
The City of
Yucaipa

2020-2021



**“S.T.A.R.S.” EXTENDED SERVICES
2020/2021 PARENT HANDBOOK**



Program Site

Yucaipa Community Center
34900 Oak Glen Road
Yucaipa, CA 92399

Program Phone Number

(909)855-8747

Site phone is only in operation during program hours.

Program Operating Hours

Monday - Friday, following the YCJUSD 2020/2021 Academic Calendar
7:00 a.m. - 5:00 p.m.

Program Fees

Resident Fee: \$135.00

Non-resident Fee: \$175.50

Registration Location

Yucaipa Community Center
34900 Oak Glen Road
Yucaipa, CA 92399
909-790-7460

Yucaipa Community Center Operating Hours

Monday - Saturday
9:00 a.m. - 7:00 p.m.

Online Registration Link

www.yucaipa.org/enroll

Activity Number 22914

Administrative Staff

Community Services Coordinator	Margo Mullen	mmullen@yucaipa.org
Community Services Supervisor	Sarah Martinez	smartinez@yucaipa.org



The City of Yucaipa "S.T.A.R.S." (Science, Technology, Arts, Recreation for Success) Extended Services

Parent/Student Policies and Procedures Handbook

REGISTRATION GUIDELINES

- The "S.T.A.R.S." Extended Services program is a pre-paid, recreational and educational enrichment program offered to students in Transitional Kindergarten through 6th grade.
- Ordinarily, this program operates on school campuses, each school day during the academic year. To meet the educational needs during the COVID-19 pandemic, the "S.T.A.R.S." Extended Services program is designed to provide academic support, such as tutoring, STEAM activities, and technology (including wi-fi access), unavailable in a school-based setting, at the local community center
- Participants must bring their own lunch and snacks daily.
- The "S.T.A.R.S." Extended Services program is not in lieu of attending an academic institution and is not supervised by certificated teachers
- All program registration will be accepted on a first-come, first- served basis at the City of Yucaipa Community Center, located at 34900 Oak Glen Road, and the Scherer Community Center, located at 12202 First Street. You may also register online at www.yucaipa.org/enroll.
- A 2020/2021 registration form must be completed and on file at the Yucaipa Community Center prior to the student's first day of attendance.

PROGRAM HOURS AND FEES

- The "S.T.A.R.S." Extended Services program is offered Monday through Friday, every day school is in session, from 7:00 a.m. to 5:00 p.m. 2020/2021 YCJUSD non-student days and holidays will be observed by the "S.T.A.R.S." Extended Services program.
- The "S.T.A.R.S." Extended Services program fee is \$135.00 for residents. **ALL FEES ARE SUBJECT TO CHANGE. A 30% non-resident fee applies to all rates.**
- **All fees must be pre-paid prior to the week the student attends. Open registration is accepted until 9:00 p.m. on the Monday of each session. Registration will close at 9:00 p.m. on the Monday of each session.** There will not be any payments accepted after the Monday deadline. **The student will not be permitted to attend for the remainder of the session, if payment is not received prior to the deadline.**
- The "S.T.A.R.S." Extended Services program ends promptly at 5:00 p.m. Late fees will begin to accrue as of 5:01 p.m. at a rate of \$1.25 per minute, per student. Students may be dropped from the program after the third offense and/or should the late fees be left unpaid. **As a last resort, if the parent cannot be reached by 6:00 p.m., the Yucaipa Police Department will be contacted.**
- Children suspended/expelled from the "S.T.A.R.S." Extended Program will not be granted a refund.

- Scholarships are available upon approval, and fund availability; ask for an application today at the Yucaipa Community Center.
- For safety, students and staff are required to adhere to all County of San Bernardino Health Department mandates, including face coverings, 6 feet physical distancing, and hand washing.

