by picking up their child within a reasonable time will be subject to late fee penalties set by the provider agency.

In the event that medication needs to be administered to a child while attending BLAST, a parent or legal guardian must complete the **Authorization to Administer Medication Form**. This form is available from the Site Supervisor. Medication must be presented to the staff in its original container, labeled

with physician's name, phone number, prescription expiration date, prescription directions, and pharmacy contact.

Child Abuse / Neglect

The State of California considers all BLAST Staff "Mandated Reporters" of child abuse or neglect. This requires the staff to report any and all cases of suspected child abuse. If abuse/neglect is suspected, the proper authorities will be contacted and an incident report will be filed.

Accident or Injury

Mild scrapes will be reported to a parent or guardian, usually verbally or by way of a written "Ouch Report". An Incident Report will be completed for more serious injuries with a copy given to the parent and one kept on file. Staff will use standard first aid and universal precautions when treating scrapes or falls. CPR/First Aid Certified staff will be available at all times.

When a serious accident or injury occurs, the site supervisor will attempt to notify parents or emergency contacts, if the parent cannot be reached. More serious accident / injuries may require:

Ambulance / Paramedic/ 911 notifications

A hospital visit - accompanied by BLAST Staff

Follow-up care by a doctor/dentist

A **Consent for Medical Treatment Statement** must be signed as part of the Health History Form. **All emergency numbers must be kept current in order to assure that a parent can be reached whenever necessary.** Parents are responsible for all costs incurred in the provision of emergency medical treatment for their child.

Academic Support

Staff and volunteers provide an academic enrichment component Monday-Thursday. While every attempt is made to ensure that all homework is completed prior to participation in other activities, family members will want to check their child's homework for complete accuracy. It is not within our ability to provide one-to-one assistance with each student, but we want to be responsive to special needs as they arise. Please keep us informed of your concerns.

Enrichment Activities

While attending BLAST, students are encouraged to participate in a variety of recreational and enrichment activities which may include: arts and crafts, performing arts, music, outdoor recreation, technology and listening to special guest speakers.

Snacks

Kids will receive a snack daily for afternoon Blast.

If your child has any dietary restrictions or allergies, please note them on the Health History Form. Please send a snack with your student.

Safety

One of our primary responsibilities is to provide a safe environment for your child. Participants are expected to **follow all school rules** and program safety rules reviewed on site. Ongoing violation of these rules may result in your child's exclusion from the program.

Guidance

BLAST uses a positive approach to discipline when the stated rules are broken. Patterns of behavior are recorded, and plans for corrective action are noted. Parents will be notified if inappropriate behavior persists. If a child continually displays an uncooperative attitude, the site supervisor may suspend or discharge the child. If a child acts in a way that creates a risk of harm to himself or anyone else, the site supervisor may immediately discharge the child from the program. Parents may be called to pick up a child if the behavior cannot be controlled. Parents who do not respond immediately are subject to late fee penalties set by the provider agency or discharge.

Fees/Funding Structure (10 MONTH PAY PERIOD) FIRST PAYMENT FIRST DAY OF SCHOOL YEAR AND LAST PAYMENT WILL BE MADE IN MAY.

Morning Only \$125/month for one child; \$250 for 2 or more children **(Morning Blast is contingent on number of kids enrolled)** 7:00am-8:30am (then the children are dismissed to school yard duty)

Afternoon only \$220/month per student; \$440/ 2 or more children. 3-6pm M, T, W, F 2-6pm Thursday 1:45-6PM

Morning and Afternoon \$260/month per student; \$500/ 2 or more children. **(Morning Blast is contingent on number of kids enrolled)**

Fees are due by the 15th of each month **REGARDLESS OF BREAKS/HALFDAYS/STUDENT DEVELOPMENT DAYS**, with the first payment due August 17th. If you know you will be late with your payment, please let us know. We want to work with you to make your payments as easily as possible. **A late fee of \$25 will be added to any payment made past the 3 day grace period, or the 15th of each month, without prior notification.** Should tuition routinely become delinquent, the Director may contact you and your child may be subject to dismissal. If a check is returned for insufficient funds, the parent must make all future payments using cash or money order. Carrying an outstanding balance at the end of the year may influence a decision to re-enroll for the following year.

Payments may be made in cash, ZELLE Transfer to (Blast4kids@yahoo.com), or make out your check to **BLAST 4 KIDS** and **place BLAST and the name of your child on the memo line**. Give all payments to Ryan the Director.

High quality, yet affordable programs for children depend on the participation of families and community members to keep the program's operating costs within reasonable limits. Any **contribution** of time or materials would be greatly appreciated.

Attendance Policies and Procedures

It is required that every child **MUST** be signed in and out of the site each day. Students will sign themselves in as they arrive each day or come directly from their classroom. If someone other than the child's custodial parent(s) or legal guardian will be picking up the child from the program, prior verbal or written authorization must be given. The custodial parent(s) or legal guardian(s) are the only persons who can authorize the site to release the child to another individual. Absences from school will be communicated to the Site Supervisor at the end of each school day by the Los Pen office staff. **It is the family's responsibility to notify the site supervisor if the child attended school but will be absent from BLAST.** If the child is scheduled to attend and a pattern of absence is noticed, the site staff will make an effort to verify the absence with the school staff and/or contact the parents.

ALL STUDENTS MUST BE SIGNED OUT OF THE PROGRAM by a parent/guardian or other designated individual, unless the parent/legal guardian completes the *Early Release Form*, and specifies a time for the child to sign himself out and walk home from the program. This form can be obtained from the site supervisor. Please take into account traffic patterns and/or daylight savings time changes when filling out this form. Morning participants will be signed out to class/playground by attending staff.

NOTE: BLAST as a Provider Agency and/or BLAST Staff are not responsible for a child before being signed in, or after being signed out of the program.

A late fee penalty of \$1.00 per minute past the established closing time will be assessed, and in some cases the child may be suspended or discharged from the program if a child is habitually left after hours. Please call if you anticipate your arrival will be past the designated closing time. All reasonable efforts will be made to contact the parent, guardian or another adult designated by the parent. State law considers children left at the site after closing time, without notification, to be abandoned. If this occurs, the police may be contacted to escort the child home.

Courtesies Extended to Children, Staff and Parents

Each student receiving services from the BLAST Extended School Day program will be:

- Accorded dignity in his/her personal relationship with staff and or other persons
- Accorded a safe and healthful environment
- Accorded an environment free from the following: corporal punishment, humiliation, intimidation, ridicule, threats, physical restraint or mental abuse.
- Accorded an environment that includes all of the necessities of care.

Each staff member or parent will be:

- Treated in a professional manner
- Accorded a safe and healthful environment
- Accorded an environment free from the following: threats, harassment, humiliation, intimidation, ridicule, or mental abuse.