ATTENDANCE AND PROGRAM SIGN-IN/OUT PROCEDURES

- At the beginning of the program, students must be signed in by an authorized adult by providing a printed name, initials, arrival time, and acknowledgement of health screening. Parents/Guardians not willing to sign their student in will not be permitted to participate in the "S.T.A.R.S." program. **For safety, "S.T.A.R.S." Extended Services program staff may sign-in on behalf of the parent, to ensure contactless drop-off.**
- At the conclusion of the "S.T.A.R.S." Extended Services program, all **Authorized Pick-Up Adults (18 years and older)** are required to present **Valid Photo ID** and sign the student out by providing a printed name, initials, and the departure time. Parents/Guardians not willing to show valid photo ID will not be permitted to participate in the "S.T.A.R.S." program. A student will **NOT** be released to individuals who are not listed on the student's release form, no exceptions. Students are **NOT** permitted to walk home alone or sign themselves out. **For safety, "S.T.A.R.S." Extended Services program staff may sign-out on behalf of the parent, to ensure contactless pick-up.**
- **Changes to the Pick-Up Authorization Form can only be accepted IN PERSON by the primary guardian who enrolled the student in the "S.T.A.R.S." program.**
- If there is a **CUSTODY AGREEMENT** between parents/guardians of the student, unless certified court documents are given to the site to keep on file, the "S.T.A.R.S." Extended Services program is mandated to release to parents or adults on the Authorization Pick-up List. EC Section 51101(c) notes that parents' rights to participate in a student's education "may not be construed so as to authorize a school to inform a parent or guardian, . . . or to permit participation by a parent or guardian in the education of a child, if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction" (Chapter 864, Statutes of 1998, EC Sections 51100 - 51102). If this situation applies to your student, please provide required documentation with the Registration Packet. **Please note that a CHANGE in guardianship will require a NEW Registration Packet to be completed by legal guardian.**

SAFETY PRECAUTIONS

- "S.T.A.R.S." staff will be taking extra safety precautions during the "S.T.A.R.S." Extended Services program, including to continue to monitor guidelines from the CDC, State of California, and the County of San Bernardino.
- The following is a list of precautions for the "S.T.A.R.S." Extended Services program:
 - Registration is limited to a five-day option.
 - There is a limited student capacity.

- There is 10 students to 1 staff ratio.
- Students will be required to stay within their assigned group; each group will be determined by the age/grade of the students.
- Each student must bring their own academic supplies, such as pencils, paper, Chromebooks, and headphones.
- There will not be sharing of communal art or activity supplies. Supplies recommended: 1 school glue, 1 pack markers, 1 pack crayons, 1 scissors, 2 pencils, 2 pens, lined paper, and graph paper (if required by teacher).
- Physical distancing will be implemented throughout the day. Games and activities will be structured to maintain social distancing.
- There will be increased outdoor play and academic work during appropriate weather conditions.
- Cleaning and sanitation practices will be increased. Dedicated staff will be scheduled to maintain cleanliness.
- All staff and students will be required to wear a mask. All students will be STRONGLY encouraged to wear a mask, if the face covering mandate is lifted.
- Parents/Guardians are highly encouraged to take their student's temperature and complete a health check before dropping off their student each day. Health screening questions will also be asked at drop-off.
- If a student develops symptoms, they will be isolated, and they **MUST** be picked-up promptly. The student's siblings or household members must also be immediately picked-up. There will be a strict 72-hour sick policy. If your student has a fever, they cannot return until they are 72-hours fever free without the aid of medicine, as recommended by the CDC.
- There will be hand sanitizer stations and designated hand-washing times. All students will be expected to practice proper hand-washing techniques.
- There will be a limited number of individuals onsite. Therefore, there will be a drive-thru pick-up/drop-off procedure, with designated curbside times. Designated adults will still be required to show their ID's before they can pick-up a student.
- If students are to be dropped-off or picked-up outside of the curbside times, then designated adults can meet staff outside of the Yucaipa Community Center front doors and wait for staff assistance. This will aid in limiting persons in the facility, and assist with program safety.

RULES/MEDICAL NEEDS/EMERGENCIES

- **As an extension of the school day during the COVID-19 pandemic, ALL school rules, policies and procedures apply to the "S.T.A.R.S." Extended Services program.** This includes dress code, and the restriction of the following items, which are not permitted on site: skateboards, bikes, skates, roller blades, razor scooters, skate shoes, electronic devices, etc.
- **Medications/Medical Assistance:** Students may **NOT** self-administer medications, transport medication to and from the program, or carry it with them while attending the program. Medication will **NOT** be administered by any staff. All medical information must be provided directly to program staff on the student enrollment form.
- In the event a student suffers an illness or accident during program hours, "S.T.A.R.S." staff may seek medical help and assistance by contacting 911 emergency services or otherwise securing treatment at a medical facility. The "S.T.A.R.S." Extended Services program does not provide medical treatment or coverage for participants.
- **Emergency Allergic Reactions and Asthma:** All City of Yucaipa staff are trained in basic First Aid and CPR, which allows for staff to administer an Epi-Pen and/or asthma inhaler in the event of a severe reaction. If your child requires such emergency medical attention, it is the parent's responsibility to provide an emergency Epi-Pen or inhaler to the "S.T.A.R.S." staff. Please work with on-site staff to ensure a clear plan of action for your student.

SPECIAL NEEDS

- As an equal opportunity program, all students are eligible to participate. However, should your student have a special need/disability that requires one-on-one attention, the program may not be able to meet your student's needs due to the 10 students per 1 staff member ratio.
- Although your student may have an Individual Educational Plan (IEP), please note that special accommodations (if any) are only applicable during school hours on school campuses. If this is the case, your student may be better served at an alternative specialized program offered by another provider.

SUPERVISION OF PROGRAM AND DISCIPLINE POLICIES

- The "S.T.A.R.S." Extended Services program is supervised at a ratio of no more than 10 students to 1 staff member. Because of student ratio requirements, should a student not be able to be successful in participating in group activities and distract staff from properly supervising the entire group, participation in the "S.T.A.R.S." program may not be suitable.
- Activities take place in supervised areas only. Leaving the supervised area without permission can result in the student being dropped from the program.
- Participation in the program is a privilege. A student must follow all program rules. Disruptive or disrespectful behavior, including but not limited to: stealing, vandalism, fighting, cursing, foul play, not following directions, etc., towards other students and/or program staff will not be tolerated and is grounds for dismissal. We encourage parents/guardians to discuss concerns with the "S.T.A.R.S." staff.

CONDUCT VIOLATION CONSEQUENCES*

- 1st Violation - Guidance, verbal warning, and parental contact at pick-up time
- 2nd Violation - Guidance, verbal warning, and parental contact before pick-up time.
- 3rd Violation - Guidance, verbal warning, parental contact before pick-up time, written behavior contract, suspension, and/or student will be sent home immediately- if necessary.
- 4th Violation - Guidance, verbal warning, parental contact before pick-up time, student will be sent home immediately, and dismissal from program.

***Consequences are subject to change due to severity of content.**

Parent/Guardian will be held responsible for any cost/damages inflicted upon site, park, and/or private property or equipment.

PROGRAM COMPONENTS

- The "S.T.A.R.S." Extended Services program provides academic and homework assistance each day. It is the student's responsibility to bring their classwork and homework to the program, and the parent/guardian has the responsibility to support the "S.T.A.R.S." Extended Services program ensuring the student has the appropriate information to complete classwork and homework daily. Parents/Guardians are expected to support academic work completion by reviewing classwork and homework daily.
- The "S.T.A.R.S." Extended Services program may take part in various special events and guest presentations. Parents will be notified in advance of upcoming events or activities.
- In order to prepare every student for the future demands of the 21st Century, the "S.T.A.R.S." program focuses on college and career readiness through additional activities utilizing research-based educational enrichment programs like:
 - STEAM (Science, Technology, Engineering, Art, and Math)
 - Language Arts; reading and spelling activities
 - Mathematics: math games
 - Health and Wellness: SPARKS (Sports, CATCH), Physical Education, and Healthy Yucaipa Program
 - Youth Development: peer tutors, student-led clubs, and activities

SNACKS AND LUNCHES

- Parents are required to send their student with a "sack lunch" (this may be enclosed in a lunch pail) daily.
- Lunch and snacks are not provided by the "S.T.A.R.S." Extended Services program. Parent/Guardians are encouraged to provide students with a morning and afternoon snack.
- Parents/Guardians are encouraged to send students with a water bottle in order to keep students hydrated throughout the day. Please have your student's name clearly written on their water bottle, and all personal belongings (including lunch and snacks).
- Please specify any food allergies when completing the allergy section on the Enrollment Form. "S.T.A.R.S." staff will carefully review student's paperwork for all food allergies. "S.T.A.R.S." staff will



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take precautions to prevent students' contact with allergen(s), however, the "S.T.A.R.S." Extended Services program is **NOT** an allergen free environment

PERSONAL BELONGINGS

- Please keep all personal belongings at home or in backpacks, unless they are to be used for academic support. Chromebooks, and YCJUSD issued devices, are permitted and may be required to complete academic assignments, per student's teachers. "S.T.A.R.S." staff reserves the right to temporarily confiscate these items and release them to those authorized to pick-up at the end of the day, if not used appropriately. The City of Yucaipa will not be held liable for loss, theft, or damage of items.

PARENTAL/GUARDIAN SUPPORT

- Though our staff is committed, trained, and qualified, parental support is needed to make the "S.T.A.R.S." Extended Services program successful for students. Parents/Guardians are important partners in the program's success.
- **Suitable behavior towards the "S.T.A.R.S." Program and its administrators is required at all times from any and all adults on the program site, as well as the Scherer Community Center, City Hall, and during all verbal and written communication. Should an issue arise, and inappropriate or disrespectful behavior occurs, your student may be removed from the "S.T.A.R.S." Extended Services program.**
- Our goal is to make the "S.T.A.R.S." Extended Services program a lifelong recreational/educational enriching experience your student can cherish for years to come! Thank you for choosing the City of Yucaipa's "S.T.A.R.S." Program; a new and exciting journey awaits.

CONTACT INFORMATION

Please contact us at the Yucaipa Community Center at (909)790-7460 and ask for the "S.T.A.R.S." Program Coordinator. Follow us on Facebook or visit us at www.yucaipa.org.



IMPORTANT NON-STUDENT DATES:

The following academic and holiday dates will be observed by the "S.T.A.R.S." program, per the YCJUSD academic calendar:

September 7, 2020	Labor Day
November 11, 2020	Veteran's Day
November 23 - 27, 2020	Fall Break
December 18, 2020 - January 4, 2021	Winter Break
January 18, 2021	Martin Luther King, Jr. Day
February 8, 2021	Lincoln's Birthday Observed
February 15, 2021	President's Day
March 22 - April 5, 2021	Spring Break
May 28, 2021	District Non-student Day
May 31, 2021	Memorial Day

The City of Yucaipa seasonal camps may be held at the Yucaipa Community Center on the following dates:

November 23 - 25, 2020	Fall Break
December 21 - 23, 2020 & December 28 - 30, 2020	Winter Break
March 22 - April 2, 2021	Spring Break
June 14 - August 11, 2021	Summer Break

Please contact the Yucaipa Community Center at (909)790-7460 for more information regarding seasonal camps.



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ACKNOWLEDGEMENT FORM

I hereby acknowledge and confirm that I have received and read the “S.T.A.R.S.” Extended Services 2020-2021 Parent Handbook. I understand and agree to comply with the policies stated in the “S.T.A.R.S.” Extended Services 2020-2021 Parent Handbook. I understand that if I have any questions about any program policy, I should immediately consult with the Community Services Coordinator, as any policy violation may result in discipline, up to and including discharge from the program.

Child’s Name:	Date:
Parent/Guardian Name:	
Parent/Guardian Signature	
School Name:	City

I have read the Parent/Guardian Rules and Policies Agreement and will go over it with my child to ensure that he/she understands and abides by the rules.

Initials

Initials

It is the parent’s/guardian’s responsibility to ensure all necessary forms are completed and updated as needed, including in-person notification to my student’s Program Leader or the Site Supervisor of any changes to my emergency contact information.	I understand that “S.T.A.R.S.” is a pre-paid program and registration is on a first-come, first-served basis . Registration will close on the Monday of each session at 9:00 p.m. Payments will not be accepted after the Monday deadline.
I understand that the “S.T.A.R.S.” Extended Services program ends promptly at 5:00 p.m. As of 5:01 p.m. a late fee will be charged at the rate of \$1.25 per minute/per student and must be paid within one week.	I understand that a valid photo ID must be presented to staff EVERY DAY prior to the release of my student. If I, or an Authorized Adult , do not adhere to this policy, it may result in the removal of my student from the program.
I understand that inappropriate, disruptive, or disrespectful behavior towards the program and its administrators from my student, me, or any one of my authorized person(s) will result in removal and dismissal of my student from the program.	I understand that, as the parent/guardian, I will be held responsible for any costs, repairs, or damages to the site, park, and/or private property or equipment during program hours, if my student has been involved in negligent or abusive behavior.
I understand that if my student is suspended from the program, I will not receive a refund.	I understand the safety guidelines must be adhered to and will ensure that health checks are conducted prior to the daily drop-off.
I will see that my child brings his/her classwork and homework to the program and will review it when he/she arrives home from the program.	I encourage my child to actively participate in the “S.T.A.R.S.” enrichment activities; including STEAM, Language Arts, Reading, Spelling, Math, SPARKS Physical Education, Healthy Yucaipa activities, and student-led clubs.